



Oregon Youth Authority

Foster Parent Handbook

This handbook is meant to be a quick reference for OYA Foster Parents. Certain pages are specific to your local community. To keep the information current, updated replacement pages, forms and/or resources will be distributed to you by your foster home Certifier as needed.

Being a Foster Parent involves working with various juvenile professionals, including Juvenile Parole and Probation Officers and Assistants (JPPO/JPPA's), other Foster Parents, agencies, therapists, schools, families, and youth. Your input is valued and welcomed, and an important part of developing youth case plans. Regular communication with your foster home Certifier and the Parole and Probation Officers is an imperative part of the foster parenting and youth reformation process

"I've been pleased with the direction foster parenting has taken over the past few years in getting foster parents more involved in treatment. It makes me feel like I am able to impact lives in a more effective way and it is very rewarding when changes are made. It takes a full team effort from all agencies involved to help bring about these changes and I enjoy being a part of the 'team'".

– Donna Brubaker, OYA Foster Parent

On being a foster parent: "It's not that I don't have anything else to do. It's the fact that I don't have anything more IMPORTANT to do"

– Author Unknown

Thank you for being a Foster Parent!



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SECTION I: CONTACT INFORMATION

LOCAL OYA OFFICE CONTACT INFORMATION

Certifier Name: _____

Phone: _____

Email: _____

Certifying OYA Office: _____

Fax: _____

COMMUNITY RESOURCES

Poison Control Center..... 1-800-222-1222

County Health Department..... _____

County Mental Health..... _____

Oregon Health Plan..... 1-800-273-0557

Parent Help Hotline..... 1-800-499-3889

OFPA Foster Parent Helpline..... 1-888-544-3402

Oregon Foster Parent Association
707 13th Street, Suite 275
Salem, OR 97301
(888) 544-3402
Website: www.ofpa.com



After Business Hours Emergency Protocols

This protocol is to act as a guide for law enforcement agencies, county juvenile departments, residential care providers, and foster parents to work collaboratively with Oregon Youth Authority's Community Services in addressing after hours emergencies. Our intent is to maintain strong communication and collaboration while responding to emergency circumstances. Oregon Youth Authority has developed the following officer-of-the-day (OD) protocol to address after hours calls.

MacLaren Youth Correctional Facility will receive after-hours calls from throughout the state on male and female offenders.

OYA Field supervisors are designated on a rotating weekly schedule as Officer of the Day (OD) to receive after hours contacts from partners, providers and youth correctional facilities. The OD receives notification of after-hours calls via MacLaren Youth Correctional Facility's switchboard.

To access the OD, please follow the following protocol:

1. Ascertain if your situation is in accordance with the following guidelines for after-hours calls:
 - OYA youth in custody of local law enforcement with a new law violation or significant violation of parole/probation agreement
 - OYA youth requiring immediate removal from residential care provider or other substitute care placement based on contract
 - Reporting of OYA youth having absconded from placement
 - OYA youth injury requiring emergency medical attention
 - Death of OYA youth
2. If your situation falls within the above circumstances, you must reach the OD by contacting MacLaren Youth Correctional Facility (MYCF). MYCF receives all after-hours calls for the Community Services OD.

To contact the MacLaren Youth Correctional Facility switchboard, call 503-981-9531, once reaching the phone tree, dial 0 to enter the phone system and 0 again for the MacLaren switchboard



When reaching the MYCF switchboard, it is helpful to have the following information readily available:

- Youth's name and age
 - Youth's current location
 - Youth supervision status (parole, probation)
 - Brief description of problem
 - County of original jurisdiction/commitment
 - OYA Parole/Probation Officer name
 - Names and phone number of those relaying information about the youth
3. MYCF will contact the corresponding OD (OYA field supervisor) to relay the situation. It is possible the OD will contact you directly. Please be prepared to provide the MYCF switchboard a phone number to which you are immediately accessible.
4. OD is contacted and will determine and initiate appropriate action.



STATEWIDE & NATIONAL RESOURCES

Child Abuse Hotline.....	1-800-422-4453
Crisis Hotline for Youth.....	1-800-448-4663
Crisis Hotline for Youth & Families.....	1-800-999-9999
Domestic Violence.....	1-800-799-7233
Girls & Boys Town Crisis National Hotline.....	1-800-448-3000
Oregon State Police.....	1-800-555-2934
OYA Office of Professional Standards (OPS).....	1-800-315-5440
Rape, Abuse & Incest National Hotline.....	1-800-656-4673
Sexual Harassment Helpline.....	1-800-788-4227
Suicide Prevention Hotline.....	1-800-422-7558
Teen Crisis Hotline.....	1-800-660-0934
Tobacco Quit Line.....	1-800-270-7867

Pregnancy & Sexual Health Resources

AIDS & STD's Information Helpline.....	1-800-777-2437
Emergency Contraception Hotline.....	1-888-668-2528
Family Planning Project.....	1-800-723-3638
Planned Parenthood.....	1-800-230-7526

National Campaign to Prevent Teen Pregnancy ... www.teenpregnancy.org



Drug & Alcohol Resources

Alcohol Helpline.....	1-800-621-1646
Drug and Alcohol Help.....	1-800-822-6772
Drug Helpline.....	1-800-923-4357
Al-Anon / Alateen.....	1-800-344-2666
Narcotic Anonymous.....	1-800-766-2437

Resources

Boys and Girls Aid Society of Oregon.....	1-800-342-6688
Gay and Lesbian Youth Resource.....	1-800-850-8078
Job Corp.....	www.jobcorps.org
Northwest Youth Corps.....	www.nwyouthcorps.org
Oregon Department of Education.....	www.ode.state.or.us
Oregon SafeNet Information and Referral Hotline.....	1-800-723-3638
School to Work.....	www.oregonjobs.org/stw/
Youth Information Helpline.....	1-877-553-8336



LOCAL RECREATION

**This page should be started by the Certifier, then include additional space for foster parents to add their own references

YMCA / YWCA: _____

Boys & Girls Club: _____

Community Pools: _____

Parks: _____

Campgrounds: _____

Community Festivals: _____

City Web Sites: _____



SECTION II: SUPPORT

TAKING CARE OF YOUR OWN FAMILY

The most enduring Foster Parents take care of themselves as well as others in their family. You are role models for the foster children in your home, and they need to learn to care for themselves too.

Important factors that contribute to a healthy family:

- Commitment, planning, communication, nurturing, prevention and enjoyment
- Take quiet time for yourselves whenever possible, whether it be a night out or keeping the foster youth busy in home

Comments and suggestions from other foster families:

- Identify an experienced person you can call for advice and support
- Ask for help early. Don't wait until issues escalate into crises. Often a staffing or team decision meeting can help identify supports to keep a placement and meet your family's needs
- Having a consistent respite provider that the youth know is usually easiest for you and the foster youth

Remember your own family's needs:

- Invite other family members to share their perspective on growing up with a foster youth
- Balance family time with private time and one-on-one time with your own children and / or family
- If you have children still in the home, remember that they are still children. They will not always be perfect role models and will not always be happy about sharing their family and things

Adult biological children of Foster Parents provide comments about their experience:

- "I felt displaced in my own home, as suddenly I had to share (my things) and had no privacy."
- "I learned to appreciate diversity...and expanded my experience and tolerance."
- "I really enjoyed having other kids around."
- "It helped me to better appreciate my family."
- "I learned the importance of compassion in working with people."
- "It changed my goal of wanting to become a scientist to actually becoming a social worker."

