

FOSTER PARENT RIGHTS

FOSTER CARE PROGRAM
ANNUAL IMPLEMENTATION PLAN
HOUSE BILL 2227

THE FOSTER PARENT BILL OF RIGHTS AND RESPONSIBILITIES

Universal Family Connection unconditionally endorses the advancement of foster parent rights and responsibilities as defined and enumerated in Illinois House Bill 2227- The Foster Parents Bill of Rights and Responsibilities. In accordance with HB2227, Universal Family Connection submits this implementation plan as confirmation of conformity with both the spirit and letter of this new law.

The Rights of Foster Parents shall include:

- #1. The right to be treated with dignity, respect and consideration as a professional member of the child welfare team.

We recognize that foster parents are an integral part of the team serving children in foster care and are worthwhile individuals with valuable assets to contribute to our society and our agency. We are committed to ensuring that they are afforded all of the respect and consideration given any other professional team member. To ensure the respect and dignity of all foster parents as professional team members, foster parents are provided ongoing training (pre-service and in-services) to address the Foster Parent Law. Foster Parents are given written and verbal notice of court dates, ACR's, medical appointments, dental/vision appointments, and schedules of any Psychological or Counseling appointments as well as any meetings. Ideas and concerns are discussed with foster parents and after an agreement is reached, implemented.

Foster parents are encouraged to voice freely their ideas and concerns with licensing staff, case managers, and administrative staff at any given time, and not limited to, foster parent trainings, staffing, home visits, court hearings, and Administrative Case Reviews.

Foster parents are notified of changes in the Department as it relates to policy & procedure and receive those changes immediately verbally and in writing so as to make any adjustments. In addition, foster parents are encouraged to voice their opinion regarding policy changes and make other program input via the Foster Parent Advisory Council, which is designed to ensure foster parents have a forum to discuss their problems, along with the Foster Parent -Satisfaction Survey which is conducted semi-annually. Universal Family Connection, Inc. encourages open communication between foster parents, case managers, and all other professional members of the child welfare team. Moreover, treatment of foster parents is an ongoing focus of supervision and agency quality assurance. The Licensing Coordinator makes frequent impromptu calls to the foster parents to see if there are any concerns, questions or issues that may need to be addressed.

As professional members of the child welfare team, foster parents are given a copy of, trained on and encouraged to comply with Rule 402 and cooperatively carry out the service plan for the foster children.

Foster parents are urged to attend staffings at the child's school or at agency designated sites. Foster parents are encouraged to host team and family meetings in their homes and work with other team members to develop intervention, prevention, and preservation strategies to teach the foster children how to cope and relate in a functional family setting. All foster parents are given an organizational chart, and a job description fact sheet of staff who are a part of the Professional Team. Foster parents have 24 hour availability to assigned Case Managers cell phone numbers as well as Case Manager Supervisors. Case managers are required to return all phone calls within a 24 hour period.

2. The right to be provided standardized pre-service training and appropriate ongoing training to meet mutually assessed needs and improve the foster parent's skills.

Universal Family Connection (U.F.C.) ensures that pre-placement training is offered to all foster parents. Foster parents are provided ongoing standardized pre-service and in-service training per DCFS Rule 402. All non-licensed relative foster parents are encouraged to participate in the twenty-seven (27) hour, Parent's Resource for Information, Development, and Education (P.R.I.D.E.) training. In addition, all foster parents are required to complete Educational Advocacy training, a 6 hours course, to renew their license. UFC also has 6 hours credit DVD's/tapes available on site for relative foster parents to watch at the office or in the privacy of their own homes. Ongoing training is offered after licensure is completed. Foster parents as well as staff are encouraged to engage in these training opportunities. We believe that foster parents are an integral part of our agency and our professional team and should be treated as such. It is required that foster parent's complete 16 hours of training toward renewal of their license, every four years.

Training is provided two times a year to foster parents on what the Foster Parent Hotline is and how it is properly accessed. Information and phone numbers are distributed to the foster parents so they may call in the event they have a complaint regarding agency performance or misconduct. Foster Parents are provided with ongoing training on what the OIG is and its process. Included in this information is assurance to the foster parent that any report of misconduct by an agency staff person will be handled in a confidential manner as outlined in the Office of the Inspector General Investigations (OIG).

Our training program is designed to assist and support foster parents in their daily interactions with children in foster care and support relationships intended to last a lifetime. Due to their insightful perspective, UFC identifies adoptive and/or foster parents as co-trainers which adds a richer and more engaging forum for their fellow care givers. The Foster/Adoptive Parent along with agency staff contact new as well as existing Foster/Adoptive Parents regarding training schedules and topics that they would like discussed.

Foster parents are trained on and encouraged to utilize the Foster/Adoptive Parent Virtual Training Center (www.dcfstraining.org) to obtain approved training credit for license renewal, keep track of their training hours or just for further education on specific topics for self-directed training in parenting and family life.

If additional assistance with the VTC is required, they can contact the DCFS Office of Training at, 877-800-3393. Universal Family Connection encourages Foster Parents to obtain training materials through the Licensing Coordinator. Also available in the office are computers where Foster Parents can utilize online resources (www.prideonline.org) for additional training.

The licensing staff and foster parents complete ongoing mutual assessments during monitoring visits and at the conclusion of each training as needed to determine the training strengths, needs and challenges of a foster parent.

The assessment tool is discussed with the foster parent to make suggestions regarding trainings available to them to improve their skills in specific training topics to commensurate with the type of care being provided. Quarterly or more, the Foster Parent Satisfaction Survey, Training Credit Approval form and the Survey to Assist with Development of Training is utilized as a mutual assessment tool for training needs. Foster parents input and suggestions are encouraged and utilized when scheduling foster parent trainings.

Working foster parents are accommodated with evening or Saturday trainings, referred to In-Service trainings at off-site locations, or to the digital in-service training modules. In-service trainings are provided quarterly or more to foster parents at the agency. Foster parents are sent a yearly calendar of training dates, topics and times. Foster parents are notified monthly by mail of any upcoming foster parent trainings. Foster parents are notified of any changes in the training schedule at least thirty (30) days in advance.

See attachments: 2018 UFC Foster Parent Training Schedule

3. The right to be informed as to how to contact the appropriate child placement agency in order to receive information and assistance to access supportive services for children in the foster parents care.

