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1. Purpose/Objective: The purpose of this policy is to establish a procedure to be followed by the CPA worker at monthly home visits to ensure consistent Foster Family Home (FFH) compliance with KDHE regulations and to enhance foster parent education and familiarity with those regulations. The policy applies to environmental and other conditions existing at the time of monthly visits. This policy shall not affect those situations having to do with imminent threats to the health, safety, and welfare of children in care including, but not limited to critical incidents identified in K.A. R. 28-4-807 (d) (1) and mandated reporting requirements in K.S.A. 38-2223.
2. Policy Text:
 - a. Educating foster parents more thoroughly on KDHE Family Foster Home Regulations, will ensure safety and well being of children placed in the homes, and maintain a positive and supportive working relationship between the family foster home, CPA, and KDHE.
3. Scope:
 - a. Child Placing Agency Department
4. Responsibilities:
 - a. The CPA worker will follow the procedures outlined below.
5. Procedure:
 - a. On a monthly basis, during a scheduled home visit, the CPA worker will complete a visual assessment of the licensed premises.

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- i. A KDHE survey tool does not need to be completed during this walkthrough, but the worker shall complete a Notice of Survey Findings (NOSF), and note the areas of noncompliance if they are present in the home.
 - ii. If there are areas of noncompliance, the CPA worker will work with the foster family to address and/or eliminate the area(s) of concern.
 - iii. If there are no areas of noncompliance observed, the CPA worker will note on the NOSF: “No areas of noncompliance observed at the time of home visit.”
- b. At the next consecutive month’s visit, if the worker again notes the same noncompliance issue, the item of noncompliance must be noted on the NOSF. If the area of noncompliance is not corrected by the third consecutive monthly assessment, the worker must document the noncompliance issue on an NOSF as violation of the regulation (not an area of consultation), along with indication that the issue is a third consecutive incident of noncompliance for the home.
 - c. The NOSF will be signed by the foster family. A copy of each NOSF will be provided to the foster family. A copy of the NOSF indicating three consecutive months of the same noncompliance shall be submitted to KDHE as a complaint.
 - d. The NOSF will be signed by the CPA worker and the foster parent present. A copy of the NOSF shall be provided to the family after the visual survey at each monthly visit. The CPA shall retain a copy of any NOSF completed in the foster family file.
 - e. This compliance procedure is completed once a month, though a worker may be in the home more frequently. Should a worker document areas of noncompliance

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during a visit to a foster home, that worker shall follow up with the family the following month regarding the area of noncompliance, even if there are no placements in the home during the month of follow-up. Any corrections to the previous months noted violations shall be noted the following month on the NOSF. If the issue is not resolved in the second month, the worker will be required to follow up with the family the third consecutive month, regardless of whether the home has placement.

- f. If, by the third month, the area of noncompliance remains present, the family could be placed on hold (not allowed to accept additional placements until the issue is resolved), or the CPA may withdraw sponsorship of the foster family license.
- g. If there are general concerns with chronic clutter or cleanliness the CPA worker and CPA Supervisor shall complete an unannounced visit. Following this unannounced visit, increased home visits or an unannounced schedule will be discussed and document in writing if appropriate.

6. Revision History:

Date	Revision Number	Change	Reference Section

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