



# Foster Parent Orientation & Training

Leech Lake Child Welfare – Foster Care Department

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# Foster Parent Roles & Expectations

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- To provide a stable, supportive, and loving environment in which the children can grow and learn.
- Provide consistent supervision, positive and constructive discipline and care and training to contribute to each child's well being.
- Provide for the basic needs of the children – food, clothing, housing, mental, physical and spiritual health and wellbeing and a safe and environment
- To include the foster children in any family activities/outings with your family and make them feel at home and comfortable

# Foster Parent Roles & Expectations

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- Understand the Child Welfare Program's goals and work within the policies and guidelines
- Understand, accept and seek to nurture cultural, spiritual and racial ties of the child and respect the child's sexual orientation.
- Deal with anger, sorrow, frustration, conflict and other emotions in a manner that will build a positive relationship with the child that is not emotionally or physically destructive



# License Renewal Process

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- The license holder is required to submit a renewal application for ongoing licensure at a minimum of 4 months prior to the expiration date of the active license
- Background check- Please note throughout the licensing period regardless of initial or renewal applications, all adult providers, household members, **affiliated persons and children over 13 years** who are or will regularly be present in the residence are required to complete a criminal and human services background check
- Drug/Alcohol screening (UA's) will be required only if there is suspected drug use or alcohol abuse prior to renewing a license

# Licensure Non-Compliance

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- Please note that a Foster Care Licensee can be placed on probation, suspension or be terminated if there are issues deemed non-compliant and generally we want to work with you to keep your home licensed
- Any issues deemed non-compliant will be identified and shared with you so the issues can be resolved. However, if the problems can not be corrected or resolved in an appropriate time line or an event occurs that disqualifies your license, we will take immediate actions
- If a negative licensing action are required, a certified and hand delivered letter will be sent to you disclosing what actions were taken on your license by the FC Coordinator



# Foster Parent Roles

## (Adult Ratio and Capacity Limits)

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- There can not be no more than 10 children including own children residing in a home and no more than 5 of the children can not be under 2 years old unless there is 1 adult present for every 3 children
- The standard ratio is 1 adult to 5 children in a licensed home
- Cannot have more then 4 children at any one time if there are profound mental health issues or severe emotional disturbance
- The number of children allowed in a home will be based upon a number of factors such as supervisory ability, training, experience, space in the home and characteristics of the children

# Licensing Variances

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- The applicant or license holder may request a variance for items that are not within licensing standards and must state the reason the parent cannot comply, the reasons from licensing departure, period of time for the variance and the specific equivalent alternative measures the foster parent will supply so the health, safety and protection of the children in care is granted
- If the variance is related to construction or sanitation of the home, there must be written approval by the proper certified official responsible for construction or sanitation when a variance for a specific situation is altered



# Foster Parent Roles

## (Medical Treatment for children)

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- Medical treatment for children: must provide the child with access to basic emergency and specialized, medical, mental health, dental care and treatment services by qualified staff in addition to maintaining and sharing records with the CP case worker.
- Serious Medical Issues: must notify foster care staff of an unusual accident such as a death or serious injury or illness of a foster child requiring medical attention



# Foster Parent Roles

## (Medical Care-Documentation)

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- Document any medical, dental, or other appointment for the children and provide information to the Child Protection Case Manager. This information is required for state reporting. (see form in folder)
- Document any incidents that may occur with the children and provide to LLCW staff. example: child falls and gets a bruise while playing (see form in folder)
- Document and report any training activities that can be counted as credit towards your continuing education for licensure

# Foster Parent Roles

## (Home Safety)

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- Develop and maintain a Floor and Escape Plan: Must be 2 means of escape identified in a floor and escape plan with one means being a stairway without clutter or door leading to the floor of an exit and the other means being a door or window leading directly outside.
- Home safety equipment: Must meet requirements for fire extinguishers, smoke and carbon monoxide detectors, guns and ammunition locked in separate cabinets and medications locked in a box
- Constructive requirements: Must meet licensing requirements for egress windows, electrical wiring, staircases and any other structural changes or request variance



