



Attachment B

**RESOURCE FAMILY APPROVAL (RFA)
COMPREHENSIVE IMPLEMENTATION PLAN**



INTRODUCTION

The Resource Family Approval Comprehensive Implementation Plan (RFACIP) template has been created to assist counties with organizing and documenting their transition to the RFA process. Its intended goal is to provide a framework to assist county staff with memorializing county-specific RFA policies and procedures. It is recommended that the full range of staff participate in the RFACIP process to ensure that a systemic approach is used in developing a comprehensive method of approving care providers for the care and supervision of children, youth and non-minor dependents (NMD) in the foster care system.

Each county is required to submit to CDSS, 30 days prior to implementation, a completed RFACIP for review and approval.

RESOURCE FAMILY APPROVAL (RFA) COMPREHENSIVE IMPLEMENTATION PLAN

County of _____ 2015/16

I. PROGRAM STATEMENT AND VISION

Brief Overview:

II. PROGRAM GOALS, OBJECTIVES AND OUTCOMES

GOAL:	
Objectives	
1.	
2.	
Proposed Outcome(s)	

GOAL:	
Objectives	
1.	
2.	
Proposed Outcome(s)	
GOAL:	
Objectives	
1.	
2.	
Proposed Outcome(s)	
GOAL:	
Objectives	
1.	
2.	
Proposed Outcome(s)	

III. ORGANIZATIONAL STRUCTURE

Please provide a RFA-specific org chart that delineates job titles and reporting structure: *(Do not include specific names)*

IV. PROGRAM STAFF ROLES AND RESPONSIBILITIES

PROJECT MANAGEMENT *(Per Written Directives 04-03(b), a county must designate a manager responsible for the day-to-day program administration as well as function as the primary point of contact.)*

Title:

Describe Role and Responsibilities:

Necessary Knowledge, Skills, and Abilities:

LEADERSHIP

Title:
Describe Role and Responsibilities:
Necessary Knowledge, Skills, and Abilities:

Title:
Describe Role and Responsibilities:
Necessary Knowledge, Skills, and Abilities:

STAFF

Title:
Describe Role and Responsibilities:
Necessary Knowledge, Skills, and Abilities:

Title:
Describe Role and Responsibilities:
Necessary Knowledge, Skills, and Abilities:

V. PLAN FOR HIRING AND MAINTAINING PROGRAM STAFF QUALIFICATIONS AND SKILLS

Requirement	How will you accomplish this requirement?
Ensure and Maintain Minimum Staff Qualifications	1. 2.
Develop and Maintain Staff Skills <i>(Describe staff training plan.)</i>	1. 2.

VI. RESOURCE FAMILY APPROVAL PROCESS

Please describe the approval process for Resource Families: *(Please ensure that incoming ICPC requests and out-of-county placement procedures are included in the approval process. A flow chart is acceptable.)*

VII. NON-COUNTY STAFF/AGENCY PROGRAM INVOLVEMENT

Please describe how county will utilize partner agencies, if applicable: *(Please include detailed information regarding how you will communicate with your partner agencies if they are assisting in the approval process? How will the impact on the family of having more than one worker be minimized?)*

VIII. PROPOSED RESOURCE FAMILY ASSESSMENT TOOLS

Assessment Tools (e.g., SAFE)	
Tool	Description

IX. TRAINING PLAN FOR RESOURCE FAMILIES

Please describe the plan for training Resource Families: *(i.e. curriculum, number of sessions/hours)*

X. TRIBAL PARTICIPATION

Please describe the plan for tribal outreach and participation:

XI. QUALITY PARENTING INITIATIVE (QPI)

Please describe how county will integrate QPI with RFA process, if applicable.

XII. MONITORING OF RESOURCE FAMILIES

Process	Responsible Staff	Procedures
Periodic Evaluations and Onsite Visits		
Corrective Action Plans (Describe how plans will be developed and monitored)		

XIII. INVESTIGATION OF COMPLAINTS AND INCIDENTS INVOLVING RESOURCE FAMILIES

Process	Responsible Staff	Procedures
Investigating Complaints		
Investigating Incidents		

XIV. DUE PROCESS FOR DENIAL OR RESCISSION OF APPROVALS AND OTHER ADVERSE ACTIONS

Process	Responsible Staff	Procedures
Process for Resource Family Denials		
Process to Rescind Approval		
Process for other adverse actions		

XV. TIMELINE FOR IMPLEMENTATION

2015						
TASK/STEP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Complete RFA Plan for Implementation						

2016						
TASK/STEP	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE

XVI. TRANSITION PLAN (Please discuss coordination strategy/transition strategy from licensing to RFA)

Requirement	How will you accomplish this requirement?
Minimize disruption to families	1. 2.
Maximize child safety	1. 2.
Ensure that Resource Families will operate in accordance with Welfare and Institutions Code section 16519.5	1. 2.
Ensure that eligibility for foster care payments will not be interrupted	1. 2.



RESOURCE
FAMILY
APPROVAL