The 24-hour Child Abuse and Neglect hotline number and the worker's cellular phone number is given to foster parents for 24 hour, 7 days a week access. UFC also has a Crisis Hotline Number that is accessible 24-hours a day, seven days a week (866) 239-2724 for emergency support. There is also a TTY telephone number, (773) 881-7159 for the hearing impaired. The hotline and post Adoption/Guardianship number for foster parents is also given to all adoptive parents.

The established method for accessing support services is via in-person contact, telephone and written notice. Foster parents are provided with phone numbers for IPS (Intensive Placement Stabilization), SASS(Screening, Assessment, and Supportive Services), Staff numbers, Advocacy Office phone number, (800) 232-3798 and the local CARES(Crisis and Referral Entry Service) number in writing. The monthly on-call schedule is made available to the 24-hour crisis-intervention center, as well as the Licensing Coordinator's cell phone number.

4. The right to receive timely financial reimbursement commensurate with the care needs of the child as specified in the service plan.

During the placement process foster parents will be notified when they receive payment. Regular board payment occurs on the 22nd of each month for licensed foster parents. If the 22nd falls on a Saturday, the board check will be available for pick up on that Friday, if the 22nd falls on a Sunday, the board check will be available for pick up the following Monday. For foster parents receiving standard of need payment, it is based upon the date determined by the State of Illinois which occurs between the 15th and 20th of each month. Unlicensed Foster Parents are provided with the telephone number to the Payment Unit in Springfield, Illinois to inquiry about their Standard of Need Board Check (1-800-525-0499, option #2). Licensed foster parents may pick up their checks at the UFC office or mailed if they wish. Unlicensed foster parents have their checks mailed directly from the State of Illinois in Springfield, Illinois.

Foster parents should discuss any purchases in advance with their case manager for approval of the expenditure. UFC will reimburse foster parents within 3 working days for expenses incurred with proper receipt for goods and services, which includes, but is not limited to:

- School supplies
- Gym shoes/gym fees/gym wear
- Recreational activities - basketball, baseball, camp
- Cultural enrichment activities and supplies
- School trips
- Respite on a case by case basis
- Replacement clothing not covered by the monthly clothing allowance
- Camp expenses
- Lessons in recreation or artistic endeavors (i.e., music lessons, dancing lessons, athletic instructions)
- Music instrument purchase or rental
- Membership fees and equipment for Boy Scouts, Girl Scouts, 4-H, YMCA, YWCA, etc.
- School transportation
- Tutoring
- Summer school fees
- Travel related to placement
- Medical expenses not covered by the Healthy Kids Program
- Interpreter/Translation Expenses

When it is determined that the child's systems of care assessment places him/her in a position for a higher care rate, they are referred to an agency with a specialized contract within 30 calendar days.

UFC will review all available documentation and conduct a financial hearing within 10 days with foster parents as a method of resolving payment problems.

5. The right to be provided a clear, written understanding of a placement agency's plan concerning the placement of a child in their home. Inherent in this policy is the responsibility to support activities that will promote the child's right to relationships with his/her own family and cultural heritage.

Upon receipt of a new case and at subsequent meetings prior to ACR's and other major events, the foster parent is invited and encouraged to fully participate in developing the case plan for the child(ren). This includes medical, education, recreation, and counseling services. In the event there are changes in the case plan by the court or needs of the child(ren), the foster parent is notified immediately by a phone call and follow up written notification within 7 working days of the event.

The foster parent is consulted and encouraged to be involved in all aspects of visitation between siblings, and children and their biological parents. We recognize the foster parent's right not to be involved with the child's biological parents, if this creates a problem for them. Universal Family Connection, Inc. also supports and encourages the Family Reunification Support Special Service Fee reimbursement that is available to caregivers of children whose families are making progress toward reunification. The focus is on supporting the parenting activities in a family setting and encouraging the natural parent and the foster parent to work together as a team.

6. The right to be provided a fair, timely, and impartial investigation of licensing complaint issues and to be provided the opportunity to have a person of their choosing present during the investigation and due process; the right to be provided the opportunity to request and receive mediation and/or an administrative review of decisions which affect licensing parameters; and the right to have decisions concerning a licensing corrective action plan specifically explained and tied to the licensing standards violated.

All UFC Licensing Representatives receive training on a yearly basis of licensing complaint issues according to Rule 402 Licensing Standards and Procedures 383, Licensing Enforcement. UFC provides notification of licensing complaints to foster parents within 24 hours by phone or face-to-face contact. Within seven business days of the complaint, a licensing investigation will begin with an unannounced visit to the foster home by a qualified licensing representative. The Licensing Representative goes to the home and informs the foster parent of the allegations and their rights. These allegations are then discussed openly and fairly with the foster parent. The Licensing Representative/Coordinator interviews all parties involved (including the children).

Once all the concerned parties have been interviewed, all related documents and data are collected and the foster parent is presented with the findings of the agency within 7 days. The foster parent is notified by telephone and in writing the outcome of the investigation. If further investigations are proven to be founded, the foster parent is informed of what the findings may lead to. If the safety of the child(ren) is involved and/or questionable, the child(ren) may be removed immediately.

If a licensing investigation pertains to the violation found in Rule 402 Licensing Standards, then the violations are cited on 597-C and signed by the foster parent and the Licensing Coordinator or Representative. A compliance date is given and the foster parent is advised how to achieve all compliance goals within a reasonable time agreed upon by both the Licensing Coordinator and the foster parent with the support and assistance of the agency staff.

The foster parent has the right to have a person of their choice with them during the licensing investigation as a witness or advocate, UFC informs and recommends the use of a foster parent advisory board member. If the person of choice is not present at that moment, foster parents have at least four hours to have them present. The witness/advocate must agree to DCFS rules of confidentiality. Any person who is a witness/advocate will not be notified of the outcome of the licensing investigation.

Foster parents have a right to appeal the results of investigations. The availability of such appellation and its process will be clearly explained to them in writing at the time findings are formally shared. Appeals will be responded to by the Department within 30 days. The Licensing Coordinator/Representative is to insure that the Foster Parent receives a copy of the Right to Appeal Brochure and all process procedures explained to them. Should the agency make a decision that is appealed, the UFC Licensing Coordinator/Representative provides the foster parent with information and assistance regarding the appeal process, time frames, and guidelines as outlined in the Foster Family Handbook within 10 days of the decision. The appeal process consists of an optional mediation between UFC staff person, supervisor and a neutral third party. If the foster parent chooses not to mediate, or if mediation is not successful, the foster parent may request a fair hearing through the Department of Children and Family Services.

The Licensing Representative inquires as to the technical assistance needed by the foster parent and assist's the foster parent in writing the appeal if necessary. The appeal is forwarded to the Department of Children and Family Services Administrative Hearing Unit within 45 days. The UFC Licensing Representative will also ensure that the foster parent is notified, in a timely manner, of the date, location and time of the Appeals Hearing and will also attend the hearing. UFC will follow any and all decisions recommended as a result of the Appeals Hearing. Foster parents who appeal decisions by the agency are not to be subjected to harassment or any form of retaliation by the agency or any of its staff. Foster parents have a right to be heard in the hearing.

7. The right, at any time during which a child is placed with the foster parent, to receive additional or necessary information that is relevant to the care of the child.

All UFC case managers and supervisors are licensed child welfare workers. As a part of ongoing training process of all employees, ongoing training is required to ensure that the worker continues to provide timely and appropriate information in writing to the foster parent that is relevant to the care of the child(ren).

All staff meetings within the agency include updated information regarding new licensing practices and renewals of established guidelines.

These meetings train case managers and other staff on all information to be disclosed to the foster parents initially and are instructed to immediately respond with full and complete answers to any inquiries from the foster parent about the child(ren) in their care. Case managers are to show by written documentation, supervision and other service provisions, that they are forthcoming about information that will enable the foster parent to care for the child(ren). Case files are reviewed on a quarterly basis. Foster parents are randomly called to inquire about the services provided, and they are asked to complete a satisfaction survey as an accountability tool.

UFC case managers are held accountable for sharing all information with foster parents. Disciplinary action is taken, if these processes determine that services are not being provided.

8. The right to be given information concerning a child (i) from the Department as required under subsection (u) of Section 5 of the Children and Family Services Act and (ii) from a child welfare agency as required under subsection (c-5) of section 7.4 of the Child Care Act of 1969.

UFC case managers are held accountable for sharing all information with foster parents. Disciplinary action is taken, if these processes determine that services are not being provided. Case Managers are trained from the day they are hired regarding the Children and Family Services Act. Training is ongoing via mandatory Continuing Education hours and regular in-house trainings.

The information to be provided to the caregiver shall include:

- 1 Detailed information about the child's(ren's) education and health history, and copies of immunization records, including the status of the child, any known medical problems or communicable diseases, including insurance and medical care information;
- 2 The educational history of the child, including any special educational needs and details of the child's(ren's) individual education plan (IEP), Individual Family Service Plans (IFSP) when the child is receiving special education services or 504 Educational Special Needs Plan, if application or 504 Educational Special Needs Plan, if applicable;

- 3 A copy of the child's portion of the client service plan, including visitation arrangements, and all amendments or revisions as it relates to the child(ren); Case history of the child, including how the child came into care; the child's legal status; The permanency goal for the child; A history of the child's previous placements and reason(s) for placement changes, excluding any information that may reveal the location of any previous foster or relative care giver;
- 4 Other relevant background information of the child, including any prior criminal history; Any known social or behavioral information necessary to care for and safeguard the child(ren), including, but not limited to fire setting, perpetration of sexual abuse, destructive behavior, and substance abuse, the child's likes and dislikes, etc.
 - In case of emergency placement, when all above information may not be readily available, the worker shall provide known information verbally and within 10 days of placement, provide the information described in subsection a. to the care giver in writing.
 - In advance of placement, the caseworker may provide the foster parent or adoptive parent with a written summary of the information listed in subsection a.
 - Within 10 working days after placement, the worker shall obtain from the perspective adoptive parent, foster parent or other caregiver, signed verification of receipt of the information described in subsection a. and forward a copy of the information to the child's Guardian Ad Litem.
 - Supervisory review and approval is required prior to providing any information to the foster parents or perspective adoptive parents.

5. UFC case managers are held accountable for sharing all information with foster parents. The Case Manager Supervisor follows up random calls to the foster parent to ensure that all pertinent information has been shared with the foster parent by the case manager. Foster parents are entitled to Full Disclosure when a child is placed in their home. Disciplinary action is taken, including a verbal warning, then a written warning, which could result in an Administrative Hearing if these processes determine that services are not being provided. Case Managers are responsible for completing the CFS 600-4 form- (Sharing Information With The Caregiver).

9. The right to be notified of scheduled meetings and staffings concerning the foster child in order to actively participate in the case planning and decision making process regarding the child in their care, including individual service planning meetings, administrative case reviews, inter-disciplinary staffings, and individual educational planning meetings; the right to be informed of decisions made by the courts or the agency concerning the child; the right to have their input on the plan of services for a child given full consideration in the same manner as information presented by any other professional on the team; and the right to communicate with other professionals who work with the foster child within the context of the team, including therapists, physicians, and teachers.

Foster parents are given a written notification as soon as the case manager is aware of all staffings, court, ACR, and visits requesting their attendance within a minimum of fourteen (14) days prior to scheduled date. All foster parents are encouraged to participate. A verbal reminder is made to the foster parent prior to the scheduled meeting/activity.

Case managers discuss in advance, with the foster parent, the pending recommendation and plan or reports being presented before the court. Foster parent input is crucial and strongly encouraged. In addition, foster parents have access to training in; a) appropriate intervention strategies b) communication techniques c) their rights in court d) effective discipline techniques e) stress management f) strengthening family relationships, and g) cultural competence.

Generally, foster parents have a broad and thorough sense of how a child(ren) in their care is functioning. In developing a case plan, their knowledge and understanding of a child is given primary consideration in making clinical and programmatic decisions regarding the child(ren).

UFC embraces foster parents as full professional team members. This is encouraged through meetings where social interaction, training and problem solving is a shared experience. Additionally, the results of all ACR's and Court processes are promptly shared with foster parents by caseworkers either in person or by phone within 24 hours of either proceeding that has occurred. This conversation is documented by caseworkers for supervision and quality assurance purposes. Conversations are followed by brief written updates as soon as possible and a copy of this correspondence is likewise included in the child's case file.

10. The right to be provided, in a timely and consistent manner, with any information a caseworker has regarding the child and the child's family which is pertinent to the care and needs of the child and to the making of a permanency plan for the child. Disclosure of information concerning a child's family shall be limited to that information which is essential for understanding the needs of and providing care to the child in order to protect the rights of the child's family. When a positive relationship exists between the foster parents and the child's family, the child's family may consent to disclosure of additional information.

