



Attachment B

**RESOURCE FAMILY APPROVAL (RFA)**  
**COMPREHENSIVE IMPLEMENTATION PLAN**  
**MONTEREY COUNTY**



## **INTRODUCTION**

The Resource Family Approval Comprehensive Implementation Plan (RFACIP) template has been created to assist counties with organizing and documenting their transition to the RFA process. Its intended goal is to provide a framework to assist county staff with memorializing county-specific RFA policies and procedures. It is recommended that the full range of staff participate in the RFACIP process to ensure that a systemic approach is used in developing a comprehensive method of approving care providers for the care and supervision of children, youth and non-minor dependents (NMD) in the foster care system.

Each county is required to submit to CDSS, 30 days prior to implementation, a completed RFACIP for review and approval.

# RESOURCE FAMILY APPROVAL (RFA) COMPREHENSIVE IMPLEMENTATION PLAN

County of Monterey  
Implementation date: March 1, 2016

## I. PROGRAM STATEMENT AND VISION

Brief Overview:

The Resource Family Approval (RFA) program is a single standard approval process for training, supporting and retaining potential relatives, non-related extended family members, and other non-related care providers for children and non-minor dependents being served by the child welfare system and the Probation Department.

The RFA program assesses potential caregivers' homes comprehensively by utilizing a clinical psychosocial risk and permanency assessment with intensive ongoing oversight of each home as well as providing increased training and supports to best prepare care providers for their roles and responsibilities.

It is the program's vision to safeguard every child's well-being by providing a high level of permanence and quality care, thereby strengthening the long-term permanency outcomes for children.

## II. PROGRAM GOALS, OBJECTIVES AND OUTCOMES

<b>GOAL:</b>	Develop and implement a comprehensive RFA program by March 1, 2016.
<b>Objectives</b>	
1.	Review the CDSS RFA Written Directives to determine the extent of work required pursuant to the new regulations.
2.	Examine current departmental resources in place, as well as additional resources needed, to ensure adequate supports necessary are in place prior to implementation.
3.	Engage Stakeholders in discussions about the RFA program and identify resources and supports needed from community partners in the successful implementation of RFA.
4.	Develop a transition plan to stop accepting new foster family home licensing applications, adoption home studies and relative/NREFM assessment requests.

5.	Develop a timeline and plan to finalize pending foster family home licensing applications, adoption home studies and relative/NREFM assessments.
6.	Prepare new policies and procedures for the RFA program with necessary forms.
7.	Provide updated, new forms to staff and upload them onto CWS/CMS as county templates. Train staff on new CMS/CWS procedures.
8.	Participate in RFA convening, webinars and teleconferences for technical assistance.
9.	Collaborate with Probation department to clarify roles, share resources and ensure consistency in practice between the two departments.
10.	Engage leadership/management team in the implementation of RFA and define their roles in monitoring and supporting the staff with the RFA process.
10.	Provide regular communication updates to staff about the RFA program as one component in the larger implementation of CCR.
11.	Consult with Foster Care Eligibility staff and Administrative Offices about RFA components.
12.	Engage with County Counsel, Juvenile Courts and Foster and Kinship Care Education (FKCE) in discussions and planning about RFA.
13.	Develop a transition plan for the licensing unit and the newly identified RFA unit
14.	Complete MOU for CDSS and Board of Supervisor approval.
15.	Prepare Implementation Plan, policies and procedures, and forms and send to CDSS for review, feedback and final approval.
<b>Proposed Outcome(s)</b>	
The RFA program will increase home quality, simplify the multiple processes historically used, enhance child safety and well-being, and solidify more long-term permanency plans that enhance children’s security and life outcomes. It is anticipated that this new program will increase the amount of adoptions our county finalizes annually, as well as our timely adoption outcomes connected to the SIP (C2.5).	
<b>GOAL:</b>	Train all child welfare staff on the new regulations, policies, procedures and forms to be used for the RFA program
<b>Objectives</b>	
1.	Engage staff for optimal buy-in to RFA and support their understanding of their roles and responsibilities under the new RFA regulations and agency policy and procedures.

