

**ATTACHMENT AA**  
**Division of Child and Family Services**  
**Specialized Foster Care Program or Youth Parole Served Children**  
**Foster Care Agency Application & Scope of Work Requirements**

The Division of Child and Family Services (DCFS) utilizes ATTACHMENT AA, *Foster Care Agency Application & Scope of Work*, in the *Provider Agreement* to ensure Foster Care Agency (FCA) compliance with the DCFS requirements. Referrals of children for placement services within the FCA are based upon the sole discretion of DCFS. DCFS does not guarantee a FCA will receive referrals. DCFS reserves the right to withdraw children from a FCA placement at any time.

**Nevada Medicaid Billing information**

Provider Type: 14		Provider Type: 82	
NPI #:		NPI #:	
Medicaid Provider #:		Medicaid Provider #:	
Effective Date:		Effective Date:	

**Purpose:** This *Application Packet / Scope of Work* is for Foster Care Agencies who want to provide Specialized Foster Care Services through specialized foster home to Youth Parole served children\* or DCFS Specialized Foster Care Program (SFCP) services to DCFS custody children through the use of contracted family-based SFCP foster homes. Children who qualify for placement in these foster homes have received a comprehensive assessment resulting in a psychiatric diagnosis (DSM) that includes severe emotional disturbance (SED). Additionally, it has been determined the needs of these children could not be met in traditional family foster care.

*\* For Foster Care Agencies and/or Specialized Foster Homes specifically serving Youth Parole custody children, any references or requirement within this scope of work for implementation of the **Together Facing the Challenge** (TFTC) model of care or use of TFTC fidelity forms and TFTC data collection are not a requirement for specialized foster homes serving specifically Youth Parole custody children.*

**Foster Care Agency (FCA):** A foster care agency, as used within this application and scope of work, means a business entity that recruits and enters into a contract with foster parents to provide specialized foster care services to children in the custody of the DCFS child welfare system through the SFCP.

A family-based, specialized foster home is required for placement of children within the DCFS SFCP. The specialized family foster home provides full-time care and services to children, who require advanced services for severe emotional disturbance (SED). An SFCP specialized foster home may initially start with a total of 2 child placements. The increase in the number of placed children, up to a maximum of six, will depend on the foster parents' experience, training, demonstrated capabilities and ability to meet the fidelity requirement within the SFCP. The FCA must have qualified staff and infrastructure to recruit, train, support and supervise their agency's SFCP foster parents.

**System of Care (SOC):** The FCA and FCA's SFCP foster parents must adhere to the *Substance Abuse and Mental Health Services Administration (SAMHSA) System of Care Values and Principles*.

# System of Care Values and Principles

*(Technical Assistance Partnership for Child and Family Mental Health, 2010)*

## SOC Defined

The system of care model is an organizational philosophy and framework that involves collaboration across agencies, families, and youth for the purpose of improving services and access and expanding the array of coordinated community-based, culturally and linguistically competent services and supports for children and youth with a serious emotional disturbance and their families. The system of care philosophy is built upon these core values and guiding principles.

The core values of the system of care philosophy specify that the system of care:

1. Should be child centered and family focused, with the needs of the child and family dictating the types and mix of services provided.
2. Should be community based, with the locus of services as well as management and decision-making responsibility resting at the community level.
3. Should be culturally competent, with agencies, programs, and services that are responsive to the cultural, racial, and ethnic differences of the populations they serve.