At the point of placement into a foster home, the receiving foster parent is given a brief outline of information that includes:

- Child's name, IDCFS ID# and birth date
- The name and cellular number of the UFC Case Manager, Supervisor and
- emergency contact number
- Current medical and dental information
- Current school status
- Any behavior issues
- Any pending counseling appointments
- Pending ACR and Court Hearing dates, times, and status
- Scheduled visitation, if any with natural parents and siblings
- Pertinent information regarding the child's family history that does not violate the minors right to confidentiality
- CFS 600-4 Form (Sharing Information With The Caregiver)

All children are placed with clothing, medical cards, a 906 Placement Authorization Form, and a medical examination report that is dated not more than 24 hours prior to the child's placement in the home.

All information that is relevant to the child's growth and development is always shared with their Foster parent during case planning meetings, home visits, court hearing, licensing reviews and all other staffings that relate to the well-being of the child in their care. It is UFC's goal to practice full disclosure and pass along all information as soon as caseworkers become aware of it and also to never knowingly withhold information. This includes such data as previous placements, behavioral issues, history of sexual or physical abuse, fire-starting, health issues and educational performance. This is the case during the entire duration of the child's placement. Information is presented in written form with an accompanying opportunity for discussion. Foster parents are encouraged to maintain written material in the child's folder. Foster parents or relative caregivers may be able to participate in other processes involving the child's(ren's) family if the information being presented at the review is essential for understanding the needs of the child and caring for the child(ren). When a positive relationship exists between the foster parent or relative caregiver and the child's(ren's) family, they may consent to disclosure of additional information.

11. The right to be given reasonable written notice of any change in a child's case plan or of plans to terminate the placement of the child with the foster parent and of the reasons for the change or termination in placement. Such notice should be waived in cases of a court order or when the child is determined to be at imminent risk of harm.

All UFC foster parents are given a written notification (14-day notice) if a child is to be removed from their home on a non-emergency basis. In the event changes occur in a child's(ren's) case plan or placement, the case manager and Licensing Coordinator ensures that the changes are reviewed with the foster parent in a timely manner.

If a change in the placement is indicated, the foster parent receives a Notice of Decision (CFS-151) which clearly describes the reason(s) for the change along with a citation of the Rule/Procedure (if applicable). The foster parent is informed of their right to file an appeal for any Notice of Decision that they may disagree with for any reason. It is this agencies goal to work as a team with the foster parent to ensure that the removal of a child is done in a manner that is least disruptive to the child's physical, mental and emotional well-being while still respecting the foster parent and not violating their rights.

The major reasons for the removal of a child from a foster home are, but not limited to:

- Imminent risk.
- The need for psychiatric hospitalization.
- The child's placement in DOC or another correctional facility.
- The child needs to be placed in a specialized home or group setting.
- Medical/Education neglect.
- Expiration of a foster home license.
- Foster Parent's request for removal.

Service Appeal Brochures are made available at all Foster Parent in-service trainings, and located in the lobby of the agency. During Foster Parent trainings, Foster Parents are continually reminded of their right to file an appeal. The agency grievance policy (attached) also outlines the chain of command as an option for Foster Parents to use prior to filing a service appeal. The appeal process is discussed with the foster parent, and assistance is given to the foster parent to appeal the agency's decision. The exception would be in cases where it is court ordered or when the child(ren) is determined to be at imminent risk of harm, which is determined by completing a Child Endangerment Risk Assessment Protocol (CERAP).

12. The right to be notified in a timely and complete manner of all court hearings including the date and time of the court hearing, the name of the judge, or the hearing officer hearing the case, the location of the court proceeding, and the court docket number of the case and the right to intervene in court proceedings or to seek mandamus under the Juvenile Court Act of 1987.

UFC gives notification written and or verbal of court dates to foster parents. Upon case manager receiving notification of court hearings, the date and time of the court hearing, the name of the judge or hearing officer hearing the case, absent last minute changes, the location of the court proceeding, the court docket number of the case is forwarded to the foster parent. Case workers document transmission of this vital information by noting conversations and phone calls in the child's file, placing dated copies of the material mailed or hand-delivered in the file, and noting the date of any mailing in the general agency outgoing mail log. Supervisors review this data and make it a part of on-going supervision and quality assurance.

13. The right to be considered as a placement option when a foster child who was formerly placed with the foster parents is to be reentered into foster care when such placement would be consistent with the best interest of the child and other children in the home.

UFC reviews the prior placement history living arrangement in making subsequent placement decisions. A visit with the previous placement, review of record file, and where indicated, a pre-placement visit is to be utilized to determine the viability of any longer term placement. In those instances where the child's best interest of comfort, knowledge of home and community, and sense of "connectedness" are well-served, previous placements are given priority in making the subsequent placement.

The team consisting of the Director of Foster, Case Manager, Foster Care Supervisor, Licensing Representative, Licensing Supervisor, and the previous care giver review the prior placement as a possible home for the child.

14. The right to have timely access to the existing appeals process with the child placement agency. The assertion of the right to appeal will be free from acts of harassment, and retaliations.

Upon the agency making a decision that is to be appealed, the UFC Licensing Representative provides the foster parent with information regarding the appeal process, time frames, and guidelines as outlined in the Foster Family Handbook within 10 days of the decision. The appeal process consists of an optional mediation between UFC staff persons, supervisor and a neutral third party. If the foster parent chooses not to mediate, or if mediation is not successful, the foster parent may request a fair hearing through the Department of Children and Family Services. The Licensing Representative inquires as to the technical assistance needed by the foster parent and assists the foster parent in writing the appeal if necessary.

The appeal is forwarded to the Department of Children and Family Services Administrative Hearing Unit within 45 days. The UFC Licensing Representative also ensures that the foster parent is notified, in a timely manner, of the date, location and time of the Appeals Hearing and will also attend the hearing. UFC follows any and all decisions recommended as a result of the Appeals Hearing. Foster parents who appeal decisions by the agency are not subjected to harassment or any form of retaliation by the agency or any of its staff.

UFC adopts the policy as stipulated by the Department regarding non-retaliation by staff or others against foster parents pursuing their legal rights to appeal agency decisions.

When the foster parent requests a service appeal through the Department, UFC will provide the parent with the following information:

- DCFS service appeals brochure
- The Department's address and telephone number where the written appeal should be sent
- Timeframe for requesting an appeal
- UFC will help the foster parent(s) with writing the appeal if needed

15. The right to be informed of the Foster Parent Hotline established under this Act and all of the rights according to foster parents concerning reports of misconduct by Department employees, service providers, or contractors, confidential handling of those reports, and investigation by the Inspector General.

Case managers provide foster parents with a written list of important phone numbers including the Foster Parent Hotline, the case manager's cellular number, and an emergency general number for the agency. Foster parents are provided a folder and encouraged to maintain the vital numbers in the folder in a secure place in the home where other important documents are kept.

Foster parents are provided with training on what the Foster Parent Hotline is and how it is properly accessed. Information and phone numbers are distributed to the foster parents so they may call in the event they have a complaint regarding agency performance or misconduct. These phone numbers include the DCFS Advocacy Office, 1-800-232-3798 as well as the Office of the Inspector General, 1-800-722-9124. The OIG office is designed to reform and strengthen the child welfare system. The mandate of the OIG's office is to investigate misconduct, misfeasance, malfeasance and violations of rules, procedures or laws by the Department of Children & Family Services employees, foster parents, and contractors with the department. Foster Parents are provided with ongoing training on what the OIG is and its process. Included in this information is assurance to the foster parent that any report of misconduct by an agency staff person will be handled in a confidential manner as outlined in the Office of the Inspector General Investigations (OIG).

FOSTER PARENT RESPONSIBILITIES

The Responsibilities of Foster Parents shall include:

1. The responsibility to openly communicate and share information about the child with other members of the child welfare team.

Through P.R.I.D.E., on-going training and communication between foster parents and case managers, the foster parents continue to learn what is expected of them regarding the passing on of information, as it relates to the child(ren) and/or the family.

As a part of UFC's foster parent on-going training, our overall objective is to support a teamwork environment to increase communication between foster parents, staff and administrators.

2. The responsibility to respect the confidentiality of information concerning foster children and their families and act appropriately within applicable confidentiality laws and regulations.

Licensing Representatives are responsible for training foster parents on observing Section 402.24 Licensing Standards for Foster Family Homes, which states that all personal or identifying information concerning a foster child(ren), including but not limited to, his/her background, his/her family, and the identity and location of all other persons or families with whom he/she has been, or will be placed, shall be treated as confidential by all persons involved with the child. Foster parents are given copies of this standard and additional copies can be located in the UFC corridor. Foster parents are encouraged to make no divulgence and to contact UFC staff whenever there is a question in their mind as to what is confidential or to whom information ought to be shared. As a reinforcement foster parents are provided a copy of UFC's Confidentiality and Privacy Protection Policy and Procedures to insure that caregivers understand their responsibility to adhere to children and their family's right to confidentiality. Care givers are asked to sign Universal Family Connection's Caregiver Agreement form which states that the foster parent understands and agrees to follow confidentiality laws and regulations.

Foster parents and staff are required to participate in training regarding confidentiality and how information is shared. In addition, ongoing training is provided regarding the handling of foster parents' confidential information and the laws and regulations available to protect foster parents' privacy.

3. The responsibility to advocate for children in their care.

The Licensing Worker is a PRIDE trainer and trains UFC's foster parents on becoming educational advocates as well as surrogate parents for the child(ren) in their care. All licensed foster parents, traditional or relative are required to complete Educational Advocacy training in order to renew their license. UFC licensing staff is responsible for registering licensed and unlicensed foster parents for Educational Advocacy training. In addition, UFC provides training on court procedures, education, service appeals, the 1-800-ABUSE hotline's purpose and procedure, and other ways to access services to assist them in advocating for the foster child(ren) in their care. We share with foster parents the brochure on Service Appeals provided by the Department.

Foster parents are notified of and encouraged to participate in staffings, ACR's, CIPP (Clinical Intervention Placement Preservation), Child and Family Team meeting, conferences and court hearings. In addition, foster parents are invited to and encouraged to attend all scheduled staffings, administrative case reviews, conferences and court hearings. They are notified of the time, place and date of each event by mail and/or telephone. Care givers are trained and encouraged to exchange contact information including telephone numbers at meetings to act as advocates for each other and give support to newer foster parents.

4. The responsibility to treat children in their care and their families with dignity, respect and consideration.

UFC expects all staff, including care givers to always treat all clients and their families with dignity, respect and consideration. The agency's on-going training for foster parents, as a member of the child welfare team, includes emphasis on treating youth in care and their birth family with dignity and respect, recognizing and responding to trauma. The case manager has a responsibility of setting the example in their day-to-day interaction with the foster parent, the child(ren), and the child's(ren's) birth family.

UFC also has on-going trainings with the foster parents and staff to empower them with the necessary competencies to protect and nurture the children, meet the children's developmental needs, support relationships between children and their families, and to connect the children to safe, nurturing relationships that are intended to last a lifetime.

This practice includes, but is not limited to, the inherent right of the child(ren) to be returned to his/her family unless parental rights have been terminated, to develop social relationships with family and peers, and the best opportunity to achieve his/her educational potential.

UFC's case managers are also provided ongoing training, which includes emphasis on treating foster children and their families with dignity and respect, properly responding to trauma and training on cultural sensitivity.

Caseworkers and Supervisors frequently meet with foster parents and discuss their relationship with all of the above as well as underscore the need for treating everyone with dignity and respect. Case workers are required to speak to children alone to discuss any concerns the child may have. The case manager in return can either address the issues directly with the foster parent or speak to the licensing representative and the Director of Programs. The licensing staff also evaluates the foster families' ability to support the identified permanency goal or semi-annual home visit. These interactions are documented in the child's file for purposes of supervision and quality assurance.

Care givers are encouraged to meet and become involved with the birth families of their youth in care. Although it is not mandatory, it is strongly encouraged to assist the foster family, child and birth family in meeting the child's service and permanency needs. The opportunity to work with the birth family gives the foster family the opportunity to demonstrate their ability to work as a member of a professional team and support relationships between children and their families.

5. The responsibility to recognize their own individual and familial strengths and limitations when deciding whether to accept a child in to care, recognize their own support needs, and utilize appropriate supports in providing care for foster children.

A part of the basic UFC orientation and training is to help foster parents identify their strengths, areas requiring additional resources, and methods of obtaining those resources. This is done by honest communication and ongoing interaction between the Foster Parent, Case Manager and Licensing Coordinator regarding what is needed to competently parent. This in turn leads to an individual, ongoing mutual assessment.