2.	Provide training and ongoing guidance and support necessary for all staff to carry out their duties under the new RFA program.
3.	Provide tools, forms, training and resources to adequately prepare child welfare staff to support implementation.
<b>Proposed Outcome(s)</b>	
All child welfare staff will understand their required duties and responsibilities and follow the new policies and procedures of the RFA program. Social workers will understand their duties for resource family approval processes and determining suitability for placement. Supervisors and managers will understand the new RFA regulations to ensure compliance.	
<b>GOAL:</b>	Develop a unified process to approve Relative, Non-Relative Extended Family member (NREFM), licensed and adoptive homes providing care for children in out-of-home placement.
<b>Objectives</b>	
1.	Increase approval standards by incorporating a comprehensive evaluation of all families that want to foster, adopt or provide legal guardianship.
2.	Create a streamlined approval process that replaces multiple duplicative processes.
3.	Support a high level of permanency and quality care for all RFA homes.
4.	Build permanent families for children, which is very different from simply licensing homes.
<b>Proposed Outcome(s)</b>	
The RFA program will decrease placement moves for children, thereby increase stability in placement and improve caregiver satisfaction. It is anticipated that this new program will increase the number of permanent relative placements and improve placement stability and permanency outcomes connected to the SIP (C4.3).	
<b>GOAL:</b>	Develop and provide increased assessment, training and support for all RFA families.
<b>Objectives</b>	
1.	Provide enhanced training for caregivers to better prepare them to facilitate successful reunification and provide permanency for children.
2.	Provide increased support and training and eliminate barriers to achieving permanency to Relatives, and Non-relative Extended Family Members.
3.	Provide all resource families with access to continued and more individualized training, skill building and ongoing support to enhance retention.
4.	Create a Professional Development Series of trainings on a frequently scheduled timeline based on topic and needs of caregiver.

### Proposed Outcome(s)

Resource Families will become a professional parent, consistently seeking knowledge, information, training and resources in the community. Resource families will become partners in enhancement of the RFA program and receive any resources or supports they may need to be successful. Recruiting and retaining quality resource families will enhance care and supervision provided to children while in out-of-home placement, as well as improves the county's timely reunification rate (C1.1) since one focus will be on building partnerships with resource families and biological parents.

### III. ORGANIZATIONAL STRUCTURE

Please provide a RFA-specific org chart that delineates job titles and reporting structure: *(Do not include specific names)*

Monterey County has a designated organizational structure that allows for successful RFA implementation.

Social workers report to Social Worker Supervisors and are under the direction of a Program Manager. The Program Managers are responsible for monitoring state requirements and working with staff to implement changes and requirements. The Deputy Director leads a team of Management Analysts and Program Managers who together review, develop and integrate new policies, procedures and regulations while Management Analysts lead in the development of community collaborative partnerships and in the development of supportive services and program design. Senior Managers (Management Analysts III and Program Managers) report to the Deputy Director.

The current licensing unit is responsible for conducting home approvals and FFH licensing activities. Under the RFA program, within the Resource and Support unit, these duties will be split between two RFA SWs to monitor and provide oversight for all Resource Families. One RFA SW will approve all relative/NREFM homes and one RFA SW will approve recruited families and continue FFH licensing activities. They will investigate complaints for the opposite population. The RFA SWs will maintain a list of all approved families for staff to utilize.

The Emergency Response unit, Stand-by SWs and/or the primary SW will continue to conduct all emergency relative/NREFM placement assessments, including criminal check and home environment assessments. They will pass the other approval requirements to an RFA worker within 30 days for monitoring and completion, including obtaining references and confirmation of attendance at orientation and training. The psycho-social assessments will be completed by our community partners, Seneca Family of Agencies and Aspiranet, and final approval of the family completed by our RFA staff. The Court/Family Reunification/Permanency Planning and Adoption SWs may conduct subsequent placement assessments.

Juvenile Probation is responsible for completing relative/NREFM evaluations and placements for their agency's placements. Historically our agency and the Probation Department have held separate Interagency Placement Committee (IPC) meetings, but there are now efforts to hold one IPC meeting for ward and dependent children youth which aligns with the RFA components and requirements. Juvenile Probation will remain a vital part of RFA implementation and take an active role on the RFA steering committee to ensure consistency in practice between the two departments.

