

## Foster Parent 1624 Statewide Consultation Team

### Meeting Minutes – 10/23/12

Attendance: Denise Revels Robinson, Becky Smith, Myra Casey, John March, Meri Waterhouse, Bernice Morehead, Darcey Hancock, Arthur Fernandez, Theresa Tanoury, Peggy Hays, Shala Crow, Debra Ellsworth, Kathy Ramsay, Joel Odimba, Yen Lawlor, Victoria Erwin, Angie Wilson, Jann Hinkle-Rodriguez, Cora Phillips, Stephanie Allison-Noone, Talya Miller, Tess Thomas, Cora Phillips, Marty Butkovich, Beth Canfield, Cindy Gardner, Kathy Keenan, Sheila Huber, Josh Hinman, Barb Geiger, Mike Canfield, Marilee Roberts, Gina Coats,

<b>AGENDA TOPIC</b> (Expanded Explanation Sheet from regional reps is attached to the minutes)	<b>TEAM DECISION</b> (including vote record)	<b>ASSIGNMENTS</b> (lead &/or workgroup members/due date)	<b>REPORT TO TEAM</b> (if needed – date assigned)	<b>COMPLETED DATE</b>
CA's Assistant Secretary, Denise Revels Robinson gave recognition of CAFPT's 5 year anniversary		N/A		10/22/12
Sheila Huber addressed pending lawsuit on foster care rates. CA is not able to respond on questions pertaining to rates or the lawsuit. These issues must be resolved within lawsuit or addressed after the lawsuit is completed.		N/A		10/22/12
<b>WORK GROUP REPORTS:</b>				
1. <i>Concurrent/Permanent Planning</i> Theresa Tanoury. Training for workers & FPs with Richard Delaney - this training helped address these issues. 2. Competencies identified for all Swkrs & Sups. 3. Curriculum development to support concurrent planning and options for delivery so workers aren't waiting for training. New: Competencies Curriculum development First draft soon to be out (knowledge, skills and needs assessment). Final draft vetting within the next month. FPs will comment on draft through survey monkey - 4 questions in survey.		N/A		10/22/12

<p>4. John March reported <i>DLR Licensing Violations</i> topic from July meeting has been updated. Info shared through Caregiver Connection in October edition &amp; info posted on FP website.</p>		N/A		10/22/12
<p>5. <i>R &amp; R Liaisons access to information for licensing</i> (John March) - Olive Crest “Fostering Together” is the new state recruitment and retention contractor. DLR in each region develops and sends monthly list to Olive Crest with names of FPs who authorized access.</p>		N/A		10/22/12
<p><i>Region 1 Report on Regional Support Issues:</i></p> <ul style="list-style-type: none"> <li>● Replicating Reg. 1 No. in Reg. 1 So. –</li> <li>● Reg. 1 So. had great turnout for last regional 1624 meeting.</li> <li>● FP recognition held in summer</li> <li>● Marilee Roberts heads effort in Reg. 1 South.</li> <li>● Work on consistency and communication.</li> </ul>		N/A		10/22/12
<p>Respect Workgroup – 2 meetings have been held Appreciated DSHS Secretary’s communication on Cultural Competence/Respect. Group has identified outcomes:</p> <ul style="list-style-type: none"> <li>● Update 2001 FP Rights &amp; Responsibilities</li> <li>● Develop statement on FP values/respect</li> <li>● 2 trainings by Dr. Denise Goodman being scheduled on Customer Service and Partnership</li> <li>● Group is inviting Robin and Denise to training</li> </ul>		Meri Waterhouse continues to lead group November – schedule next meeting		

<i>Foster Youth Activities</i> tabled as this issue is being addressed by the Commission on Youth in Foster Care			Share report from CYFC w/ CAFPT when issued	10/22/12
<i>Foster Parent Survey</i> – next quarter’s survey is currently underway. Please share this info. with FPs from your region				10/22/12
<i>CAFPT Nominations/Elections</i> – are currently underway. New members will be seated for January Meeting.				10/22/12
<b>NEW BUSINESS</b>				
<b>Region 3 South</b> 1. Respite –taxes assessed on respite income is perceived as contributing to a lack of respite providers. Concern voiced that CPA FPs don’t pay tax on their respite payment. This isn’t accurate; taxes on respite payment paid to CPA FPs are taxed as the payment is made by CA to the CPA. 2. Not Enough Respite Providers – FPs are encouraged to bring others in that can act as respite providers for them. Focus on Recruitment with Olive Crest to assist in resourcing more respite as well.	CA will continue to message lack of respite concerns to Olive Crest.	N/A  Meri		10/22/12
<b>Region 3 North</b> 1. No Items This Quarter - Thanks to Arthur and his training team. They have done a great job in communication in addressing the issue on training needs.		N/A		
<b>Region 2 South</b> 1. School Transportation out of district (issue of young children in taxi cabs to school). No	Follow up with OSPI on background clearances for taxi drivers.	Juliette and Joel – January		

