



Administrative Policies and Procedures: 16.32

Subject:	Foster Care Review and Progress Reports
Authority:	TCA 37-1-130, 37-1-131 and 37-1-132; 37-2-404. 405. 406 and 407, 37-5-106, 37-4-201 and 207, P.L... 109-239
Standards:	PA-FC 3, PA-FC 4.03, PA-YIL 5
Application:	All DCS Family Service Workers/Juvenile Service Workers and Supervisory Staff; Contract Workers and Supervisor Staff for Extension of Foster Care.
Policy Statement:	
DCS shall ensure that custodial cases are presented to Foster Care Review Boards (FCRB) at required intervals to review progress toward achieving permanency, safety and well-being for all children in DCS custody.	
Purpose:	
To provide procedures to ensure that all children in DCS custody participate in Foster Care Review Board (FCRB) or the local court review of progress of the permanency plan, with the exception of youth placed in the DCS Youth Development Center unless otherwise directed by the court. This policy applies to all children/youth/young adults, including those who are or may be subject to compliance with the Interstate Compact on the Placement of Children (ICPC) and young adults receiving Extension of Foster Care (EFC) services.	
Procedures:	
A. Progress Reports	<ol style="list-style-type: none"> 1. The Family Service Worker (FSW)/Juvenile Service Worker (JSW) completes form CS-0430, Progress Report for Children in State Custody, for all children/youth in state custody, including youth placed in a Youth Development Center. The FSW/JSW completes form CS-1200, ICPC Supervision Report for children being served through the Interstate Compact on the Placement of Children (ICPC). Workers who are assigned Extension of Foster Care (EFC) cases complete form CS-1201, Progress Report for Youth Receiving Extension of Foster Care Services for youth who are receiving EFC. 2. This report provides updated information on progress and should be completed prior to Foster Care Review Board or Judicial Review. 3. The FSW/JSW/EFC Worker provides a copy of the Progress Report and the most recent Permanency Plan to the FCRB and all other participants. 4. Progress Reports for Children in State Custody (CS-0430) address the following: <ul style="list-style-type: none"> ◆ The current status and safety of the child;

	<ul style="list-style-type: none"> ◆ Diligent search efforts to locate parents or other family members as outlined in DCS Policy 31.9 Conducting Diligent Searches. ◆ Compliance with activities described in the permanency plan; ◆ Progress made toward alleviating or mitigating the causes necessitating placement in foster care. <p>5. ICPC Supervision Reports (CS-1200), address the following:</p> <ul style="list-style-type: none"> ◆ The current status and safety of the child; ◆ Needs of the child; and ◆ Workers recommendation for continued placement. <p>6. Progress Reports for Young Adult Receiving Extension of Foster Care Services (CS-1201), address the following:</p> <ul style="list-style-type: none"> ◆ The current status and well-being of the young adult; ◆ Progress regarding needs and action steps outlined on the permanency plan; and ◆ Independent living skills and post-secondary education planning and/or progress.
<p>B. Scheduling Foster Care Review Board</p>	<ol style="list-style-type: none"> 1. FCRB or Judicial Review is scheduled within ninety (90) calendar days of the date of the child/youth’s placement in custody and no less than every six (6) months thereafter, for as long as the child/youth/young adult remains in state custody. 2. Local protocol for scheduling the reviews will be followed. Court liaisons or legal staff may secure the review dates upon request of the FSW/JSW. Note: Some courts maintain control of the dockets and schedule the reviews. If a board requests reviews more frequently than required by law, DCS complies with the board’s request. 3. The Department submits regular progress reports to the Court and the Court should review the progress made on the permanency plan at least every six (6) months. The six (6) month review can be held by the Court or the FCRB. This review is in addition to the requirement that the Court hold a full permanency hearing at least once a year. (See DCS Policy, 16.31, Permanency Planning for Children/Youth in the Department of Children’s Services Custody). If neither the Court nor the FCRB is reviewing the permanency plan of the child/youth/young adult at least every six (6) months, the FSW/JSW or EFC Worker must make a legal referral requesting that the Progress Report be filed with the Court and that a hearing be set to review the report and the child/youth/young adult’s progress. 4. Juvenile Court Judges may elect to personally review each case and not appoint a FCRB or they may elect to review certain cases and leave the rest to a FCRB. If the judge holds a hearing instead of the case going before the FCRB, the hearing will be entered by the FSW/JSW or EFC Worker in TFACTS as a “Judicial Review” or as a “Foster Care Review Board” to be

