

**THP-Plus Foster Care
Conceptual Approval Standards
Draft as of 4/25/11**

30-915: COUNTY PLANS

Section	Concept(s)
30-915	<ul style="list-style-type: none"> • Each county shall submit to the department a plan that sets forth how the county will provide for the THP-Plus-Foster Care population, as well as assurances that up to 30 percent of the placements will be set aside for the THP-Plus population. • The county plan shall also include a contingency for how THP-Plus placements will be reallocated in the event that there is not sufficient demand in either the THP-Plus-Foster Care Program or the THP-Plus programs to fill the beds allocated for these populations. • An integrated county plan should specify how the county, working in partnership with THP-Plus Foster Care providers, will ensure a seamless continuum of housing and supportive services for current and former foster youth, ages 18 to 24. • The county plan should outline a grievance procedure to address disagreements between the county and the THP-Plus Foster Care provider. • All counties are required to submit county plans to CDSS on October 1 for the next fiscal year that begins July 1. • Amendments to county plans are due to CDSS within one month of making changes. • Updates to THP-Plus Foster Care county plans are only required when there is a change in the plan, or a minimum of every three years. • Letter of discontinuation should be submitted for counties that plan to stop providing THP-Plus services (not THP-Plus Foster Care).

30-920: APPROVAL STANDARDS

These proposed approval standard concepts are based on existing certification standards for THPP and THP-Plus, as well as concepts for nonminor dependent THPP and FFA placements developed by CCL.

APPROVAL PROCESS FOR PROVIDERS

Section	Concept(s)
Based on THP-Plus 30-	<ul style="list-style-type: none"> • Each THP-Plus Plus Foster Care provider program shall, at a minimum, meet the following standards:

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(a)	<ul style="list-style-type: none"> • The program will only serve eligible participants as defined in WIC Sections (insert relevant code sections here). • THP-Plus Foster Care participants may be allowed to live with a roommate who is not in THP-Plus Foster Care at the discretion of and if deemed appropriate by the THP-Plus Foster Care provider and the county agency. These “non-participant roommates” may include, but are not limited to, a former foster youth in the standard THP-Plus program, the participant’s co-parent, or a participant’s sibling. Non-participant roommates will not receive housing subsidies or services through the THP-Plus Foster Care program. CDSS will not prohibit or promote this policy.
(b)	<ul style="list-style-type: none"> • The provider shall not discriminate on the basis of race, national origin, gender, sexual orientation, or disability (Welfare and Institutions Code Section 16522.1(a)(1)) and that who were wards of the court as described in Welfare and Institutions Code Section 602 and youth receiving psychotropic medications shall be eligible for consideration in the program and shall not be automatically excluded due to these factors.
(c)	<ul style="list-style-type: none"> • Provider will determine that a mutual agreement is in place between the county and the nonminor dependent.
(d)	<ul style="list-style-type: none"> • The provider describes how it will assist participants to live independently and to accomplish the goals described in their TILP. • The provider describes how it will assist participants in addressing areas in the TILP by meeting one of the five participation conditions set forth in AB 12 for continued eligibility: <ul style="list-style-type: none"> • Completing high school or equivalent program (i.e. GED); OR • Enrolled in college, community college or a vocational education program; OR • Participating in a program or activity designed to remove barriers to employment; OR • Employed at least 80 hours a month; OR • Unable to do one of the above requirements because of a medical condition
(e)	<ul style="list-style-type: none"> • THP-Plus FC providers will ensure/assist nonminor dependent with participation in Transitional Independent Living Case Plans • For case planning purposes, the Transitional Independent Living Case Plan is reviewed and updated at least annually by the THP-Plus Foster Care provider, the participant, the county designee, and