#### IV. PROGRAM STAFF ROLES AND RESPONSIBILITIES

**PROJECT MANAGEMENT** *(Per Written Directives 04-03(b), a county must designate a manager responsible for the day-to-day program administration as well as function as the primary point of contact.)*

**Title:** Management Analyst II (1)

**Describe Role and Responsibilities:** The project manager for RFA who has primary oversight of the RFA process and implementation. The RFA Program Manager chairs the Steering Committee and collaborates with agency partners, such as FFAs, Probation, Public Health, FKCE and EW analyst regularly to create new partnerships serving families, collaborate and streamline processes and eliminate barriers in the RFA process. The RFA Program Manager participates in the monthly Executive Team, Implementation workgroup, Forms workgroup, and all RFA-related webinars and works with CDSS on technical assistance necessary for development, implementation and maintenance of the program. The RFA Project Manager is responsible for the integrity of the training program and ensures the curriculum meets the regulatory rules. The RFA Program Manager consults with the Deputy Director, PMs, Senior Analysts, CDSS staff and other early implementing counties regarding any updates, modifications and sustainability of the RFA program. In Monterey County the RFA Project Manager is responsible for the creation of the MOU, policy and procedures, database and modification of forms necessary for the implementation of RFA. She analyzes effectiveness and outcomes of the program, as well as makes appropriate modification as necessary for operational integrity.

**Necessary Knowledge, Skills, and Abilities:** The project manager is proficient in engagement of staff and collaboration with community partners, has the ability to uphold the integrity of the program, ensure fidelity and make modifications when necessary and can analyzes the effectiveness and outcomes of the program.

#### LEADERSHIP

**Title:** Program Managers (2)

**Describe Role and Responsibilities:** They are responsible for the administration of the RFA program and they review and participate in the selection, assignment, training, evaluation and discipline of staff. They are responsible for ensuring all regulations and statutes are complied with by staff.

**Necessary Knowledge, Skills, and Abilities:** The program manager(s) is proficient in the administration of new programs, monitoring to 'best practice standards' and ensuring all regulations and statutes are complied with by staff.

STAFF

**Title:** RFA Supervisor (1)

**Describe Role and Responsibilities:** She has direct oversight of the Resource Support Unit (RSU)/RFA unit's work and is responsible for the planning, assigning, and directing work of the RFA SWs. She is responsible for monitoring effectiveness and productivity of the RFA program and to bring any recommended modifications to the attention of management. She provides ongoing training to the RFA SWs and consults with other units to ensure they are educated on their roles and responsibilities. She ensures the data is collected and recorded by RFA clerk and produces reports for CDSS. She participates in a weekly FCS meeting with RFA staff and participates in a bi-monthly meeting with FKCE staff and FFAs to ensure alignment, consistency, and communication with all parties. She meets with PMs and Management Analyst II regularly and advises of potential barriers that may impede success. She is a member of the RFA Steering Committee.

**Necessary Knowledge, Skills, and Abilities:** The RFA Supervisor is proficient in directing work of the RFA staff, monitoring their effectiveness and productivity, and ensures alignment, consistency and communication is optimal among all parties, including community partners.

**Title:** RFA SW (2)

**Describe Role and Responsibilities:** The RFA SWS will follow all CDSS RFA Written Directives as well as agency policies and procedures to assess resource families. The RFA SW will recommend, in collaboration with the RFA supervisor and PM, whether to approve or deny potential resource families. The RFA SW will reassess the resource family homes annually and will gather comprehensive information for background exemption requests. They will attend the weekly FCS meeting with other RFA staff and attend a bi-monthly meeting with FKCE staff and FFAs to ensure alignment, consistency, and communication with all parties.

**The RFA SW will reassess the resource family annually Necessary Knowledge, Skills, and Abilities:** The RFA SW(s) is proficient in all components of the RFA process, including approval/denial and annual reassessments and will adhere to RFA Written Directive and FCS policy and procedures.



