

Aspiranet

~ November 2021 ~ Monthly Regulation Topic

Required Foster Child & Resource Parent Documentation

Community Care Licensing sets regulations requiring certain specific information and documents are on file for foster children as well as resource parents. These requirements are developed to protect the health & safety 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, as well as demonstrate you have specific ongoing requirements met (current driver's license, First Aid/CPR, etc.).

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.

Required Child Documentation:

With the exception of the Monthly Progress Report & Medication Record, most child related forms are completed at placement and then just annually. To assist with accessing needed forms they are now available on the Aspiranet website: <https://www.aspiranet.org/foster-adopt>

Monthly Progress Report: As the name indicates, this report is required to be completed monthly by resource parents. It requests specific information required by regulation that we collect and have on file. There is an *example* of this form available in the Foster Parent Manual (see Placement Section page PL-20) for reference of how to complete. You may also ask your Aspiranet social worker should you need assistance. We ask that you complete this report during the first week of the month for the previous month and have it ready with required signatures for your Aspiranet social worker to collect during scheduled home visits.

Monthly Medication Record: If a child is prescribed any medication or is given any over-the-counter medication (only to be given as directed/prescribed by a medical provider) documentation on the Monthly Medication Record is required to be completed by the resource parent at the time the medication is given. 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 (See Placement Section page PL-10)

Required Documents at Placement & Annually

Medical & Dental Exams: 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 thereafter. It is vital that children receive timely exams to address their medical and dental needs, which can be extensive. It is recognized that due to the pandemic, appointments are now often delayed. If that is the case, it is very important to inform your Aspiranet social worker the date the appointment is scheduled for outside the 30 day timeframe.

TB Screening/Tests: Each foster child/youth must have a mandatory TB Risk Screening within 30 days of placement. The Aspiranet 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.

MANDATORY TB RISK ASSESSMENT

TB Risk: NO YES

If YES, PPD Test Completed Date: _____

If indicated, Chest X-ray Completed Date: _____

Please check 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): 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 thereafter. 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 thereafter. 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).

Resource Parent Recurring Documentation Requirements:

Please be aware of expiration dates for the following items and provide copies to your Aspiranet social worker during home visits, via email, or by fax or U.S. mail to the Aspiranet office. Your social worker will also remind you when items are due.

- *Current Driver's License*: Please provide copy of your Driver's license whenever it is renewed.
- *Auto Insurance*: For all vehicles. Please routinely provide documentation of coverage when you renew your auto insurance.
- *First Aid/CPR certification*: All Resource Parents must maintain current adult, child, and infant First Aid and CPR certification. Due to the pandemic, First Aid and CPR certification renewal may now be completed online through the American Red Cross: <https://www.redcross.org/> or American Heart Association: <https://www.heart.org/>. Please submit a copy First Aid/CPR renewal certificate as soon as completed.
- *Home Owners Insurance* (if applicable): Required if you own your home. Please routinely provide documentation of coverage when you renew your home owner's insurance.
- *Water Safety* (if applicable): Water safety certification is required if you have a pool or participate in water activities, including boating, rafting, fishing, going to lakes, rivers, beaches, or pools, etc. where a lifeguard is not on duty. Water safety certification and renewal may be completed online: <http://www.onlinewatersafetycourse.com/>

Annual Training: Regulations require annual training for each Resource Parent based on your original date of approval. Therefore, each Resource Parent has an annual period in which to complete a set number of training hours. Training hours may be obtained through:

- Aspiranet monthly trainings (such as this one)
Access previous monthly trainings at Aspiranet website: <https://www.aspiranet.org/foster-adopt>
- Aspiranet Parent Cafés & other Aspiranet offered webinar trainings
- Foster Parent College (www.fosterparentcollege.com)
- Other online trainings & webinars
- Community-based training (Community Colleges, etc.)

In order to receive training credit, Resource Parents must turn in completion certificates during home visits, via email, or fax or mail directly to the Aspiranet office. Please be mindful of your training hours and also ask your Aspiranet social worker for information regarding your current hours, suggestions for training, etc.

Training Hour requirements:

Each Resource Parent must complete a minimum of 8 hours of training annually.

ISFC Resource Parents: Due to the increased needs of children at the ISFC level of care, training requirements are also increased. The first year of ISFC resource family approval, 24 training hours must be completed by at least one resource parent, and then 12 hours per resource parent annually thereafter.

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

My signature below indicates that I have completed the November 2021 "Required Foster Child & Resource Parent Documentation" training

Signature Foster Parent #1

Date

Print Name Foster Parent #1

Signature Foster Parent #2

Date

Print Name Foster Parent #2

Aspiranet Authorized Signature

Date

Training credit: ____ minutes