

2019 PROGRAM SPECIFICATION  
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PROGRAM #: 502

STANDARD PROGRAM: Foster Care Training & Support

TARGET POP: Children/Youth

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YEAR: 2019

UNITS: Actuals

CLIENTS: TBD

ALLOCATION: TBD

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UNIT DEFINITION:

Actual Costs

GEOGRAPHICAL AREA TO BE SERVED:

Racine County

DAYS/HRS OF SERVICE AVAILABILITY:

traditional and non-traditional work days/hours

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- Civil Rights/Affirmative Action Policies
- Fair Labor Standards Act
- Criminal and Caregiver background checks, drug screening, driver's license checks for all staff working within the project scope.

## PROGRAM DESCRIPTION:

The Foster Care Training Program is a comprehensive program designed to educate all licensed foster parents on relevant social welfare issues and social system practices. The program utilizes innovative and effective strategies to train all foster parents. Educational opportunities include a full range of courses on all aspects of foster care and parenting. Local experts are solicited from agencies and organizations to present material to foster parents. Information is presented in a comprehensive manner. Group participation and interaction is encouraged through role-play and teaching exercises. Foster parents with particular experiences are frequently matched with expert presenters. This collaborative training method not only educates foster parents, it builds peer support and assists foster parents with community networking enabling them to fulfill their foster children's individual needs.

The training program is designed to meet the needs of all licensed foster parents, veterans, new recruits and those who wish to provide a specific foster care service (i.e., drug-affected children, teenage mothers). The training program is culturally sensitive and designed to meet the training needs of foster parents of all races, religions and backgrounds.

The training program services include orientation training (PRE-PLACEMENT & FOUNDATIONS curriculum) and elective course training. The PRE-PLACEMENT & FOUNDATIONS training is offered a minimum of five times annually at varied times, days and locations. The elective training is offered at least three times monthly during the school year and once monthly during the summer months. The training program also solicits presenters, arranges and prepares training locations, organizes handouts, promotes the training sessions and networks with the community to co-sponsor and/or promote other local training opportunities. Other program services include collecting attendance records for each individual foster parent and providing records to RCHSD for monitoring, training staff participation in foster parent meetings and monthly agency meetings.

The foster parent trainer will work with the foster parents to develop peer support networks and alert foster parents to any Wisconsin Foster Parent Association, as well as The Coalition for Children, Youth and Families, and community events. A minimum of 20 hours per week, including prep and travel time, is to be devoted to foster parent training.

Specific services and methods of the training program are as follows:

### Pre-Placement, Foundation & Kinship Training

It is important to give new foster parents a good foundation from the start to help them prepare for the more difficult behaviors and issues our foster children face today. Racine County uses the PRE-PLACEMENT & FOUNDATIONS training curriculum. The PRE-PLACEMENT & FOUNDATIONS training functions as an educational and social opportunity for prospective foster parents as well as newly licensed foster parents. The PRE-PLACEMENT & FOUNDATIONS training generally consists of ten, three hour sessions and involves activities, discussions, problem solving, visual aids, brainstorming sessions, videos and real life experiences.

The thirty hour series of sessions is offered at minimum five times per year. At least two sessions annually is available for foster parents on Saturdays. Each series is generally conducted over a 6-8 week period. The foster parent trainer also provides "private tutoring" for foster parents who need to make up missed sessions as approved by the Foster Care Coordinator and Training Supervisor and is available during both daytime and evening hours to meet the needs of the foster parent. Kinship training is tailored to address and meet the needs of relative caregivers and consists of a six hour session offered twice per year.

It is required that each applicant for a foster home/treatment foster home license complete the PRE-PLACEMENT & FOUNDATIONS training before they are eligible for a child placement.

Pre-Placement, Foundations and Kinshp training sessions are taught by agency staff, the foster parent trainer, foster parents and professionals.

The Pre-Placement & Foundations training curriculum is as follows:

Pre Placement Training: Overview and Expectations of Foster Care and Foster Parents

Module 1: Partners in Permanency

Module 1b: Partners in Permanency

Module 2: Cultural Dynamics

Module 3: Maintaining Family Connections

Module 4a: Dynamics of Abuse and Neglect

Module 4b: Abuse and Neglect Continued

- Module 5: Impact of Trauma
- Module 6: Attachment
- Module 7: Separation and Placement
- Module 8: Guidance and Positive Discipline
- Module 9: Effects of Fostering
- Module 9b: Foster Parent Panel and Discussion

Elective Course Training

The foster parent trainer, along with professionals and foster parents, presents elective training sessions throughout the year. The elective training sessions are based on current issues as well as issues specific to age groups or foster care case situations. The foster parent trainer works in close collaboration with Treatment Foster Care staff to identify specific training needs for individuals as well as necessary group training sessions.