**V. PLAN FOR HIRING AND MAINTAINING PROGRAM STAFF QUALIFICATIONS AND SKILLS**

Requirement	How will you accomplish this requirement?
Ensure and Maintain Minimum Staff Qualifications	<ol style="list-style-type: none"> <li>1. RFA staff will have at least a Bachelor of Arts Degree in Social Work or related field and two years of child welfare experience.</li> <li>2. RFA staff will receive comprehensive training prior to the program implementation on the RFA regulations, statutes and agency policy and procedures.</li> <li>3. RFA staff will receive daily training, guidance and direction from their supervisors and management as needed.</li> </ol>
Develop and Maintain Staff Skills <i>(Describe staff training plan.)</i>	<ol style="list-style-type: none"> <li>1. Management, supervisors, RFA SWs and RFA unit representative SWs shall continue to develop training on RFA as training needs are identified, modify policy and procedures as needed and create tools for use as needs are identified.</li> <li>2. Technical assistance will be requested from CDSS for guidance and any training materials as well as updated documents.</li> <li>3. The agency will develop strategies for cross-training staff and creating an in-house training program for new staff transferring or hired for future vacancies specific to RFA.</li> </ol>

**VI. RESOURCE FAMILY APPROVAL**

**PROCESS**

Please describe the approval process for Resource Families: *(Please ensure that incoming ICPC requests and out-of-county placement procedures are included in the approval process. A flow chart is acceptable.)*

See attached document titled **Approval Process for Resource Families.**

## VII. NON-COUNTY STAFF/AGENCY PROGRAM INVOLVEMENT

Please describe how county will utilize partner agencies, if applicable: (Please include detailed information regarding how you will communicate with your partner agencies if they are assisting in the approval process? How will the impact on the family of having more than one worker be minimized?)

Monterey County FCS has engaged in a partnership with Aspiranet and Seneca of Families/Kinship Center from March until June of 2016 to take the lead on the completion of the psycho-social assessments in the RFA application process. Both agencies bring decades of caregiving and FFA experience to the table for this implementation. Our work with these agencies is a pilot program as Monterey County moves toward full implementation of RFA valuing our community partnerships in the process. Beginning of July of 2016 Monterey County and Hartnell Community College will partner with both agencies to subcontract and leverage Title IV-E funds for the provision of best practice, individualized training and engagement for resource families served through RFA. Currently both Aspiranet and Seneca Family of Agencies have been engaged in ongoing dialogue with the County of Monterey on the implementation of RFA and its role in within CCR. Both have offered in-kind supports and collaborative expertise during this planning process.

Although Monterey County Family and Children's Services (FCS) is excited about this partnership Monterey County understands it is solely responsible to obtain the necessary information and for approving, denying and rescinding Resource Families and will not delegate this responsibility to any agency, entity or individual to include Adoption Agencies and Foster family Agencies. FCS does not delegate its responsibilities to conduct "home environment assessments" or any criminal background check to any agency, entity or individual to include Adoption Agencies and Foster Family Agencies and agrees to limit services to "psychosocial assessments" to be conducted by licensed Adoption Agencies. FCS understands its responsibility for defending all denials of Resource family applications, even if FCS denies based on "psychosocial assessment" conducted by licensed Adoption Agencies, and ensures all staff have the education and experience to complete the "psychosocial assessments."

Families will be prioritized as follows: (1). Families with temporary emergency placements, (2). Families with identified placements and (3). Recruited families

The psychosocial assessments will include a minimum of 3 face-to-face interviews with applicant(s), a minimum of 1 face-to-face with all persons in the home and additional interviews deemed necessary by the SW. The psychosocial assessment will include at minimum: childhood upbringing/experiences, adult experiences, personal characteristics, risk assessment, marital status and significant relationships, children in and out of home, health history, parenting approaches, social supports, employment/finances, motivation, child/NMD matching, discussion of criminal history, and other topics as required. A recommendation for home capacity will be included in the assessment. Applicant are assessed on the basis of his/her ability to: honor the child's or NMD natural connections, parent a child or NMD needing a placement in a family setting provide a safe, nurturing and stable home - emphasizing an applicants' ability, to ensure a child's Rights are fully and consistently administered, provide permanence to a child or NMD or prepare a child or NMD for permanence, and including reunification or other permanent plan.

The RFA SW will encourage RF applicant to complete the RFA survey (which is sent directly to CDSS).

