



AFTER HOURS EMERGENCIES

*Call: 317-882-5122 OR 877-882-5122 Toll Free
follow message prompts*

TABLE OF CONTENTS

Welcome & Program Mission	1
Emergencies	2
Contact Information	3
Intakes	5
Medical Requirements	6
Per Diem Payments	7
Reimbursements.....	8
Respite.....	11
Annual & Relicensing Reviews	13
Day to Day Requirements.....	14
Training Requirements.....	14
Corrective Action Plans	15

Welcome to Adult & Child Center's Therapeutic Foster Care Program

Please read the following material closely and become familiar with where to go for answers to your questions. And, you will have questions. This is normal and expected. Remember, there is no “stupid” question.

The entire staff of Adult & Child Center welcomes you and will make every effort to make this a most rewarding experience.

PROGRAM MISSION STATEMENT:

Our mission is to provide exemplary service to children and families by supporting them in reaching their fullest potential in the least restrictive environment.

AFTER HOURS EMERGENCIES

Call: 317-882-5122 OR 877-882-5122 Toll Free

Follow message prompts.

Reasons to call the after hours emergency number:

- A serious injury or illness involving medical treatment of the child
- A serious emotional or behavioral crisis that may endanger the child or others
- When a child has been subjected to alleged abuse or neglect, or has been the alleged victim of assault or other physical or sexual abuse
- The fatality of a biological or foster child
- Unauthorized absence of the child from the home (run away)
- Removal of the child from the home by any person or agency other than the placing agency or persons authorized by the placing agency or any attempts at such removal
- Any fire or other emergency requiring overnight evacuation of the foster home
- Any involvement of the child with police authorities regarding disciplinary action
- Any medical operation or abortion for a foster child - the court must approve these situations
- Any serious physical threat or attempted suicide

NOTE: If there is an immediate and definite threat of significant harm, injury, or illness, please call 911 first and they will help determine the necessity of police, fire, or ambulatory responses. If you call 911 for emergency response, please make sure to follow-up by calling the After Hours Emergency number to report the emergency and for Adult & Child Center to provide any additional assistance, if needed.

EMERGENCIES DURING BUSINESS HOURS

First, contact the child's Therapeutic Care Specialist (TCS) on the cell phone number they gave you.

If you are unable to reach the TCS by cell phone, please call 317-635-3306 and ask for their supervisor. State that this is an emergency.

The Therapeutic Care Specialists (TCS) carry their cell phones during all working hours to provide the foster families with quick and relatively easy access to support and instruction in crisis or emergency situations that occur during business hours.

NOTE: If there is an immediate and definite threat of significant harm, injury, or illness, please call 911 first and they will help determine the necessity of police, fire, or ambulatory responses. If you call 911 for emergency response, please make sure to follow-up by calling the child's Therapeutic Care Specialist (TCS) to report the emergency and for Adult & Child Center to provide any additional assistance, if needed.

For questions, forms, available trainings, and other information visit our website at www.indyfostercare.org.

If you are unable to find the information you need on our website, see the following pages for who to contact for specific needs.

GENERAL CONTACT INFORMATION

MAILING ADDRESS:

**ADULT AND CHILD TFC
603 EAST WASHINGTON STREET, SUITE 700
INDIANAPOLIS, IN 46204**

TELEPHONE: 317-635-3306

FAX: 317-632-6149

EMAIL: FIRST LETTER+FULL LAST NAME@ADULTANDCHILD.ORG

WHO TO CONTACT ABOUT ...

NEW/INCOMING FOSTER PARENTS

KALYNN HARSTAD 317-445-3628 OR KHARSTAD@ADULTANDCHILD.ORG
AMANDA VIPPERMAN @ 317-275-8839 OR AVIPPERMAN@ADULTANDCHILD.ORG
DAWN STOVALL @ 317-443-3921 OR DSTOVALL@ADULTANDCHILD.ORG

PER DIEM, PLACEMENTS, INTAKES

KAYLA THOMAS 317-635-3306 EXT. 3266 OR KTHOMAS@ADULTANDCHILD.ORG

ANNUAL LICENSING REQUIREMENTS & HOME VISITS

KALYNN HARSTAD 317-445-3628 OR KHARSTAD@ADULTANDCHILD.ORG
AMANDA VIPPERMAN @ 317-275-8839 OR AVIPPERMAN@ADULTANDCHILD.ORG
DAWN STOVALL @ 317-443-3921 OR DSTOVALL@ADULTANDCHILD.ORG

