

## **ROLES AND RESPONSIBILITIES FOR THE LCCS TEAM**

**Our goal is to develop a working relationship within the team to ensure the best possible outcome for our children in out of home care. To understand the culture, family structure, dynamics, parenting style and communication style within the team in order to increase positive and productive working relationships. Within the team, we value case confidentiality regarding information being discussed with foster families and Direct Services/Family Based Care staff. When conflicts arise, deal directly within the team to work together to bring resolution. If we cannot come to a resolution, other team members will join to discuss conflict.**

**The agency will be visiting with a child in placement, at minimum the 2 times a month and that this may be completed by DS worker, Shared Worker, or Support Worker.**

### **DIRECT SERVICES WORKER (Child's Social Worker)**

- Develop a working relationship with foster parents and include them as part of the team.
- Communicate with foster parents at monthly contacts regarding case plan issues (limited information about the family can't be shared with the foster family(HIV/AIDS status, Specific Alcohol and Drug Screens/diagnosis) – Case plans should be shared with foster parents and foster parents should be given the opportunity to participate in the development of case plans.
- Update team throughout the case, as the information becomes available.
- Discuss issues regarding adjustment to placement with the foster family. If additional services with child or foster family need to be arranged, discuss with the team.
- Include the foster family in the development of and any changes to the visitation plan and provide a written copy of the visitation schedule to them at minimum updated quarterly (monthly to bi-monthly is ideal).
- Give at least one (1) month notice to FBC and the foster family regarding reunification date or move date if possible.
- Address concerns with foster family when they arise.
- Make your supervisor and family support worker aware of any possible rule violation in order to determine next steps.
- Maintain regular communication regarding services provided to foster family via FTMs, FBC meetings, joint home visits and email/phone correspondence.
- Coordinate All About Me meetings with team members (FBC Support, Shared and Kinship) by the first parental visitation with child/ren.
- Ensure placement paperwork along with the ICCA and behavior checklist are provided to the foster parents. DS is responsible for ensuring the child is settled and the foster parents understand the child's needs before leaving the initial placement.

### **FAMILY SEARCH CASE AIDE**

- If the DS worker is not able to identify an interested third party (ITP) to care for the child/ren they may refer the case to the family search and engagement case aide. The family search referral and family contact sheet must be emailed to the family search case aide along with the family

search case aide supervisor. Additionally, the DS worker must give the family contact sheet to their administrative assistant to enter individuals into the associated persons tab in SACWIS.

- The family search case aide will start making phone calls to identified relatives/family supports to explore their ability to care for or be a support to the child/ren within one week of receiving the referral. If there is an emergency situation where a DS worker needs immediate assistance, and the family search case aide is available, they will make that case a priority the same day they learn of the need for assistance.
- Family search case aide will run Accurant checks on maternal/paternal grandparents to help broaden the pool of relatives and utilize various search tools. (See diligent search efforts tool).
- If the family search case aide does not hear back from relatives via phone call the family search case aide will complete a face-to-face home visit attempt at last known addresses within the county or neighboring counties no later than two (2) business days after the phone call was made. The family search case aide will be required to leave a letter at the home if the HV is unsuccessful. The letter will explain the agency's obligation to locate family members for potential placement and give the family search case aide's contact information.
- If search engines display relatives/ITPs living outside of the state or in a non-neighboring county in Ohio, the family search case aide will mail letters to all identified relatives within a week of receiving the referral if a phone call was not successful.
- If a relative/ITP is identified, the family search case aide will run Ohio Court Network (OCN) checks on all adults in the home and complete a walk-through of their home. The next business day the family search case aide will notify the DS worker and supervisor the relative's information and outcome from the HV along with OCN checks. The DS worker and supervisor will determine if they want to pursue the relative for placement. If there are various relatives/ITP options, the final decision will be made by the DS worker and supervisor as to who will be pursued for placement. Once this is decided by the DS worker and supervisor, the family search case aide will fill out the home study referral and email to all necessary parties. If a relative is identified out of state, the family search case aide will complete the ICPC packet.
- Within 45 days of the referral, the family search case aide will update the family contact sheet and email to the DS worker and supervisor along with information on how to generate the genogram in SACWIS.
- If family is not able to be identified, the family search case aide will attend the CRT meeting to present their findings.
- After 45 days the family search case aide will be unassigned from the case if a relative/ITP has been identified. If a relative has not been identified the family search case aide can stay assigned to the case to continue efforts (as long as their caseload permits).