Ongoing communication and schedule monthly RFA meetings are key to making this cooperative effort work efficiently and successfully.

## VIII. PROPOSED RESOURCE FAMILY ASSESSMENT TOOLS

Assessment Tools (e.g., SAFE)	
Tool	Description
RFA Steering Committee	The RFA Steering Committee meets monthly and will continue to do so through 2017 at which time the Committee will assess the need to continue monthly meetings. Their role is to provide guidance, leadership and oversight, through the implementation of RFA. The Steering Committee makes recommendation for RFA program ongoing design and ensures barriers are removed and that program evaluation is developed and active. The RFA data report to be used as a resource in RFA strategic development will be developed with input from this group.
RFA data report	FCS will generate a monthly report to monitor RFA activities which will be reviewed the Steering Committee. This report will include such areas as the number of RFA applicants, percentage of placement with relatives/NREFM versus in 'recruited' care, number of approvals/denials/withdrawals, compliance performance, identified barriers, the average length of time to approval and the permanency outcomes (reunification, guardianship and adoption). This report will aid in generating discussion and feedback relative to implementation.
Psycho-Social Risk and Permanency Assessment (DSS CWS 153-C)	Psycho-Social Permanency Assessment tool to be completed by our agency and the assigned Cooperative Agency.
Foster parent satisfaction survey	This tool is designed to solicit feedback from resource families as to their experience with RFA process. The ongoing use of this tool will allow CDSS to monitor and modify if necessary the families' experience with the RFA program. Our staff will encourage family participation in the survey in an effort to maintain fidelity of the RFA program.

## IX. TRAINING PLAN FOR PROGRAM STAFF

Please describe the plan for training program staff: All FCS staff will be trained on the RFA program, regulations, statutes, policies and procedures prior to implementation. Specific tasks and job functions are being dissected and reconstructed to align with RFA program requirements. This is a living and an ongoing process. The lead analyst will meet with line SW staff and their supervisors within their specific unit meetings starting in December to begin introducing the RFA concepts. The lead analyst will meet with the Supervisory team in their January monthly meeting to discuss specifics and expectations of the implementation plan. Key staff has been identified within each unit to lead and support other staff about important components of the RFA process. Email blasts will be sent to all staff to prepare and inform them of the details of the implementation plan rolling out in March 2016. All staff training will be provided in February, lead by the lead analyst and child welfare trainer. On-going unit meeting presentation will occur when requested by staff. On-going emails to staff will be sent when changes occur to the process or clarification is needed.

## X. TRAINING PLAN FOR RESOURCE FAMILIES

Please describe the plan for training Resource Families: *(i.e. curriculum, number of sessions/hours)*

For Resource Families, the Pre-Approval training has been redesigned to be inclusive of a broader population, including relatives, NREFM and other non-related care providers. It has been fully retooled to include RFA language, references and required topics. New training options are being reviewed and may be developed including, but not limited to, on-line training, one-on-one training, mentoring, and webinars.

Resource families will receive orientation, initial RFA Pre-Approval training and meet ongoing training requirements (post-Approval training) by attending Foster and Kinship Care Education (FKCE) courses offered through Hartnell Community College. Families are required to complete the 22-hour Pre-Approval curriculum, including First Aid/CPR training, live scan, health screening and TB testing and 2 hours individualized education. The courses are offered within a month timeframe, in the evenings and on Saturdays, with child care provided. The 2-hour orientations are held the second and fourth Tuesday evenings of each month by FCS staff.

There will be two co-facilitators, one agency staff and one caregiver, leading the training. Two FFAs (Seneca and Aspiranet will be attending the final class) will assist families in identifying additional training needs specific to their family goals (2 hours individualized education). The trainers will provide feedback to the FFAs and will include strengths, barriers and identified community resources and educational supports needed for each family. As well the trainers will coordinate the TB testing, medical screening and First Aid components.

Orientations: Resource Family requirements, including but not limited to home and grounds inspection, care and supervision, personal rights, prudent parenting and cooperation and compliance. The participants will receive a RFA certificate upon completion. (2 hrs)

The Pre-Approval training includes required topics as outlined in 06-06 of the Written Directives.