TRAINING QUESTIONS & REGISTRATION

SUSAN PETERSON @ 317-893-0207 OR SPETERSON@ADULTANDCHILD.ORG

BIRTHDAY, HOLIDAY, PERSONAL ALLOWANCE, RESPITE, & MILEAGE REIMBURSEMENTS

SUSAN PETERSON @ 317-893-0207 OR SPETERSON@ADULTANDCHILD.ORG

EDUCATION NEEDS & QUESTIONS

TRACIE MANSFIELD @ 317-800-9871 OR TMANSFIELD@ADULTANDCHILD.ORG

FOSTER HOME LICENSING SUPERVISOR

MARK DAVY @ 317-635-3306 EXT. 3367 OR MDAVY@ADULTANDCHILD.ORG

SCHEDULING RESPITE

ASSIGNED THERAPEUTIC CARE SPECIALIST

THERAPEUTIC FOSTER CARE CLIENT QUESTIONS/OBJECTIONS/GRIEVANCES

CONTACT ASSIGNED THERAPEUTIC CARE SPECIALIST AS FIRST RESOURCE.
IF UNABLE TO RESOLVE ISSUE, CONTACT TEAM LEADER/SUPERVISOR:
JODI KELLEY @ 317-893-0208 OR JKELLEY@ADULTANDCHILD.ORG (TFC1)
GRECHEN COTTRELL @ 317-383-1850 OR GCOTTRELL@ADULTANDCHILD.ORG (TFC 2)

OLDER YOUTH FOSTER CARE CLIENT QUESTIONS/OBJECTIONS/GRIEVANCES

CONTACT ASSIGNED THERAPEUTIC CARE SPECIALIST AS FIRST RESOURCE.
IF UNABLE TO RESOLVE ISSUE, CONTACT TEAM LEADER/SUPERVISOR:
ALICIA HARDING @ 317-635-3306 EXT. 3340 OR AHARDING@ADULTANDCHILD.ORG

CONGRATULATIONS!
YOU ARE A LICENSED FOSTER FAMILY
HOME!!
NOW WHAT??

THE WHOLE REASON YOU GOT INTO THIS:
THE KIDS!

INTAKES

- A child new to Adult & Child must have an intake appointment scheduled within the first 7 days of placement in your home. (This is a contractual requirement with the Department of Child Services.)
- You must be present for the appointment.
- You will be required to tell us when and where the child's initial physical was completed or will be completed.
 - If no initial physical has been scheduled and one is needed, Adult & Child staff will schedule an appointment at an area MedCheck location convenient for you immediately following the intake.
- Jane Pauley at Adult & Child's 8320 Madison Avenue office may be a possibility in the future for physical exams.
- At the intake appointment you will receive the following items:
 - Child's Medicaid information
 - Guardianship Letter
 - Placement Checklist
 - School Enrollment Checklist
- The intake appointment may not be the most convenient for you.
- We always try to be as accommodating as possible, but openings for our therapists are not always at the most opportune time for you.
- This is one reason why we discuss flexibility as a key characteristic for foster parents in pre-service training.

ON-GOING EXPECTATIONS FOR THE KIDS

Physical Examinations

- An initial physical examination must be scheduled in the first 10 days of placement and must be seen in the first 30 days of placement.
- After initial examination, the child must be seen yearly for a physical examination.
- All follow up recommendations must be scheduled and attended.
- Documentation of these examinations must be provided to the child's Therapeutic Care Specialist within 15 days of examination.

Dental

- All children over the age of 2 must have an initial dental examination and cleaning within 90 days of placement.
- After initial examination, the child must have a dental examination and cleaning every 6 months.
- Documentation of these examinations must be provided to the child's Therapeutic Care Specialist within 15 days of examination.

Vision

- All children must have an initial vision screening within 90 days of placement.
- This can be done with the initial physical exam.
- If vision problems or deficiencies are noted, a vision exam must be scheduled and completed as soon as possible.
- After the initial vision screening, the child must have a vision screening every year.
- Documentation of these screenings must be provided to the child's Therapeutic Care Specialist within 15 days of screening.