Prior to the placement of any child with a Universal Family Connection Family, the Licensing Coordinator, Director of Programs, Case Manager and Supervisor consider the following:

1. The foster parent's preference of foster children's specific sex (male or female), and the ages they prefer is considered.
2. The working hours and child care plan.
3. The availability of schools, medical facilities and other community facilities in proximity to the foster home.
4. The availability of support services in the foster home community.
5. The foster families' compliance with the rules and regulations of DCFS and Family Connection's policies.
6. Personal and family demands as well as the needs of the child and whether or not the foster parent can meet those needs.

UFC's ongoing mutual assessment includes, but is not limited to; training surveys, quality assurance questionnaires, and the Foster Home Licensing Assessment. Foster parents are provided with needs assessment tools to recognize their strengths as well as limitations. In-service trainings are scheduled according to the results of the assessment tool to meet each foster parent's needs. Based on information obtained from these methods, a training curriculum is developed and presented on a quarterly basis. Foster parents are supported and the case worker addresses their needs on an ongoing basis through communication with the foster parent and through regular monthly visits and bi-monthly visits for unlicensed relative placements.

The assessment includes but is not limited to; the number of child(ren) they are able to care for, physical and educational requirement of the child(ren) and whether they are willing to pursue permanency of the child(ren). The ongoing assessment helps in identifying the type of child best suited for a likely successful placement with that particular foster family. If UFC determines that a foster parent requires further training to strengthen themselves, additional training classes will be identified and the foster parent will be required to attend. All Foster Parents (relative and non-relative) are encouraged and invited to attend all in-service trainings. Foster parents are also informed and trained on how to utilize the Foster/Adoptive Parenting Virtual Training Center (www.dcfstraining.org) as well as (www.prideonline.org) to obtain approved training credit for license renewal or just for further education on specific topics for self-directed training in parenting and family life.

6. The responsibility to be aware of the benefits of relying on and affiliating with other foster parents and foster parent associations in improving the quality of care and service to children and families.

Through ongoing training, foster parents are encouraged to interact with other foster parents and participate in activities that promote foster parent supports including being a part of the Foster Parent Advisory Board. UFC has a mentoring program where when a new foster parent joins the UFC team, a more experienced foster parent is appointed to assist the newly licensed or struggling foster parent with feeling at ease and supported as he or she becomes more familiar with foster parenting. Foster parents are encouraged during foster parent trainings to network and communicate with each other in an effort to establish an effective support system.

A Foster Parent Directory has also been established with the foster parent's permission, to display their personal information such as email address and telephone number.

The UFC Licensing Coordinator provides the foster parents with registration to receive Publications that support improving the quality and care of services to children and families. These include Fostering Illinois, Illinois Foster Parent Association, National Foster Parenting Association and other publications. Additionally, there are informal support networks that are intra to UFC and facilitated by the agency. These groups meet in individual homes, develop a phone tree, and are fostered to a great extent by social functions conducted by the agency specifically for foster parents (such as the annual Foster Parent Appreciation luncheon during the month of May, National Adoption Month, Thanksgiving Turkey Giveaway, annual Christmas Party and Toy giveaway) as well as Foster Parent Trainings.

UFC's Foster Parents are encouraged to join boards and commissions which directly affect the development and care of children and families and to utilize community resources that sponsor and support family needs. Foster parents are also informed, encouraged and trained on how to utilize the Foster/Adoptive Parenting Training website (<https://www.dcfstraining.org/vtc/home/home.action>) to obtain approved training credit for license renewal or just for further education on specific topics for self-directed training in parenting and family life. Foster Parents are invited to utilize the agency's computer resource room to complete any and all trainings related to enhancing their foster parenting skills.

7. The responsibility to assess their ongoing individual training needs and take action to meet those needs.

As noted above, a part of the basic UFC orientation and training is helping foster parents identify their strengths, areas requiring additional resources, and methods of obtaining those resources. This is done by honest communication and interaction by the Case Management staff during their monthly home visits and by the Licensing Representative during semi-annual monitoring visits and sporadic telephone calls regarding what is needed to meet the competencies as part of an integral team. This in turn leads to an ongoing mutual assessment. UFC's ongoing mutual assessment includes, but is not limited to; foster parent surveys, quality assurance questionnaires, and suggestions from the foster parent. If it is determined that the Foster Parent(s) have needs to be addressed, a meeting is held with the foster family and all other concerned parties to determine if and what the training needs are and an immediate referral is identified and made. Based on information obtained from these methods, a training curriculum is developed and presented on a quarterly basis. Supplementing training is offered through UFC, case workers' and the Licensing Coordinator consistently advise foster parents of other relevant training available in the community by either personal contact or via a foster parent newsletter.

A survey is conducted following each in-service training to assess the strengths and weaknesses of the foster parent and to give the foster parent a chance to identify specific trainings that they would like to attend.

8. The responsibility to develop and assist in the implementation of strategies to prevent placement disruptions recognizing the traumatic impact of placement disruptions on a foster child and all members of the foster family and to provide emotional support for the foster children and members of the foster family should preventative strategies fail and placement disruption occur.

UFC believes that early identification of risk factors ultimately reduces disruptions. As a result, both caseworkers and foster parents are trained and encouraged to identify such issues. This training is conducted by experienced staff at orientation and is supplemented by supervision of caseworkers and mentoring of more experienced foster parents. The following is a list of key items that caseworkers and foster parents are instructed on through ongoing training:

- 1) close monitoring of school behavior
- 2) monitoring of school progress
- 3) signs of sudden changes in behavior in school
- 4) sudden changes in behavior at home
- 5) sudden changes in mood or appearance
- 6) intra-agency case staffings.
- 7) any major changes in the child's life domains (i.e., death or abuse)

UFC also conducts weekly clinical staffings on cases that are identified as at risk for placement disruption. UFC case managers, supervisors, clinicians, and foster parents are included in recommendations as a close monitoring method to insure that services are obtained to support and secure placements.

Support for the child(ren) and family members if preventative strategies fail includes, but is not limited to; 24 hour access to workers, family meetings, wrap around services through System of Care Providers, respite and placement stabilization services and more frequent home visits if needed. Foster parents are provided with a 24-hour placement stabilization hot line number and trained on how to access and utilize the service.

9. The responsibility to know the impact foster parenting has on individuals and family relationships, and endeavor to minimize, as much as possible, any stress that results from foster parenting.