...and shared valuable suggestions for foster parents:

- "You need to supervise foster children, as they can hurt us – physically and emotionally."



- “Don’t take foster kids if your own kids are 10-15 years old and in the throes of identity issues.”
- “Listen to us too, and respect our feelings, even if you disagree.”
- “Don’t do it unless you have a strong marriage.”
- Establish personal boundaries, as these youth are not your own

Comments from Dr. Rick Delaney, national expert on working with foster children:

- “Physically exhausted and emotionally drained parents cannot provide the kind of parenting they are truly capable of ...”
- “The message is clear: Foster Parents need to care for themselves and their birth children first...”
- “Successful helping of foster children demands healthy helpers and healthy families. Foster Parents, thus, must protect themselves, replenish their energies, and pay attention to the human needs of themselves and their nuclear family. If they do not, ultimately they will be too taxed to effectively raise challenging foster children.”

WAYS TO LIMIT STRESS

- Identify and use a mentor
- Exercise and eat healthy
- Consider using door alarms, baby monitors, or other monitoring systems
- Use respite to get a break on a regular basis
- Do nice things for yourself
- You can request to place your home “off referral”; this means you will not receive any new foster placements

PEER SUPPORT

Foster Parent Support Meeting

Many local OYA Certifiers organize regular support and training meetings for their Foster Parents. Your Certifier will keep you updated on upcoming dates and events. While it may not be possible to attend regularly, it is valuable that you attend when you can. The most important thing these meetings offer is a chance for Foster Parents to get together and share their experiences.



Local Foster Parent Association

Most local DHS branches have a local Foster Parent Association, which provides support, training and social activities for Foster Parents and families. While DHS Foster Parents often deal with younger children, they too are familiar with the challenges of fostering and can offer support.

Mentoring

Peer support is critical to help you deal with issues that are unique to foster parenting. Formal and informal mentors help new Foster Parents with their transition into foster care by providing relevant, timely information; shared experience; a valuable perspective; and sense of humor that only Foster Parents can appreciate.

******* OYA Foster Parent Mentors*******

Charlene Hall ~ Junction City, Lane Co. / (541) 998-3872
Donna Brubaker ~ Sweet Home, Linn Co. / (541) 367-8645
Marge Scott ~ Bandon, Coos Co. / (541) 347-4224
Rhonda Felty ~Carlton, Yamhill Co. / (503) 852-3040

SECTION III: WORKING WITH OYA

ROLES AND RESPONSIBILITIES

It is important for the success of the OYA foster youth that OYA and Foster Parents work well together. It is important that everyone understand their individual roles. Specific roles and tasks may include, but are not limited to:

Foster Parent:

- Provides an emotionally and physically safe home
- Takes care of the youth's basic needs (food, clothing, hygiene items, etc.)
- Transports youth to appointments and assists in facilitating contact with family or aftercare resources
- Works with OYA staff, including Certifiers, JPPOs, and supervisors as needed
- Finds health and mental health services for the youth according to the case plan, makes appointments for the youth, and when necessary, participates in these services.
- Keeps the JPPO informed regarding youth progress, problems, and needs. Foster Parent will complete a monthly progress report on each youth in the home to be turned in to the Certifier by the 5th of each month.



- Keeps the Certifier informed of any problems or concerns in the home, and placement openings
- Mandatory reporter of child abuse
- Keeps confidential records regarding youth's medical and education progress while in the home. Medication logs shall be completed daily and turned in to the JPPO on a regular basis. Foster Parent will ensure that the Psychotropic Medication Form, YA 3104, shall be completed by a physician when certain medications are prescribed or changed
- Works with school staff to address educational needs, or any community safety concerns
- Provides opportunities for recreation and gives youth a weekly allowance
- Prepares youth to transition; whether it be teaching independent living skills, or assisting the JPPO in planning for services at the next placement

Certifier:

- Provides training and passes along information about other training resources
- Monitors the foster home environment, and offers recommendations and support for continuing improvement of the OYA foster care system
- Provides support to Foster Parents and assists in screening of potential foster placements
- Reviews and recertifies foster homes before the annual recertification expires
- Provides recruitment and retention support
- Conducts youth safety surveys in the foster home twice a year

Community Resources/Foster Care Manager:

- Assists in resolving problems
- Guide the direction of the OYA foster care system

Juvenile Parole/Probation Officer (JPPO)

- Works with Certifiers and Foster Parents for placement of appropriate youth and provides case planning information regarding youth's goals and ongoing treatment needs.
- Notifies school and local Juvenile Department of youth placements in foster care in their areas
- Provides Foster Parents with guidelines for supervision of youth and approved contacts and resources
- Acts as a liaison between biological or resource family and Foster Parents.
- Administers UA's as needed (Foster Parents should never take on this responsibility)
- Updates youth's OYA Case Plan, including information received from Foster Parents regarding youth progress and challenges.
- Helps Foster Parents resolve issues with youth, including coming up with sanctions for inappropriate behavior



RECORD KEEPING

Documentation and/or record keeping are an important part of a Foster Parent's role. Many parents keep a chronological log of youth's behaviors, activities and or anything significant that occurs during the week either in a spiral notebook, or by computer if available. Some JPPO's and Certifiers welcome regular e-mail updates on how the home is running and how the youth are doing. Foster Parents are required to complete a Monthly Progress Report on each youth in the foster home to provide to the youth's JPPO. This should be turned in to the Certifier by the 5th of each month.

As for any incidents and/or injuries to a youth offender while living in a foster home, a Foster Parent or Respite Provider will complete a Youth Offender Foster Home Incident Report (YA 5013 12/06). Foster Parents should immediately notify a youth offender's Parole/Probation Officer of any incident or injury regarding a youth offender in a foster care placement.

Your documentation should be detailed, accurate, and focus on facts instead of opinions. If you feel that it is important to include your opinion, offer a reason for such.

Example of a factual (descriptive) comment:

"Billy has been refusing to do his chores and arguing with us the past three days since returning from a home visit."

Example of an opinion (interpretive) comment:

"Billy shouldn't live with his parents"

It is important to always keep a copy of any notes, incident reports, monthly progress reports, e-mail correspondence, etc., for your records.



WHAT DO ALL THESE ACRONYMS MEAN???

A&D, D&A, ATOD	Alcohol and Drugs
AG	Attorney General
AOD	Alcohol and Other Drugs
ART	Aggression Replacement Therapy
BRS	Behavior Rehabilitation Services
CASA	Court Appointed Special Advocate
CBT	Cognitive Behavior Therapy
CPS	Child Protective Services
COB	Changing Offender Behavior
CEOJJC	Central/Eastern Oregon Juvenile Justice Consortium
CRB	Citizen Review Board
CWP	Child Welfare Partnership
CYT	Cannabis Youth Treatment
DA	District Attorney
DBT	Dialectical Behavior Therapy
DD	Developmentally Disabled
DHS	Department of Human Services
DOJ	Department of Justice
DMAP	Division of Medical Assistance Programs (Formerly OHP, Oregon Health Plan)
EBP	Evidence Based Practices
ERASOR	Estimate of Risk of Adolescent Sexual Offense Recidivism
IEP	Individual Education Plan
ILP	Independent Living Program
JJIS	Juvenile Justice Information System
JPPO/JPPA	Juvenile Parole / Probation Officer
LEA	Law Enforcement Agency
MAR	Medication Administration Record
MDT	Multi-Disciplinary Team
OAR	Oregon Administrative Rule
OD	Officer of the Day (on-call supervisor)
ORS	Oregon Revised Statute
OYA	Oregon Youth Authority
QMHP	Qualified Mental Health Professional
RNA	Risk Needs Assessment
YCF	Youth Correctional Facility



YOUTH REFERRALS

JPPO's will make a referral to Certifiers as a result of MDT recommendations. Certifiers will evaluate the referral information to determine if the youth offender is an appropriate candidate for foster care. The Certifier will then place the youth on the statewide foster care waiting list. When the youth reaches the top of the list, the Certifier will try to match the youth offender to an appropriate foster home based on youth's criminal history, treatment and service provider information, supervision plan, health concerns, regional preferences, and youth's response to interventions. The Certifier will send a referral packet to the homes selected as good matches and you as the Foster Parent will review the youth's information to determine whether you think the youth offender will be a good fit for your home.

Before accepting an OYA youth for foster placement you should be involved in a screening process, which may include a face to face meeting with the youth, a video conference meeting with the youth, or a telephone conversation. You should receive a copy of a Case Plan that indicates each youth's strengths and needs. Please ask questions and make sure that your skills as a Foster Parent meet the needs of the potential foster placement. As a quick reference, you may want to develop your own worksheet that includes some of the following information:

Youth's name: _____ Age: _____ Gender _____

JPPO Name: _____ Phone number: _____

Placement History: (Youth coming from residential, detention, YCF, home?)

Does the youth have a history of suicidal thoughts/behaviors or running away?

What is the long-term plan for the youth?

Length of placement:

Aftercare resource:

Treatment goals:

Appropriate and/or inappropriate contacts:

Physical Health:

Needed medical appointments / follow-up:

Medications:

Allergies:

Education:

Current grade level

IEP?

Behavioral issues?

Mental Health:

Needed / continued counseling:

Medication management or follow up:

Interests in recreational or extracurricular activities?



WHAT TO EXPECT IF AN ALLEGATION IS MADE:

All professionals have risks. As Foster Parents, one of the risks is allegations of wrongdoing. It is important to realize that Foster Parents are reported more often than the general public. There is no stigma attached to having an allegation made against you, as false allegations do occur, but every allegation must be investigated. OYA is interested in maintaining a safe environment for the youth and using experiences to improve the foster care system.

OYA has the responsibility to initiate an investigation when an allegation is made.

Child Protective Services issues: If the allegation is of an abuse or neglect nature, DHS and / or law enforcement will be contacted as is required by the Mandatory Reporter law.

Depending on the allegation and level of investigation needed, the Certifier may not be able to provide any additional information or support until the investigation is complete. The Certifier or other professional should make you aware of any such limitations.

OYA's Professional Standards Office (PSO) may participate in CPS/certification issues and investigations. PSO staff will make recommendations for resolution of an allegation. PSO is the office that operates the OYA Hotline as well as receives Youth Safety Surveys. The OYA Hotline is a toll free number (1-800-315-5440) available to any person at all times wishing to report concerns or misconduct.

MINIMIZING THE RISK OF ALLEGATIONS:

- Establish house rules that provide specific physical boundaries and post them on the refrigerator
- Provide close supervision to protect your family and personal information
- Document and communicate with the JPPO about behaviors, school, therapy, and medical conditions
- Be aware of all injuries and report them as soon as possible
- When a youth goes on a visit, be aware of behaviors before and after
- Document, document, document
- Contact your Certifier regularly, and obtain necessary training

It is important for you to report anything that has the potential of being misinterpreted, such as physical contact. Having foster youth can be very challenging and may push your limits. You should develop ways to reduce stress before you are worn out. Contact your Certifier to assist with additional training, counseling, or respite.



MANDATORY REPORTING

During the initial Foster Parent training you received information regarding your role as a mandatory reporter of child abuse in Oregon. Remember that you are subject to mandatory reporting laws and must immediately report suspected child abuse. Keep this role in mind as you work with each foster youth.

You should report to either local law enforcement or to the Department of Human Services-Child Protective Services. Allow DHS to make the decision on whether or not they will follow up on an allegation and document the contacts that you make in the reporting process. Include the date and time you called, who you spoke to, and the information you provided.

Regularly refer to the attached OYA policy statement on Mandatory Reporting of Child Abuse.

OYA FOSTER HOME MAINTENANCE RATE QUALIFICATIONS

OYA foster homes will be assessed based on the following qualifications as part of the annual re-certification process. This assessment will determine the appropriate maintenance rate based on on-going adherence to the OYA foster parent agreement, competency in meeting OYA foster care standards, and quality of services provided to youth through the on-going training of foster parents.

- After being assessed as meeting the required qualifications to receive the Advanced Rate, OYA foster homes must maintain their adherence to those qualifications in order to continue receiving the rate.
- A foster home that has been receiving the Advanced Rate, but is found to be out of compliance with Advanced Rate qualifications at annual re-certification, will be moved back to the Standard Rate.
- A home that has been moved back to the Standard Rate may be re-assessed for compliance with Advanced Rate qualifications after 6 months. If in compliance, they may be moved back to the Advanced Rate at that time.
- If a foster home that has been receiving the Advanced Rate is found to be out of compliance with Advanced Rate qualifications at two consecutive re-certifications, that home will be moved back to the Standard Rate and will not be eligible for re-assessment until the next annual re-certification review.



Foster Home:

Certifier:

<i>Standard Rate Qualifications</i>	<i>Yes</i>	<i>No</i>
<ul style="list-style-type: none"> • Parent(s) complete 10 hours OYA approved training annually, including mandatory child abuse reporting • Parent(s) maintain current CPR/First Aid training • Provide monthly progress reports on each youth in home • One parent attends at least 2 foster parent meetings annually, where applicable 		

<i>Advanced Rate Qualifications</i>	<i>Yes</i>	<i>No</i>
<ul style="list-style-type: none"> • 6 months experience as OYA foster parent(s), with previous foster/proctor experience • 1 year experience as OYA foster parent(s), if no previous foster/proctor experience • Primary parent completes 20 hours OYA approved training annually, including mandatory child abuse reporting and content specific training, i.e. sex offense, gang-affected, drug and alcohol, mental health , etc. • Secondary parent, where applicable, completes 10 hours OYA approved training annually, including mandatory child abuse reporting • Parent(s) maintain current CPR/First Aid training • Provide monthly progress reports on each youth in home • One parent attends all foster parent meetings annually, where applicable • Average rating of 4 or above in all areas of Foster Home Performance Review • Rating of 3 or above on all individual items 		

FOSTER PARENT TRAINING

In order to qualify as part of the required training hours, it must meet the following criteria:

- Be OYA sponsored or approved.
- If not an OYA training, it must be approved by the Certifier.

Mandatory reporting training is required on an annual basis. You also must hold a current CPR/First Aid card.

Documentation of annual training will be recorded by the Foster Parent(s) on the Foster Parent Training Record (YA 5008). This form will be requested at the time of re-certification. Each Foster Parent will maintain their own Training Record.



