



MTL # 1603 – 04302020
04/30/2020

TO: Timothy Burch, Administrator – Clark County Department of Family Services
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FROM: Kathryn Roose, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION

Enclosed find the following policy for distribution to all applicable staff within your organization:

- 1603 Oversight of Statewide Specialized Foster Care Program

This policy is/was effective: 04/30/2020

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # 1603-09192016 Policy Name: 1603 Oversight of Statewide Specialized Foster Care Program
- This policy has been revised. Please see below for the type of revision:

- This is a significant policy revision. Please review this policy in its entirety.
- This is a minor policy revision: (List page number & summary of change): This policy was revised to include updated information around the Together Facing the Challenge Model and included new attachments.
- A policy form has been revised: (List form, page number and summary of change):

FPO 1603A – Evaluation Protocol
FPO 1603B – TFTC Addendum
FPO 1603C – TFTC Memo: Specialized Foster Care Data and Documentation Request

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **ALL STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies> Please check the table of contents on this page for the link to the chapter you are interested in.

1603 Oversight of Statewide Specialized Foster Care Program

Policy Approval Clearance Record

| | |
|---|---|
| <input type="checkbox"/> Statewide Policy | <input type="checkbox"/> New Policy |
| <input checked="" type="checkbox"/> Administrative Policy | <input checked="" type="checkbox"/> Modified Policy |
| <input type="checkbox"/> DCFS Rural Region Policy | <input type="checkbox"/> This policy supersedes: |
| Date Policy Effective: | 04/30/2020 |
| Attorney General Representative Review: | |
| DCFS Deputy Administrator Approval | 04/24/2020 |
| DMG Original Approval | 04/15/2016 |
| DMG Approved Revisions | 04/24/2020 |

STATEMENT OF PURPOSE

Policy Statement and Purpose: The 2015 Nevada Legislature authorized Nevada Child Welfare Agencies to fully expand the Specialized Foster Care Pilot into a statewide Specialized Foster Care Program. This enhancement to Child Welfare Services was achieved through a legislative budget process and law requiring program compliance evaluations.

The purpose of the Specialized Foster Care Program is to obtain better quality outcomes for children and youth in the custody of a Child Welfare Agency, who suffer from severe emotional disturbance (SED). The statewide Specialized Foster Care Program helps ensure children and youth with SED are being appropriately placed and receiving proper care and services to meet their needs through ongoing monitoring of child placements and evaluation of child progress.

AUTHORITY

NRS: [NRS 424](#); [NRS 432B.2155](#)

Other: [SB 107-2015 Nevada Legislative Session](#)

DEFINITIONS

Agency which Provides Child Welfare Services: A county whose population is less than 100,000, the agency is a local office of the Division of Child and Family Services; or in a county whose population is 100,000 or more, the agency of the county, which provides or arranges for necessary child welfare services. May also be referred to as “Agency” or Child Welfare Agency”.

Administrator: The Administrator of the Division of Child and Family Services (DCFS).

CCDFS: Clark County Department of Family Services

DCFS: The Division of Child and Family Services of the Department of Health and Human Services of the State of Nevada.

Director: Child Welfare Agency Director in a county whose population is 100,000 or more.

Fiscal: The fiscal unit located within the Division of Child and Family Services.

NRS: Nevada Revised Statutes (as enacted by the Nevada Legislature).

PEU: The DCFS Children’s Mental Health Planning and Evaluation Unit.

SED: Severe Emotional Disturbance.

Specialized Foster Care Program (SFCP): The legislatively authorized expansion of the prior Specialized Foster Care Pilot into a statewide Specialized Foster Care Program. Foster homes used in the SFCP must be trained in, and utilize, the evidenced based Together Facing the Challenge model or other nationally recognized treatment foster care model approved through the Division Administrator. Child welfare agencies may use foster homes contracted through a Foster Care Agency and/or utilize family foster homes whose licensees have completed the enhanced training necessary to become a SFCP foster home.

State: An alternate word for the Division of Child and Family Services (DCFS) or Family Programs Office (FPO).

Together Facing the Challenge © (TFTC): Is an evidenced-based treatment model used by all foster homes caring for children placed within the Specialized Foster Care Program.

Trauma Informed Care (TIC): An approach to a case that is sensitive to a child's trauma history.