Foster parents are trained to recognize signs of stress and other related signals. The focus will allow intervention strategies to be put in place before a crisis occurs. Support for foster parents under stress is utilized with TOTAL confidentiality ensured. Each foster parent is made aware of the availability of respite services, which is granted on a case by case basis. A team approach is utilized where the foster parent, case manager and supervisor come together to make the recommendation that respite is needed.

Counseling and other supports are available to foster parents to minimize stress, such as respite care if needed, clinical staffings, and in home family meetings. In addition, referrals are made to Systems of Care for placement stabilization and in home therapeutic counseling. UFC provides stress management training to foster parents as a part of the foster parent training curriculum.

Upon signing the Placement Clearance Agreement, foster parents are advised and trained that they hold the right to place their homes on voluntary hold with written notification. A licensed foster parent for whatever reason without coercion from any agency representative has the right to be voluntarily placed in a Non-Active Status under the provisions of Section 402.7 of the Licensing Standards for Foster Family Homes. A CFS 452-B Non-Active Status Request is completed by the Licensing Coordinator, signed by the foster parent, approved by the Licensing Supervisor and sent to the Placement Clearance Desk.

10. The responsibility to know the rewards and benefits to children, parents, and society that come from foster parenting and promote the foster parenting experience in a positive way.

UFC believes firmly in the value of foster parenting to the overall social fabric of the community. To assist in getting this message out, UFC has developed a speaker's bureau consisting of foster parents, caseworkers, and licensing staff. The speaker's bureau is of a volunteer nature and is available to any interested entity such as civic organizations, churches, schools, schools or social work, etc. Participants receive training in making the presentation and in use of multimedia; this training is conducted by either UFC public outreach staff or contracted professionals in the marketing community.

- Continue to work with businesses and the community for greater public support and recognition.
- Enhance field office/regional level plans that included activities and events that support and recognize the importance of foster parents as members of the child welfare team, including recognizing our foster parents during May's annual Foster Parent Appreciation Month.
- UFC continues to utilize fund raising and community events that included a "Stop the Violence/Back to School Jam" hosted by WGCI-107.5; Domestic Violence Awareness Month (October); The Annual Thanksgiving Basket Distribution, and Annual Christmas Party/Toy giveaway, which accesses the local print and broadcast media.

11. The responsibility to know the role, rights, and responsibilities of foster parents, other professionals in the child welfare system, the child, and the child's own family.

During PRIDE and In-Service training, foster parents receive an overview of their role, rights and responsibilities within the child welfare system. Training on teamwork, respect and effective communication is part of the ongoing training for all team members. In an effort to train foster parents alongside staff, UFC offers 20 hours of in-house training per year. Foster parents are notified of their ability to take advantage of these training opportunities. To encourage peer relations, foster parents are selected to co-facilitate the monthly foster parent meetings/trainings. The trainers of these meetings are composed of the foster parents, licensing department, case management and other professionals. The meetings are intended to inform/train staff as well as the foster parents.

As a member of the Child Welfare Team, foster parents are always invited and encouraged to participate in all meetings involving the children in their care. This allows the foster parents to be kept informed of policy changes, staff changes, and other important agency and DCFS announcements and updates. UFC's Foster Parent Advisory Council members are invited and encouraged to participate in the development and maintenance of agency policy and procedures. A representative of the Foster Parent Advisory Council is included to UFC's Board of Directors Meetings. The Council's input is considered very valuable and is utilized in areas of concern that best service the foster parent and children in their homes. Foster parents are notified in writing and verbally of all staffings, including clinical and encouraged to participate. Foster Parents are also given training regarding other members (lawyers, judges, case reviewers, etc.) of the Professional Team. The DCFS Foster Family Handbook is utilized to define the different members of the Professional Team as well as training on the court and ACR (Administrative Case Review) process.

The draft of the Foster Parent Law Implementation is worked on with foster parents during the September and October foster parent meeting. At this time, foster parents provide their input in areas of concern relating to the care of children in their homes. The new Foster Parent Law is distributed and discussed with the foster parents at the January and February meetings. The Foster Parent Law is available for viewing and downloading on our Universal Family Connection website (<http://www.ufcinc.org>). Foster parents are also encouraged throughout the year to provide UFC with any suggestions they have for improving services for themselves, the children and their families.

12. The responsibility to know and, as necessary, to fulfill their responsibility to serve as mandated reporters of suspected child abuse/neglect under the Abused and Neglected Child Reporting Act; and to know the child welfare agency's policy regarding allegations that foster parents have committed child abuse or neglect and applicable Administrative Rule and Procedures governing Investigations of such allegations.

Licensed foster parents receive during PRIDE pre-service training, their legal responsibilities as mandated reporters. For unlicensed foster parents, UFC provides initial training on this same topic upon placement of a child as well as ongoing training for both licensed and unlicensed foster parents at least semi-annually during foster parent meetings and bi-annual monitoring home visits. All our foster parents need to understand their critical role in protecting children by recognizing and reporting child abuse. All foster parents, relative and non-relative sign an Acknowledgement of Mandated Reporter status and it is placed in their foster parent file. Upon training, it is the responsibility of the foster parent to understand UFC's policy to report any suspected child abuse or neglect of children in the care of a foster parent and inform the foster parent of such action. It is the policy of UFC to report any suspected child abuse or neglect of children in the care of a foster parent and inform the foster parent of such action. All inquiries regarding allegations of child abuse or neglect against a foster parent are addressed in a timely manner, keeping in mind UFC's commitment to treating foster parents with dignity and respect and ensuring that the best interest and safety of the child(ren) is fully protected.

Abuse can be prevented with knowledge, skills, supports, and teamwork. Abuse allegations cannot be prevented. It is important for our foster parents to have the necessary information about the agency's policy regarding abuse allegations against foster families. The foster parents are provided with ongoing training on the abuse allegations policy itself; the role of the foster parents in determining the policy; how abuse allegations against foster families are investigated; their rights, as well as training offered to foster parents and staff for abuse allegation prevention and intervention. Ongoing training is provided to staff and foster parents regarding the Child Abuse Hotline Procedure and Procedure 383, Licensing Enforcement and its purpose.

Foster parents are informed of the importance of notifying the agency immediately of any concerns that they may have regarding any "sexualized" behavior among the children that may be placed in their home. Foster parents are trained on their responsibility to report sexually problematic, abusive or neglectful behaviors. The child welfare team, including the foster parent will determine if the child meets the criteria for sexualized behavior. UFC trains Foster Parents on SACY reporting responsibility as defined in the "Facing It," Sexual Abuse Among Children Manual, the agency completes a Child & Adolescent Needs & Strengths assessment (CANS) every six months as well as a Child Endangerment Risk Assessment Protocol (CERAP) when the case is initially opened and every 90 days thereafter.