<p>specific details given to Joel on this concern. Social worker should coordinate this with school and caregiver. This becomes a case specific issue based on the planning for an individual child. McKinney Vento will support transportation through the end of 1<sup>st</sup> year of placement. Hold conversation with worker to identify plan. FPs should address any concerns with the social worker. Are taxi drivers background checked? Transportation by taxi can be viewed as a normal mode to transport a child to school in specific situations as developed in plan with social worker and caregivers.</p> <p>2. <b>Communication/Notification</b> to Foster Parents on Social Work Changes – Information needs to be provided to the current caregiver for the child. Needs on-going efforts with social workers, and supervisors so this is emphasized with the staff.</p>	<p>Identify within the region which case was identified as the concern; does this include more cases? Share info with Joel</p> <p>Follow-up in region. Meri provided policy on notification of caregivers when social work staff changes. Was this to be shared out again thru Becky?</p>	<p>Marie Fuji follow-up on specific cases.</p>		
<p><b>Region 2 North</b></p> <p>1. <b>Mileage Forms/Payments</b> (Joel and Pam Mahan shared policy information) Fiduciary staff have 30 days from the date the mileage form was received in the office to process. The mileage form should be date stamped when turned in. <i>(30 days processing is goal, or as soon as possible after fiduciary receives it. The form is delayed to the fiduciary if it sits on a desk waiting processing or approval).</i></p>	<p>Develop article for Caregiver Connection on travel processing.</p> <p>Develop for Becky's signature information an all staff memo to provide clear information to staff on processing the receipt and processing of</p>	<p>Meri – next available Caregiver Connection)</p> <p>Meri draft staff memo for Becky's signature</p>	<p>Dec. 2012 or Jan. 2013 edition</p>	

<p>FP should submit their mileage form every 30 days – please do not to accumulate 90 days of travel as they risk losing mileage if turned in after the 90 day policy.</p> <p>If a caregiver’s mileage form is returned for correction, it should have some kind of notation from the fiduciary why it’s being returned. Caregivers should return the corrected form as quickly as possible; and once again, do not wait 90 days to re-submit. It becomes problematic when the mileage document is e-mailed to the worker and stamped 3-4 weeks ago but it hasn’t yet been received by the fiduciary. Per Pam Mahan, a copy of the e-mail transmission with visible copy of the sent date, or a photo copy that has been date stamped at the CA office will work to document the date of submission.</p> <p><i>Are FPs notified of disallowed mileage or other travel expenses claimed on the form?</i> Once the caregiver’s mileage claim form is submitted to the SWkr, the SWkr should verify mileage and expenses are ready to process by the fiduciary. The SWkr will be notified by the fiduciary if any items on the form are incorrect, or have been disallowed. The SWkr will inform the foster parent of needed corrections. Through this process, the FP should receive notification of any changes to their mileage document.</p>	<p>mileage for caregivers.</p> <p>Becky – identify staff to revisit the issue of the employer’s address on the form. How can we make this easier for caregivers?</p>	<p>Small workgroup identified: Meri, Myra, foster parent, fiscal rep. (request through Dan Ashby)</p>	<p>Report back in January, or as soon as it can be put together.</p>	
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<p><i>Google mileage</i> – Google verifies point to point mileage. Mileage verification is checked thru Google or MapQuest to ensure claims meets the Office of Financial Management’s (OFM) point-to-point mileage requirements (within a few miles). SWkrs need to be fully informed of any changes made by fiduciaries.</p> <p>Joel expects his staff to coordinate with fiduciaries and communicate with the foster parent.</p> <p>SWkrs should work closely with fiduciaries in regions to move caregiver’s mileage documents quickly once submitted.</p> <p>If the caregiver only has a small amount of mileage to claim one month, it can be combined with the next month’s travel. Do not wait 90 days to submit this travel as some mileage may be disallowed.</p> <p>The address of the caregiver’s work or employment is required on the mileage form (DSHS 07-090)</p> <p>Caregivers should make sure to use the mileage form with (Rev. 02/2012) in the bottom left corner and always to submit original receipts. Keep copies of your mileage form and any receipts for your records, should you need to verify submitted documents.</p>				
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<p>Direct round trips can be written on one line. i.e. Tacoma to Olympia and back with no interim stops.</p>				
<p><b>Region 2 North</b>  <b>2. Intake After Hours/ (Joel &amp; John)</b>  There should not be five (5) numbers to call for after hours assistance.</p> <ul style="list-style-type: none"> <li>● 1-866-363-4276 is the END HARM number. And 1-800-301-1868 is the Caregiver Support Line.</li> <li>● These should be the only two numbers used for FPS to access after-hours emergency assistance.</li> </ul>	<p>Publish the numbers in the Caregiver Connection.</p>	<p>Meri</p>	<p>December 2012</p>	
<p><b>Region 1 South</b>  <b>1. Transportation/Visitation Supervisors and State Contractors:</b></p> <ul style="list-style-type: none"> <li>● Lack of communication/changing time of visits – visits rearranged without advance notice, late pickups, and inconsistency in staff that are transporting, visitation has inconsistency in visit supervisors as well.</li> <li>● Forms – visit supervisors completing them – are they consistent in what’s required? Should all contractors be using the same form? The transportation form requires the foster parent(s) and birth parent(s) to both sign full name on the same page – confidentiality issue for foster parent.</li> <li>● Scheduling – inconsistency in what social worker sets up. Visit supervisors and transporters aren’t following the established schedule.</li> </ul>	<p>Refer issue back to RAs to address these issues with regional contract monitors and address the issues/concerns down through the regional contractors who provide these services.</p> <p>Each region should ensure social workers share/ communicate concerns to regional contract monitor when issues are made known to them.</p> <p>Where are the issues and with what contractors?</p>	<p>RAs –</p> <ul style="list-style-type: none"> <li>● <i>Who do FPs go to when this is an issue?</i></li> <li>● <i>What’s addressed in the contract?</i></li> <li>● <i>Review with staff and share how to resolve these concerns.</i></li> </ul>	<p>January 2013</p>	