WCHSA: Washoe County Human Services Agency.

STANDARDS/PROCEDURES

Specialized Foster Care Program (SFCP) – Proper Care and Services

Together Facing the Challenge

The Division will ensure that all entities providing specialized foster care in Nevada are implementing the Together Facing the Challenge (TFTC) model, an evidence-based model of treatment foster care, which provides specific and measurable behavior management strategies within a trauma-informed care (TIC) approach. Please see FPO 1603B – TFTC Addendum for full details on TFTC implementation in Nevada.

Use of Other Nationally Recognized Treatment Foster Care Model

1. A Child Welfare Agency may only use a nationally recognized, alternative model of treatment foster care after the Agency has received prior written approval for its use through the Division Administrator.
2. The Child Welfare Agency must submit to the Division Administrator documentation which demonstrates the model's efficacy for positive child outcomes that equal or exceed those of the Together Facing the Challenge model.
3. The Child Welfare Agency must identify, through written documentation, how all SFCP data requirements within this policy and [FPO 1603A – Evaluation Protocol](#) will be captured and tracked by the Child Welfare Agency in a manner that is compatible and consistent within the statewide SFCP.
4. All fidelity requirements within the alternative model must be met and documented by the Child Welfare Agency. This documentation will be used to assist in assessing if children placed within the SFCP home are receiving proper care.
5. The SFCP foster parents, SFCP clinical staff and/or SFCP supervisor, will attend any outside meetings that focus on the needs of the child/youth admitted to the program.

Child and Youth Target Program

1. Children must be in the custody of the Child Welfare Agency and meet at least one of the following criteria:
 - a. Children and youth who are entering the foster care system and have identified behavioral or mental health needs that cannot be met in traditional family foster care;
 - b. Children and youth struggling to maintain placement and make progress in traditional family foster care due to the child's heightened behavioral and emotional needs;

- c. Children and youth in treatment level care who have disrupted from a placement within the past six (6) months and are placed in emergency shelter or congregate care due to behavioral and mental health needs; or
- d. Children and youth returning or stepping down from residential treatment centers or other higher level of care placements.

Admission Criteria

1. Admission to the program will be determined by the local Child Welfare Agency when it is deemed appropriate for an eligible child. No more than thirty (30) days prior to admission into the Specialized Foster Care Program, children and youth will need to have undergone an assessment process utilizing a comprehensive biopsychosocial assessment. All of the following criteria must be met to determine a child/youth eligible for admission:
 - a. Diagnostic and Statistical Manual of Mental Disorders (DSM-5) or Diagnostic Classification of Mental Health and Developmental Disorders of Infancy and Early Childhood (DC:0-3) diagnosis;
 - b. The child or youth qualifies as SED; and
 - c. Prior less restrictive placements or interventions, such as traditional family foster care and/or community treatment services, have not been successful.

Child Welfare SFCP Information Tracking and Reporting Process

1. Child/Youth Standardized Tracking Elements:
 - a. Monthly demographic/placement information
 - b. Hospitalizations
 - c. Placement stability/runaways
 - d. Psychotropic medication usage
 - e. Permanency status
 - f. Performance on clinical standardized assessment tools
 - g. Educational information
 - h. Legal status/delinquency information
 - i. Other information as indicated on attachment, [FPO 1603A – Evaluation Protocol](#)
2. Information to complete the evaluation will come from a variety of sources:
 - a. Data and demographics will be provided by the local Child Welfare Agencies. It is mandatory to utilize all necessary sources of information in order to fulfill all required data points.
 - b. The Planning and Evaluation Unity (PEU) will identify within policy attachment, [FPO 1603A – Evaluation Protocol](#), all authorized instruments to be administered and the required timelines for data collection and submission.
3. Monthly demographic/placement tracking criteria:
 - a. On or before the 10th of each month, each Child Welfare Agency will ensure the following SFCP child/youth information has been entered into UNITY; any child who has been admitted into the Child Welfare Agency's SFCP, continues in the SFCP or has been discharged from the SFCP. The following information is required for the Division's monthly UNITY SFCP Child Report:
 - i. Date of SFCP entry;
 - ii. Child I.D. number;
 - iii. Child/youth name;
 - iv. DOB;
 - v. Age;
 - vi. Case I.D. number;
 - vii. Placement location;
 - viii. Date of placement entry;
 - ix. Date of placement discharge;
 - x. SFCP discharge date;
 - xi. Child's Medicaid number;
 - xii. SFCP discharge placement family.

