

ORC:
OAC: 5101:2-5-04; 5101:2-5-5;
5101:2-5-06; 5101:2-5-07
COA:
CFSR:
Board:
Other: _____

Review Date: 9/15

Review Responsibility: Child Risk Review Committee & FSNA Director

FCCS PROCEDURE

NO.: 7N

**SUBJECT: Hold and Hold Removal of Individual
Network Foster Homes**

Approved by: Executive Council

Effective Date: 10-1-09

Date(s) of Revision: Sep 13, 2012

**Responsible for Implementation: Placement and Family Support Services Division,
Foster Care Department**

FCCS cannot place a Hold Status on the SACWIS Database for a Network Foster Home. A Hold Status is recorded on Microsoft Excel program under "Foster Homes List" on the FCCS Share Program.

Procedures:

- 1) Upon receipt of a child abuse and/or neglect (CA/N) notification from FCCS Intake Department, the Provider Manager shall:
 - a) Place the home on Hold Status on the Excel Program/FCCS Share,
 - b) Inform all pertinent staff (including Managed Care Providers) by emailing regarding the allegation(s),
 - c) Inform the Network by emailing regarding the allegation(s) and the Hold Status,
 - d) Log Hold Status for statistical purposes,
 - e) Assist the Intake Investigator if necessary in relation to contact with the Networks only. The Intake Investigator will be the lead investigator on all CA/N allegation(s). The Provider Manager does not accompany the Intake Investigator. The Network assists the Intake Investigator as per Intake protocols.
- 2) Upon receipt of notification from FCCS Intake Department on CA/N which indicates:

- a) A Finding of Substantiated and/or Indicated Abuse and/or Neglect and a Rule Violation or No Finding of Substantiated and/or Indicated Abuse and/or Neglect but a Rule Violation, the Provider Manager shall:
- i) Contact the Network and request they process a Corrective Action Plan (CAP) or discuss whether the home will continue to be used by the Network or the Agency,
 - ii) Upon receipt of the CAP review the CAP with administration to determine if it is appropriate or whether there should be any changes or additions. If the CAP is completed, the Provider Manager shall:
 - Inform the Network of the Hold removal,
 - Inform the Service Team and pertinent staff of the results of the CAP and Hold removal
 - Remove home from Hold Status on Excel Program/FCCS Share,
 - Log information for statistical purposes.
- b) No Finding of Substantiated and/or Indicated Abuse and/or Neglect and No Rule Violation, the Provider Manager shall:
- i) Inform the Network of the results and the Hold removal,
 - ii) Inform the Service Team and pertinent staff of the results and Hold removal,
 - iii) Remove home from Hold Status on Excel Program/FCCS Share,
 - iv) Log information for statistical purposes.
- 3) Upon receipt of information from FCCS Intake Department, the Service Team, or other resource, which indicates a possible Rule Violation, the Provider Manager shall:
- a) Place the home on Hold Status on the Excel program/FCCS Share,
 - b) Inform all pertinent staff (including Managed Care Providers) by emailing of the allegations,
 - c) Inform the Network of the allegations and the Hold Status by emailing,
 - d) Log Hold Status for statistical purposes,
 - e) Allow the Network to follow through with their own investigation and oversee the process and results of that investigation.
- 4) Upon completion of a Rule Violation Investigation which indicates:
- a) A Finding, the Provider Manager shall:
 - i) Follow above mentioned protocols (Section 2-a).
 - b) No Finding, the Provider Manager shall:

- i) Follow above mentioned protocols (Section 2-b).
- 5) On occasion a Network Foster Home is involved in a situation that is so egregious that the Provider Manager with consultation with their Director and the Network decide that the home should no longer be used for fostering. The Network determines Voluntary Withdrawal or Revocation of license for the home.
- 6) An Inactive List is maintained by the Provider Manager and is available on the FCCS Share Program. This list has two categories: One is a Do Not Use, which contains the names of Foster Parents who have been deemed by FCCS per Foster Care rules as not providing safety to children. The other list contains the names of Foster Parents whose situation presents a concern that should be considered prior to use. It becomes critical to keep this list current as a Foster Parent(s) may become licensed by another Network Foster Care Provider. When necessary, the Provider Manager will share information with the receiving Network Foster Care Provider regarding the Foster Parent(s) in question. The Provider Manager will provide on a daily basis the Inactive List to the Managed Care Provider(s). It is the Managed Care Provider's responsibility to refer to the Inactive List on a daily basis in order to assist in the safe provision of foster care placements.

See Below to view the Flow Chart:

