

# Resource Family Approval (RFA) - Project Management Team (PMT)

## Conference Call / Webinar Meeting Minutes

August 19, 2013 · 10:00 – 12:00

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### **PURPOSE OF MEETING**

- To go over county feedback
  - To review revised Written Directives
  - Overview of RFA forms
  - To go over Implementation Plan
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### **PARTICIPANTS**

CDSS  
Consortium for Children  
Kings County  
San Luis Obispo County  
Santa Barbara County  
Santa Clara County

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### **Introductions**

#### **Written Directives**

- Reviewed feedback and questions presented to CDSS from the counties regarding the written directives, along with answers and clarification. A copy of the questions and answers was emailed to all participants.
- CDSS quickly went over revisions made to the written directives.
  - Most significant was the addition of Section 12, which contains not only the approval standards mentioned in Section 6 but additional article 3 requirements necessary for on-going standards once a resource family is approved.
  - Respite Care will be added to the definitions.
  - A question was raised, how does the RFA process fit into the guidelines of Interstate Compact of Placement of Children (ICPC)? When placing in another state we would still use ICPC guidelines and follow the other states process. Further discussion is needed in regards to when placement is occurring from another state into California.
  - Counties want to be able to grant age exceptions when there is a placement that occurs and there is less than a ten year discrepancy. They would prefer not having to get court approval when doing so, and have a case worker or supervisor make the decision. This will be amended in the Written Directives.
  - Is a building inspection needed if a garage is converted to a bedroom? This will not be mandated and the counties will have the discretion as to what they want.

#### **Implementation Plan**

- A question was presented about what is the role of contractors in the implementation plan, such as using private agencies to complete assessments? A: Private agencies/FFA's are not part of RFA at this time.

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- Counties expressed concern due to there being no funding for this program, and an increase in workload. How does PARRP fit into this? More discussion is needed.

#### **Forms**

- We reviewed the following Resource Family Approval forms: RFA Application, RFA Criminal Records Statement, RFA Home Environment Check List, RFA Risk Assessment, and the RFA Annual Update. Counties would like to have two additional standardized forms.
  - A form for investigations and/or complaints.
  - A RFA final Approval Form.
  - CDSS will develop the two forms mentioned above.

#### **Topics for Discussion**

- Counties agreed that they would like to verify information such as marriages, death, etc. when the Resource Family decides they would like to adopt and not upfront during the application process.
- The counties will take some time to think about what type of due process they would like: Fair hearings or grievance reviews? CDSS attorney Mark Ginsberg explained the due process options. A copy of a draft grievance procedure was provided to all participants for review. Counties will discuss their options with County counsel and report back to the RFA Project Management Team.
- Outreach to Probation and other stakeholders
  - CDSS will be attending the Probation Advisory Committee meeting in September.
  - Probation participants from San Luis Obispo stated that the RFA requirements are going to make it more difficult to place with families and Non-related Extended Family Members and they may lose some homes. They have limited resources for approving families.
- San Luis Obispo is having a Kick-Off on Wednesday August 28, 2013. A couple of people from CDSS plan to attend.
- CDSS would like to attend any future kick-off meetings or meeting with stakeholders.
- Lisa Molinar reminded the counties that she has a contract with the state to help with implementation and that if there are any counties that would like assistance to please email her at:  
[lisa@sharedvisionconsultants.com](mailto:lisa@sharedvisionconsultants.com)

#### **Next Steps**

- Counties will provide written feedback on the 5 RFA forms by September 3, 2013 to CDSS. Feedback can be sent to [Christina.desmet@dss.ca.gov](mailto:Christina.desmet@dss.ca.gov) who is the point of contact.
  - Lisa Molinar will resend the Implementation Guide for RFA out to everyone.
  - Will have our next webinar in person at the beginning of November.
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