

**THP-Plus Foster Care  
Conceptual Approval Standards  
Draft as of 6/3/11**

**30-915: COUNTY PLANS**

Section	Concept(s)
30-915	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The county plan shall also include a contingency plan 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. This plan shall specify how the county will migrate funding between THP-Plus Foster Care placements and THP-Plus programs to ensure that the appropriate level of funding is sustained within the two programs. This funding migration should take place on an ongoing basis throughout the fiscal year to ensure that youth are not discharged prematurely from either program to allow funding for the other.</li> <li>• 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. This would include what sub-populations of youth will be served; housing models being utilized; and a list of providers that will be approved to serve the specific sub-populations (i.e. parenting youth; youth with serious mental health service needs).</li> <li>• County plan should also specify how THP-Plus Foster Care fits into the broader continuum of foster care placements available for nonminor dependents, including intake and planned discharge.</li> <li>• The county plan should outline a grievance procedure to address disagreements between the county and the THP-Plus Foster Care provider.</li> <li>• All counties are required to submit an 18-month county plan to CDSS on October 1 for the final six months of Fiscal Year 2011-12 (January 1 to June 30, 2012) and the 2012-13 fiscal year (July 1, 2012 to June 30, 2013). A deadline for future county plans will be set by CDSS.</li> <li>• The county plan shall specify how they will place nonminor dependents in THP-Plus Foster Care providers in other counties.</li> <li>• Amendments to county plans are due to CDSS within one month of making changes.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Letter of discontinuation should be submitted for counties that plan to stop providing THP-Plus services (not THP-Plus Foster Care).</li> <li>• By December 31<sup>st</sup>, counties that appear unable to spend the fully state general fund allocation must report this to CDSS, who is responsible for reallocating the funding to other counties. This reallocation process shall take place during the third and fourth quarters of the fiscal year to ensure that THP-Plus funding is fully spent.</li> </ul>
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**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**

<b>Section</b>	<b>Concept(s)</b>
Based on THP-Plus 30-920.1	<ul style="list-style-type: none"> <li>• Each THP-Plus Plus Foster Care provider program shall, at a minimum, meet the following standards:</li> </ul>
(a)	<ul style="list-style-type: none"> <li>• The program will only serve eligible participants as defined in WIC Sections [insert relevant code sections here].</li> <li>• 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. Biological parents are prohibited from living with THP-Plus Foster Care participants. 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.</li> </ul>
(b)	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
(c)	<ul style="list-style-type: none"> <li>• Provider will determine that a mutual agreement is in place between the county and the nonminor dependent.</li> </ul>

(d)	<ul style="list-style-type: none"> <li>• The provider describes how it will assist participants to live independently and to accomplish the goals described in their TILP.</li> <li>• 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"> <li>• Completing high school or equivalent program (i.e. GED); OR</li> <li>• Enrolled in college, community college or a vocational education program; OR</li> <li>• Participating in a program or activity designed to remove barriers to employment; OR</li> <li>• Employed at least 80 hours a month; OR</li> <li>• Unable to do one of the above requirements because of a medical condition</li> </ul> </li> </ul>
(e)	<ul style="list-style-type: none"> <li>• THP-Plus FC providers will ensure/assist nonminor dependent with participation in Transitional Independent Living Case Plans</li> <li>• 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 other appropriate individuals and as often as needed to reflect necessary changes.</li> <li>• The nonminor dependent, county designee and provider are required to sign the Transitional Independent Living Case Plan</li> </ul>
(f)	<ul style="list-style-type: none"> <li>• Participants shall be allowed the greatest amount of freedom possible in order to prepare them for self-sufficiency.</li> </ul>
(g)	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
(h) Includes concepts from THPP Licensing Regulations 86165	<ul style="list-style-type: none"> <li>• All THP-Plus Foster Care providers working with nonminor dependents have Program Managers responsible for supervising case management and other direct services personnel. Program Managers shall meet the following education and experience qualifications in working with young adults:</li> <li>• 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"> <li>○ Social work or social welfare;</li> <li>○ Marriage, family and child counseling;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Child psychology or child development;</li> <li>○ Counseling psychology or social psychology;</li> <li>○ Clinical psychology or educational psychology</li> <li>○ Education with a counseling emphasis;</li> <li>○ Public Policy; or</li> <li>○ Equivalent Master's Degree in human services or behavioral science</li> </ul> <ul style="list-style-type: none"> <li>● In addition to the degree specifications, the following experience shall be completed prior to employment:</li> <li>● 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</li> <li>● Waivers of the graduate education may be authorized by the approving county agency if the agency has demonstrated a substantial and consistent effort to recruit and retain an adequate number of Program Managers with graduate training and if the Program Manager has a Baccalaureate degree from an accredited 4-year institution and at least 2 years of experience working with transition age youth. <ul style="list-style-type: none"> <li>○ Documentation of the completed education and experience requirements shall be maintained in the personnel file.</li> </ul> </li> <li>●</li> <li>● 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:</li> <li>● 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"> <li>○ Social work or social welfare;</li> <li>○ Marriage, family and child counseling;</li> <li>○ Child psychology or child development;</li> <li>○ Counseling psychology or social psychology;</li> <li>○ Clinical psychology or educational psychology</li> <li>○ Education with a counseling emphasis;</li> <li>○ Public Policy; or</li> <li>○ Equivalent Master's Degree in human services or behavioral science</li> </ul> </li> <li>● Documentation of the required education and experience requirements shall be maintained in the personnel file</li> <li>● In situations where case management personnel do not meet the Master's Degree requirements, meeting all of the following requirements can be used as a substitute: : <ul style="list-style-type: none"> <li>○ A Program Manager who meets the supervisory</li> </ul> </li> </ul>
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	<p>requirements above supervises the case management personnel</p> <ul style="list-style-type: none"> <li>○ The case management personnel in question have at least a Baccalaureate Degree in a human services or a behavioral science from an accredited school</li> <li>• Requirements for appraisal, case planning and placement oversight appropriate to nonminor dependents.</li> <li>• Providers must demonstrate a staff training program appropriate for staff responsibilities to meet the needs of THP-Plus Foster Care participants. Training topics should include abuse identification, risk analysis, healthy behavior, drug abuse, harm reduction, and reporting appropriate to nonminor dependents.</li> <li>•</li> <li>• 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</li> </ul>
(i)	<ul style="list-style-type: none"> <li>• Criminal record clearances shall be required for all THP-Plus Foster Care provider employees.</li> <li>• Question: Can providers do child abuse index checks on employees, given that this is an adult program? Kathy W. is asking legal organization to look into this.</li> </ul>
(j)	<ul style="list-style-type: none"> <li>• 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 notice of and 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.</li> </ul>
(k)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Nonminor dependents are allowed to acquire and maintain, as well as possess and use, personal items.</li> <li>• Participants should be given access to information about training and employment.</li> <li>• Providers may only release the confidential information of participants with the permission of the nonminor dependent, or to the extent permitted by law.</li> </ul>
(l)	<ul style="list-style-type: none"> <li>• 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</li> </ul>

