



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IV	Out of Home Placement	
Chapter:	B	Resource Care	9-16-2013
Subchapter:	6	Management of Resource Family Homes	
Issuance:	200	Resource Family Support Staff	

OVERVIEW OF THE RESOURCE FAMILY MODEL 9-16-2013

Licensed Resource Family - a family who is licensed and provides foster, adoptive, or kinship care for a child needing out-of-home placement.

The Resource Family Model - CP&P is committed to devoting staff specifically to recruit, study, train, and support resource families in neighborhoods where our children tend to enter out-of-home care, and to place children promptly in homes that meet their specific needs.

**RESOURCE FAMILY SUPPORT STAFF ROLES AND RESPONSIBILITIES
9-16-2013**

Responsibility	Action Required
RESOURCE FAMILY SUPPORT UNIT	Resource Family Support Unit - includes at least three Resource Family Support Workers (RFSW), a Resource Family Trainer (RFT), a Resource Family Placement Facilitator (RFPF), and a Resource Family Recruiter (RFR), supervised by the Resource Family Support Unit Supervisor.
RESOURCE FAMILY SUPPORT UNIT SUPERVISOR	Resource Family Support Unit Supervisor- has responsibility for: <ul style="list-style-type: none"> • Supervising and conferencing with resource support staff who conduct the home study process to review and ensure compliance with the 150 day licensing process • Approving with signature, the CP&P Form 5-2, Resource Family Parent Home Study/Licensing Application within 7 days

	<p>of receipt and documenting in NJ SPIRIT</p> <ul style="list-style-type: none">• Supervising staff responsible for the facilitation and appropriate matching of children into resource family homes• Assisting the Resource Family Recruiter in developing and implementing the Local Office recruitment plan in conjunction with community members and overseeing all recruitment efforts• Supervising and evaluating the delivery of pre-service and in-service training to resource families• Monitoring the ongoing support of resource families by the Resource Family Support Worker• Monitoring the presumptive eligibility approval process and ensuring that a Resource Family Support Worker is assigned to complete the initial joint assessment with the Worker prior to a child being placed with a kinship caregiver• Supporting the goal of retaining resource families, and promptly addressing a resource family's concerns or issues identified by either the resource family and/or unit staff; IAIU and OOL staff• Approving a waiver recommendation to license a resource family only when the Division determines that placing a child in the resource family home poses no safety risk, approving or continuing to use the family would be in the best interest of the child, and the home would otherwise be denied due to a criminal conviction or a child abuse or neglect substantiation. See CP&P-IV-B-2-300, Waiver Request• Approving a Corrective Action Plan (CAP) within 30 days of receiving an IAIU
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	<p>investigation finding report, monitoring the CAP and/or providing support services once accepted by the IAIU CA/CQI Coordinator</p> <ul style="list-style-type: none"> • Identifying barriers that affect the successful retention of resource families and develop a plan of action that addresses the barriers • Completing the CWS Assessment for Interstate Compact of the Placement of Children (ICPC) request for home studies of NJ residents, which are generated as CWS referrals • Closing all resource lines when a home is identified for closure and maintaining a log • Documenting CWS assessments for Interstate Compact of the Placement of Children (ICPC) request for home studies of NJ residents and supervisory conferences in NJ SPIRIT • Ensuring that each unit member is familiar with, and knowledgeable about, the job responsibilities of the other unit members
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<p>RESOURCE FAMILY SUPPORT WORKER</p>	<p>Resource Family Support Worker (RFSW) - has the primary responsibility for the development, support, and retention of resource families. A caseload of resource families within a geographical area is assigned to each RFSW.</p> <p>A RFSW is assigned to each resource family applicant and is a family's single point of contact to guide them through the home study and licensing process.</p>
	<p>Additional responsibilities of the RFSW include:</p> <ul style="list-style-type: none"> • Meeting with a potential resource family as soon as an application is approved to develop a relationship with the family