# Foster Parent Roles

## (Mandated Reporting)

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- All adults residing in the licensed residence are considered mandated reporters by virtue of their relationship with the children.
- A person who knows or has reason to believe a child is being neglected, physically or sexually abused, shall immediately report the information to Leech Lake Child Welfare and any reports after 4:30 shall be reported to the Leech Lake Tribal Police or the local law enforcement agency who has jurisdiction.
- Consistent with the policy, a foster care parent shall not undertake, on his or her own, to treat cases of child abuse or neglect

# Foster Parent Roles

## (Communication Plan)

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- The CP case manager and foster care parents must ensure all applicable information about a child is shared between the license holder and assigned Case Managers while developing and managing a case plan
- The case plan should contain up to date information about a child's mental or physical condition if applicable, educational or specific child care plans or changes, medications, notable incidents involving the child and any documented information which affects the overall health and safety of the child
- Foster parents and CP case managers who are required to meet child care or treatment plan goals shall continuously share information needed to carry out the foster parent's duties and responsibilities to achieve beneficial outcomes



# Child Protection Staff Roles

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- Ensure the child's safety, (mental and physical)
- Monitor well-being and development of child (educational- mental health)
- Make referrals for services for the child and strive for reunification of family
- Work reunification plan with primary caregiver(s)
- Coordinate visitation with primary caregivers and other relatives (grandparents, siblings, etc.)
- Include foster parents in case planning
- Maintain and share communications for child care and treatment plans

# Foster Care Staff Roles

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- Gather and maintain documentation for initial licensing of the home such as background and home studies on applicable occupants, drug and alcohol screening, emergency and fire evacuation plan, adequate spacing, etc
- Conduct initial home inspections and license renewal visits to determine eligibility and maintain monthly visits in addition to conducting an annual health and safety inspection
- Investigate licensing concerns or non-compliance complaints
- Provide and document mandated trainings to foster parents to maintain licensure
- Encourage and facilitate communication plans between foster parent(s) and case managers as needed
- Monitor and maintain foster family licensing files to ensure compliance for parent to child ratios, training requirements and background studies



# Child Protection Placement

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- Each child placed must have individual accommodations to meet Foster Care requirements
  - Ex: Bed, Bedding, Dresser, Toiletry Items, Room ratio, etc.
- Before any child can be placed in any home licensed by LLCW, the placement from an outside agency or organization must be approved prior to residency
  - Contact Diane Fineday, Placement Advocate for questions surrounding this requirement- (218) 368-9819

# Commonly Asked Questions

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- What is respite and how do I use it?
- Can I travel out of state with my foster children?
- Do my foster children need to have family visitation?
- How often will social workers be in my home?
- Where is my payment/voucher?
- What do I do if no one is answering their phone?
- How should my foster care payment be spent?
- What is a MAPCY?



# What is respite and how do I use it?

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- Respite care is temporary overnight care of foster children in a licensed foster care home other than the foster care home the child was placed in.
- Respite Care is not to exceed 72 consecutive hours.
- A request for an extended period over 72 consecutive hours is reviewed by the assigned Foster Care Specialist and Licensing Coordinator.
- Respite care may not be used for more than 12 days total within one year.
- A request for respite care must be submitted to the child's Child Protection Case Manager 10 business days in advance.

# Can I travel out of state with my foster children?

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- Yes – with a court order
- Submit your request a minimum of 5 business days prior to your departure to the child's Child Protection Case Manager.
- The following information needs to be included: dates of travel, location(s) of traveling, purpose of travel, and who will be traveling.



# Do my foster children need to have family visitation?

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- Absolutely! Our primary goal is reunification.
- Frequent visitation with primary caregiver is correlated with higher reunification success.
- Children displaying behaviors after visitation can be difficult, but should be expected. Behavioral issues is not a reason to withhold visitation. Please work with the case manager and other service providers to develop a plan to best support that child with difficult transitions. (see trauma handout)
- Work with your case manager on transportation and supervision level of visitation, the child's case plan should outline visitation requirements.