FOSTER HOME RE-CERTIFICATION

A Youth Offender Foster Home Certificate (YA 5011) is valid for one year from the date it was signed. All Foster Parents **and Respite Providers** must undergo a re-certification process in order to continue to provide services to youth offenders. This includes the annual certification paperwork, documentation of annual training, home visit made by Certifier with safety checklist completed and review of the materials submitted. The foster home Certifier will distribute a re-certification packet to the Foster Parent(s) 60 to 90 days prior to expiration.

The re-certification packet will include:

- Youth Offender Foster Home Re-certification Application (YA 5001)
- Section B to be completed by each Foster Parent
- Applicant Consent for Criminal Record Check (YA 5002)
- Household and Respite Consent for Criminal Record Check (YA 5003)
- Youth Offender Foster Home Agreement (YA 5009)
- Annual Safety Requirements Checklist (YA 5007)
- Foster Parent Training Record (YA 5008)

RESPITE CARE

A respite care provider is a person who is at least 21 years of age who has been approved to provide temporary supervision to youth offenders during the absence of an OYA-certified Foster Parent. That person can be a member of the household, another Foster Parent or someone who only provides short-term supervision in lieu of a Foster Parent. The respite provider **must** be OYA certified.

The Foster Parent(s) must notify the youth offender's JPPO and Certifier prior to sending a youth offender to another OYA-certified foster home for respite or using respite in one's own home. It is recommended Foster Parent(s) use the Respite Care Checklist to ensure the respite provider has all the necessary information and paperwork in advance. **Any payment arrangement is directly between the foster parent and the respite provider.**



RESPITE CARE CHECKLIST

When preparing to place youth in respite care, please use the following checklist to ensure that the respite provider has all the necessary information and paperwork in advance.

Foster Family: _____
Respite Provider: _____
Dates of Respite Care: _____

- Respite provider is approved by OYA to provide care
- JPPO(s) and Certifier have been notified of use of respite care
- After Hours Protocol—located in Foster Parent Handbook, page 4
- Emergency phone numbers: parole office, facility, local police, hospital, JPPO's, Certifier, foster parent contact information
- Medication location and dispensing instructions
- Copy of current OHP Medical Cards for each youth

Physician Phone Number

Dentist Phone Number

- Supervision issues
- Contact restrictions
- Household rules, including:
 - Privileges / consequences
 - Phone / Cell usage
 - Lights out
 - Visitors
 - Recreation
 - Chores
 - Off limit areas
 - Computer usage
- Current status of youth
- Red flags to watch for

Please sign to indicate that you have discussed the above information and understand your responsibilities.

Foster Parent signature & Date Respite Provider signature & Date



LIABILITY COVERAGE

Refer to the following Foster Parent Liability Letter (YA 5014 Rev 12/06), Department of Administrative Services Risk Key Foster Parents: Preparing for a Loss, and OYA Foster Parents Notice of Claim (YA 5015).

Dear Foster Parent,

The following is information you should know as a certified Foster Parent regarding liability coverage through the state's liability fund for the willful and malicious acts of foster children placed in your home. Liability coverage is provided under the following four specified conditions:

1. The youth is residing in a foster home certified by the Oregon Youth Authority under provisions of Oregon Law, Chapter 422, 1995, even though the youth may be temporary absent from such home, but is not residing elsewhere with approval of the department;
2. The damages were in fact done wholly or partly by such youth acting singly or in concert with other persons and were done by such youth intentionally or willfully and maliciously, or
3. Youth who damage property of foster parents up to a maximum of \$5,000 an occurrence, but not more than the true market value of the property damages. Examples of such damage include any accidental damage attributable to a foster youth or theft that can be proven attributable to a youth placed in the foster home; and
4. The damages are not attributable to any adult in a manner or to a degree that would, in the opinion of the Department of Justice or a court of competent jurisdiction, reasonably relieve the youth of blame.

The following are not covered and therefore cannot be reimbursed:

1. Normal wear and tear on furniture and other household property of foster parents.
2. Bodily injury and property damage claims arising out of the operation of a motor vehicle by a foster youth.
3. **Note:** Please be sure not to leave car keys in automobiles, as this is a temptation to any youth in using an automobile without permission of the owner.



How to file a claim with this agency:

In order to ensure the processing of your claim, the following procedures are to be followed:

1. All claims must be filed within 90 days from the date of occurrence on our OYA Foster Parent Notice of Claim form (YA 5015) and sent to the Department of Administrative Services, Risk Management Division, Claims Section, 1225 Ferry Street SE, U150, Salem, OR 97301-4287.
2. If possible, all claim forms should be accompanied by bills, estimates, receipts, canceled checks, or proof of purchase.
3. All damaged property should be described in detail (if necessary on a separate page), to include such information at age, type of material or construction, where purchased, etc. Photographs of the item(s) would be most beneficial.
4. If you have any questions regarding the claims procedure or what losses will be covered, please call the Department of Administrative Services, Risk Management Division, Claims Section at (503) 373-RISK.



FOSTER REIMBURSEMENT AND TAXES

OYA foster care payments are NOT taxable as the payments are considered reimbursement for daily youth care. Speak with your personal tax consultant about specific questions.

While there are no rules on how the foster care reimbursement should be spent; please remember that the money is for the care of the foster youth. Examples of expenses include, but are not limited to: food, clothing, hygiene items, allowance, recreational activities, school supplies, transportation, etc.

For example, some foster homes allot \$40-\$50 a month for youth clothing. This money can be spent on maintenance items such as socks, or a new pair of jeans, or the youth have the option of “saving up” for a shopping trip or more expensive clothing item they want.

OYA JJIS PAYMENT PROCESS FOR FOSTER PARENTS

1. By the fifth day of the month, OYA Parole and Probation ensures JJIS contains accurate information about youth placed in OYA contracted programs. Providers should ensure OYA field offices have information about youth services that will affect payment before this date.
2. On the next workday following the fifth day of the month, OYA mails to providers an “estimated” invoice listing the OYA youth served for the previous month.
3. Providers review the estimated invoice to ensure the information is accurate.
 - If there are discrepancies, the provider contacts the OYA employee identified on the estimated invoice as primary worker to resolve the issue.
 - The local P/P office corrects information in JJIS, and
 - The provider makes corrections on the estimated invoice. Please make corrections as clearly as possible to help avoid misunderstandings.
 - **Important Reminder:** Try to resolve discrepancies prior to returning the estimated invoice. Discrepancies resolved after sending the estimated invoice to OYA Accounting will not be paid until the next monthly payment following resolution.
4. Providers sign invoices and return them (by mail or fax) to OYA Accounting Services. **Invoices received by 3 p.m. will be processed the same day.**
5. Accounting Services compares invoices to JJIS and issues payment for every invoice line item in agreement with JJIS. Invoice line items not in agreement with JJIS will be paid with the next monthly payment after they are resolved. Contact the youth’s primary worker to resolve discrepancies.



FREQUENTLY ASKED QUESTIONS

Q. My invoice is missing a youth's name. What should I do?

A. Call your Certifier or the Office Specialist in the OYA Field Office for that youth and let them know. Also, write the youth's name, dates of service and amount you believe you should receive directly on the invoice. The OYA office staff are the only ones who can make any changes to services. Make sure you resolve any discrepancies with the Parole/Probation Office PRIOR to sending in your invoice to Accounting.