	<ul style="list-style-type: none">• Completing the home study for a resource family applicant and preparing the home for the licensing review within 90 days of receipt of the application, or recommending denial of the home• Monitoring the presumptive eligibility process and completing an initial joint assessment with the assigned Worker prior to a child being placed with a kinship caregiver• Conducting a joint inspection with OOL staff, as needed, to ensure the prospective resource family home meets licensing requirements• Recommending Flex Funds when appropriate, to assist the resource family in meeting licensing standards or to meet a resource family's individual needs. (See CP&P-IX-F-1-400, The Flexible Fund)• Assisting the Placement Facilitator, CP&P Local Office Child Health Unit Nurse (CHUN) and assigned Worker to match a child to the most appropriate resource family, based on the Child/Caregiver Strengths and Needs and the Mental Health Profile Characteristics and Disability of Risk Factors tab in NJS• Documenting the justification and support for a waiver to license a resource family only when the Division determines that placing a child in the resource family home poses no safety risk, approving or continuing to use the family would be in the best interest of the child, and the home would otherwise be denied due to a criminal conviction or a child abuse or neglect substantiation. See CP&P-IV-B-2-300, Waiver Request• Attending Family Team Meetings in
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	<p>accordance with CP&P-III-B-5-500</p> <ul style="list-style-type: none">• Contacting the resource family and arranging support services after a child is placed in the home• Ensuring all resource parents receive child specific training relevant to the health care needs of each child placed in their care.• Develop and maintain a pool of "skilled care families" who are identified in NJ SPIRIT before and during the licensing process, who have the experience and are willing to care for children with specialized medical needs• Develop and maintain a pool of "advanced skilled care families" who are identified in NJ SPIRIT, and have the experience and ability to care for children requiring a skilled level of care, such as children who require nursing home level care• Conducting monthly resource family home visits to new resource family homes for the first six months, once the family receives their first placement and quarterly thereafter• Conducting quarterly resource family home visits to a resource family home when there have been no recent placements of children in the resource family home• Facilitating monthly telephone contact with a resource family who has not received a placement to ensure every effort is being made to support and retain the resource family home• Making a referral to supportive services, such as child care, respite, babysitting and FAFS Family Advocates• Documenting all contacts including home
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	<p>visits, telephone contacts, etc., in NJ SPIRIT, resource notes and, filing the notes in the resource record</p> <ul style="list-style-type: none">• Identifying and addressing the ongoing training and support needs of a resource family, including the in-service training requirements• Maintaining regular contact with the assigned Worker to continually assess a resource family's ability to care for the child(ren) in their home and any supportive services that may be needed• Initiating, facilitating and supporting community-based resource family support groups that function as peer-to-peer support• Conducting an annual family re-evaluation for each licensed Resource Family (See Re-Evaluation policy)• Assisting OOL to prepare for each resource parent's licensing renewal every 3 years by obtaining updated CARI/CHRI checks, Promis Gavel and medical references and documenting the results in the Maintain Resource Person Management Window of NJS• Conducting safety assessments in conjunction with Permanency Worker. See CP&P-IV-A-2-100, Assessing Child Safety in Out-of-Home Placement Settings• Following up with a licensing violation until the violation has been abated• Meeting with the resource family and preparing a Corrective Action Plan (CAP) within 30 days of receiving an IAIU investigation finding report, monitoring the CAP and/or providing support services once accepted by the IAIU CA/CQI
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	<p>Coordinator</p> <ul style="list-style-type: none"> • Notifying OOL of concerns related to licensing standards or of a recommendation to suspend, revoke or close a resource home license
<p>RESOURCE FAMILY RECRUITER</p>	<p>Resource Family Recruiter (RFR) - Each Local Office is assigned a RFR dedicated exclusively to recruiting new resource family homes. The RFR is responsible for developing and implementing the Local Office recruitment plan for resource families based on an analysis of data specific to that Local Office. The plan shall include a general recruitment strategy as well as targeted geographic and subpopulation objectives.</p> <p>The RFR focuses on recruiting families in the neighborhoods and cultural communities from which children tend to enter out-of-home care, paying particular attention to recruiting families for:</p> <ul style="list-style-type: none"> • Sibling groups • Younger children who would otherwise be in a congregate care setting. See CP&P-IV-E-1-200, Determining Suitability for Residential Facilities, and Youth Who Are Inappropriate for Residential Facilities • Children with increased medical needs <p>Efforts may also involve recruiting homes for specific target populations including, but not limited to:</p> <ul style="list-style-type: none"> • Adolescents • Children with special needs • Children from non-English speaking homes • Lesbian, gay, bisexual, transgender, questioning youth, inter-sexed youth (LGBTQI)