	<p>other appropriate individuals and as often as needed to reflect necessary changes.</p> <ul style="list-style-type: none"> • The nonminor dependent, county designee and provider are required to sign the Transitional Independent Living Case Plan
(f)	<ul style="list-style-type: none"> • Participants shall be allowed the greatest amount of freedom possible in order to prepare them for self-sufficiency.
(g)	<ul style="list-style-type: none"> • Participants shall be afforded the opportunity to be housed in their identified community, accessible to transportation, employment, school/educational opportunities, family, friends, and necessary community services.
(h) Includes concepts from THPP 86165	<ul style="list-style-type: none"> • All THP-Plus Foster Care providers working with nonminor dependents have Program Managers who meet the following education and experience qualifications in working with young adults: <ul style="list-style-type: none"> • A Master's Degree from an accredited graduate school, as defined in Section 94302 of the Education Code, or a graduate program approved by the California Private Post-Secondary and Vocational Education Bureau in one or more of the following areas: <ul style="list-style-type: none"> ○ Social work or social welfare; ○ Marriage, family and child counseling; ○ Child psychology, child development; ○ Counseling psychology, social psychology; ○ Clinical psychology or Educational psychology ○ Education with a counseling emphasis; or ○ Equivalent Master's Degree in human services or behavioral science degree • In addition to the degree specifications, all of the following coursework and field practice or experience shall be completed prior to employment: <ul style="list-style-type: none"> ○ At least three semester units or 100 days of internship, field practice or experience in a public or private social service agency setting at the Master's Degree level. ○ At least nine semester units of coursework related to children and families or 18 months experience working with children and families. ○ At least three semester units in working with minority populations; or six months of experience in working with minority populations; or six months in-service training in working with minority populations within the first year of employment as a condition of employment. ○ At least three semester units in child welfare, or two years experience in a public or private child welfare social services setting. ○ Three years of full-time social work or casework employment in the field of family or child welfare services

	<ul style="list-style-type: none"> • Documentation of the completed education and experience requirements shall be maintained in the personnel file. • A minimum of two years experience in a public or private child welfare social services setting and/or specific experience working with transition age youth ages 16 to 24 • All THP-Plus Foster Care providers working with nonminor dependents have case management personnel who meet the following education and experience qualifications in working with young adults: • A Master’s Degree from an accredited graduate school, as defined in Section 94302 of the Education Code, or a graduate program approved by the California Private Post-Secondary and Vocational Education Bureau in one or more of the following areas: <ul style="list-style-type: none"> ○ Social work or social welfare; ○ Marriage, family and child counseling; ○ Child psychology, child development; ○ Counseling psychology, social psychology; ○ Clinical psychology or Educational psychology ○ Education with a counseling emphasis; or ○ Equivalent Master’s Degree in human services or behavioral science degree • Documentation of the required education and experience requirements shall be maintained in the personnel file • In situations where case management personnel do not meet the Master’s Degree requirements specified above, the following can be used as a substitute requirement: <ul style="list-style-type: none"> ○ A supervisor who meets the supervisory requirements above supervises the case management personnel • The personnel in question have at least a Baccalaureate Degree in a human services or a behavioral science from an accredited school • Requirements for appraisal, case planning and placement oversight appropriate to nonminor dependents. • All providers having direct contact with nonminor dependents are required to have training in abuse identification, risk analysis, healthy behavior, drug abuse, harm reduction, and reporting appropriate to nonminor dependents and to sign a statement acknowledging reporting responsibilities. • NOTE: additional training standards should be developed • THP-Plus Foster Care providers utilizing the host family model will ensure that all host families receive appropriate training and support to ensure a successful placement
(i)	<ul style="list-style-type: none"> • Criminal record clearances shall be required for all THP-Plus Foster Care provider employees. • Question: Can providers do child abuse index checks on

	employees, given that this is an adult program?
(j)	<ul style="list-style-type: none"> • Participants have the right to be free from arbitrary or capricious rules; the right to understand all rules in writing and in appropriate languages and formats; the right to appeal any loss of benefits or services before they are suspended (unless imminent physical harm to someone would result); and the right to a grievance procedure.
(k)	<ul style="list-style-type: none"> • Participants' right to confidentiality is respected. This right applies to the dissemination, storage, retrieval and acquisition of identifiable information. The agency shall not release information about a participant's receipt of services without a written release from the participant. • Nonminor dependents are allowed to acquire and maintain, as well as possess and use, personal items. • Participants should be given access to information about training and employment. • Providers may only release the confidential information of participants with the permission of the nonminor dependent, or to the extent permitted by law.
(l)	<ul style="list-style-type: none"> • Participants' right to privacy is respected. Information shall be requested from the participant only when the information is specifically necessary for the provision of services. Participants shall not be required to supply information as a condition of obtaining services without written documentation verifying the necessity of the information.
(m)	<ul style="list-style-type: none"> • The functions of property management and case management shall not be blended. The provider plan shall clearly define the roles and responsibilities of each part of the organization.
(n)	<ul style="list-style-type: none"> • The agency shall comply with California landlord-tenant law (Civil Code Section 1940, et seq.) and/or the Transitional Housing Misconduct Act (Health and Safety Code Section 50580, et seq.).
(o)	<ul style="list-style-type: none"> • The provider shall assist participants in ensuring their own health and safety by: a) assisting youth in obtaining housing and furnishings which are safe and sanitary; b) providing instructions to participants on accessing health care and 24/7 emergency assistance; and assisting participants in securing medical, mental health or substance abuse services as needed. • Emergency plan should include exit plans, comprehensive emergency plans and a means for contacting the participant in an emergency when the nonminor dependent is away from the housing unit.
(p)	<ul style="list-style-type: none"> • THP-Plus Foster Care is a voluntary placement. • Participants are given voice, choice, and preference in accessing services that will assist them in meeting the goals of the TILP.

(q)	<ul style="list-style-type: none"> • The THP-Plus Foster Care program is clearly distinguishable from other placements for nonminor dependents that are required to be licensed by CCL.
(r)	<ul style="list-style-type: none"> • The following applicable provisions of Welfare and Institutions Code Section 16522.1 are incorporated: <ul style="list-style-type: none"> • Admission criteria • Contract between the participant and the provider that sets out the requirements for each party • Appropriate policies for the service model on the following issues: <ul style="list-style-type: none"> • Providing a safe and sanitary living environment for the participant • A system for payment for utilities, telephone, and rent • Education requirements • Work expectations • Savings expectations • Personal safety • Emergencies • Visitors • Budgeting and other lifeskills • Accessing child care • Pregnancy • Curfew • Grounds for termination
(s)	<ul style="list-style-type: none"> • An application and interview process will be required to determine the most suitable housing placement. • The application and interview process should be expedited to ensure that a participant receives safe, appropriate housing the most expedited manner possible. • THP-Plus Foster Care provider to complete appraisal of nonminor dependent with placement agency, to obtain Transitional Independent Living Case Plan from authorized representative for nonminor dependent, and to complete admission agreement with nonminor dependent. • Nonminor dependent to sign admission agreement and removal and discharge procedures.
(t)	<ul style="list-style-type: none"> • Participants will be given the opportunity on a gradual basis \to manage their expenses and funds with the support of the THP-Plus Foster Care provider, as specified in the TILP. • Any funds contributed by the participant and retained by the provider on behalf of the participant shall be deposited in an interest bearing savings account in any bank or savings and loan institution whose deposits are insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. The principal and interest shall be distributed to the participant when he/she leaves the placement, or earlier, if

