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# Aspiranet

## ~ July 2023 ~

### Monthly Regulation Topic

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#### Required Foster Child Documentation

Community Care Licensing sets regulations requiring specific information and documents are on file for foster children. These requirements are developed to protect children's health and well-being and meet the needs of vulnerable children and youth in foster care. These regulations also protect you, as a resource parent, by documenting the actions you have taken to meet the needs of children in your care.

While paperwork is not something most of us enjoy completing or managing, it is an important responsibility for both resource parents and social workers, and we request your timely cooperation in order to meet state regulatory requirements on a continual basis.

To access needed forms please go to the Aspiranet website: <https://www.aspiranet.org/fostercare-resources>. You may also request forms from your Aspiranet Social Worker.

#### Forms to be Completed Each Month

##### Monthly Progress Report

- This form is required to be completed monthly for each child by resource parents.
- It is completed at the beginning of the month for the *previous* month. (ex: in early July, complete a form for June).
- It requests specific information required by regulation that the Agency collect and have on file. It is possible that not every section of the form will apply each month for each child in your care.
- However, there are some section that are required to be completed monthly for *every* child.

##### Sections to Complete Every Month:

- **Weight/Height Record** – this helps to track a child's growth and development
  - Each child should be weighed and measured monthly; record on the form
- **Allowance** - known as "**Record of Resident's Safeguarded Cash Resources**" on the form
  - ALL children in foster care are required to receive an allowance to spend on appropriate items of their choice. For infants, allowance can be saved and developmentally appropriate toy can be purchased.
    - The minimum a child may receive is \$2.50 per week. Agency guidelines below:
      - For children from 0 - 11 years old minimum of \$2.50 a week, which can be used for toys, treats, etc.
      - For children between the ages of 12 - 14 minimum of \$5.00 a week.
      - For children 15 - 17, minimum of \$7.50 per week.
      - For young adults 18 and over, minimum of \$10.00 per week.

**NOTE:** Some counties require allowance at increased amounts than as outlined above. Resource Parents will be expected to provide allowance at increased amounts if required by the county from which the child is placed.

- Allowance is to be given without a requirement to "earn" it through chores, etc.
- Additional allowance can be provided for additional chores, if a resource parent and foster child agree to
- Each month allowance must be documented in the Allowance section with signature of resource parent and child (age 7 & above) next to amount given

- **Clothing Purchased During Month**
  - A *minimum* of \$50 is expected to be spent each month until a child has a full set of clothing as outlined on the Basic Clothing Log
  - A maximum of 2 months clothing money may be saved for an expenditure of \$100 in clothing/shoes for a given month
  - Receipts must be signed by child (age 7+) & attached to the Monthly Progress Report
- **Medication** (any medication, including over-the counter)
  - Each month please check “YES” or “NO” whether child was given any medication for the month
  - If a child was given *any* medication during the month, a completed Monthly Medication Record must be attached to the Monthly Progress Report.

**NOTE:** See *Monthly Medication Record* below for instructions for completion
- **Top of Form – for children in Kindergarten – 12<sup>th</sup> grade**
  - If a child in your care in school-aged, please complete questions regarding school attendance for the month

***Sections to Complete When Applicable for that Month:***

- **Physical, Dental, Counseling Appointments**
  - Record each date a child has any medical, dental, counseling or psychiatric appointments
  - Include the provider’s name and reason for appointment
  - This information is then included in the child’s Service Plan and provided to the County Social Worker
- **Visitation Log** – for any family visitation
  - Record each visit date for the month a child has with their birth parents, siblings, extended family, etc.
  - Record person(s) child visited with, location and if supervised or unsupervised
  - This information is then included in the child’s Service Plan and provided to the County Social Worker
- **Employment Earnings** – only for youth with a job
  - Record amount of paycheck
  - If applicable, record amount saved in bank account

See *example* of Monthly Progress Report available in the Foster Parent Manual (Placement Section page PL-21)

**Monthly Medication Record**

- If a child is administered *any* medication, including over-the-counter medication during the month, a Monthly Medication Record must be completed.