	<p>tracked correctly in TFACTS.</p> <p>Note: Some court hearings do not take the place of FCRB, such as a Ratification Hearing or a motion before the court. However, Permanency Plan Hearings and Termination Hearings can take the place so long as permanency is reviewed and the court makes a finding specific to permanency.</p>
<p>C. Attendance at the Foster Care Review</p>	<ol style="list-style-type: none"> 1. Unless parental rights have been terminated or the review is for a young adult receiving EFC services, the FSW/JSW notifies the parents of their right to attend and participate either by telephone or in person. The FSW/JSW also notifies other applicable parties such as: the child/youth/young adult, foster parents, Guardian ad Litem, parent’s attorney, etc. and anyone else who is a member of the Child and Family Team of the date, time and location. 2. Children/youth of age six (6) or over should be encouraged and supported to attend all Foster Care Review Board hearings relating to his/her case. Some courts may require all children/youth be in attendance, regardless of age. When children cannot be in attendance, a medical, mental health or other good cause reason is provided to the court. Children/youth/young adults may participate by video conference or conference call when necessary. Ten days prior to any Judicial Review, the FSW/JSW or EFC Worker notifies the child/youth/young adult and his/her placement, if applicable, and facilitates a plan to get the child transported to all hearings. Juvenile Justice youth and young adults receiving EFC services are a party to the review and their presence is required unless the judge makes a local ruling stating otherwise. 3. Adequate notice must be provided to all team members, at least seven (7) calendar days in advance of the hearing if done by email, phone or in person and ten (10) calendar days in advance if notice is given by mail. Staff may use CS-0746, Meeting Notification Form to provide written notice to the team members. 4. Team members can participate by video conference or conference call when their appearance is not possible. The FSW/JSW has the responsibility of setting up such arrangements prior to the FCRB review. 5. The child/youth/young adult’s FSW/JSW or EFC Worker must attend all FCRBs and present the case to the board. In the event the child/youth/young adult’s FSW/JSW or EFC worker is unable to attend the hearing, the FSW/JSW’s Team Leader or EFC Worker’s Supervisor or other approved designee appears to present the case.
<p>D. FSW/EFC Worker Activities and Documentation Following FCRB</p>	<ol style="list-style-type: none"> 1. The FSW/JSW/EFC Worker secures a written report of the board’s findings of the review and includes it in the child/youth/young adult’s electronic case file. 2. The FSW/JSW/EFC Worker enters all FCRB and court review dates in the court section of TFACTS within three (3) business days of attending the review. 3. The FSWJSW/EFC Worker enters documentation in case recordings including efforts to notify and assist applicable parties such as the child/youth/young adult, birth parents and resource parents to participate in the review. If there

	<p>was no participation from the aforementioned parties, the documentation includes the reasons why, if known.</p> <p>4. The FCRB recommendations are implemented within a reasonable timeframe. If recommendations are not followed, reasons for not doing so are documented in the case recordings and explained at the next FCRB or Permanency Hearing.</p>
<p>E. Model FCRBs</p>	<p>1. Model FCRBs across the state are trained to conduct a more in depth review of children/youth/young adults in foster care. Additional documents are required prior to the FCRB. These documents include:</p> <ul style="list-style-type: none"> ◆ Notification Letter to all parties (GALs, Parents, Parent’s Attorneys, etc.) ◆ Forms <i>CS-0430, Progress Report for Child in State Custody, CS-1200, ICPC Supervision Report, CS- 1201, Progress Report for Young Adult Receiving Extension of Foster Care Services.</i> ◆ Current Permanency Plan (ratified) ◆ EPSD&T summary & recommendations from evaluation assessments ◆ Updated TEIS report or IEPs or 504 Plan, and Eligibility Report ◆ Education transcripts-all or current (grades 9-12) ◆ Report Card (most recent), Attendance and Discipline Records ◆ CANS Assessment (summary only) ◆ Life Skills Assessment (results only) ◆ Independent Living Plan for youth 14 years and older ◆ Transition Plan for youth 17 years and older ◆ Treatment provider progress summary (if provider is not present) ◆ Visitation records, if applicable <p>Note: Some courts may require more or less documentation pursuant to local rule.</p> <p>2. The child/youth/young adult must be present to participate in the reviews conducted by Model FCRB. FSW/JSW/EFC Workers make transportation plans in advance.</p>

<p>Forms:</p>	<p><u>CS-0510 Foster Care Review Summary</u></p> <p><u>CS- 0746 Meeting Notification</u></p> <p><u>CS-0430 Progress Report On Child In State Custody</u></p> <p><u>CS-1200 ICPC Supervision Report</u></p> <p><u>CS-1201 Progress Report for Youth Receiving Extension of Foster Care Services</u></p>
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<p>Collateral Documents:</p>	<p><u>16.31, Permanency Planning for Children/Youth in the Department of Children’s Services Custody</u> <u>31.9 Conducting Diligent Searches</u></p>
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<p>Glossary:</p>	
<p>Term</p>	<p>Definition</p>
<p>Model Foster Care Review Boards (FCRBs):</p>	<p>These boards review cases for children/youth and young adults in foster care. Members consist of professionals whose training and expertise assist in offering recommendations to barriers commonly faced by children and youth who exit care.</p>
<p>Peer Advocate:</p>	<p>Peer advocates are former foster care youth that the boards utilize for their personal experience in order to connect with the DCS youth prior to and during board reviews. Their role is to listen and coach the youth or young adult. In some situations the Peer Advocate may speak on behalf of the youth during review boards with their permission.</p>