### **FBC – PLACEMENT WORKER**

- Develop good working relationships with LCCS foster home, network foster care agencies, group homes and residential facilities in order to secure placement for children who need a foster care placement.
- Attend CRT meetings and take notes during the meeting and distribute CRT notes to all parties attending the CRT meeting and to all managers and Julie Haight.
- Gather information on the child/children who will need placement. This can be done by asking questions during the CRT meeting ie,- school information, behavior information, medical

information, developmental information. Reviewing the completed behavioral checklist, meeting with the Direct Services worker, reviewing documents provided to placement, review sacwis and traverse

- Complete child referral worksheet that will be sent out to network foster care agencies, group homes or residential facilities. This referral worksheet can also be sent to LCCS foster parents.
- Vet network foster homes, groups homes and residential facilities either in person or virtually. The vetting information for network foster homes is saved in SharePoint under network homes in the folder for the network agency, i.e.. - SAFY, NYAP, Ohio Mentor. The group homes and residential facilities will be in SharePoint in the placement unit folder and then in the either residential or group homes folders
- Secure/identify placement for foster care when needed. Collaborate with FBC support workers to assist in identifying best placement options for child/children coming into foster care. Send referral work sheet out to network foster homes, group homes and residential facilities when need. Document responses in the ongoing huddle and the foster parent activity log if LCCS foster parents were contacted
- Send out placement notification email. Request screening medical for children coming into foster care (first foster care placement only). Request the juvenile disclosure for all youth 8 and up and provide to DS worker
- Once placement is secure help facilitate communication between the Direct Services Worker and foster home, placement agency, group home or residential facility. Provide DS with intake paperwork for group homes and residential facilities- i.e.. Intake packet, portal information, a list of what DS need to provide to the facility.
- Continuously update information in huddle regarding children and their placement needs and track responses from foster homes, network foster homes, group homes and residential facilities
- Attend all preservation meeting i.e.- Kinship placements, Network Foster Home, Group Home or residential
- Attend discharge planning meetings for children placed in residential facilities
- Update any new contact information with Network foster care agencies, Group Homes or Residential Facilities. Keep track of any new Group Homes or residential facilities that get licensed in the State.
- Collaborate with 4c and Ohio Rise when needed to assist with placement options for youth in LCCS custody
- Facilitate monthly FBC meeting and update information on the available list
- Recruit foster homes, group homes and residential facilities who we have not used in the past

### **FBC – SUPPORT WORKER**

- Assist in identifying the best placement foster home for children coming into care
- Include the foster family as part of the team, keep communication open, and help foster parents learn the resources and how to access them.
- Make home visits to facilitate the relationship between the foster parent and agency (agency and network foster homes). Home visits may occur monthly, every other month or quarterly depending on the specific situation. Home visit dialogue should include (but is not limited to) changes in the agency, upcoming events, services being provided, issues involving the placement, problem solving concerns, training hours, remind families to submit necessary paperwork to agency, and developing individual training plans.
- Address concerns along with the DS worker prior to rule violation

investigation

- Ensure the family has a child specific substitute care plan or will arrange for daycare if needed (respite requests refer to procedure) prior to placement when possible.
- Problem solve issues, especially in areas of transportation, counseling, school, and medical with the fosterfamily.
- Prepare foster families for engaging with biological families for medical appointments, counseling appointments, school conferences, visits, etc.
- Follow up with foster families after children move from home. Review welcome packet and provide some insight as to what to expect at placement and moving forward
- Listening, educating, challenging, and assisting the foster parents in reaching their potential
- Encourage foster parents to be their own advocate for themselves, child and bio-Family.
- Follow up on training/ITNA to assist in re-licensure of foster home.
- Complete necessary paperwork- ANNUAL REVIEW, RECERTIFICATION, TURN 18, MOVE IN-OUT, CHANGE IN ADDRESS.
- Co-facilitate All About Me meetings with team members (FBC Shared, Kinship, and DS workers).

### **FBC-SHARED WORKER**

- Co-facilitate All About Me meetings with team members (FBC Support, kinship and DS workers)
- Work as part of the team with the DS worker, FBC support worker and all other team members to find permanency through adoption for the child.
- Develop a working relationship with foster/adoptive parents and include them as part of the team when permanent custody of a child is filed.
- Educate foster/adoptive families about Lorain County Children Services adoption process including the various meetings that take place such as the pre-adoptive staffing and matching meeting and the expectations regarding the foster/adoptive family's involvement in such meetings.
- Prepare and support families about adoption issues that children may experience during their different developmental ages.
- Along with the DS worker, ensure the adoptive family has all known information about the child by reviewing and presenting the Child Study Inventory (CSI) while continuing to provide any updated information received.
- Discuss and provide adoptive families with Adoption Assistance information and the Adoption Assistance Negotiation process.
- Support the adoptive families during the adoption process and assist them with securing counseling, educational services, and any other services that the adoptive child/family may need.