Timeline: Specialized Foster Care Program Timeframes

| Report Type | Submission Deadline | Responsible Party |
|---|--|------------------------|
| Monthly Child Demographic, Placement, and Data Tracking | By the 10 th of each month | Child Welfare Agencies |
| Annual Expenditure Report | By August 1 st of each year | Child Welfare Agencies |
| Annual Executive & Legislative Report | By January 31 st of each year | DCFS PEU |

Documentation:

UNITY Documentation (electronic)

| Applicable UNITY Screen | Data Required |
|--|--|
| <ul style="list-style-type: none"> Health Information | <ul style="list-style-type: none"> Child Information: Current Diagnoses Current SED Determination Date |
| <ul style="list-style-type: none"> Facility Maintenance Detail | <ul style="list-style-type: none"> Caregiver – TFTC Training Date |
| <ul style="list-style-type: none"> Representative Maintenance | <ul style="list-style-type: none"> Current PLR – Name |
| <ul style="list-style-type: none"> Health Screen-Medication Maintenance | <ul style="list-style-type: none"> PLR Consent Date for Medication |

JURISDICTIONAL ACTION

Child Welfare Agency Annual Expenditure Reporting Requirements

- Annual Expenditure Report** – On or before **August 1st of each year**, each Child Welfare Agency will submit to the Division and the Fiscal Analysis Division of the Legislative Counsel Bureau (LCB) a report listing all expenditures relating to the placement of children in the Specialized Foster Care Program for the previous fiscal year.
 - The Child Welfare Agency will provide the report in a format indicated by the Division.

STATE RESPONSIBILITIES

Division Oversight of Target Population and Admission Criteria

- The Division will review children and youth referred to the Specialized Foster Care Program to ensure that they meet eligibility criteria for ~~fit~~ the target population and admission standards, as well as receive appropriate care and treatment. Periodic record reviews can include but may not be limited to:
 - Demographics of children who are placed in the SFCP;
 - Information from clinical evaluations of children who are placed in SFCP, which justifies the child’s clinical need for placement in the program;
 - Medicaid data;
 - Case files and records maintained by the Agency which provides Child Welfare Services for children who are placed in the SFCP; and
 - Any other information or data necessary to ascertain program suitability as determined by the Division.
- Reviews indicating that children and youth are being served by do not meet criteria for SFCP and/or are not receiving the care and services that they need, will be submitted to the DCFS Administrator for referral to the Agency Director for immediate action and resolution. Non-compliance could result in a corrective action plan pursuant to [NRS 432B.2155](#).

DCFS Annual Reporting

- Annual Executive and Legislative Report** – The Division, on or before **January 31st of each year**, will prepare and submit to the Governor and the Director of the Legislative Counsel Bureau a statewide report concerning children placed in specialized foster homes and the provision of services to such children for the previous fiscal year. This statewide report must include, without limitation:
 - The number of times a child who has been placed in a specialized foster home has been hospitalized;

- b. The number of times a child who has been placed in a specialized foster home has run away from the specialized foster home;
 - c. Information concerning the use of psychotropic medications by children who have been placed in specialized foster homes;
 - d. The progress of children who have been placed in specialized foster homes towards permanent living arrangements;
 - e. The performance of children who have been placed in specialized foster home on clinical standardized assessment tools;
 - f. Information concerning the academic standing and performance of children who have been placed in specialized foster homes;
 - g. The number of children who have been placed in specialized foster homes who have been adjudicated delinquent; and
 - h. The results of the reviews conducted pursuant to subsection Child and Youth Target Population (1a) of this policy.
2. Statewide information in the final report will be aggregated and exclude any identifiable information about any child.

POLICY CROSS REFERENCE

Policies: N/A

History and Updates: This policy was effective as of 4/15/2016 with approved revisions completed on 9/16/2016. Additional revisions have been completed effective 04/30/2020 and supersedes the policy effective 9/16/2016.

ATTACHMENTS

FPO 1603A – Evaluation Protocol
FPO 1603B – TFTC Addendum
FPO 1603C – TFTC Memo: Specialized Foster Care Data and Documentation Request