**NOTE:** All medication must be prescribed **OR** a verbal or written directive must be given by medical provider for over-the-counter (OTC) medication

- Documentation on the Monthly Medication Record is required to be completed by the resource parent at the time the medication is given
- Information specific to each medication must also be completed, including med name, strength/quantity, instructions for giving, date filled/date started, Rx #, refills
- The Monthly Medication Record is to be submitted to your Aspiranet social worker at same time the Monthly Progress Report is collected

See *example* of completed Monthly Medication Record in Foster Parent Manual (Placement Section page PL-11)

## Required Forms at Placement & Annually

### Physician's Report & Dental Exam Forms

- All children and youth placed in foster care are required to have a medical exam and dental exam (dental: ages 3+) within 30 days of being placed in care and at least annually and more frequently for younger children.
- It is vital that children receive timely exams to address their medical and dental needs, which can be extensive.
- If it is not possible to obtain an appointment within 30 days, it is very important to inform your Aspiranet social worker the date the appointment is scheduled for outside the 30 day timeframe.
- Please be sure to provide the Physician's Report or Dental Exam form to the medical or dental provider at the time of the appointment for completion.
  - TB Screening/Tests: Each foster child/youth must have a mandatory TB Risk Screening within 30 days of placement as part of the physical exam.
  - The Physician's Report form has the following boxed area for the medical provider to complete. During the appointment, please discuss with the medical provider that a TB Risk Assessment is *required* to be completed and documented. This is a screening for risk without having an actual TB test performed.

### **MANDATORY TB RISK ASSESSMENT**

TB Risk: <input type="checkbox"/> NO <input type="checkbox"/> YES	If YES, PPD Test Completed Date: _____
	If indicated, Chest X-ray Completed Date: _____

**NOTE:** Please review the Physician's Report and Dental Exam forms for completion and provider signature prior to leaving the appointment.

### Prescription for Over-the-Counter (OTC) Medications (PRN) form

- Resource Parents are required to obtain prior approval from a medical provider *before* they can administer **any** over-the-counter medication.
- To reduce the need to contact a medical provider for each over-the-counter medication, the Prescription for Over-the-Counter (OTC) Medications (PRN) form can be requested to be completed by the child's medical provider during the initial and annual physical exam.
- If a medical provider refuses to complete, then Resource Parents must contact the medical provider for approval and document on the Monthly Medication Log and Monthly Progress Report.

### Basic Clothing List

- Completed within 7 days of placement and annually.
- The Basic Clothing List indicates the minimum number of each clothing item that a child should have.
- If more clothing is needed, a plan for purchasing is to be included on the form. See *example* of a completed Basic Clothing List in the Foster Parent Manual (Placement Section page PL-8)

### Personal Property Inventory

- Completed within 7 days of placement and annually.
- Personal property is considered to be non-clothing items (e.g., cell phone, books, tablet, toys, jewelry, etc.).
- Any items removed from the child's possession and put into storage are to be listed on the bottom of the form.
- Items should be added and subtracted as they come into or leave the home (such as items taken on a family visit, birthday gifts, etc.).

See *example* of a completed Personal Property Inventory in the Foster Parent Manual (Placement Section page PL-9).

Please sign and return this page to your Aspiranet Social Worker for training credit.

My signature below indicates that I have completed the July 2023 "Required Foster Child Documentation" training

\_\_\_\_\_  
*Signature Resource Parent #1*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name Resource Parent #1*

\_\_\_\_\_  
*Signature Resource Parent #2*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name Resource Parent #2*

\_\_\_\_\_  
*Aspiranet Authorized Signature*

\_\_\_\_\_  
*Date*

Training credit: \_\_\_\_\_ minutes