- The shared worker may perform or assist with home studies, large family assessments and gathering of other necessary documentation/paperwork for the adoption process.
- Complete diligent and ongoing recruitment efforts to identify an adoptive family for children who are not being adopted by their foster family.

### **FBC-INDEPENDENT LIVING WORKER**

Develop a working relationship with youth in the custody of LCCS, age 13 1/2 and older, to help the youth achieve skills to improve their lifelong outcomes.

- Complete a Life skills Assessment with the youth which will be used to develop their written Independent Living Plan that addresses areas such as academic support, post-secondary and educational support, career preparation, employment programs and vocational training, budget and financial management, housing education and home, health education and risk prevention, family support and healthy marriage education.
- Work as part of the LCCS team, as well as with foster parents and service providers, to ensure the youth is developing the skills outlined in their Independent Living Plan to be successful as young adults and throughout adulthood.
- Meet with the youth on at least a monthly basis to provide individual case management. Also provide group and social activities for experiential learning to help the youth develop and practice skills they are learning.
- Identify and collaborate with service providers/agencies in the community who can provide services and assistance to youth and young adults.
- Help the youth to identify, make and maintain connections who are committed to supporting them as they transition from agency custody.
- Work in conjunction with those youth aged 17 and older to develop a transition plan regarding education and training, employment, housing, health care as well as other areas the youth has identified as needs and goals for themselves.
- Coordinate, refer, and link youth with services they will need and use as they transition out of agency custody.
- Work with any youth who aged out from foster care at age 18 (until their 21st birthday) who requests Emancipation Services.
- For Emancipated youth, a Strength and Needs Evaluation will be completed and a mutually agreed-upon case plan be developed. This case plan will outline services and supports that can be offered to complement the youth's own effort to achieve self-sufficiency.

- Assist the emancipated youth in applying for financial assistance, medical, housing options, educational programs, mental health services, etc.
- Operate and manage LCCS Transition House.

## **GROUP HOME**

### **Responsibilities to the Child**

- To provide a safe and comfortable family environment for the child for the child's basic physical and emotional needs. Provide appropriate clothing.
- To ensure that the child attends school; monitor educational progress; be aware of special needs; express appreciation for accomplishments.
- To attend to medical and dental needs including regular checkups as well as attending to other special needs of the child - i.e. educational, therapeutic, etc.
- To help and guide children through the grieving and adjustment process that accompanies the removal from their families.
- To help maintain a realistic relationship with their families through participation with visitation and active consideration of the child's feelings. To assist the child in preparing to return home or being moved to a permanent adoptive home.
- Provide recreational, enriching activities that will promote the healthy development of child.
- To maintain a record of their time in care, developmental milestones, photographs, report cards, etc. Maintain Lifebook.
- To provide consistent and realistic discipline and guidance that is age appropriate and does not involve corporal punishment of any kind.
- To teach age-appropriate skills.
- To document any information, photography of injuries.
- Respecting the child's story and their family story.

### **Responsibilities to the Agency**

- To keep the agency informed of the progress and/or problems of a foster child including immediate notification if they run away or of any other serious incident involving the foster child. Send a Critical Incident Report (CIR) within 24 hours to the youth's team.
- To be available for meetings with agency workers including but not limited to; Monthly Team Meetings, Family Team Meetings, Semi Annual Review meetings and court appearance as requested.
- Allow access to see the youth in the group home per caseworker's request.
- Give the agency 30 written days' notice when requesting removal of a child.

## **FBC- KINSHIP WORKER**

- Complete thorough kinship assessments on relatives and third-party caregivers for potential placement of children.
- Complete licensed home studies for purposes of the Kinship Guardian Assistance Program (KGAP) for caregivers to receive additional financial support after legal custody is granted.
- Provide regular updates to the team on progress made on KGAP home studies.
- Provide kinship caregivers with ongoing support and resources needed after assessment process and case closure.
- Develop a working relationship with kinship caregivers and include them as a part of the team.
- Work together with DS worker to address concerns or issues with kinship caregiver when they arise.
- Assist caregiver and help them navigate applying for cash, medical, and SNAP benefits through Jobs and Family Services (JFS).
- Collaborate with DS worker to assist with providing resources and needs for kinship caregivers including but not limited to, counting our contact with the family as face-to-face visit, Counseling/Help Me Grow, Foodbanks, Educational Programs, Transportation, Housing resources, Crisis Intervention Strategies, vouchers, purchasing beds, assistance with utilities and daycare.
- Complete Kinship Permanency Incentive (KPI) assessments and educate kinship caregivers about community resources.
- Complete ICPC Relative and Foster to Adopt home studies and provide ongoing monthly supervision, case plan progress and updates until case closure.
- Attend team meetings, SARs and court hearings as needed.
- Complete necessary paperwork- kinship and licensed home study in SACWIS, annual home study review, change in address or occupancy in home, paperwork required for kinship and KGAP home studies, documentation of home visits in SACWIS and supports provided on their On-Going Monthly Assignment list.
- Cofacilitate All About Me meeting with team (Direct Services, FBC workers)