Q. The dates for a particular youth are wrong. What should I do?

A. As above, call the OYA office for that youth and let them know. Also, make the change directly on the invoice and resolve the discrepancy with the Parole/Probation office PRIOR to sending in the invoice.

Q. There is a youth on my invoice that wasn't in my/our care for the listed dates. What should I do?

A. Again, call the OYA office for that youth and let them know. Also, cross off that youth or change the dates on the invoice to the dates you believe they should be. Resolve the discrepancy with the Parole/Probation office PRIOR to sending in the invoice.

- Confirm with the Office Specialist in the OYA Office that the correction has been made in JJIS before you send your invoice to OYA Accounting to ensure payment in the current month.

- Any discrepancies resolved AFTER sending in the invoice, will be paid the following month.

- The Purchase of Service Invoice is your bill to OYA. It should show all services you expect payment for. If anything is missing or incorrect, please make the correction directly on the invoice.



SECTION IV: YOUTH OFFENDER DAILY LIFE

HOUSE RULES

Rules help define structure and limits for the household. House rules are generally established to identify what is expected and to keep everyone safe. Rules can be posted in your home, but should always be reviewed with each new foster placement.

Issues to consider when developing house rules:

- Privacy in bedrooms, bathrooms and clothing areas for dressing and undressing. Foster youth should not be allowed in any bedroom other than their own. This includes Foster Parent's bedrooms.
- NO Physical contact. Even hugging, can be misconstrued by youth with poor boundaries. Youth need good role modeling about appropriate contact and conversations.
- Communication should be respectful; even disagreements can be role modeled and can teach youth appropriate social skills
- Consequences should be clearly outlined, and be directly related to the problem behavior. For example failing a class at school may be dealt with by requiring a block of time every evening that youth focus on homework or reading. It would not be suitable for youth to be required to dig a trench and fill it for failing a class.
- Youth should have a role within the family, and assist in the operation of the home by doing chores. Good role modeling is essential to how youth learn to be part of a healthy family.
- Phone usage should be monitored to allow for appropriate contact with family, sometimes friends, and private conversations with JPPOs.
- Food and meals can be a source of contention for some foster families; be clear on your expectations around meal and snack times, and items requiring permission (i.e.: limiting the amount of soda in a day)
- Appropriate use of computers and the internet if applicable. Youth should not have access to the internet if they cannot be supervised.
- If you have biological children in the home, it is important for them to know the rules also. Your children's rules may not be the same as those of the foster youth; particularly those around having access to your bedroom.



SUPERVISION

A Foster Parent and Respite Provider must provide structure, accountability, and supervision designed to promote the physical, social, intellectual, spiritual, and emotional development of a youth offender, while providing for community protection.

The level of supervision required for an individual youth offender will be determined by his/her Juvenile Parole/Probation Officer (JPPO) and the youth offender's Multidisciplinary Team (MDT). It is documented in a youth offender's case plan. As a general rule, the following supervision guidelines apply. However, the ultimate degree of supervision is determined by a youth offender's JPPO and MDT.

Community Time

- The Foster Parent(s) or Respite Provider(s) works directly with a youth offender's JPPO to set the parameters for supervised and unsupervised time in the community outside the home.
- Youth offenders are not authorized to be absent from the home without prior approval of OYA. JPPO may provide general guidelines and allow the Foster Parent(s) or Respite Provider(s) authority to make specific plans.
- There must be a preauthorized, specific reason for a youth offender to be unsupervised in the community unless otherwise set out in the youth offender's case plan.
- The Foster Parent(s) or Respite Provider(s) must know where the youth offender is going, who he/she will be with, how he/she will get there, and when he/she will be back.
- The Foster Parent(s) or Respite Provider(s) must set a time frame for community time – allowing for the preauthorized activity and travel time.
- Youth offenders are not allowed to be in the foster home when Foster Parent(s) or Respite Provider(s) are not home.



Foster Parents as Role Models

Youth often mimic the behaviors they see adults demonstrate. Make sure you are behaving the way you want the youth to behave as an adult.

1. **Obey traffic laws:** Don't speed, run red lights, or fail to come to a complete stop at stop signs.
2. **Keep a clean and organized home:** If the youth is expected to keep his/her room clean, make sure the rest of the house is kept clean, too. A clean comfortable, well organized home can reinforce what you expect from the youth.
3. **Tell the truth:** This applies to "white lies" too. When you say, "Tell them I'm not here" when a phone call is for you, it tells a youth it is okay to lie in certain situations.
4. **Do the right thing:** When confronted with a situation, do the right things so the youth in your care will be more likely to do the right thing. For example, if a cashier gives you too much change at the grocery store, give it back. Do not ask for the senior discount if you aren't entitled to it.
5. **Do not have youth in your home work for your business:** Your relationship with the youth should be as a Foster Parent, not as an employer. There have been Foster Parents who have had youth work "under the table" for their business. This is illegal. Doing extra chores around the house for additional money is permitted.
6. **Do not borrow money from youth:** At any time, for any reason.
7. **Do not sell any items directly to youth:** At any time, for any reason.
8. **Watch your language:** Avoid using vulgar or other inappropriate language.
9. **Be Respectful:** Foster parents are expected to be respectful of others (not just the youth in the home) regarding race/ethnicity, sexual orientation, etc.
10. **No Horseplay:** Foster Parents should role model appropriate behavior by not being violent or aggressive – and that therefore "horse play" or "just kidding" kinds of punches are not acceptable.
11. **Don't use alcohol or cigarettes, especially while in the youth's presence:** Alcohol can trigger damaging memories or create youth cravings. Cigarettes are unhealthy and youth must not be exposed to second-hand smoke.
12. **Demonstrate positive community behavior:** "volunteer" in some way to "give to the community" – maybe picking up cans/ debris in a designated area, yard clean-up for an elderly person, packing food baskets for the hungry, washing a neighbor's car, etc.
13. **Be positive and proactive:** A "should" instead of a "should not". Foster Parents should demonstrate respect and common courtesies to the youth in their home.



BIOLOGICAL FAMILY INVOLVEMENT

The level of contact with families, or aftercare resources will be determined by the JPPO. They should clarify who a youth can and cannot have contact with, and determine if home visits are appropriate.

Denying a youth contact with his/her biological family is not an acceptable consequence. Work with JPPOs to exclude any previously approved contact.

At this time, there is no policy around where Foster Parents should meet with families; however, you may find it easiest to choose a neutral place outside of your home. This should cut back the potential for unplanned visits to your home.

If appropriate, youth shall be allowed to maintain phone contact with their families. Your foster care reimbursement is meant to cover this cost. However, you may want to develop guidelines around long distance phone calls (e.g.: two, ten minute phone calls per week). Speak with your Certifier or the JPPO for additional ideas.

HOME VISITS

A youth offender's JPPO will set the guidelines for home visits and contact with family and friends and will provide the information to the foster parent(s). Contact with someone not previously approved by the JPPO must be approved prior to the contact.

The JPPO and foster parent(s) will work together to arrange home visits. Foster Parents should:

- Know which parent (by name) is the authorized visiting resource
- Obtain the phone number and address of that person from the JPPO, **not** the youth offender.
- The youth offender shall not make arrangements alone.
- Ensure there is a defined plan for the visit: specific times, location, transportation plans.



ACCESSING MEDICAL SERVICES FOR YOUTH OFFENDERS

When a youth offender is placed in a foster home, he/she is eligible for health services through DMAP (Division of Medical Assistance Programs), and will be enrolled in medical plan by his/her JPPO. A medical care ID will be provided to the youth offender, mailed to the address of the Foster Parent(s). Each time a youth offender requires health care, this medical care ID is necessary to access those services. A Foster Parent(s) is required to ensure that a youth offender's physical and mental health care needs are met, including, but not limited to:

- Scheduling and providing transportation to appointments
- Ensuring youth offenders' immunizations are up-to-date. Youth can only give consent for their own immunizations if (s)he is over the age of 15.
- Communicating with OYA when medical appointments are needed or when there are changes to a youth offender's health care or status, and obtaining prior approval from the OYA for non-routine medical treatment
- Obtaining emergency medical care when needed and notifying the youth's JPPO that there has been an emergency
- Properly documenting and maintaining any medication logs required under rule.

Any emergency medical procedure or scheduled surgery needs to have pre-approval from the Oregon Youth Authority.

If asked to sign any paperwork, you should sign as "OYA Foster Parent".

Any kind of financial obligation can only be made by authorized OYA staff.



MEDICATION MANAGEMENT

The role of a Foster Parent is to provide consistent administration, control, and storage of medication while residing in the foster home. **All medications must be properly labeled as specified per the physician's written order and kept in a secured, locked container and stored as prescribed.**

The Foster Home Individual Youth Medication Log – (YA 3105) is used by the Foster Parents to record and document a youth's prescribed medication, prescribed dosage, frequency of administration, dates/times administered, missed dosages and initials of person administering medication. The Foster Parent should complete one form for each youth in their care that is on medication. This form is completed throughout the month; instructions are on the form. At the end of each month, the original (white copy) should be sent to the parole/probation officer for filing in the youth's case file, with the foster parent retaining the yellow copy in their records. At the beginning of each month, the foster parent should start a new form. Also, remember to document when you administer OTC (Over the Counter) medication to youth.

The Psychotropic Medication Information form - (YA 3104) should be completed by the youth's doctor if he or she is being prescribed psychotropic medication. The Foster Parent must inform OYA within one working day of any new prescription for psychotropic medication. The completed original (white copy) should be sent to the youth's parole/probation officer for filing in the medical section of the youth's case file. The doctor keeps the pink copy and the foster parent/provider retains the yellow copy in their records.

Offenders have a right to refuse their medications. When this occurs, the Foster Parent must document the refusal and immediately notify the JPPO. The medication refusal will be recorded in the offender's file and JJIS case notes.

A supply of the above mentioned forms can be obtained from your foster home Certifier.

For more information see: **Policy Statement III-D-3.0 Medication Management in Substitute Care (Revised 3/16/2007)**



YOUTH MONEY AND ALLOWANCE

FOSTER YOUTH MONEY

It is recommended that we utilize the OYA trust account system for dealing with youth money earned while in foster care.

Concerns around using community banks include the ability for youth to have free access to the money without monitoring and co-signing leaves Foster Parents liable for overdrafts.

Foster Parents should not co-sign on bank accounts for youth (joint accounts).

How OYA trust accounts work:

Deposit:

Have youth sign a check and write "for deposit only" on the back. Include the youth's name clearly written and their JJIS number. Send the check to Central Office Accounting.

Withdrawal:

Complete the "Trust Disbursement Request" form, YA 2218
The youth as well as the JPPO and field supervisor must sign the form.

Turnaround is typically one week, although can be quicker in urgent situations
Once a payee number is established it can shorten the process.

If a Foster Parent and youth would like to work out an arrangement for the youth to keep some of his money from the check for spending; you would accompany the check for deposit with a Trust Disbursement Request and the returned money should come within a week.

YOUTH ALLOWANCE

Foster Parents **must** provide a weekly allowance to youth offenders in a fair and consistent manner. If a youth has not earned the allowance for the week due to behavioral issues or household chores not being met, the allowance will be put into a savings account for the youth once he leaves the home. It is recommended that the foster parent create a log to document the date the allowance was given, how much and if the money was given directly to the youth, or to a savings account and have the youth and foster parent sign and date.

It is suggested that a youth be given a minimum of one dollar per day or ten dollars per week for completing their assigned chores. Youth should be paid above the minimum if they do "extra" work during the week. It is important to ensure that household chores and expected allowance is documented on your list of "House Rules" and reviewed when new youth are placed in the home.



RECREATIONAL ACTIVITIES

Recreational activities are an integral part of youth offender case planning. They provide youth with opportunities to practice social skills; alleviate boredom; provide positive reinforcement; develop the concepts of cooperation and sportsmanship and improve self-esteem, health and physical conditioning. Foster Parents play an important role in ensuring youth offenders receive opportunities for recreational activities that are safe for the community, the participating offenders and the supervising staff.

All activities involve some level or risk. Prior to youth participating in a recreational activity, OYA staff and the Foster Parent will engage in a process to assess the risk of the activity and determine if there are certain measures needed to control those risks and inform persons about the risks. A Recreational Activity Risk Assessment (form YA 3080) is to be completed prior to any activity that may be determined of higher risk or higher profile.

Please work with your home's Certifier to complete the Risk Assessment. Refer to following guide to assist in completing the risk assessment.

Any youth who is making plans to participate in such an activity must also have completed by his/her JPPO the "Consent for OYA Youth to Participate in Recreational Activity" (form YA 3081).

Out of state travel: OYA youth are not allowed to travel out of state. Foster Parent(s) may request an exception for out of state travel which will be reviewed on a case by case basis. Any consideration for exception will be based on the youth's individual case plan and the purpose of the travel.

OYA RECREATIONAL ACTIVITY RISK ASSESSMENT

General Information

The OYA Foster Care Unit reviews Recreational Risk Assessment Form YA 3080 before the form YA 3081 is sent to individual JPPO's for approval for specific youth. The Foster Care Unit's practice is for at least 2 people to review the risk assessment. For this reason, we need adequate lead time, as we are frequently out of the office. Forms that are not completed correctly will be sent back to the Foster Parent with questions. The purpose of completing recreational risk assessments is to ensure that potentially risky activities are well-planned and that as much risk as possible is alleviated. Remember that many youth in OYA care are impulsive and have trouble making good decisions, thus an activity that is not especially high risk under normal circumstances may be very risky for OYA youth.



Your responsibility is to protect youth from potential risk of harm to themselves or others, including placing them in situations providing opportunity or temptation to commit another crime. These kinds of risks must be considered along with more obvious physical dangers.

General Guidelines

- Submit request to your Certifier as early as possible, but **at least** one week prior to the activity. Requests received with less than one week lead time may not be considered.
- Include as much information about the activity as possible.
- The internet is a good source of information on safety precautions for almost any activity you might be planning, and might be helpful to your staff in the planning process.
- If the activity will be provided by a commercial entity or other 3rd party provider, submit as much information about that provider as possible, including relevant licensing and insurance information.
- The guidelines presented here are representative of the kinds of questions you should ask yourself when completing the Risk Assessment, depending on the activity. They are not all inclusive. They are intended as *guidelines and examples*, not as a template for completing the form. Please carefully think through the particulars of your specific activity and circumstances.

Note

Some activities offered by recreational organizations such as rock climbing gyms, might require liability releases for each youth. OYA Administration has determined that JPPO's may not sign liability releases nor can the Foster Parents. They must be signed by a youth's parents. Youth whose parents are not available or who don't want to sign a release will not be allowed to participate in these activities. Foster Parents should consider this when planning activities, so that youth are not excluded from a group activity due to the unavailability of parents. In those cases, Foster Parents should plan activities that all youth can participate in, or an alternative activity that is equally fun and interesting if there is a group of youth without parental approval.

Guidelines for Completing Form YA 3080

Purpose or Goal of Activity:

- Should contain something related to skill-building and development or in some way contribute to a youth's positive participation in pro-social activities, i.e. "To expose youth to appropriate pro-social recreational activity and expand knowledge of outdoors/nature."

Description and Overview of Activity Planned:

- Should contain a brief, but fairly detailed overview. "Fishing" is not enough.
- Fishing on a lake, ocean or river?



- Big lake, small lake, rapid current stream?
- From the bank, dock, or from a boat?
- Is the bank rocky and steep, gentle and grassy, or?
- Is the boat motorized?
- Will it be with a guide company, proctor parents, friends of the family/program?

Location, Date(s) and Duration:

- Location should be precise. “Lake” is not enough.
- Which lake?
- Where is that lake in the state?
- How far is it from the nearest recognizable town?
- Provide a map, website, brochure, or other information about the location if available
- If a campground, describe the campground – is it developed? Wilderness? Provide a map of the campground if available

- Dates might include a specific trip or be on-going for a period of time, i.e. “weekend camping trips throughout June, July and August”.

NOTE: If the risk assessment is for on-going activities, please address criteria that a new youth in the program would need to meet before being able to participate in the activity in the Group Dynamics/Offender-Specific Behavior section. If no new youth are expected, specify that the youth discussed in the current risk assessment will be in the program/home for the entire period of time requested and will be the only youth participating.

Address the Following For Each Known and Possible Hazard or Risk:

The Hazard or Risk:

- What could possibly happen to a youth doing this activity? Examples:
- “Drowning, hurting self with fishing equipment, i.e. hooks, knives, falling out of boat or off bank.”
- Wild animals in the area (bears, cougars, raccoons are all very common in Oregon)
- Members of the public who might present a risk, temptation, or potential conflict situation

Safety/Control Measures Needed to Reduce Risks:

- What safety equipment will youth be wearing?
- Will someone be going over safety rules with youth prior to the outing?
- Will someone be doing any training with youth on skills needed for the activity?

Care Provider Competencies and Training:

- Are care providers CPR/First Aid trained and current on certifications?
- Do they have any other special skills or certifications that are appropriate for this activity?



- Do they have experience doing the activity?
- If someone other than staff is helping with the activity, do they have special training in the activity, i.e. boating license, certification in facilitating the activity, etc?

Staffing Ratio and Special Supervision Plans:

- Be specific.
- How many youth will be on the outing and how many foster parents?
- If there are special circumstances for supervision, i.e. skiing on a mountain, describe how staff will supervise the entire area.
- If someone other than foster parents will be assisting with the activity itself or with supervision, describe their qualifications, background, how they will be interacting with youth and other relevant information
- If persons such as foster parent's children or extended family members will be on activity, include how interactions between youth and these persons will be supervised/monitored.

Group Dynamics and Offender-specific Behavior:

- Has the group of youth going on the outing had any previous difficulties with each other and if so, what is the plan for management?
- What are the "worst case scenarios" in terms of personality and group management and what is the plan for dealing with them?
- What is the plan for managing high-risk situations for both the youth (i.e. youth being presented with opportunities to engage in activities detrimental to their tx) and public safety?
- Are the youth involved sex offenders? If so, will they be in high risk situations? How long have they been in treatment and have sex offender treatment therapists "okayed" the activity?
- If this is an assessment for an on-going activity, is the same group of youth going to be participating in the activity for the duration? If there will be new youth, what criteria will they have to meet before being allowed to participate in the activity?

Medical Needs/Medical Management Plans:

- Will youth face sheets with emergency telephone numbers and medical alerts be taken?
- Will youth medical cards be taken along?
- Any needs for inhalers/epi-pens?
- How will medication be managed/stored?

Travel and Overnight Lodging Plans:

- Be specific!
- How will youth be transported?
- If staying overnight, what are the sleeping arrangements?
- How will you monitor youth activities/whereabouts at night?



Emergency Precautions with Descriptions of Emergency Gear that Will Be On Hand

- List all emergency gear that will be on the trip:
- How many first aid kits, i.e. one on boat, one with staff?
- Rescue equipment?
- Where are the nearest medical services?

Communication Plan:

- Who will be notified in case of an emergency?
- Are there phones where you are going or will you be carrying cell phones?
- Do cell phones get reception everywhere you are going? How do you know that?
- If not, what is the communication plan in an emergency?

Please keep in mind the following are expected when creating a Risk Assessment:

- Youth must have a choice of being involved with the activity
- Adult supervision at all times
- First Aid Training
- Assessment of Youth Allergies and Medical Needs
- Appropriate Attire
- First Aid Kit
- Med Card

Boating/Rafting/Canoeing/Row Boating/River Rafting:

- CPR/First Aid (Current)
- Lifeguard/Water Rescue Class
- Water Safety Certifications (Current)
- Floatation devices
- **All water sports life vest required!**
- Insurance Required (*Home owners insurance does not cover recreational vehicles!!*)

Swimming:

- Life guard on duty/ & or rescue equipment – hook ring, etc.
- Adult supervision
- Designated swimming area
- Demonstrated swimming ability

Water Sports (Inner tubing, wake boarding, knee boarding, and water skiing):

*****NO APPROVALS*****

Fishing/Lake/Rivers/Docks/Fly Fishing/Crabbing:

- Follow fish and game rules
- Precautions based on body of water



Sports Centers/ Water Parks:

- Licensed/Certified
- Adult Supervision

Trampoline:

- Proof of homeowners insurance
- Safety net in place
- Adult Supervision

Ropes Course:

- Trained staff
- Verified through licensing

Indoor Rock Climbing:

- Licensed

Camp Trips:

- Medication secured
- CPR/First Aid (Current)
- Allergies
- Planned night time routine/sleeping arrangements
- Communication Plan (cell phone/back-up)
- Nearest Emergency Response (Ranger station, Hospitals)
- Bee sting kit

Beach Trip:

- Common sense
- Adult supervision!!!
- Aware of sneaker waves

Hiking/Visiting Waterfalls:

- Designated hiking path
- Foot care – emergency plan
- Expected return date and time known by agency
- Assessment of hiking level and youth ability

5k Run:

- Ability to hydrate
- Proper training

Skating/Biking/Skateboarding:

- Helmet
- Protective clothing (knee pads, elbow, wrist)



- Adult supervision
- Case by case basis for unsupervised
- Demonstrated ability & knowledge of bikers safety rules

Snow Parks/Inner tubing/Cross Country Skiing/Skiing Snowboarding:

- Designated areas
- Helmets required
- Emergency plan
- Proper clothing
- Adult supervision/or a demonstrated ability

Equestrian Centers (Riding Horses and Caring for them):

- Helmet
- Adult Supervision
- Safety plan/Communication plan
- Certifications

Tractor Operation & Safety Training:

- **Only for kids Over 18 only!!!**
- **And they do have to take the safety training**

Nature Restoration Projects:

- Description of activity

Building items/Welding/Repairing Cars and things around the home:

- Demonstrated safety training
- All proper safety equipment
- Case by case basis (Foster/Proctor knowledge & skills)

Volunteer Fire Fighting:

- **Over 18 years of Age**

*****Any activity that requires a release of liability by a sponsoring company such as that for rafting, rock wall climbing, etc) cannot be signed by a foster parent or JPPO. This form must be signed by youth's parent.*****



ACTIVITIES AND ITEMS REQUIRING CONSENT

The Oregon Youth Authority is the legal guardian of OYA youth placed in foster care. Anything requiring “parent or guardian” permission must be approved by the JPPO (Juvenile Parole & Probation Officer) or another OYA designee, and in most cases the youth’s parent.