Medical Passport

- A blank copy of this is provided to you at your home study visit.
- This needs to be filled out on a regular basis and kept up to date.
- The Medical Passport follows the child as long as he/she is in foster care or given to the bio parent(s) at reunification.

Medication Logs

- A blank copy of a Medication Log is provided to you at your home study visit.
- Document what, when and how much of each medicine the child is given, including over-the-counter medications.
- If a child takes no medication in any given month, this needs to be reported also.
- Find a system that works well for you. Some suggestions are:
 - Document medications given in the notes section of your phone.
 - Store the Medication Log in your medication lock box in order to remember.
 - Collaborate with your child's Adult & Child Therapeutic Care Specialist to see if you can text the medication given on a daily/weekly/monthly basis.

Educational Progress

- Copies of report cards, IEPs, disciplinary notices, test results, etc. must be included in the child's Adult & Child file.
- The majority of our children will struggle in school. We need to ensure that is not the case when they leave Adult & Child.
- We have an Education Advocate with the Licensing Team to provide education and support to you as well as our staff and foster children.

PER DIEM PAYMENTS

- A reimbursement payment in the form of per diem is provided to foster families following the month of service. For example, a foster family providing care for a child in the month of June will receive the reimbursement payment in July.
- Uses of per diem payments include, but are not limited to, the following types of items:
 - Food, clothing, shoes, uniforms, shelter, daily supervision, daycare expenses, some transportation expenses, personal hygiene products/services, toiletries, school supplies, spending money, allowances, entertainment and over-the-counter medications.
- Per diem rates are based on a child's level of need set by the Department of Child Services when the child comes into care.
 - If you feel that the child's level of need is not correct, you may discuss this with the child's Therapeutic Care Specialist. The child's level of need may be increased by the Department of Child Services if it is determined that the child needs additional services such as therapy, more frequent services by providers, etc.
 - A child's level of need will not be increased based on how much transportation is provided, the number of visitation days, school suspensions, etc.

ALLOWANCES & REIMBURSEMENTS

Birthday Allowances

DCS will reimburse foster families for birthday purchases for foster children placed in your home. The following guidelines apply:

- The child must be in your home as a placement on the date of his/her birthday.
- There is a \$50.00 limit per foster child.
- Receipts must be submitted to Susan Peterson at Adult & Child within 60 days of the child's birthday in order to be considered for reimbursement. All receipts submitted in a timely manner with the correct information will be reimbursed by Adult & Child on the following month's per diem deposit/check.

Holiday Allowances

DCS will reimburse foster families for holiday purchases for foster children placed in your home. The following guidelines apply:

- The child must be in your home as a placement on December 25.
- There is a \$50.00 limit per foster child.
- Receipts must be submitted to Susan Peterson at Adult & Child by February 15 in order to be considered for reimbursement. All receipts submitted in a timely manner with the correct information will be reimbursed by Adult & Child on the following month's per diem deposit/check.

Personal Allowances

DCS allows \$300.00 per child per year for personal allowance purchases. The following guidelines apply:

- Personal allowances may be requested as of the 8th day of placement.
- Personal allowances follow the child so if a previous foster family utilized personal allowance funds for the year, funds will not be available until the following year.
- Authorization must be obtained prior to the purchase being made. To request authorization:
 - Contact Susan Peterson with the item(s) you wish to purchase and the estimated amount of the item(s).
 - Susan Peterson will request authorization from the Department of Child Services.
 - Once an authorization is received, you will be notified that you can make the purchase.
 - Once the purchase is made, receipts must be submitted to Susan Peterson at Adult & Child within 60 days of purchase in order to be considered for reimbursement.
- All receipts submitted in a timely manner with the correct information will be reimbursed by Adult & Child once reimbursement has been received from the Department of Child Services.

Allowable Items For Birthday, Holiday and Personal Allowance Purchases

These include, but are not limited to, toys, video games or other electronics, salon services, clothing, jewelry, sporting equipment, birthday party, tickets to an event, etc. **Items not allowable are: piercings, tattoos, tobacco products, alcoholic products or beverages, firearms/weapons, fireworks, lottery tickets, gift cards (gas, visa, Wal-Mart, etc.), cash, checks or money orders.**

Submitting Receipts

When submitting receipts, please do not send the original receipt. Always keep a copy for yourself.