Investigations

Case Managers and Licensing Representatives will respond in person, as well as in writing, within 24 hours to any allegations and take appropriate action, as needed.

13. The responsibility to know and receive training regarding the purpose of administrative case reviews, client service plans, and court processes, as well as any filing or time requirements associated with these proceedings, and actively participate in their designated role in these proceedings.

Training emphasizes the importance of an active role by foster parents in planning for permanency goals through ACR's, client service planning and court processes. UFC has ongoing training, which includes the purpose of administrative case reviews, client service plans and processes, as well as any filing or time requirements associated with these proceedings. Foster parents are also trained on their roles as active team members and are encouraged to participate in these proceedings. In addition, foster parents are trained on the understanding of written notifications received regarding ACR's, client service planning, and court processes. Adoption, GAL, and States Attorney s have been included in the ongoing training process to explain their role and the court process to foster parents and staff.

14. The responsibility to know the child welfare agency's appeal procedure for foster parents and the rights of foster parents under the procedure.

The Licensing Coordinator/Licensing Representative is responsible for providing the foster parents with information regarding the Appeal Procedure, along with the Spanish translated version, when applicable. Foster parents can appeal when they do not agree with a decision made or an action taken by UFC. If needed, the Licensing worker will assist the foster parent with preparing the appeal requests, which must be received within ten days. The appeal process consists of an optional mediation between UFC staff person, supervisor and a neutral third party. If the foster parent chooses not to mediate, or if mediation is not successful, the foster parent may request a fair hearing through the Department of Children and Family Services. Case Managers and the Licensing Coordinator ensures that all appeals through the Department are received in writing within 30 days. Ongoing training is provided to staff and foster parents regarding Procedure 337, the Service Appeal Process and its purpose.

15. The responsibility to know and understand the importance of maintaining accurate and relevant records regarding the child's history and progress and be aware of and follow the procedures and regulations of the child welfare agency with which they are licensed or affiliated.

UFC provides training regarding the responsibility and the importance of maintaining accurate and relevant records regarding the child's(ren's) history or progress. UFC issues a Foster Child Record Folder to all foster parents. A part of this training includes written instructions as well as an example of a "model" child's file that foster parents may compare their own respective files to. It is the agency's responsibility to fully disclose any and all background information regarding the child. Further, caseworkers will routinely review children's case files and follow DCFS and AP-5 guidelines of how to arrange information in the file.

Case Managers request records from previous care givers (if any) and ensure any records go with the child(ren) to subsequent care givers.

Case Managers resume total and complete use of the foster child "Record Folder." It is reviewed quarterly for completeness, and the case manager ensures that these records accompany the child(ren) to any subsequent care giver.

Foster parent files are reviewed on an annual basis. Monitoring visits are conducted by the Licensing Coordinator every six months to ensure that foster homes continue to be in compliance with 402 Licensing Standards.

UFC provides a locked file room that houses all licensed and unlicensed Foster Parent files. When foster parents either relinquish their license, voluntarily put their license on a "non-active status," their license expires, or they wish to transfer their license to another agency, Foster Parents confidentiality is respected and the file is properly transferred or archived.

16. The responsibility to share information through the child welfare team regarding the child's adjustment in their home with the subsequent care giver, whether the child's parent or another substitute care giver.

Case Managers and Supervisors facilitate Child Welfare Team meetings, face to face or telephone contact between the current and subsequent care givers as a means of encouraging the sharing of information regarding the child(ren).

Case managers are provided ongoing training to properly maintain case records. Foster Parents are trained in Pre-Service and In-Service the importance of sharing information among the professional team and keeping information on the child updated to follow the child to subsequent placements. All foster parents are provided with and trained on how to develop a LifeBook.

17. The responsibility to provide care and services which are respectful of and responsive to the child's cultural needs and are supportive of the relationship between the child and his/her own family; Recognize the increased importance of maintaining a child's cultural identity when the race or culture of the foster family differs from that of the foster child and take action to address these issues.

Universal Family Connection, Inc. and its foster parents have a strong commitment to ensuring that staff and other service providers are sensitive to the children's cultural background. If a child of a different cultural or ethnic background is placed in one of UFC's foster homes, the case manager will ensure that any identified home has the sensitivity to embrace the rights and needs of the children in their home. This is accomplished through full disclosure to the foster parent, with additional information shared regarding the child's ethnic and cultural background and now includes introducing and assisting each foster parent with helping a child in their home complete a LifeBook which will follow them throughout their journey in placement.

Cultural identity is a part of a child's normal development, and racial identity is a part of cultural identity. Foster parents are encouraged to support the birth family through their involvement in family visitation and other events. This provides an opportunity for the foster family and the birth families to learn from each other and at the same time support the child and the goal of supporting family relationships. This can also provide opportunities for the sharing of information around cultural, racial and even religious differences. Foster parents whose race, ethnicity, and/or culture are different from the birth family may find that interacting with the birth family may be beneficial to learn about the birth family's traditions, culture, routines, and religious beliefs. Foster Parents are provided a copy of UFC's Confidentiality and Privacy Protection Policy and Procedure.

UFC certified training staff, who is also a P.R.I.D.E. trainer, provides on-going trainings to foster parents to help promote positive racial and cultural identity.

In addition, UFC provides on- going trainings to foster parents on the importance of family visitation, religious beliefs, social relationships, cultural competence, and working together as a professional team. The case manager assists the foster parent with information about outside cultural resources that fit the child's cultural heritage.

UFC is aware and in compliance with the Interethnic Placement Act (IEPA), Procedure 301.60. Additional information can be obtained from UFC's in house resource library and In-Service Training Module #7, "Promoting Children's Personal and Cultural Identity."

**Supporting Documents for Universal Family Connection, Inc. Foster Parent Law
Implementation Plan 2018**

1. Universal Family Connection Inc. Foster Parent Training Schedule 2018
2. Signatures of foster parents and staff who were involved in reviewing and revising 2018 plan.
3. Signature of foster parents who reviewed and approved final 2018 plan.
4. Foster Parent Law Grievance Procedure
5. Copies of any Foster Parent Law grievances filed during the past year – N/A