	obtaining services without written documentation verifying the necessity of the information.
(m)	<ul style="list-style-type: none"> <li>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.</li> </ul>
(n)	The agency shall adopt policies and procedures to ensure compliance 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"> <li>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.</li> <li>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.</li> </ul>
(p)	<ul style="list-style-type: none"> <li>THP-Plus Foster Care is a voluntary placement.</li> <li>Participants are given voice, choice, and preference in accessing services that will assist them in meeting the goals of the TILP.</li> </ul>
(q)	<ul style="list-style-type: none"> <li>The THP-Plus Foster Care program is clearly distinguishable from other placements for nonminor dependents that are required to be licensed by CCL.</li> </ul>
(r)	<ul style="list-style-type: none"> <li>The following applicable provisions of Welfare and Institutions Code Section 16522.1 are incorporated: <ul style="list-style-type: none"> <li>Admission criteria</li> <li>Contract between the participant and the provider that sets out the requirements for each party</li> <li>Appropriate policies for the service model on the following issues: <ul style="list-style-type: none"> <li>Providing a safe and sanitary living environment for the participant</li> <li>A system for payment for utilities, telephone, and rent</li> <li>Education requirements</li> <li>Work expectations</li> <li>Savings expectations</li> <li>Personal safety</li> <li>Emergencies</li> <li>Visitors</li> <li>Budgeting and other lifeskills</li> <li>Accessing child care</li> <li>Pregnancy</li> <li>Curfew</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Grounds for termination</li> </ul>
(s)	<ul style="list-style-type: none"> <li>• An application and interview process shall be required to determine the most suitable housing placement.</li> <li>• The application and interview process shall be expedited to ensure that a participant receives safe, appropriate housing in the most expedited manner possible.</li> <li>• THP-Plus Foster Care provider shall complete an appraisal of the nonminor dependent with the county placement agency, shall obtain the Transitional Independent Living Case Plan from the authorized representative for the nonminor dependent, and shall complete an admission agreement with a nonminor dependent.</li> <li>• Nonminor dependent shall sign admission agreement and removal and discharge procedures.</li> </ul>
(t)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
(u) NEW: Discharge/Exit	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A transition plan should be incorporated into the TILP.</li> <li>• Under certain conditions, nonminor dependent may be removed or discharged from the THP-Plus Foster Care placement.</li> <li>• 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</li> <li>• 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.</li> </ul>