- Sports / Athletics: The JPPO should be consulted regarding the appropriateness of individual youth participating in sports or athletic activities. Special consideration should be made for youth with sex offending behaviors. Additionally, any activities of a particularly risky nature requires the completion of a OYA Risk Assessment form (such activities may include: ropes courses or climbing walls)
- Employment: The JPPO should make the determination as to a youth’s need to find employment. This should be outlined in the case plan you receive upon placement. Jobs where youth may be operating machinery may require an OYA Risk Assessment, please check with the JPPO and Certifier.
- Driving: With the permission of the JPPO, some youth may be allowed to participate in driver’s education courses. Under NO circumstances should you allow OYA youth to drive your vehicles.
- Hunting or shooting weapons: OYA youth are prohibited by the Parole and Probation Agreement from handling weapons of any kind. There is no exception to this rule. Youth may not accompany Foster Parents on hunting trips.
- Cell Phones: OYA youth in sub-care must receive prior written approval from their parole/probation officer before having access or using a cell phone. OYA youth in sub-care cannot contract for his/her own cell phone, unless all of the following criteria apply: he/she is 18 years or older, involved in an Independent Living Program, part of their case plan and approved by their parole/probation officer. At no time will an OYA staff or provider sign a contract for an OYA youth to receive a cell phone. (Form YA 5016 attached). If a cell phone is approved for a youth, the ‘pay-as-you-go’ cell phones are the best option.



RELIGIOUS ACTIVITIES

OYA youth may express an interest in participating in specific religious activities. If the activity is within reason, and within your means, youth should be encouraged to do so. If you have questions please consult with the JPPO. Youth are welcome to participate with your family in religious services, but cannot be forced to do so.

For further clarification, please see the Oregon Youth Authority Policy Statement III-D-8.0 Religious Practices in Substitute Care Placements.

SECTION V: YOUTH & HOME SAFETY

Monthly In-Home Safety Check

It is helpful to establish a regular routine in your home to make sure you maintain compliance with OYA safety standards, and assure that your home is running smoothly.

Regularly check to ensure the following items are locked:

- Chemicals: paint, paint thinner, gasoline, cleaners, and aerosols.
- Foster Parent will supervise the use of these items by youth.
- Vitamins and homeopathic supplies.
- Power tools and outdoor equipment, (i.e. extra gasoline containers for the lawn mower, etc.)
- Craft supplies; X-Acto knives, glue, etc.
- Outdoor equipment storage

At least monthly:

- Check smoke detector batteries
- Check Fire extinguisher levels
- Completed med logs returned to JPPOs
- Check first aid supplies

When a new youth is placed, and routinely:

- Have family fire drills, and review the escape plan (within 24 hours of new youth placement)
- Review your home rules
- Inventory personal items while youth is present
- Review the parole & probation agreement and Case Plan
- Make sure youth has a medical card
- Review medication



When a youth transitions from your home:

- Have youth pack all of their personal belongings and compare items to their inventory list.
- Thoroughly clean the room including:
 - change bedding
 - check under the bed and in drawers or closets
 - wipe down surfaces
 - vacuum or clean floors

SUICIDE PREVENTION

As an OYA youth care provider, it is our responsibility to be knowledgeable in areas of potential danger to those in care. If you suspect a youth in your home may be suicidal, call your local mental health agency immediately, they should be available 24 hours a day. This should be a number you have posted in case of an emergency. Once a call has been made, contact the youth's parole/probation officer or supervisor and if after business hours contact MacLaren Youth Correctional Facility at (503) 981-9531.

“The substitute care provider must provide, at a minimum constant supervision to prevent dangerous or potentially dangerous behavior, which includes confiscating material used or which could potentially be used for self harm, until emergency services arrive.” (III-D-3.4 Suicide Prevention in Community Placements, effective 10/07/2005)

Please remember that mental health agencies are the only ones qualified to determine if a youth is suicidal or not. **DO NOT TAKE ON THAT RESPONSIBILITY.** Additionally, if a situation arises be sure to carefully document the situation regardless of other's actions.

Per attached policy III-D-3.4 (Effective 10/07/2005) Suicide Prevention in Community Placements, “All direct substitute care providers will receive initial suicide prevention training and annual updates, either through the Oregon Juvenile Justice Training Academy (OJJA) or through local community opportunities. Trainings should include at a minimum, information on the symptoms of depression, the warning signs of suicide, intervention techniques and emergency protocols.”



YOUTH SEARCHES

Per OYA Policy III A 4.0:

“Contracted Residential Providers and Foster Parents are prohibited from conducting frisk searches of youth offenders.” Foster Parents are permitted to ask the youth to empty their pockets, or search their bedroom or personal property if they suspect contraband or other illegal items in the home.

At no time will Foster Parents conduct frisk, comprehensive, or strip searches of youth offenders in their home. If you believe that a youth needs to be thoroughly searched, contact his/her Parole Officer for assistance.

AREA SEARCHES

Foster Parents must inspect a youth offender’s room on a regular basis to prevent the offender from possessing contraband. It is recommended that searches be conducted at least twice a month in an effort to keep contraband items at a minimum.

- OYA field staff, contracted residential treatment providers, and foster parents may conduct area searches.
- Searches of rooms where youth offenders have access to may be conducted on unannounced and irregular schedules.
- Such searches will be conducted in a systematic manner that allows for adequate searching of an area but leaves such area in an orderly fashion upon completion of the search.
- All youth offenders may be removed from the area being searched. Each room will be searched before it is occupied by a new youth offender.

Examples of contraband items include, but are not limited to:

- Gang-related items (This could include clothing, certain brands of shoes, colored shoestrings, bandana’s, belt buckles, etc.)
- Intoxicants and controlled substances, and paraphernalia.
- Weapons
- Sexually-explicit material (Includes DVD’s, magazines, etc.)
- Aerosols (Including deodorants, hair sprays, air fresheners, etc.)
- Tattoo making equipment
- Cigarettes and other tobacco products



- Cell Phones, laptops, iPods (Unless approved by the JPPO)
- Items that a youth possesses that are not on their inventory list
- Other designated items.

Documentation of searches and confiscation of contraband:

- A record of all searches will be kept in the youth offender case file and include the following information:
 - Date, time, and type of search conducted;
 - The name of area searched;
 - Name of person conducting the search;
 - Name of supervisor authorizing search, if applicable;
 - Specific reason for the search;
 - Itemization of items confiscated during the search, including a copy of the receipt, if given;
 - Any other information related to the search.