## SOC Values

- Family Driven
- Youth Guided
- Culturally and Linguistically Competent
- Individualized and Community Based
- Evidence Based

## Guiding Principles

The following represent the ten foundational principles of the system of care philosophy<sup>1</sup>:

1. Children with emotional disturbances should have access to a comprehensive array of services that address their physical, emotional, social, and educational needs.
2. Children with emotional disturbances should receive individualized services in accordance with the unique needs and potential of each child and guided by an individualized service plan.
3. Children with emotional disturbances should receive services within the least restrictive, most normative environment that is clinically appropriate.
4. The families and surrogate families of children with emotional disturbances should be full participants in all aspects of the planning and delivery of services.
5. Children with emotional disturbances should receive services that are integrated, with linkages between child-serving agencies and programs and mechanisms for planning, developing, and coordinating services.
6. Children with emotional disturbances should be provided with case management or similar mechanisms to ensure that multiple services are delivered in a coordinated and therapeutic manner and that they can move through the system of services in accordance with their changing needs.
7. Early identification and intervention for children with emotional disturbances should be promoted by the system of care in order to enhance the likelihood of positive outcomes.
8. Children with emotional disturbances should be ensured smooth transitions to the adult services system as they reach maturity.
9. The rights of children with emotional disturbances should be protected, and effective advocacy efforts for children and adolescents with emotional disturbances should be promoted.
10. Children with emotional disturbances should receive services without regard to race, religion, national origin, sex, physical disability, or other characteristics, and services should be sensitive and responsive to cultural differences and special needs.

<sup>1</sup> Stroul, B., & Friedman, R. (1986). A system of care for children and youth with severe emotional disturbances (Rev. ed.) Washington, DC: Georgetown University Child Development Center, National Technical Assistance Center for Children's Mental Health. Reprinted.

## Section I Administrative

**Instructions:** Please ensure that each section is fully completed and addressed within the actual AA Attachment. If using additional pages ensure they are clearly marked (*Section and Number*), using the same lettering/numbering to reflect the lettering/numbering in this application. The most common reason for returned applications is incomplete responses.

Full rows shaded in light orange require documents being attached to the application. (*see last page for FCA Submission Checklist – Application Packet Attachments*)

<b>Provide the following:</b>				
1.	Agency Name (as filed with Secretary of State)			
	Agency Address			
	Name of Agency Director			
	Agency Telephone Numbers: Office: _____ Second Office: _____ Cell: _____			
3.	a. Names, addresses (business and residence), and telephone numbers of all owners, corporate officers and/or members of the Board of Directors or governing body ( <u>if necessary, use additional sheets of paper</u> ). <b>Please attach the resume of each member as TAB I-3.</b>			
	Name	Business & residence addresses	Business & residence phone #'s	Membership Position

4.	Names and positions of any staff that are board members or related to board members, if applicable.			
	<b>Name</b>		<b>Position</b>	
5.	A current organizational chart which shows lines of administrative authority. Please attach as <b>TAB I-5</b> .			
6.	Copies of bylaws, which includes qualifications of governing body members, and articles of incorporation, if applicable. Please attach as <b>TAB I-6</b> .			
7.	A copy of a current State of Nevada business license. Please attach as <b>TAB I-7</b> .			
8.	<p><b>A statement concerning staffing pattern (NAC 424.250).</b></p> <p><i>For Specialized Foster Homes, discuss how you will ensure minimum staffing pattern is met, for example: when one parent takes a child to an appointment, when a parent becomes ill, when children are placed in respite care, etc.</i></p>			
9.	Attach a copy of the FCA financial business plan and complete financial information/report for the FCA's immediately preceding fiscal year as <b>TAB I-9</b> .			

**10. Job Descriptions for each staff and volunteer classification to be used by the agency. Provide resumes for all FCA supervisory level staff (Director, supervisors, case managers, etc.).**

*(Add additional pages if necessary and resumes as **TAB I-10**)*

**Job Classification:**

Duties and responsibilities:
Minimum qualifications:

**Job Classification:**

Duties and responsibilities:
Minimum qualifications:

**Job Classification:**

Duties and responsibilities:
Minimum qualifications:

**Job Classification:**

Duties and responsibilities:

Minimum qualifications:

**Job Classification:**

Duties and responsibilities:

Minimum qualifications:

**Job Classification:**

Duties and responsibilities:

Minimum qualifications:

## Section II Agency Information

1.	Describe the agency's child admission policy and intake procedures. Include reasons why the program might decline a DCFS child referral
2.	What population is the program designed to serve; including age, gender, and if specialized population
3.	Include a template of the agency's child treatment plan as <b>TAB II-3</b> .
4.	Include a copy of the agency's Disaster Plan per NAC 424.615 as <b>TAB II-4</b> .
5.	SFCP Foster Parent: <ul style="list-style-type: none"> <li>a. Describe the recruitment plan and selection criteria for prospective SFCP foster parents</li> <li>b. Describe the qualifications for prospective SFCP foster parents</li> <li>c. Describe foster parent applicant's orientation process</li> </ul>
6.	<a href="#">Written Statement of Services, Scope of Program and Policies &amp; Procedures as identified in NAC 424.626 as <b>TAB II-6</b></a>
7.	Describe all agency's services provided to support and retain SFCP foster parents
8.	Attach templates for any contracts used between the FCA and SFCP foster parents (FCA/FP Contract; Individual Child Placement Contract, etc.) as <b>TAB II-8</b> .
9.	Describe agency's activities and efforts to prevent child placement disruptions
10.	Describe agency's crisis services for foster families and when provided
11.	Describe agency's procedures to provide short-term respite and/or temporary alternative placement to prevent discharge of child through disruption and/or foster parent burnout
12.	Describe agency's child transition planning and routine discharge process; include process for emergency discharge or removal from home
13.	Agency Staff Training ( <b>NAC 424.712 – 424.718</b> ): Attach as <b>TAB II-13</b> <ul style="list-style-type: none"> <li>a. Attach a full description of the agency's Pre-Service Training Plan and the curricula</li> <li>b. Attach a full description of the agency's initial and ongoing training plan; include TFTC and Trauma Informed Care Training Plans in addition to all NAC 424 training requirements (all personnel)</li> <li>c. Attach a full description of the agency's annual Advanced Training Plans</li> </ul>
14.	Describe how specialized training needs are identified and met

### Section III

## Compliance with Fidelity Requirements of Together Facing the Challenge; Required Data Collection and Reporting within the DCFS Specialized Foster Care Program

To stay up-to-date on any changes or revisions to the DCFS's Specialized Foster Care Program (SFCP). The FCA needs to periodically check the DCFS website for possible changes in assessment/evaluation tools or in data collection requirements.

Use the following link to find **CHAPTER 1600: ADMINISTRATION**: <http://dcfs.nv.gov/Policies/CW/1600/>

The policy and policy attachments are located on this webpage for *1603-Oversight of Statewide Specialized Foster Care Program*. These child welfare policy documents will provide the FCA with information on current requirements for the DCFS Rural SFCP.

#### 1603 - Oversight of Statewide Specialized Foster Care Program

- [Policy 1603](#)
- [FPO 1603A - Evaluation Protocol](#)