# How often will social workers be in my home?

(Visitation)

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- The Child Protection Case Manager is required to see the child face to face a minimum of once per month, with the majority of visits occurring in the foster home to determine if there were any new developments in the child's case plan and assess the relationship of the foster care family and foster child.
- Foster Care staff shall conduct monthly visits to determine any issues of non-compliance applicable to licensing or to conduct home visits for initial licensing or renewals and to provide support for the foster care family.



# Where is my payment/voucher?

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- Foster care payment schedule in your folder.
- All vouchers are generated by the case manager or assessment staff assigned to the case.
- Vouchers are due the first business day of the month (for the previous month).
- Payment will be made on the 15<sup>th</sup> of every month (or the next business day).
- You will receive your regular foster care vouchers with your payment on the 15<sup>th</sup>.
- Any respite or 72 hour hold voucher will be paid out within 30 days of receipt of voucher.
- Payments can be picked up at the LLCW office when ready or the payment will be mailed out the following Wednesday.

# Foster Care Provider Payments

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- Payment vouchers are generated on a monthly basis by LLCW Finance Department and are distributed with the monthly foster care payments the 15<sup>th</sup> of every month, it is the foster care provider's responsibility to complete and sign the vouchers. Once signed the foster care provider must submit their payment voucher to LLCW Finance Department by the last business day of the month.
- Payment is made according the MAPCY Assessment. The following breakdown (for a 30 day month period) for services to each age group at the daily basic rate, this amount may change on an annual basis or when MAPCY Assessment is reassessed.



# 2021 Provider Payments

## July

### Ages 0-5

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- **Ages 0-5** **\$ 23.05 per day**
- Room & Board/Food 74% \$ 511.71
- Clothing & Personal items 16% \$ 110.64
- Allowance 5% \$ 34.57
- Transportation 5% \$ 34.58
- **Total** **\$ 691.50**
- **\*These amounts includes formula, diapers, wipes, etc. the WIC program through Leech Lake Health Division could be a resource for extended placements to help with formula costs.**

# Payments

## Ages 6-12

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• <b>Ages 6-12</b>		<b>\$ 27.32 per day</b>
• Room & Board/Food	70%	\$ 573.72
• Clothing & Personal items	17%	\$ 139.33
• Allowance	8.5%	\$ 69.67
• Transportation	4.5%	\$ 36.88
• <b>Total</b>		<b>\$ 819.60</b>



# Payments

## Ages 13-20

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• <b>Ages 13-20</b>		<b>\$ 32.28 per day</b>
• Room & Board/Food	70%	\$ 677.88
• Clothing & Personal items	17%	\$ 164.63
• Allowance	8%	\$ 77.47
• Transportation	5%	\$ 48.42
• <b>Total</b>		<b>\$ 968.40</b>

# Payment Rates

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- These rates are based on the MAPCY Assessment (Minnesota Assessment of Parting for Children and Youth) or DOC (Difficulty of Care). The Case Manager has 30 days from the date of placement to complete the MAPCY, which reviews the level of care the foster parent is providing a child. DOC is only used for children that have been in in the same placement prior to January 2015 and have not had a placement change.



# Foster Care Payment

## (Placements)

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- Payment is authorized for the child is placed, but not the day the child leaves. This is to avoid duplicate payments on out-of-home care costs. The child must sleep in the foster care home to receive payment. Foster care providers do not receive payment for the days when the child is in respite or on home visits.

# Payments

## Initial Clothing & Transportation

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- Initial clothing is assessed and considered at the time of placement through the Case Manager. The Case Manager may or may not allow up to a maximum amount but it is dependent upon the child's needs.
- All Local transportation is covered in the monthly payment. Any reoccurring regular appointments are not eligible for mileage reimbursement. Mileage reimbursement for medical needs must be applied for and requested through the county of residence



# How should my foster care payment be spent?

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- Reference page 8 of your Foster Care Operations Manual for break down.
- Foster Care payments are not considered an income, they are a reimbursement for services provide to the foster child.
- Foster Care monies are to be used for the care of the foster child.
- Foster children are allowed to receive allowances.
- Any items (clothing, toys, phones, etc.) purchased with foster care monies is considered to belong to that foster care child and should be sent with that child once they return home or if the move to an new placement.
- Fraudulent spending of foster care monies may result in corrective action; probation or suspension of a license.

