

Resource Family Approval (RFA) - Project Management Team (PMT) Conference Call / Webinar Meeting Minutes November 19, 2013 · 10:00 – 12:00

PURPOSE OF MEETING

- San Luis Obispo to share about the implementation process
 - Overview of Implementation Timeline for Counties
 - Overview of Data Elements
 - Discuss changes made to Written Directives and parking lot items.
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PARTICIPANTS

CDSS	San Francisco County
Consortium for Children	San Luis Obispo County
County Welfare Directors Association	Santa Barbara County
Kings County	Santa Clara County

Greetings and Introductions

Implementation Timeline for Counties

- November 1, 2013 San Luis Obispo County
- January 2014 Kings County
- February 2014 Santa Barbara County
- March 2014 San Francisco County
- March 31, 2014 Santa Clara County
- July 2017 Statewide Implementation

San Luis Obispo – Pre-Implementation Process

- Linda Belch with San Luis Obispo (SLO) shared a power point discussing the following topics regarding their experience with the RFA implementation process. For more details, the power point is posted on the extranet site: <http://www.cdsscounties.ca.gov/rfa/>
 - First Steps
 - SLO's implementation timeline
 - Meeting with Stakeholders
 - Subcommittees
 - Home Approval/Home Study
 - Renewals
 - Forms and Packets
 - Databases
 - Complaint/Investigation
 - Pride Training
 - Staff Training
 - Implementation
 - Steps Ahead

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Topics of Discussion

- SLO very forth coming with what worked for them and offered support to all other counties via phone calls, coming for a site visit, sharing copies of forms they have created.
- A lot of interest was expressed in SLO's database. Counties inquired if they would be able and willing to share. SLO needs to look into this to see if this is a possibility or not.
- To expedite the process and support families, SLO is having health practitioners available at PRIDE classes to complete health screenings.
- SLO emphasized the importance of getting Probation on board as soon as possible.
- ICPC also needs to be invited into the process early on.
- CDSS is working through issues regarding the use of FFA's in the approval process. At this time, only adoption agencies may assist counties.
- Counties can contract with licensed private adoption agencies for completion of the psycho-social piece of the approval process however; the county is still responsible for the final approval of all homes.
- PAARP funds will work the same way as they do now. If a case proceeds to adoption, the private adoption agency can request reimbursement for the RFA work they provided to counties along with any adoption related work they complete.
- Kings county hired two new placement workers and stated that they are "Good to go" with their implementation of RFA in January.

Group Agreements

- Agreed to change section 5-03(e)(5) of the Written Directives by adding "self-disclosure" so it reads: *Verification of the applicant's current income and self-disclosure of expenses.*
- Agreed that results of a TB test should be required in the Written Directives.
- Agreed that proof of identity should be left up to what Live Scan requires.

Updates:

- The State IV-E Plan has received an informal approval. Once it is formally approved it will be retroactive to November 1, 2013.
- Public website will go live very soon. Approvals have been made and signed off on.
- A special projects code has been identified for RFA in CWS/CMS and became active as of November 1, 2013.
- CDSS and county partners are in the process of developing a new CWS/CMS that will include relevant fields for RFA.
- The RFA application form is available on the extranet. The other six RFA forms will be available soon. Minor edits were necessary to keep them aligned with changes made in the Written Directives. Once final approval is given, the remaining forms will also be available on the extranet.
- A list of Data Elements to be collected (that are not already being collected in CWS/CMS) by all five counties have been identified and will be incorporated into a survey that will be sent out to the

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counties for review, input and feedback before finalizing. The five areas identified are: Applications, Placements, Exemptions, Cultural Diversity, and Resource Family Approvals.

Next Steps

- Counties will provide a list to CDSS of existing Licensing and Adoption forms they would like to see converted to RFA forms. Will look at having “RFA” precede the existing form number to keep consistency with forms already being used.
- CDSS will post all Resource Family Approval forms listed in the Written Directives on the extranet once final approval has been given.
- Counties are to give some thought about what process they would like to see occur when a child from an RFA county gets placed with a relative in a non-RFA county and be ready to share ideas and feedback at next PMT meeting.
- We will have our next conference call/webinar on January 23, 2014. Webinar invite will be emailed out prior to meeting.

Be sure to access the extranet for meeting minutes, RFA forms, and MOU and Implementation templates. Please email us with any questions at RFA@dss.ca.gov