Sessions 1: Intro to RFA, caregiver roles, rights and responsibilities, children we serve, teamwork towards permanence (3 hrs)

Sessions 2: Child development, positive discipline, loss and grief, attachment and LGBTQ (3 hrs)

Session 3: CPS/Court system, strengthening family relationships, visitation and planning for change (3 hrs)

Session 4: Substance abuse, accessing health, education and mental health services for children, foster youth rights, and safety and violence-free school. FFAs intro and next steps. \*\*\* (3 hrs)

Session 5: First Aid/CPR (6 hrs)

\*\*\*Both Seneca and Aspiranet staff will attend final session to talk to group about next steps, bridge to psychosocial assessment, encourage family-driven input on additional training/education, and incorporate trainer feedback provided to FFAs. Based on all the info provided, the FFA will provide 2 hrs of individualized education at the first home visit to provide specific community resources and educational supports. (2 hrs)

The Post-Approval training will include one or more of the following listed in 06-02 of the Written Directives.

Post service training: The goal is for all resource families to become a professional parent, consistently seeking knowledge, information, training and resources in the community. Hartnell will create a Professional Development series of classes, including stand alone training made available on a frequently scheduled timeline based on topic and needs of caregivers. One-on-one training/mentoring will be made available through Hartnell Title VI-E funding.

Ongoing support education and outreach: A monthly therapeutic group for relative caregivers will be offered on an ongoing throughout the year. Spanish and English cluster groups will continue to be provided in the community. Relatives will be informed about the Family Ties program and recruited families will be informed about the Foster Parent Association.

Hartnell will provide a quarterly training guide with a comprehensive array of local resources and information within Monterey County for RFA families. Updated information about trainings and supports will be provided via mass email/newsletters and/or social media.

Families who were licensed or approved prior to RFA implementation will receive an information notice about the new process and an invitation to an orientation to learn about the benefits of becoming a Resource Family. All families will be transitioned by end of 2019.

## **XI. TRIBAL PARTICIPATION**

Please describe the plan for tribal outreach and participation:

Monterey County has no local federally-recognized Tribes. In situations where the county is placing a child with Tribal affiliations, we comply with ICWA regulations. The county will continue to comply with ICWA as it has historically done.

**XII. MONITORING OF RESOURCE FAMILIES**

Process	Responsible Staff	Procedures
Periodic Evaluations and Onsite Visits	RFA SWs (Two SWs will be responsible for completing all reassessments, one SW for all relatives and NREFMs and one SW for ‘recruited’ families including licensed families).	RFA homes will be reassessed on an annual basis using the Resource Family Annual Update (RFA-04) and all internal forms will be updated to reflect the RFA requirements and language. The update shall include an annual in-home visit, verification of background clearance for all adults in the home, interview all adults in the home or documentation as to why an interviewee was not available, and a determination as to whether RFA training is current and up-to-date. The RFA-04 will be completed to ensure continued compliance and reflect the outcome of the visit. A copy of the update will be provided to the Resource Family.
Corrective Action Plans (Describe how plans will be developed and monitored)	RFA SWs (Two SWs will be responsible for completing all reassessments, one SW for all relatives and NREFMs and one SW for ‘recruited’ families including licensed families).	When deficiencies are noted, Resource Families will be assisted in developing and submitting a written Corrective Action Plan (CAP). The CAP will describe how the deficiency will be corrected and the timelines as to when the correction will be made. This plan will be developed in partnership with the RFA SW and the Resource Family. The assigned RFA SW will be responsible for monitoring the plan and ensuring the corrections are made timely.  If the deficiency is so severe the County determines it is necessary to rescind the home’s approval as a Resource Family, the County will inform the home in writing and provide appeal rights information. The County will ensure the health and safety of any child(ren) placed in the home is considered first and foremost and that if the children are to be moved, that those placement moves are made in concordance with current county best practices.