<ul style="list-style-type: none"> <li>• Lack of professionalism: arriving late, calls made to FPs at late hours to either notify of visits or change established visit for next day.</li> <li>• Statewide Issue –</li> <li>• How are the contracts being monitored?</li> </ul>	<p>Not all contracts are the same across the regions. Make sure all concerns are conveyed to the social worker.</p>			
<p><b>Region 1 South</b>  <b>2. Education of CA staff on Travel Policy –</b></p>	<p>This will be handled regionally in Marty’s area.</p>			
<p><b>Region 1 North</b>  <b>1. Sending kids to camp –</b></p> <ul style="list-style-type: none"> <li>• Staff can share with caregivers what camps children can attend. <i>What’s the policy?</i> Region 1 North allowed day camps but not overnight camps. This applies also to some of the camps they want to go to. Some camps have high risk activities involved with the camp.</li> <li>• ETP is also an option to request reconsideration of a decision. The camp needs to be a therapeutic process for a child. Region 1 North may deny based on the activities that are viewed as high risk, however other foster children from other regions have been allowed to attend the camp.</li> </ul>	<p>What are other RAs approving? Field Ops to discuss - report back to 1624</p>	<p>CA’s Field Operations</p>	<p>January 2013</p>	
<p><b>FPAWS</b>  <b>1. When Babies Move:</b></p> <ul style="list-style-type: none"> <li>• Concern over movements for babies and young children who are moved more often than necessary. Social workers struggle with these issues as well. These cases are staffed up through the chain and can include Denise.</li> </ul>	<p>Caregivers should be invited into these shared planning meeting so they understand what’s happening. They may not agree, but need to be included so everyone</p>			

<p>Documenting why the change.</p> <p>2. <b>Relative Search</b></p> <ul style="list-style-type: none"> <li>This needs to be timely and not delayed.</li> </ul>	<p>understands the permanency planning issues.</p> <p>Reference: CA policy 5650 provided today. Reference this policy so everyone understands it.</p>			
<p><b>Region 1 South</b> – question/clarifier: hours of respite and payment is based on the overnight hours as a “day”</p>	<p>Research the work earlier done by the 1624 to share with the group.</p>	<p>Meri</p>	<p>January 2013</p>	

Debriefing Meeting: Monday, November 19, 2012. 9-10:00 a.m. Conference call in # 605-477-3000, Participant Code: 186895#