# What is a MAPCY?

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- MAPCY stands for the Minnesota Assessment of Parenting Children and Youth.
- The MAPCY assessments reviews the level of care that a foster parent is providing to the child and will determine the foster care reimbursement.
- A MAPCY assessment should be completed by the child's Child Protection Case Manager, with the foster parent's input: within 30 days of placement, 6 months later, and annually after that.
- DOC or Difficult of Care assessment is only used for children that have been in the same placement prior to 2015.



# Orientation for Foster Parents

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- Both foster parents, (or the foster care parent/relative care provider who is the primary provider, who is primarily responsible for a foster child's care for 50 or more percent of the time.) will be required to participate in an Orientation within 90 days after they receive their permanent license

# Orientation will be provided by Child Welfare Foster Care staff and will include;

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- Thorough review of the Leech Lake Band of Ojibwe Licensing Requirements for Foster Care;
- Foster Care reimbursement process and payments; and discuss monthly budgets
- Respite Care process and payment responsibility
- When licensing standards are updated, orientation will need to be provided within 90 days



# Foster Parent Training Requirements

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- For a Regular or Relative license, each provider needs a minimum of 6 hours annually.
- If you care for children under the age of 1 year old you must have Sudden Unexpected Infant Death Syndrome and Abusive Head Trauma (SUIDS/AHT) training.
- If you care for children 8 years old or younger you must have CARS (car seat) training.
- Documentation will be collected at your relicensing visit, but you may submit it at any time. Providing documentation is your responsibility. If you do not receive a certificate, you may complete a training form. (Enclosed in your orientation packet)

# CAREGIVER TRAINING

## Agency Training Role

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- Training and Skills Form - The Child Welfare Program shall keep the Training and Skills form on file for each foster care parent and shall keep it and any updated training information on file for the duration of the license. The form must be made available upon request to the Case Manager of a child placed. The Case Manager shall use the training and skills form to assist in making an informed placement decision.
- All required training can, and should take place in a variety of settings and through a variety of methods. For example: group course offered by local agencies or foster parent associations; regular courses offered by vocational schools, colleges, or universities; TV, web-based or correspondence courses; agricultural extensions classes; organizational activities such as conferences, conventions, and seminars; special sessions offered by local agency staff or experienced foster parents and on-site training and skills sessions provided by a qualified trainer approved by the Child Welfare Program.



# Training Requirements

## Year 1 (Initial Training Requirements)

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- The license holder, and all adult caregivers in the residence on a regular basis, will be expected to attend mandatory initial training as identified within 120 days of their first year of initial licensing and every 5 years thereafter.
- There are four mandatory Initial Training Requirements consisting of **Children's Mental Health, Normalcy, Reasonable and Prudent Parenting Standard, FASD (required for all foster providers) SUIDS/AHT – Sudden Unexpected Infant Death Syndrome- Abusive Head Trauma.**
- Previous training will be accepted if course content is similar to foster care requirements- (training form must be filled out for documentation and approved by foster care coordinator)

# Trauma & Separation

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- The relationship with a parent or primary caregiver is critical to a child's sense of self, safety, and trust. However, many children experience the loss of a caregiver, either permanently due to death, or for varying amounts of time due to other circumstances. Children may develop posttraumatic responses when separated from their caregiver. The following provides information and suggestions for helping children who experience traumatic separation from a caregiver.
- [https://www.nctsn.org/sites/default/files/resources//children\\_with\\_traumatic\\_separation\\_professionals.pdf](https://www.nctsn.org/sites/default/files/resources//children_with_traumatic_separation_professionals.pdf)