Please send receipts to Susan Peterson at Adult & Child in order to be reimbursed. Receipts may be submitted via US mail, FAX or e-mail.

FAX: 317-632-6149 E-Mail: speterson@adultandchild.org
Mail: 603 E. Washington Street, Indianapolis, IN 46204

- Receipts must clearly show the following:
 - Name of retailer
 - Date of purchase
 - Item(s) purchased
 - Amount of purchase
 - Proof of payment

Any receipts that do not have the above information will be returned to the foster family.

Mileage Reimbursement

Listed below are the specific steps you need to take in order to calculate mileage in accordance with DCS requirements. In most cases it will significantly reduce the number of miles you can claim. Please remember, you must use this process even if it is not the route you take.

- Log on to www.Mapquest.com
- Click on GET DIRECTIONS
- Type starting address in the first box
- Type ending address in the second box
- Click on GET DIRECTIONS
- If more than 1 option pops up, you must use the option with the fewest miles
- Each trip is a separate entry ie:
 - AM trip from home to school to drop off student is 1 entry
 - AM trip from school back to home is 1 entry
 - PM trip from home to school to pick up student is 1 entry
 - PM trip from school back to home is 1 entry.
 - If you go from the school to a visitation, that mileage must also be figured separately.
- If you do not have access to a computer to get the mileage, you can make arrangements to come to our office and use a computer here. Please call ahead to do this.

- If you have any questions about any of this, please feel free to call or come in to the office. We'd be glad to help you with the step-by-step process.
- All mileage must be turned in on the DCS Travel Invoice form. This form can be found on the DCS website, www.dcs.in.gov or our website, www.indyfostercare.org. On our website click on Current Foster Parents then click on Foster Parent Forms. You will find the Travel Invoice listed under Placement. This form can then be saved to your personal computer to be used each month.
- Make sure the following areas are filled in:
 - Month & year of travel (near top on left side of form)
 - Mileage rate: \$.40 as of 7/1/15
 - Child ID – put child's name here unless you have their # ID
 - Number of days in home - this will be calculated for per diem miles to be included at bottom of form
 - Dates
 - Complete addresses
 - Reason codes (found near top on left side of form)
 - On bottom of form:
 - Your name(s), address, e-mail, license number, signatures, telephone number & date signed
 - Foster families with Adult & Child do not have an ST number. This is for DCS homes only.
- If you complete the form on the computer, it will automatically calculate the bottom for you. If you complete the form manually you will need to deduct the number of miles paid in per diem (165 miles for a 31 day month). If you need to know how many miles to include for a partial month, please call or e-mail Susan Peterson at 317-893-0207 or speterson@adulthoodandchild.org.
- Please feel free to call Susan Peterson if you have any questions.

RESPITE

- Respite is recommended. It helps with burnout – using respite is better than a change in placement.
- Adult & Child must be notified PRIOR to any respite taking place. We are required to let the Department of Child Services know where the child is at all times.
- Respite must be with another Adult & Child foster family home unless DCS has given permission for another home to be used.
- You are encouraged to find respite through networking with other Adult & Child foster family homes, but we still need to know PRIOR to the respite taking place.
- Respite does not count toward your capacity BUT ...
 - Children need to have an appropriate place to sleep
 - If the child is a stranger to your home, sleeping on a blow up mattress in the living room is NOT okay.
- To request respite
 - Contact your child's Adult & Child Therapeutic Care Specialist at least 2 weeks in advance of needing respite.
 - Provide a Respite Information Sheet for each child to the foster family home providing respite. (Note: this form is required in order for the family to be paid for providing respite.)
- When you provide respite
 - Make sure you receive a Respite Information Sheet for each child for whom you are providing respite at the time you receive the child.
 - Once respite is over, submit a TFC Respite Provider Payment Request form with the Respite Information Sheet(s) to Susan Peterson within 30 days of providing respite.
 - Note: Respite payment will not be made if the Respite Information Sheets are not received with the Respite Provider Payment form.
 - Respite Provider Payment forms that are received by the last day of the month will be paid with the following month's per diem deposit.

WHO ARE ALL OF THESE PEOPLE?

The child in your home may be involved with a variety of service providers. The following is a brief description of each role.