	<ul style="list-style-type: none"> • Minor parents and their children • Children with specific religious considerations <p>Additional responsibilities of the RFR include:</p> <ul style="list-style-type: none"> • Preparing and implementing the annual recruitment plan • Organizing and facilitating recruitment events to meet the goals identified in the recruitment plan • Contacting prospective applicants via telephone within 5 days of an inquiry to invite them to a Group Engagement • Working with the Resource Family Trainer and the RFSW to facilitate an applicant's enrollment in pre-service training • Ensuring that the Local Office has a robust pool of resource families to meet the needs of children entering placement • Utilizing the recruiter forum on the Office of Training and Professional Development website to communicate and share ideas with other recruiters
<p>RESOURCE FAMILY TRAINER</p>	<p>Resource Family Trainer (RFT) - Is responsible for:</p> <ul style="list-style-type: none"> • Developing an annual pre-service training calendar • Scheduling pre-service training • Streamlining the pre-service training process in order to facilitate the completion of the home study and licensing process within 90 days • Training resource family applicants

	<p>and other adult household members that will be caring for a child</p> <ul style="list-style-type: none"> • Informing applicants about the annual in-service training requirements • Monitoring and documenting the completion of the resource family's pre-service and in-service training requirements in NJ SPIRIT • Providing feedback to the RFSW regarding the families interaction during pre-service training
	<p>The RFT ensures that pre-service trainings are available on weekdays, evenings, and weekends, and located in community settings that offer a Parent Resources for Information Development and Education (PRIDE) and A Tradition of Caring (TOC) class in each county on a monthly basis.</p>
<p>RESOURCE FAMILY PLACEMENT FACILITATOR</p>	<p>Resource Family Placement Facilitator (RFPF) - In conjunction with the child's Worker, the Resource Family Support Worker, the CP&P Local Office Child Health Unit Nurse (CHUN), and the birth family, the Placement Facilitator's responsibilities include:</p> <ul style="list-style-type: none"> • Reviewing the strengths and needs of the child to be placed, and using assessment tools, such as the CP&P Form 11-10, Health Passport and Placement Assessment, or another assessment tool, such as the Ansell Casey Life Skills Assessment, to match the child to a resource family with the strengths and competencies to best meet the child's specific needs • Ascertaining if siblings are currently in placement, and if it is appropriate to place the child with them. See CP&P-IV-B-2-200, CP&P-IV-D-1-100, and CP&P-IV-C-10-100

	<ul style="list-style-type: none"> • Determining if the child has been in previous placements, and whether the child can return to his or her former resource family • Identifying resource families who reside in close proximity to the child's birth family, preferably within the same neighborhood and school district • Making efforts to allow the child to continue in his or her current educational setting, unless remaining in the "home" school is not in the child's best interests; see CP&P-VII-A-1-700 • Develop and track a pool of "skilled care/advanced care families" identified to care for children with specialized medical needs • Contacting the resource family when a match has been made to discuss the child's needs and prepare the family for the placement of the child • Attending Family Team Meetings when appropriate. See CP&P-III-B-5-500 • Collaborating with a child's Permanency Worker around placement related issues • Contacting shelters for placement availability, when a shelter placement is deemed appropriate for a child • Ensuring that a child does not remain in a shelter placement for more than 30 days or collaborating with the child's Worker to ensure that the child does not remain in a shelter placement for more than 30 consecutive days • Documenting in NJ SPIRIT, Resource
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	Notes when a resource parent declines a placement and, the outcome
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