# Mandatory Initial Training Links

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- **Children's Mental Health** - please print or screen shot training certificate at the end  
<http://mn.gov/dhs-stat/elearning/IntrotoMentalHealth/>
- **Normalcy, Reasonable and Prudent Parenting Standard**  
<https://www.youtube.com/watch?v=c75CwINDwM>
- **FASD (required for all foster providers)** <https://www.youtube.com/watch?v=kVOu1poERnE>
- **SUIDS/AHT – Sudden Unexpected Infant Death Syndrome- Abusive Head Trauma**  
[https://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16\\_188848](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_188848)

# Car Seat Safety

(Required if child is under 8 years old)

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Child Passenger Restraint Training: During the peacetime emergency, license holders, staff persons, and caregivers that transport a child under eight years old in a motor vehicle must review online information on the federal National Highway Traffic Safety Administration website <https://www.nhtsa.gov/equipment/car-seats-and-booster-seats#install-instructions> and watch the “how to choose the right seat” video, as well as car seat installation instruction videos for each type of car seat they will be using based on the age and size of the child/children they are transporting. The date in which the license holder, staff persons and caregivers watch the training must be documented in the licensing file.



# Training Requirements for Licensure Year 2

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- A minimum of 12 additional hours of training are required from foster parents and all affiliated adult caregivers in the home within their 2<sup>nd</sup> year of licensing.
- Topics may include but not limited to; adoption & permanency, home safety and emergency procedures, child and family wellness, relationships with birth families and family reunification.
- Previous training will be accepted if course content is similar to foster care requirements- (training form must be filled out for documentation and approved by foster care coordinator)

# Optional Training Links

## Year 2

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- **Fetal Alcohol Spectrum Disorder and the Adoptive/Foster Family by Natalie Bias - 1 hr. 22 mins** <https://www.youtube.com/watch?v=kVOu1poERnE>
- **FASD: A Pregnant Woman Never Drinks Alone by Margo Singer-1 hr. 30 mins**  
<https://vimeo.com/87023124>
- **FASD and Drug Exposure in Children by Eileen Bisgard 2 hr.** <https://vimeo.com/412899121>
- **FASD Basics by MOFAS 50 minutes**  
<https://www.bing.com/videos/search?q=fetal+alcohol+spectrum+disorders+webinar&&view=detail&mid=A02925EA155299683031A02925EA155299683031&&FORM=VRDGAR&ru=%2Fvideos%2Fsearch%3Fq%3Dfetal%2Balcohol%2Bspectrum%2Bdisorders%2Bwebinar%26qpvt%3Dfetal%2Balcohol%2Bspectrum%2Bdisorders%2Bwebinar%26FORM%3DVDRE>



# Year 2 Training Links

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- **Supporting Self-Regulation with Individual with FASD by Can FASD Webinar Series- 1 hr. 25 mins**

<https://www.bing.com/videos/search?q=fetal+alcohol+spectrum+disorders+webinar&qpvf=fetal+alcohol+spectrum+disorders+webinar&view=detail&mid=BB245BA55593616A0187BB245BA55593616A0187&&FORM=VRDGAR&ru=%2Fvideos%2Fsearch%3Fq%3Dfetal%2Balcohol%2Bspectrum%2Bdisorders%2Bwebinar%26qpvf%3Dfetal%2Balcohol%2Bspectrum%2Bdisorders%2Bwebinar%26FORM%3DVDRE>

- **Loss, Grief and FASD by Can FASD Webinar Series - 55 minutes**

[https://www.youtube.com/watch?v=Be4TbcAIg-o&feature=emb\\_rel\\_pause](https://www.youtube.com/watch?v=Be4TbcAIg-o&feature=emb_rel_pause)

# Training during the Pandemic

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## COVID 19-

- Please note in the past year it has been extremely difficult to maintain the mandated training hours due to the Covid 19 epidemic but we have implemented processes to provide no contact trainings and once trainings have been determined, your assigned Foster Care specialist or the Program Coordinator will reach out to you
- However, please note that this orientation and training power point will be credited towards your ongoing training requirements for licensure



Additional Questions?

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# Contact Information

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- William Brunelle – [william.Brunelle@llojibwe.net](mailto:william.Brunelle@llojibwe.net)
- Jamie Lee Staples - [jamie.staples@llojibwe.net](mailto:jamie.staples@llojibwe.net)
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