	permitted by the THP-Plus program guidelines.
(u) NEW: Discharge/Exit	<ul style="list-style-type: none"> • THP-Plus Foster Care shall incrementally increase the responsibilities of participants to promote a smooth transition out of the program. Programs will provide a graduated decrease of support so there is not an unbearable loss of services. Planned transitions may include alternative placements for nonminor dependents such as relative caregivers or the SILP, or discharge from foster care. Participants may also be allowed to “transition in place” by taking over responsibility for the housing unit when THP-Plus Foster Care subsidy and support services end. • A transition plan should be incorporated into the TILP. • Under certain conditions, nonminor dependent may be removed or discharged from the THP-Plus Foster Care placement. • Nonminor dependent to be advised of and given opportunity to participate in the development of removal or discharge procedures based on his or her needs, signing and receiving copy of the procedures • THP-Plus Foster Care provider to notify nonminor dependent, county designee and other relevant persons if THP-Plus Foster Care provider can no longer meet the needs of the nonminor dependent.
(v) NEW: Fee Schedule	<ul style="list-style-type: none"> • An application fee adjusted by facility and capacity shall be charged by the county social services agency for the issuance of a certificate of approval. After initial approval, a fee shall be charged every time the provider approval is renewed. The fees are for the purposes of financing the approval activities undertaken by the county social services agency. • The application processing fee shall be nonrefundable except as provided in Government Code Section 13143.
(w) NEW	<ul style="list-style-type: none"> • The THP-Plus Foster Care provider shall inform the THP-Plus Foster Care participant of the county’s authority to conduct inspections of the participant living unit, consistent with landlord-tenant law.
(x)	<ul style="list-style-type: none"> • Data collection: THP-Plus Foster Care providers should be required to report on participant data on a periodic basis through an approved data tracking system, such as the THP-Plus Participant Tracking System. • NOTE: A set of required data elements is being developed
(y) (similar to FFA 88618.1)	<ul style="list-style-type: none"> • Reporting requirements: THP-Plus Foster Care provider is required to report to placement agency: <ul style="list-style-type: none"> • Suspected abuse, unusual incident, or change of status, prolonged absence, major injury or failure to return that involves a nonminor dependent in a THP-Plus Foster Care placement or relocated to another THP-Plus Foster

	<p>Care placement and the reason, e.g., the nonminor dependent is no longer meeting one of 5 criteria in AB 12, such as no longer being enrolled in high school or college must be reported to the placement agency and appropriate protective services agency).</p> <ul style="list-style-type: none"> • Determination that the nonminor dependent must be discharged from a THP-Plus Foster Care placement
(z) Similar to FFA 88618.2	<ul style="list-style-type: none"> • Nonminor dependents are considered clients. Criminal record checks are not permitted
(aa) Similar to THPP 86173	<ul style="list-style-type: none"> • Telephone service should be readily accessible to nonminor dependents. • Nonminor dependents are allowed to possess and use a personal telephone.
(b)	<ul style="list-style-type: none"> • THP-Plus Foster Care case managers are required to contact participants a minimum of twice per month, and as often as needed. All visits should be documented. Periodic reports should be given to the county placing worker so that the provider's perspective can be included in the six month court report.

CERTIFICATION PROCESS FOR HOUSING PLACEMENT

(a)	<ul style="list-style-type: none"> • Provider certifies that all housing units they use shall comply with applicable federal, state and local housing laws and fire clearance requirements.
(b)	<ul style="list-style-type: none"> • No more than two people share a bedroom.
(c) NEW	<ul style="list-style-type: none"> • The THP-Plus Foster Care provider will be responsible for certification of individual housing units. • Certification should be based on the HUD Housing Quality Standards (HQS) checklist. The checklist should be used for a move-in inspection, an annual inspection, a special inspection when a complaint has been made, and a closure inspection when a participant exits the program. • Each provider will be responsible for conducting these inspections on all housing units for THP-Plus Foster Care participants. Documentation should be saved for auditing purposes.
(d) NEW	<ul style="list-style-type: none"> • When the approving agency determines that the THP-Plus Foster Care participant living unit is not in compliance with applicable statutes and regulations, the approving agency may require the THP-Plus Foster Care provider to discontinue use of the living unit. • The county appeals process should be specified in the county plan
(e) NEW	<ul style="list-style-type: none"> • Evaluation Visits: The county social services agency shall have the

	<p>authority to inspect the participant living units used by the THP-Plus Foster Care program as often as necessary to ensure the quality of housing and supportive services being provided.</p> <ul style="list-style-type: none">• The county social services agency shall select the participant living units to be inspected.• A representative of the THP-Plus Foster Care provider may accompany the county designee on an evaluation inspection.
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