**XIII. INVESTIGATION OF COMPLAINTS AND INCIDENTS INVOLVING RESOURCE FAMILIES**

Process	Responsible Staff	Procedures
Investigating Complaints	ER SWs - child abuse and neglect concerns  RFA SWs – RFA issues	Upon receipt of a complaint investigation against an RFA, information will be gathered including the date the event occurred, the alleged victim and the alleged perpetrator. This information will be forwarded to the RFA supervisor who will log the complaint into the tracking log and assign a RFS SW to investigate. Whenever possible the RFA SW assigned to the investigation will not be the same RFA SW who initially approved the home. Notice of the results of the complaint investigation will be sent to the Resource Family and filed in their case folder.
Investigating Incidents	RFA SWs	Resource Families are responsible for reporting incidents to Child Welfare consistent with reporting requirements specified in California Code of Regulations, Title 22, Division 6, Chapter 9.5, Foster Family Homes, Section 89361. All incidents will be documented and investigated if appropriate.

**XIV. DUE PROCESS FOR DENIAL OR RESCISSION OF APPROVALS AND OTHER ADVERSE ACTIONS**

Process	Responsible Staff	Procedures
Process for Resource Family Denials	RFA Supervisor	All RFA denials will be submitted for review and for a final decision with CDSS. The County will inform the prospective applicant in writing and provide appeal rights information.
Process to Rescind Approval	Program Manager State Hearing Division 744P Street, M.S. 9-17-81 Sacramento, CA 95814 Fax (916) 651-5210	All RFA rescinds will be submitted for review and for a final decision with CDSS. The County will inform the prospective applicant in writing and provide appeal rights information.
Negative action taken on an RFA application and client wishes to pursue due process	State Hearing Division 744P Street, M.S. 9-17-81 Sacramento, CA 95814 Fax (916) 651-5210	Upon initial inquiry regarding RFA, potential providers will be provided information regarding requesting a hearing. If an application is denied, this information will be provided again by the RFA SW.

**XV. TIMELINE FOR IMPLEMENTATION**

2015/2016						
TASK/STEP	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
Complete RFA Plan for Implementation	Started IP	In progress	In progress	Reviewed by CDSS Reviewed by mgmt team	Final draft reviewed	Final draft completed
Complete MOU	Prepared MOU	Sent to ASB and County Counsel for review and approval	Sent to CDSS for review and approval	Final sent to CDSS	Present to BOS Monterey County	Signed by BOS on 3/22/16 Sent to CDSS
Staff training *Lead SW team		Identified key SW within each unit	Unit meetings – intro to RFA	Email blasts 2X/mo	Site visit to SLO	
Steering Committee *Subcommittees			Initial meeting w/ Probation and FKCE	2X/mo	2X/mo	2X/mo

Develop policy and procedures, forms, materials				Meeting with clerical Placement packets  Brochure and Requirement list finalized	FAQs for staff  Packets completed  Ppt training for all staff	
Caregiver training	Initial meeting with all FKCE trainers	Two trainers attended the T4T in Oakland	Draft schedule completed	Curriculum developed  RFA Orientation finalized	Curriculum finalized Translated to Spanish	Meet with Public Health regarding TB and medical screening  Meet with DOD and finalize amendment regarding TB and medical screening
Richard Gold Stewards of Change				PAM meeting	All staff training 2X/mo	
Site visit to SLO County					Strategy mtg on 2/3  Including Probation, FKCE, unit reps/sups 2/11	
Site visit by CDSS				Kim Wrigley, Sara Dodge & Kendra Elmendorf 1/11		





**XVI. TRANSITION PLAN (Please discuss coordination strategy/transition strategy from licensing to RFA)**

Requirement	How will you accomplish this requirement?
Minimize disruption to families	The County will follow the existing placement transition guidelines anytime a placement move is being considered. Placement moves will be made in the manner that most honors the needs of the child and family.
Maximize child safety	The child's safety will always be considered first and foremost in all situations.
Ensure that Resource Families will operate in accordance with Welfare and Institutions Code section 16519.5	The County will continue to ensure that all approved resource families operate in accordance with statute and the Written Directives.
Ensure that eligibility for foster care payments will not be interrupted	The County will ensure there is no disruption to eligibility for foster care payments by providing clear and continuous communication with EW division staff. FCS SWs and Foster care EWs will work together to ensure seamless service delivery. Eligibility manager will attend the monthly Steering Committees and will develop ongoing strategies to streamline the process for funding.