



NON-PROFIT ORGANIZATION FOR YOUTH ADOPTION

FOSTER AND FAMILY BASED SERVICES IN TEXAS

Policies and
Procedures Manual



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NON-PROFIT ORGANIZATION FOR YOUTH ADOPTION, FOSTER AND FAMILY BASED SERVICES IN TEXAS

POLICIES AND PROCEDURES MANUAL

1.0 Introduction and General Policy

1.1 Purpose and Scope of the Manual

1.1.1 Purpose

The purpose of this manual is to provide comprehensive guidelines for the administration, operation, and philosophy of the [ORGANIZATION].

1.1.2 Scope and Applicability

This manual is applicable to all employees, clients, stakeholders, and administrators of the [ORGANIZATION] within Texas.

1.2 Governing Body

The [ORGANIZATION] is administered by the [ORGANIZATION] and is governed by its Board of Directors. The Board's responsibilities include, but are not limited to, the following:

1. **Approving Policies and Procedures:**

2. **Annual Budget Approval:**

3. **Ensuring Sufficient Funds:**

4. **General Supervision:**

- a.

1.3 Program Statement and Philosophy

The [ORGANIZATION] provides a Multi-Disciplinary approach to managing children in foster homes.

Our philosophical approach is influenced by the work of Dr. Karyn Purvis, specifically her Trust Based Relational Intervention (TBRI) for children with attachment problems.

Whether the child's permanency goal is reunification or adoption, our families are trained to facilitate that goal.

We strive to include as team members school personnel, medical professionals, and the managing conservator

2.0 Admission, Placement, and Discharge

Effective Dates – (required)

Reviewed and Revised Dates – (required)

2.1 Purpose

The purpose of this policy is to outline the criteria and procedures for the admission, placement, and discharge of children within the [ORGANIZATION].

2.2 Additional Authority

This policy is governed by statutes, regulations, and relevant authorities pertaining to the care and support of children and young adults in foster care.

2.3 Scope

This policy applies to all employees, foster caregivers,

2.4 Responsible Party

The responsible parties for administering

2.5 Definitions

1. **DFPS** – Department of Family and Protective Services.
2. **GED** – General Educational Development.

2.6 Policy Statement

The [ORGANIZATION] shall ensure that all children and young adults receive appropriate admission, placement, and discharge processes in accordance with their individual needs and regulatory requirements.

2.7 Policy

1. **Ages Served**

1.1 The [ORGANIZATION] shall

1.2 Referrals for these children frequently arrive as emergency placements [REDACTED]

1.3 Older children who turn eighteen while in care may remain in the program until they are twenty-three, [REDACTED]

1.4 Transitional services shall be available for young adults up to their twenty-third birthday to support their transition to independence. [REDACTED]

2. Admission, Placement, and Discharge of Older Children and Young Adults

2.1 Young adults may remain in the foster home until they are twenty-three years of age for the following reasons:

[REDACTED]

2.2 Admission after the age of eighteen shall be permitted under the following conditions:

[REDACTED]

2.8 Procedure

1. Admission Procedure

1.1 The designated after-hours staff shall be responsible for responding to emergency placement requests for newborns, infants, toddlers, and children up to age seventeen. [REDACTED]

1.2 Young adults seeking to remain in or be admitted to the program shall have their eligibility assessed based on their participation in educational or vocational programs, completion of the current program, or the need to stay with a minor sibling. [REDACTED]

2. Placement Procedure

2.1 The Placement Coordinator shall ensure that emergency placements are handled efficiently and that all necessary support [REDACTED]

2.2 For young adults transitioning to independence, the [ORGANIZATION] Case Manager shall develop a detailed transition plan outlining the educational, vocational, and support services required. [REDACTED]

3. Discharge Procedure

3.1 The [ORGANIZATION] Case Manager shall ensure that all discharges are planned and coordinated with the appropriate parties, [REDACTED].

3.2 For young adults transitioning out of care, a comprehensive discharge plan shall be developed, detailing the support services and resources available to them. [REDACTED]

Review and Revision

This policy shall be reviewed and revised annually, or as necessary, to ensure compliance with data protection regulations and to reflect changes in organizational practices. [REDACTED]

References

Notes on Compliance with Data Protection Regulations:

Policy Review and Approval

Approval Signatures

- Executive Director: _____ Date: _____

Policy Distribution

3.0 Specialized Services

Effective Dates: [Start Date] to [End Date]

Reviewed and Revised Dates: [Review Date]

3.1 Purpose

The purpose of this policy is to outline the specialized services provided by [ORGANIZATION], [REDACTED]

3.2 Additional Authority

This policy is governed by relevant state regulations, [REDACTED]

3.3 Scope

This policy applies to all staff members involved in the placement and care of children [REDACTED]

3.4 Responsible Party

The Program Director is responsible for administering and enforcing this policy. [REDACTED]

3.5 Definitions:

- **LOC:** Level of Care
- **PAL:** Preparation for Adult Living
- **AA:** Alcoholics Anonymous
- **NA:** Narcotics Anonymous
- **DFFP:** Department of Family and Protective Services

3.6 Policy Statement

The [ORGANIZATION] is dedicated to providing specialized services to meet the diverse needs of children in our care. [REDACTED]

