

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2014 - 2019
SERVICE SPECIFICATIONS
FOSTER CARE: RECRUITMENT, LICENSING, TRAINING & SUPERVISION
Service Code 150**

SERVICE DEFINITION:

Foster Care Levels of Care:

1. Regular Family Foster Care Home
2. Therapeutic Foster Care Home
3. Foster Home Respite Care (for all levels of care)

Regular Family Foster Care and DCS Licensed Professional Foster Homes are licensed categories of DCS foster care services. Therapeutic Foster Care Homes are categorized foster services requiring additional training. Therapeutic Foster Care Homes are specifically designed by the Court for higher needs probation youth. The latter services will require more intensive initial and annual training designed to enhance the foster parent's ability to work as an integral member of the treatment team.

Agencies must propose at least one level of foster care service and the related respite care service. Expansion of additional levels of foster care services may be initiated during the contract year at the request of the AOC.

STANDARDS/LICENSURE REQUIREMENTS:

Agencies must be licensed and in good standing by the DCS/OLR as a child serving agency authorized to recruit foster services.

UNIT OF SERVICE:

One unit of service equals one 24 hour period. To be considered as a billable unit, the youth must have been under supervision by the foster parent at 11:59 p.m. that day.

SERVICE GOALS:

To provide the juvenile and adult probation departments with a full range of available Foster Care services as an alternative to other more restrictive levels of care.

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Foster families may specialize in serving probation youth who present with particular behaviors, mental or behavioral health issues, which may include but are not limited to, conduct disorder, oppositional defiant disorder, substance use, sex offending behavior and other psychiatric conditions.

SERVICE TASKS:

1. Coordinate with the local juvenile and adult probation departments to determine their continuing need for each level of foster care.
2. Recruit, license and train foster homes which meet the identified need(s) of the local probation departments.
3. Provide professional supervision by a state licensed Master's degreed counselor and support to licensed Foster homes in addressing the needs of the placed youth(s) and foster parents.
4. Provide emergency crisis response and assistance to foster families 24 hours per day, 7 days per week.
5. Coordinate appropriate placement of referred youth with the probation department.
6. Where appropriate, provide an opportunity for prospective youth and foster parents to meet prior to enacting placement.
7. Using all available information regarding a prospective youth for placement, complete any additional assessment information deemed necessary to determine an appropriate foster placement.
8. Assist the foster parents to become an integral member of the Child and Family Team (CFT) through attendance at staffings, meetings with school officials, appropriate interface and communication with the probation officer and other involved parties.
9. Regularly assess the foster parents need for refresher training or other needed training and provide or arrange the training in a timely manner.
10. Monitor the foster parent's compliance with requirements of the job. Prepare written quarterly compliance reports to the foster parents, document in licensing file and assist the foster parents in meeting their requirements. Document corrective actions.

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11. Assist foster parents in meeting annual training requirements in a timely fashion by providing or arranging the training.
12. Assist foster parents in establishing appropriate client and fiscal records, procedures for control and maintenance, of required records.
13. Document contacts and issues with foster parents and placed youth.
14. Assist foster parents in implementing their responsibilities as outlined on the youth's Child and Family Team plan.
15. Monitor foster parents compliance with their treatment responsibilities, provide feedback and implement corrective actions where applicable.
16. Ensure appropriate invoicing of services.
17. Arrange for respite services as outlined in the contract. Ensure respite workers are appropriately trained for their duties and the level of care.

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I have read and fully understand the requirements to provide Recruitment, Licensing, Training & Supervision services, agree to all requirements and restrictions and propose the following rate:

Proposed Administrative Fee: (service code 150) \$ _____ / day / youth

Other proposed agreement: _____

Contractor Signature / Date

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Final administrative Fee: (service code 150) \$ _____ / day / youth

Other proposed agreement: _____

Contractor Signature / Date

AOC Signature / Date