All foster and treatment foster parents are re-licensed every 2 years. All licensed foster parents that have completed PRE-PLACEMENT & FOUNDATIONS are required to complete an additional 10 credits of elective training before their first re-licensing. Licensed treatment foster parents that have completed PRE-PLACEMENT & FOUNDATIONS are required to complete an additional 18 credits of elective training in the second 12 month period following licensure and 18 hours of training in every subsequent 12 month period. The foster parent trainer offers at least three elective training sessions per month. Elective training sessions are offered at various locations, times and days of the week. In addition, the foster parent trainer has training material (books, periodicals, video and audio tapes, self-tests and internet curriculum) available to foster parents who choose to earn elective credits at home. If any training is available online, the links to that training will be made available on the RCHSD website.

Examples of elective topics are as follows:

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| Teen Development  | Allegations against Foster Parents             |
| In Depth Look at Substance Abuse                              | Effects of Abuse on Development                |
| Juvenile Delinquency: Legal Issues                            | Needs & Behaviors of Abused Children           |
| Sexuality of Adolescents                                      | Foster Parent Self Assessment & Goal Setting   |
| Biological Parents & Substance Abuse                          | Legal Aspects of Abuse                         |
| CPR Training  | Preparing Your Children for Foster Care        |
| Suicide Prevention  | Communication Techniques                       |
| Sexually Transmitted Diseases                                 | Behavior Management                            |
| Attention Deficit Hyperactive Disorder                        | Dealing With Birth Parents                     |
| Non-Punitive Discipline Techniques                            | First Aid Training                             |
| De-escalation Techniques                                      | Summer Time Activities for Kids                |
| Attachment Disorder   | Foster Parent Burn Out                         |
| Preparing Your Foster Child for Independent Living            | Mental Health and Related Behaviors            |
| Primary Families  | Shared Parenting                               |
| Teenage Development   | Understanding the I.E.P. Process               |
| Working with High Risk Youth Preparing for Independent Living | Nutrition                                      |
| Separation and Loss   | Victimization Issues                           |
| Effective Advocacy within Educational/Health Systems          | Procedures to be Followed in Case of Emergency |
| Gang Awareness  | Providing Foster Care for a Diabetic Child     |
| Foster Parent Self Assessment and Goal Setting                | Boundaries and Expectations                    |
| Resource and Referral Information for Teen Parents            | Confidentiality                                |
| Team Building   | Self-harm and Mutilation                       |
|   | Working with Oppositional Youth                |

The Treatment Foster Care Training may also include, but is not limited to:

Required Training - 16 hours:

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|---|---------|
| Working with the Biological Family        | 4 hours |
| Boundaries and Expectations               | 2 hours |
| Communications Techniques                 | 2 hours |
| Behavior Management Techniques            | 2 hours |
| Stress Management                         | 2 hours |
| Separation/Bonding                        | 2 hours |
| De-escalation Techniques/Anger Management | 2 hours |

Teenage Parent and Child Homes: Network treatment foster parents who elect to work with teenage parents and their children will model and teach parenting skills, offer instruction in budgeting and household organization and document the teenage parent's performance in each of these areas. These foster parents collaborate with physicians, provider agencies and schools to provide quality care for the teenage parent and her child. They are required to provide transportation to doctors, childcare providers and school/work when necessary.

Required Training - 16 hours:

Pre-natal Care	2 hours
Resource and Referral Training	2 hours
Infant Stimulation and Development	2 hours
Money Management	2 hours
Separation Anxiety	2 hours
Child and Home Safety	2 hours
Nutrition	2 hours
Conflict in Parenting Issues & Beliefs	2 hours

Homes for Difficult to Place Adolescents: Network treatment foster parents who specialize in working with difficult to place adolescents will provide structure, stability and consistency for severely troubled youth and their families. The treatment foster parents help the youth develop positive social and decision-making skills and help them to accept responsibility for their own actions. Youth who are in need of this specialized foster care will present with a variety of dysfunctional behaviors. These foster parents are required to work closely with the RCHSD case manager, counselors, therapists and youth program staff. Additional time is required for school and court.

Required Training - 16 hours:

Working with Oppositional Youth	2 hours
Communication/Motivation	2 hours
De-escalation Techniques	2 hours
Sexuality Issues of Adolescents	2 hours
Biological Parents	2 hours
Suicide and Teenage Depression	2 hours
Substance Abuse and Recovery	2 hours
Sexually Transmitted Diseases and AIDS	2 hours

Homes for Victims of Sexual Abuse: Network treatment foster parents who elect to specialize in working with youthful victims of sexual abuse will provide care for children and adolescents who have been sexually abused and/or who have sexualized behaviors.

