

Integrity, Inc.
DDS SPECIALIZED FOSTER PARENT
Responsibilities

Minimum Qualifications: Foster parents must be able to read and write. In addition, they must meet the training requirements and meet the licensing standards as set forth in the DCFS Minimum Licensing Standards for Child Placement Agencies, DDS Standards for Community living, and Contractual Requirements between Integrity, Inc. and DCFS.

Foster Parent must also comply with the following requirements:

1. Complete mandatory pre-service training and annual reviews as offered by the agency.
2. Assume the responsibility of accessing training regarding issues specific to each foster child's specific issues/ needs.
3. Attend/complete scheduled staff meetings, in service, and trainings as required by the agency.
4. Comply with all DCFS/DDS licensure standards and requirements for foster homes at all times.
5. Maintain a clean and orderly home environment in compliance with licensure standards at all times.
6. Maintain adequate and reliable transportation and accompany client to/from routine daily activities (school, etc.), court hearings, staffings, medical appointments, therapy appointments, and other events as requested/ required by the agency.
7. Follow staff and client schedule as required by the agency.
8. Provide constant supervision and behavioral monitoring of the Foster Child (knowing the child's whereabouts at all times). Notify Case Coordinator immediately if child runs away, etc. Obtain permission from Case Coordinator in advance if a foster child will not be under your supervision (i.e. visitation with family members through DCFS, respite, etc.)
9. Participate in client staffings, court hearings, school meetings, etc. as requested/ required by the agency.
10. Assist client based on his/ her developmental level with activities of daily living including but not limited to feeding, personal hygiene, clothing selection and dressing, educational needs, etc.
11. Ensure that the child's physical, emotional, and educational needs are provided for and provide documentation thereof. This includes regular medical, dental, and psychological attention as delineated in the periodicity schedule provided by DCFS licensure standards.
12. Participate as a team member, as outlined in foster parent training, with the goal of ensuring the child's welfare at all times and the delivery of needed services/ therapies.

13. Follow agency policies outlined in the Policies and Procedures Manual. This includes addressing problems through the proper chain of command. This also includes notifying Case Coordinator of any and all contacts with the DCFS workers and other team members assigned to the foster children and informing the Case Coordinator PRIOR to upcoming school meetings regarding the child's IEP. This will help to ensure that the agency is up to date on all planning and developments concerning the foster child.
14. Assume responsibility for keeping and maintaining a current life book for all foster children in their home.
15. Maintain the confidentiality of each foster child in their home.
16. Assume responsibility for fostering positive self esteem within each foster child placed in their home.
17. Assume responsibility for providing the foster child with access to allowance/ spending money.
18. Assume responsibility for spending quality time with the foster child in their home allowing for the foster child to have the opportunity to develop a healthy attachment/ relationship with the foster parent.
19. Assume responsibility for maintaining a safe environment at all times for the foster child in their home.
20. Provide instruction/opportunities for the foster child in Independent Living. This includes but is not limited to the following: money management, laundry, household chores, cooking, and shopping.
21. Provide opportunities for exercise and physical development.
22. Notify the Case Coordinator or Coordinator Supervisor immediately of any potentially serious situations affecting the client's welfare. Contact emergency answering service, (501) 373-8363, and have immediate supervisor paged to report problematic situations if they occur after hours.
23. Notify the Personnel Director or Program Director PRIOR to any changes in family composition or if the family is planning to relocate to a new residence.
24. Complete in a satisfactory manner the pre-service evaluation and application process (including but not limited to police, central registry, drug screen, and health checks, home study and initial interview)
25. Medical, Dental, and Psychological Episodic Form MUST be completed for all appointments and turned in to Case Coordinator in a timely manner.
26. Submit accurate, timely case notes to the agency to ensure accurate billing and reimbursement. Participate in training regarding writing a quality case notes and complete case notes in this manner. This will ensure each case note meets the quality guidelines set forth by DDS.
27. Assume responsibility for keeping his/her foster home record file accurate and up to date (including submission of current automobile insurance, driver's license, and current health card).
28. Supervise medication administration and keep a log of all medications given on the proper medication log form. This should be turned in to Case Coordinator at least monthly.

29. Is supervised by the Case Coordinator, Coordinator Supervisor, and/or Program Director.
30. Maintain compliance with HIPPA requirements at all times, insuring confidentiality of all personal health information of the consumer. This includes guarded conversations regarding the consumer as well as protecting all documentation from unauthorized access.

My signature below signifies that I read and have received a copy of these responsibilities. It also signifies that I understand these expectations and that I am willing to comply with these expectations.

Foster Parent Signature

Date

Print Name

Supervisor

Date

cc: Employee
Integrity, Inc. Employee Personnel File