## **FBC- Case Aides**

- Under supervision, provides support to agency caseworkers.
- Performs a variety of routine duties associated with case administration.
- Transports children and families and assists with family visits, monitors/supervises visits, assists with activities associated with placement of children.
- Communicates necessary information with staff, caregivers, foster parents, service providers.
- Develop working relationships with foster parents and caregivers and include them as part of the team.
- Update team throughout the case regarding visitations and observations.

- Include the team in the development of and any changes to the visitation schedule.
- Participate in Team Meetings and provide information and observations of visitations.
- Redirect parents as needed during visits.

## **FOSTER PARENT**

### ***Responsibilities to the Child***

- To provide a safe and comfortable family environment for the child; to provide for the child's basic physical and emotional needs. Provide appropriate clothing.
- To ensure that the child attends school; monitor educational progress; be aware of special needs; express appreciation for accomplishments.
- To attend to medical and dental needs including regular checkups as well as attending to other special needs of the child - i.e. educational, therapeutic, etc.
- To help and guide the child through the grieving and adjustment process that accompanies the removal from their families.
- To help maintain a realistic relationship with their families through participation with visitation and active consideration of the children's feelings. To assist the child in preparing to return home or being moved to a permanent adoptive home.
- Provide recreational, enriching activities that will promote the healthy development of the child.
- To maintain a record of their time in care, developmental milestones, photographs, report cards, etc. maintain Lifebook
- To provide consistent and realistic discipline and guidance that is age appropriate and does not involve corporal punishment of any kind.
- To teach age-appropriate skills
- To document any information, photography of injuries,
- Respecting the child's story and their family story.

### ***Responsibilities to the Agency***

- To keep the agency informed of the progress and/or problems of foster children including immediate notification if they run away or of any other serious incident involving the foster child.
- To keep the agency informed of changes in your home including a change of address and phone number, deaths or departures of immediate family members, additions to the family, notification of impending vacations, etc.
- To be available for meetings with agency workers including not limited to; All About Me meetings, Family Team Meetings, Semi Annual Review meetings and court appearance as requested.
- To attend 30 hours of foster parent training every recertification period.
- Give the agency 30 written days' notice when requesting removal of a child.
- Promote reunification with their families - or to promote the process of adoption if reunification is not possible.
- To comply with state regulations and agency policies and procedures as outlined in the foster parent manual.



### ***Responsibilities to the Birth Parents***

- To cooperate with visitation; to provide transportation for the child, making the parent feel comfortable and allowing time with the child.
- To help the child maintain a realistic perception and attitude towards his/her own parents.
- To provide necessary and appropriate information about child's growth and development such as likes, dislikes, behaviors, feelings, etc. to the parent.
- To prepare the child to return home.

### ***To the Foster Parents family***

- To discuss foster care openly with all members of the family, to allow participation in the decision to accept a particular child.
- To create a new usual lifestyle and relationships while providing foster care, including private time with own family members.
- To help all family members understand the impact taking in a foster child may have on family routine, etc.
- To prepare all family members for the arrival of foster children, including discussion of the foster child's special needs.
- To prepare for and support all members of the family as they cope with the departure of a foster child.

### **GAL**

- Trained volunteer who is appointed by juvenile court
- Provide the Judge with carefully researched information about the child to help the court make decision about child's futures
- Provide independent and objective thinking to each child's case
- Represent the best interest of a child who is involved with court
- Engages with child(ren), parents, social workers, school officials, health providers who are knowledgeable about children's history
- Reviews all records pertaining to child such as children services, court, school, medical, and caseworker reports
- Attend court hearings related child/ren
- Advocate for child to have own representation
- Conduct monthly visits with child/ren, contact with parents
- Physical abuse cases- obtain attorney, other cases are volunteer be an advocate for child/ren