Treatment foster parents will have the ability to talk openly about sexual issues, provide much needed emotional support, assist the youth through typically traumatic court procedure and provide a safe and supportive environment where the youth are able to stabilize and begin the process of recovery. The treatment foster parent should understand the connection between the individual's acting out behaviors and the abuse he/she has endured. Since sexual abuse victims are at a greater risk of sexually abusing others, treatment foster parents are expected to provide increased supervision of the sexually abused child. Appearance at designated court proceedings, sexual abuse exams and counseling programs are required as well.

Required Training - 16 hours:

Effects of Abuse on Development and Behavior	4 hours
Protecting the Child/Youth and Your Family	2 hours
Legal Aspects of Abuse and the Abuser	2 hours
Sexually Transmitted Diseases and AIDS	2 hours
Communication Techniques	2 hours
Working with the Biological Family	2 hours
De-Escalation Techniques and Anger Management	2 hours

Homes for Difficult to Place Children (i.e., ADHD): Network treatment foster parents trained to work with difficult to place children will be able to display patience and provide structure and consistency necessary to effectively monitor children and youth who suffer from childhood disorders such as ADD, ADHD, Learning Disabilities, etc. The treatment foster parents are required to work cooperatively with special education staff, M-Teams as well as therapists and physicians.

### Required Training - 8 hours:

Education about ADHD, ADD, Learning Disabilities Causes and Effects	2 hours
Daily Living with Affected Youth & the Interplay With Non-Affected Youth	2 hours
Working with Schools (M-Teams and the IEP Process)	2 hours
Nutrition	2 hours

### Special Training/Community Networking

In addition to the elective training offered through the training program, the foster parent trainer continually networks within the community. Opportunities are sought to co-sponsor community training events, raising public awareness and assisting with recruitment. The foster parent trainer also promotes relevant community training events. If approved by the foster parent trainer, foster parents will receive training credit for attending community sponsored training events.

### Training Calendar

The foster parent trainer solicits information from staff and foster parents and publishes a quarterly training calendar that is distributed to all foster parents with the foster parent newsletter. The calendar allows foster parents to pre-plan their training attendance, ensuring that their annual training obligation is met. The training calendar also allows foster parents to target their training so that it closely applies to the foster children in their care or their preferred area of care. Publication of the quarterly training calendar will not preclude the training provider from offering additional trainings as necessary throughout the year.

### Training Locations

Training locations are selected so that they are convenient for Racine foster parents including those who live in the western portion of the county. The foster parent trainer secures training locations, prepares and cleans up training sites. If equipment is required for training, the trainer will arrange with the IS Department and other appropriate staff for necessary set-up and materials.

### Training Presenters

The foster parent trainer contacts local professionals, organizations and agencies to solicit volunteers to present information to foster parents in their areas of expertise. The foster parent trainer meets with the presenters prior to the training session to discuss the training content and the training method and to compile pertinent handouts for the foster parents. Foster parents serving as co-presenters also meet with the presenter prior to the training. The foster parent trainer sends confirmation and thank you letters to all presenters.

### Promotion

The foster parent trainer works with the foster care unit and HSD Case Managers to ensure that upcoming trainings are promoted regularly through flyers, phone calls and personal visits with foster parents.

### Foster Parent Attendance/Records

The training provider will collect attendance records for each foster parent and provide to RCHSD for attendance tracking. RCHSD then sends notice to those foster parents whose training attendance is below agency expectations.

### Training Administrative Functions

The Provider is responsible for ongoing program planning, development, evaluation, staff supervision and shall work in close cooperation with RCHSD staff regarding current foster parent training needs.

### EVALUATION OUTCOMES:

1. 100% of all Pre-Placement, Foundations, Kinship and Elective Training classes will be offered annually.
2. 100% of all Level 3 foster parents will be scheduled for or receive training within 30 days of referral for training.
3. 85% of completed satisfaction surveys will indicate the foster parent feels his/her training needs have been satisfactorily addressed.

### REPORTING REQUIREMENTS:

Quarterly reports listing training participants by category, i.e., PACE training, core course training, elective course training and other training, specifying the number of hours required for each participant and the number of hours completed must be provided to RCHSD Coordinator of Contract Services and Evaluation. Foster Parent satisfaction surveys will be returned to the RCHSD Coordinator of Contract Services upon completion.

Client demographics must be tracked using the database provided by RCHSD. Demographics to be tracked include race, ethnicity, gender, age, the referral, start and end dates, census tracking, zip code and the marital status of the head of household as well as SACWIS individual and family identifiers. This report should also include the total served in the program to date.

Quarterly Evaluation Outcome and Demographic Reports reflecting the aforementioned criteria must be provided no later than 4/15/19, 7/15/19 and 10/15/19 to Racine County HSD Contract Compliance Monitor.

Annual Evaluation Outcome and Demographic Reports must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.