- Department of Child Services (DCS)
 - Child's legal guardian
 - Assures child receives appropriate services
- Adult & Child
 - Licensed placing agency with whom you are licensed
 - May provide medication management, therapy, case management, visitation supervision and/or home visits
- CASA (Court Appointed Special Advocate)
 - Volunteer appointed by the court
 - Works with the court to advocate for the best interests of the child
- GAL (Guardian Ad Litem)
 - Typically an attorney appointed by a judge
 - Works with the court to advocate for the best interests of the child
- Outside Agencies
 - May provide additional services to the child such as speech or hearing therapy, physical therapy or other services

ON-GOING LICENSING REQUIREMENTS & EXPECTATIONS

ANNUAL REVIEWS

- An annual review is due every year no later than the date you were licensed.
- About 60 days prior to your annual date, a letter, checklist and packet of forms will be mailed to your home.
- All forms and other documents are to be completed prior to your home visit, which must take place at least 30 days prior to your annual date.
- Any paperwork, documents, training or home conditions not in compliance at your home visit will require you to sign a Corrective Action Plan (CAP). (See page 15.)
- If you complete all requirements between your home visit and your annual date, the CAP will not go into effect.

RELICENSING REVIEWS

- Each foster family home must reapply for a foster family home license every four years, which includes completing a new Application for Foster Family Home License.
- About 60 days prior to your relicensure date, a letter, checklist and packet of forms will be mailed to your home.
- All forms and other documents are to be completed prior to your home visit, which must take place at least 30 days prior to your relicensure date.
- In addition to the paperwork and documents needed for your annual review, fingerprints for all household members over the age of 18 must be completed again and Medical Reports must be completed by a physician for all household members.
- Any paperwork, documents, training or home conditions not in compliance at your home visit will require you to sign a Corrective Action Plan (CAP). (See page 15.)
- If you complete all requirements between your home visit and your relicensure date, the CAP will not go into effect.
- Failure to complete paperwork, home visit, documentation, background checks, etc. prior to your relicensure date could result in your license expiring. You do not want to have to start over!

DAY-TO-DAY REQUIREMENTS

The licensing team must be notified immediately for the following:

- A new household member – even if it is temporary
 - Certain background checks must be completed, depending on age
- A new pet – vaccination records must be provided
- Marriage/Divorce
 - A copy of the marriage license or divorce decree must be provided.
 - Background checks, training, etc. will be needed in the event of the marriage of a foster parent.
- Changes to phone numbers & email addresses – these are our primary ways of communicating with our foster families.
- New daycare providers
 - Background checks are required for all daycare providers that care for the children on a regular and continuous basis, unless they are a licensed daycare.

ON-GOING TRAINING REQUIREMENTS

- 20 hours of training are required per year for each foster parent.
- The date your training period begins is the effective date you are licensed.
- Of the 20 hours of required training, at least 12 hours per year must be classroom training.
 - Four of the classroom hours must be Adult & Child training.
 - Adult & Child classroom trainings are on the training calendar on our website.
 - Outside sources for classroom trainings are:
 - Valle Vista
 - IYG
 - IYI
 - Department of Child Services
 - College courses
- Of the 20 hours of required training, a maximum of 8 hours per year may be alternative training.
 - Books
 - Movies
 - On-line trainings
 - A list of approved trainings is on our website.
 - You must complete both sides of an Alternative Training Verification form and submit it to Susan Peterson to receive credit. This form can be found on our website.
 - If a book or video is not on the approved list but you feel that it would qualify for training credit, submit a request to Licensing Supervisor, Mark Davy, for approval.

THE DREADED CAPS (CORRECTIVE ACTION PLANS)

- If all requirements are not met by the time of your home visit, you will be required to sign a CAP at that time.
- The effective date will be the date your annual/relicensure review is due.
- If you complete all requirements between your home visit and your annual/relicensure date, the CAP will not go into effect.
- Please see the CAP Flow Chart on page 16 for extensions, deadlines & consequences.

WE CELEBRATE YOU

- You are a part of the Adult & Child family the day you become a licensed foster family home.
- We have one to two events per year specifically for our foster families.
- We celebrate key anniversaries (1 year, 3 years, 5 years, 10 years, etc.)
- You will receive an invitation to a luncheon at Valle Vista Country Club for you and our employees celebrating anniversaries with Adult & Child.
- You will receive a memento gift as well as a monetary gift for your years of service for key anniversaries.

