

Foster Care & Adoption | Case Service Plan

Family Name: _____ CH Agency Staff: _____

Children's Home & LSS (hereinafter, "Children's Home") Foster Care & Adoption (FCA) program includes many steps. These steps are defined below with an estimate of the time frame in which they can reasonably be completed. Each family's progress in the process will be reviewed at regular intervals with the applicants and their worker. Children's Home will provide services and support to the applicants to assist in completion of the steps outlined below.

Case Plan Objective: The placement of a child through the Children's Home Foster Care & Adoption Programs

STEP IN THE PROCESS	COMPLETION DATE
FOSTER/ADOPTION EDUCATION 2 HOUR CHILDREN'S MENTAL HEALTH	
AGENCY SPECIFIC EDUCATION	
APPLICATION RECEIVED*	
HOME STUDY APPROVED & FOSTER CARE LICENSE EFFECTIVE	
PLACEMENT	
CHILD(REN) DISCHARGED & REASON	
CASE CLOSING	
HOME STUDY UPDATE (if applicable)	

*Application is considered complete when all forms are submitted, and all backgrounds have been initiated.

Progress in this process is a cooperative process between the applicants and Children's Home. Children's Home agrees to inform the applicants of any changes in the foster care and adoption programs that may impact their process or plan. The applicant(s) agree(s) to inform their worker of any changes in their plans or any changes in their family situation that may impact their process or plan with the agency.

Type of Service: The purpose of home study is to assess the family's ability to parent children under guardianship of the Commissioner.

This home study assessment shall be used for the purpose of:

- Foster Care Adoption Study (New Resource Family)**
- Relative/Kin Foster Care Adoption Study
- Foster Care

** Children's Home has contracts with the MN Department of Children, Youth and Families (DCYF) to provide services to families interested in adoption of children under guardianship of the commissioner of Minnesota. It is the priority of the department and of this agency to find families for children who are most difficult to place into permanent adoptive homes. This includes sibling groups who can be difficult to place, children of color who are over-represented in the foster care system, and youth ages 12-17, who would otherwise age out of the foster care system without an adoptive family. **If services do not meet MN DCYF Public Private Permanency Collaborative (PPPC) contract requirements, fees may apply and will be the responsibility of the applicants to pay prior to services rendered.**

Special Services Requested:

Language interpreter
Interpreter services for the hearing-impaired
Services for the visually impaired
Other:

Cultural Considerations:

Would you like to share anything about your racial, cultural, or other background that would help me to serve you better?

Yes No

If yes, please explain:

Service Goals: The following Foster Care & Adoption Programs services options have been explained.

Foster Care & Pre-Adoption Education Classes : 16 hours of education provided by Children's Home are required prior to completion of home study to understand the needs of children in foster care and how to appropriately meet those needs. If training was received by another agency, CH will determine whether it meets the agency and contract requirements. Additional training may be requested.

Agency Specific Education: 4 additional hours of education provided by CH are required prior to completion of home study in order to better understand the agency's role in supporting you through your foster care and adoption process.

Home Study: Home study services include a series of interviews, at least one in-home interview and contact with all children living in or outside of the home. Prior to home study approval, all required training must be completed. The foster care and adoption team participates in a team recommendation process prior to approval. Home studies are usually completed within four months from the time of assignment to a social worker. Approximately one month is needed to complete the evaluation process and prepare the final document. All DCYF forms and Children's Mental Health training must be completed within one year of home study approval or will need to be re-done.

Foster Care Licensing: Foster care licensing is required for most placements through the Foster Care and Adoption programs. Licensing requires a Home Safety Inspection and, in some cases, a Fire Marshall Inspection. Additional trainings will be required and some vary based on your openness. Licensing violations will be handled according to the program and state licensing standards and may include a licensing investigation conducted by CH staff.

Matching and Placement Services: For foster care adoption placements, your worker will send your completed home study to counties as potential children are identified and engage in promotional activities for your family in a given year. Both applicants expected to be at Match Meetings. If you are selected, your worker will walk you through the information gathering process until a final placement decision is made by both you and the county. For foster care placements, you will be contacted about possible placements, but match meetings may not occur. These placements vary in length. Regardless of placement type, CH will be available for support throughout the placement and after, regardless of whether it ends in an adoption finalization. Placement services include monthly visits, support groups, educational workshops, newsletters, and referrals to outside resources. There is no way to predict how long it may take for a family to receive a placement, nor can CH guarantee that a family will receive a placement.

Annual Evaluation and Home Study Updates: Home study updates and foster care re-licensure are completed annually or every other year; CH will track and inform you of which applies each licensing period. New application paperwork and documentation of annual training are required. Certain life events may require a home study update prior to the current study expiring, including a move to a new residence. Children over 13 years of age must have background checks completed, birth dates will be tracked.

Finalization Services: Unless otherwise agreed upon with an attorney or outside agency at the time of placement, CH and the county of guardianship for the child(ren) will provide you with information on finalizing your child's adoption and will walk you through the steps of the finalization process. At the time of finalization, you will be asked to confirm the closing of your foster care license or speak with your worker about the possibility of continuing service if appropriate.

Post Adoption Services: The Foster Care and Adoption Program will remain available to your family for assistance and support after an adoption finalization. We can assist you in finding and accessing adoption-competent therapeutic services post- finalization. In addition, CH have a Post-Adoption Services department which may be able to provide referrals, support, education, and additional support groups.

Resources: The following resources are available to stay active in the process

- Ongoing Education/Training (12 hrs required annually including 1 hr CMH, 1 hr FASD, 1 hr Mandated Reporting)
- CH Creating A Family, Foster Adopt Minnesota (FAM) webinars & classes
- Foster/Adoptive Parent Support Groups
- Books, Workshops, Community Events
- Matching Events
- Actively Search Foster Adopt Minnesota or Reel Hope
- Prepare Family Flyer
- Active Participation in Parent Support Group
 - CH Parent Support Group
 - Families Rising Support Groups & Facebook page
 - LSS Kinship Support Groups
- Help Educate Friends/Family
- Provide Respite Care for Placed Families

Program Expectations: Agency Staff have explained the following items to me

- How and by whom service is provided
 - 2 business days to return calls and messages
 - Minimum of monthly contact
- The steps in the foster care and adoption process, including description of placement support plan
- Full disclosure of child's social and medical history
- Ways to be your own advocate throughout the process
- Importance of connecting with resources early in adoption process
- Projected length and outcome of services (**we cannot guarantee home study approval or placement**)
- Possibility of foster care license closure due to inactivity in the program
- Available program options and support services
- Applicable guidelines & policies:
 - Significant Life Event Policies
 - Requirement to interview all children in family (inside or out of the home)
- Possible risks, benefits and outcomes of services
- Mandated reporting responsibilities
- How communication between clients and worker is documented
- What information is contained in the client file
- Ability to speak privately with worker when requested before discussing sensitive information

Authorization of Discussion: By signing this statement, we hereby consent that a discussion took place to review this document.

_____ Signature of Applicant 1	_____ Printed Name of Applicant 1	_____ Date
_____ Signature of Applicant 2 (if applicable)	_____ Printed Name of Applicant 2 (if applicable)	_____ Date
_____ Signature of CH Agency Staff	_____ Printed Name of CH Agency Staff	_____ Date