## Section IV

### Other Scope of Work and Contract Requirements

1. The FCA must have FCA staff trained in the *Together Facing the Challenge-Training of Trainers* to ensure the FCA can train their own staff and foster parents ongoing, to sustain compliance with the DCFS SFCP contract.
2. Fidelity, by the FCA SFCP staff and SFCP foster parents, to the Together Facing the Challenge<sup>®</sup> therapeutic foster care model.
3. The FCA must ensure FCA staff are trained in the National Child Traumatic Stress Network (NCTSN) **Workshop for Resource Parents: *Caring for Children Who Have Experienced Trauma*** or other equivalent caregiver trauma informed care (TIC) training, which has been prior approved by DCFS; **FCA must ensure all new SFCP staff and SFCP foster parents receive TIC training, within 30 days of hire, to maintain compliance with the DCFS SFCP contract.**
4. Compliance with all applicable laws and standards;
  - a. Especially as identified within NRS 424 and NAC 424.
5. Compliance with all SFCP data collection within the timeframes required through this scope of work.
6. Submission of the FCA's Implementation Plan or written narrative of the specific manner in which the FCA will comply with all data collection requirements identified within the SFCP SOW and in NRS 424.042/NRS 424.043 (2013-SB 107) as **TAB IV-6**.
7. DCFS will ensure FCA compliance with SFCP & TFTC through, at minimum, quarterly contacts with the FCA SFCP/TFTC Clinical Supervisor. As needed, DCFS will provide necessary technical assistance to the FCA SFCP staff to ensure compliance with all aspects of the DCFS SFCP.
8. The FCA shall utilize the assessment and evaluation tools identified in the *Statewide Foster Care (SFC) Program Evaluation and Reporting Process* within this scope of work.
9. The FCA will NOT bill Nevada Medicaid for Basic Skills Training (BST) services for children placed by DCFS within the SFCP; additionally, the FCA will inform any outside behavioral health vendors used by the FCA to serve these DCFS children that providing BST is NOT an allowable service through this program.
10. The FCA will not accept parental placements (NAC 424.465) or placements from any child placing agency other than DCFS within the FCA SFCP rural foster homes without prior agreement by DCFS.
11. The FCA will provide all transportation for the child's visits, health appointment or other appointments identified through the child's case plan or Child and Family Team (CFT).
12. The FCA agrees to facilitate visitation with the child's family members as identified by the child's DCFS caseworker and/or CFT.
13. The FCA agrees to positively engage, and work, with the child's biological family as identified by the child's DCFS caseworker and/or CFT.
14. The FCA agrees to maintain a child's placement until all reasonable efforts are attempted with DCFS to prevent disruption. The FCA will notify DCFS proactively to request support services prior to submitting notice for removal of the child, unless the safety of the child or others is imminent.
15. The FCA will ensure all licensure for professional staff is kept current and immediately notify DCFS if any such licensure should lapse.
16. The FCA agrees to cooperate fully with all DCFS audits, scheduled or unscheduled, to ascertain the FCA compliance with this Provider Agreement.

## FCA Submission Checklist

### Application Packet Attachments

ATTACH as:	Section & #	Required Application Attachments	Attached ✓
<b>Section I</b>			
TAB I-3	I – 3	Resumes for all Board Members	
TAB I-5	I – 5	FCA Organizational Chart showing lines of authority	
TAB I-6	I – 6	FCA copy of articles of incorporation & bylaws that include qualifications of board members	
TAB I-7	I – 7	Copy of FCA current State of Nevada Business License	
TAB I-9	I – 9	FCA Business Plan & complete financial information/report	
TAB I-10	I – 10	Attach resumes of all FCA supervisory level staff ( <i>Director, supervisors, case managers, etc.</i> ). Complete section in SOW for Job Descriptions ( <i>on pg.5; if needed, attach additional Job Descriptions</i> )	
<b>Section II</b>			
TAB II-3	II – 3	Template of agency’s Child Treatment Plan	
TAB II-4	II – 4	FCA written Disaster Plan (per NAC 424.615)	
TAB II-6	II – 6	<a href="#">Written Statement of Services, Scope of Program and Policies &amp; Procedures (NAC 424.626)</a>	
TAB II-8	II – 8	Template for all contracts used between FCA and SFCP Foster Parents/Homes ( <i>FCA/Foster Home contract; Individual Child Placement Contract, etc.</i> )	
TAB II-13	II – 13	Agency Staff Training (NAC 424.712 – 424.718): <ul style="list-style-type: none"> <li>a. <i>Attach a full description of the agency’s Pre-Service Training Plan and the curricula</i></li> <li>b. <i>Attach a full description of the agency’s initial preservice and ongoing training plans; include TFTC and Trauma Informed Care Training Plans in addition to all NAC 424 training requirements (all personnel)</i></li> <li>c. <i>Attach a full description of the agency’s annual Advanced Training Plans</i></li> </ul>	
<b>Section IV</b>			
TAB IV-6	IV – 6	FCA <i>Implementation Plan</i> or written narrative to establish compliance with all SFCP data collection requirements	