(v) NEW: Fee Schedule	<ul style="list-style-type: none"> <li>• An application fee adjusted by facility and capacity may be charged by the county social services agency for the issuance of a certificate of approval. After initial approval, a fee may 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.</li> <li>• The application processing fee shall be nonrefundable except as provided in Government Code Section 13143.</li> <li>• The application fee may be included in the new THP-Plus Foster Care rate paid to providers.</li> </ul>
(w) NEW	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
(x)	<ul style="list-style-type: none"> <li>• Data collection: THP-Plus Foster Care providers shall 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. A set of required statewide data elements will be developed and issued by the Department.</li> </ul>
(y) (similar to FFA 88618.1)	<ul style="list-style-type: none"> <li>• Reporting requirements: THP-Plus Foster Care provider is required to report to placement agency: <ul style="list-style-type: none"> <li>• 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 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 appropriate placement agency).</li> <li>• Determination that the nonminor dependent must be discharged from a THP-Plus Foster Care placement</li> </ul> </li> </ul>
(z)	<p>Nonminor dependents who want to reenter care after a period of trial independence may be required to have fingerprint clearance if they are living in a home with dependents under 18 (WIC 16504.5)</p>
(aa) Similar to THPP 86173	<ul style="list-style-type: none"> <li>• Telephone service should be readily accessible to nonminor dependents.</li> <li>• Nonminor dependents are allowed to possess and use a personal telephone.</li> </ul>
(bb)	<ul style="list-style-type: none"> <li>• THP-Plus Foster Care case managers are required to contact participants on an in-person basis a minimum of twice per month, and as often as needed. All visits should be documented. Periodic</li> </ul>

	<p>reports shall be given to the county placing worker so that the provider's perspective can be included in the six month court report.</p>
(cc)	<ul style="list-style-type: none"> <li>• The county approval process shall include a review of the THP-Plus Foster Care Provider's financial plan of operation. The plan of operation shall include documentation of the following: <ul style="list-style-type: none"> <li>(A) Start-up funds shall be available and shall include funds for the first three months of operation.</li> <li>(B) Start-up funds shall not include funds designated for or used for construction costs.</li> <li>(C) Copy of a financial audit conducted in the last 12 months</li> <li>(D) The county agency shall have the authority to require written verification of the availability of the funds specified in (A) above.</li> </ul> </li> <li>• The county approval process shall include a review of the THP-Plus Foster Care Provider's Provider Plan. The plan must include the following: <ul style="list-style-type: none"> <li>○ Purpose of the program and mission of the Provider</li> <li>○ Target population to be served</li> <li>○ Services provided by provider</li> <li>○ Rights of participants</li> <li>○ Policies of the program to fulfill approval standards outlined in section (r), above</li> </ul> </li> <li>• Policies and procedures to ensure compliance 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.)</li> <li>• Once a provider is approved by a county agency, the provider shall be considered approved to serve nonminor dependents from other counties. Counties shall enter into contracts with approved THP-Plus Foster Care providers to serve nonminor dependents under their jurisdiction.</li> </ul>
(dd)	<ul style="list-style-type: none"> <li>• For the purposes of approving THP-Plus Foster Care providers in an expedited manner for the first six months of AB 12 implementation (January 1, 2012 to June 30, 2012), nonprofit organizations that have been certified by a county agency as a THP-Plus provider as of 12/31/10 may be approved as a THP-Plus Foster Care provider if they meet the following criteria: <ul style="list-style-type: none"> <li>• Meet the statewide approval standards outlined in this document</li> <li>• Demonstrate the ability to certify individual housing units as outlined below, "Certification Process for Housing Placement."</li> </ul> </li> </ul>

(ee)	<ul style="list-style-type: none"> <li>For the purposes of approving THP-Plus Foster Care providers for services beginning July 1, 2012, the approval process shall correspond with that outlined in (cc).</li> </ul>
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**CERTIFICATION PROCESS FOR HOUSING PLACEMENT**

(a)	<ul style="list-style-type: none"> <li>Provider certifies that all housing units they use shall comply with applicable federal, state and local housing laws and fire clearance requirements, including, but not limited to 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.).</li> </ul>
(b)	<ul style="list-style-type: none"> <li>No more than two people share a bedroom.</li> </ul>
(c) NEW	<ul style="list-style-type: none"> <li>The THP-Plus Foster Care provider will be responsible for certification of individual housing units.</li> <li>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.</li> <li>Each provider will be responsible for conducting these inspections on all housing units for THP-Plus Foster Care participants. Documentation shall be saved for auditing purposes.</li> </ul>
(d) NEW	<ul style="list-style-type: none"> <li>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.</li> <li>The county appeals process should be specified in the county plan</li> </ul>
(e) NEW	<ul style="list-style-type: none"> <li>Evaluation Visits: The county social services agency shall have the 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.</li> <li>The county social services agency shall select the participant living units to be inspected.</li> <li>A representative of the THP-Plus Foster Care provider may accompany the county designee on an evaluation inspection.</li> <li>The certification process for the host family model shall be the same as for the single site and scattered site models.</li> </ul>