

# Placement Procedures Review

## Placement Orientation Procedures

1. Do all the tasks listed on the Orientation Checklist within twenty-four hours of the placement of the child.
2. Fill out the Orientation Checklist form completely. Anything left off could be a violation for Colorado Family Services.
3. The foster parent is to sign it. The foster child should also sign it if he/she is old enough.

## Clothing Inventory and Clothing Allowance

1. Complete the clothing inventory. Include all the child's belongings, not just clothes. It is best not to throw things away even if doesn't fit or is in poor condition. If you do not wish to store it, return it to the biological family during the family visits. Record items sent home or discarded on the Clothing Inventory also.
2. If the child does not have enough clothing, toys or school supplies, foster parents are expected to buy what the child needs with the monthly reimbursement.
3. The child may be eligible for a clothing allowance. This is usually about \$85. Keep your clothing receipts and circle the items purchased for the new foster child. The receipts need to be submitted to the county to get the clothing allowance. Not all children are eligible for a clothing allowance.

## Provider Progress Report

1. Fill out the Provider Progress Report every week and give a copy to your Case Manager once a month by the 5<sup>th</sup> of the month following the service.
2. Be sure to record the County Case Worker visits, CFS staff visits, medical appointments, dental appointments and therapy appointments.
3. Write a short paragraph about the child's general behavior every week.
4. Write a short paragraph about the child's behavior and attitude toward the visit with the birth family.

## Medical Care Procedures

1. **The Admission Medical Examination** must be completed within two weeks of placement. Have the doctor or health practitioner fill out the Admission Medical Examination form and sign it. Make sure that the doctor fills out which over the counter medications are approved for the child. If the doctor does not give written approval for medication, foster parents may not give it to the child.
2. If the foster parents are not able to get an appointment for and Admission Medical Examination within two weeks of placement, fill out the Medical Incident Report with the reason why the Admission Medical Examination was late.
3. Submit the forms with the first month's Foster Parent Reports.

## Placement Procedures Review

4. **Admission Dental Examination** must be completed within eight weeks of placement. Have the dentist fill out and sign the On-Going Medical Visit form.
5. If the foster parents are not able to get an appointment within eight weeks of placement, fill out the Medical Incident Report with the reason why the Admission Dental Appointment was late.
6. Submit the forms with the first month's Foster Parent Reports.
7. **Vision Screening** is part of the Admission Medical Examination. If the doctor deems it necessary, he/she may refer the child to an Eye Doctor.
8. **Hearing Screening** is also part of the Admission Medical Examination. If the doctor deems it necessary, he/she may refer the child to a specialist.
8. Notify the Case Manager about problems refilling the child's prescription medication as soon as a problem arises.
9. Children are required to have a physical at least once a year and a dental examination every six months. If the child wears glasses or needs hearing devices, an annual examination may also be necessary.

### On-Going Medical Visits

1. Complete and submit the On-Going Medical Visits form for all contacts with medical, dental, hearing and vision professionals.
2. Attach the medical professional's report if possible.
3. Have the medical professional sign the On-Going Medical form.

### Medical Passport

1. Fill out the Medical Passport every time the child sees a medical professional. Document the medical provider information, dates of visits and summaries on the first page. Use more pages if necessary.
2. Document any new information obtained on the remaining pages.
3. Send a copy of the Medical Passport to the CFS Case Manager every time it is updated.
4. Be sure to ask the doctor if the child is current on immunizations at each visit. Record immunizations on the immunization page on the Medical Passport.

### Medication Log

1. The Medication Log must be filled out every month regardless of whether or not the child took medication.
2. Over the counter medication, prescription medication and any treatment or therapy must be recorded on the Medication Log.

## Placement Procedures Review

3. Each page could be used to document one or two medications. If the child takes more medications per day, use more sheets.
4. The Foster Parent must initial each entry on the Medication Log. Arrows and ditto marks are not allowed.
5. Write the precise time, to the nearest minute, that the child took the medication. Do not round off the time. Each dosage should be a little different.
6. If the dosage or medication changes in mid-month, start a new column or new page reflecting the change. The change should be documented on the On-Going Medical Visit form and signed by the doctor.
7. When a child goes into respite, send the Medication Log with the medication.
8. Foster Parents must take the responsibility for children taking medication. Medication administration must not ever be left to the child.
9. If a child misses a dose, write a Medical Incident Report.

### **Respite Procedures**

1. The County Case Worker and the CFS Case Manager must approve all respite plans.
2. The CFS Case Manager could help identify a Respite Care Provider.
3. Complete the Respite Care Plan form and send it to the CFS office and give it to the Respite Care Provider.
4. The Respite Care Provider should do a Fire and Tornado Drill within twenty-four hours of a child placed in the home for respite.
5. The Respite Care Provider should send the Respite Care Time Sheet to the CFS bookkeeping office by the 5<sup>th</sup> of the month following the service.

### **Fire and Tornado Drills**

1. A Fire and Tornado Drill must be completed within twenty-four hours of a new child being placed in the home or a child being placed for respite care.
2. Foster homes must do at least two fire and tornado drills a year. One must be completed by June 30<sup>th</sup> and the other must be completed by December 31<sup>st</sup>.