3.7 Policy

1. Sibling Groups:

2. **Pregnant Teens or Teens with Their Infants:**

3. **Transitional Living Program:**

4. **Substance Abuse Issues:**

5. **Treatment Services:**

a. The [ORGANIZATION] shall offer treatment services in the following areas:

i. **Borderline Intellectual Functioning:**

ii. **Emotional Disorders:**

iii. **Habilitative (Pervasive Developmental Disorders):**

3.8 Procedure

1. **Sibling Groups:**

2. **Pregnant Teens or Teens with Their Infants:**

3. **Transitional Living Program:**

4. **Substance Abuse Issues:**

5. **Treatment Services:**

Review and Revision

This policy shall be reviewed and revised annually, or as necessary, to ensure compliance with data protection regulations and to reflect changes in organizational practices. [REDACTED]

Policy Review and Approval

Approval Signatures

- Program Director: _____ Date: _____

Policy Distribution

- [REDACTED]

4.0 Admission and Placement Considerations

Effective Dates: (required)

Reviewed and Revised Dates: (required)

4.1 Purpose

The purpose of this policy is to outline the admission and placement considerations for children served by [ORGANIZATION] [REDACTED]

4.2 Additional Authority

Relevant statutes, regulations, and authorities governing child placement services.

4.3 Scope

This policy applies to all staff involved in the admission and placement processes at [ORGANIZATION], including the Treatment Director, Child Placement Management Staff, and Child Placement Staff.

4.4 Responsible Party

Treatment Director, Child Placement Management Staff, Child Placement Staff. [REDACTED]

4.5 Definitions:

- i. **CPS:** Child Protective Services
- ii. **PLSP:** Program Licensing and Support Person
- iii. **CPMS:** Child Placement Management Staff
- iv. **GAF:** Global Assessment of Functioning
- v. **DSM:** Diagnostic and Statistical Manual of Mental Disorders

4.6 Policy Statement

[ORGANIZATION] shall ensure that children are placed in the least restrictive environment where they can thrive. [REDACTED]

4.7 Policy

A. Admission and Placement Considerations

1. The Treatment Director, Child Placement Management Staff, or Child Placement Staff shall consider:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4.8 Procedure:

1. Approval of Admissions:

[REDACTED]

[REDACTED]

[REDACTED]

2. Special Admission Criteria:

2.1. Sibling Groups:

[REDACTED]

[REDACTED]

2.2. Pregnant Teens or Teens with Infants:

[REDACTED]

2.3. Substance Abuse Issues:

2.4. Children Requiring Treatment:

2.4.1. Emotional Disorders and Pervasive Developmental Disorder:

2.4.2. Borderline Intellectual Functioning:

2.4.3. Transitional Services:

4.9 Final Authority

The Executive Director of [ORGANIZATION] Center shall have final authority regarding the placement of any child in a foster home verified by the child-placing agency.

4.10 Placement Documents Required:

4.11 Pre-admission Interview

A pre-admission interview shall take place before the child is placed, allowing the child to discuss placement with the managing conservator.

4.12 Emergency Admissions:

Review and Revision

This policy shall be reviewed and revised annually or as necessary to ensure compliance with regulations and reflect changes in organizational practices.

Policy Review and Approval:

-

Approval Signatures:

- Executive Director: _____ Date: _____

Policy Distribution:

-

5.0 Intake

Effective Dates: (required)

Reviewed and Revised Dates: (required)

5.1 Purpose

The purpose of this policy is to outline the intake process and compliance procedures for [ORGANIZATION], [REDACTED]

5.2 Additional Authority

Relevant statutes, regulations, and authorities governing child placement services.

5.3 Scope

This policy applies to all staff involved in the intake and compliance processes at [ORGANIZATION], including the Child Placement Staff, Child Placement Management Staff, and foster parents.

5.4 Responsible Party

Child Placement Staff, Child Placement Management Staff. [REDACTED]

5.5 Definitions:

- i. **DFPS:** Texas Department of Family and Protective Services
- ii. **ECI:** Early Childhood Intervention
- iii. **Managing Conservator:** Individual or entity with legal custody of the child

5.6 Policy Statement

[ORGANIZATION] shall [REDACTED]

5.7 Policy:

A. Intake Procedures

1. Informed Consent:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Medical Consent:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. Travel Consent:

[REDACTED]

[REDACTED]

4. Orientation:

5.8 Compliance Procedures:

1. Agency Fee Policy:

[REDACTED]

[REDACTED]

[REDACTED]

2. Full and Complete Disclosure:

[REDACTED]

[REDACTED]

3. Compliance with Federal and State Laws:

[REDACTED]

Review and Revision: This policy shall be reviewed and revised annually, or as necessary, to ensure compliance with regulations and to reflect changes in organizational practices [REDACTED]

References: (list relevant references)

Notes on Compliance with Data Protection Regulations: (notes)

Policy Review and Approval:

[REDACTED]



Approval Signatures:

- Executive Director: _____ Date: _____

Policy Distribution:



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6.0 Discharge and Service Procedures

Effective Dates: (required)

Reviewed and Revised Dates: (required)

6.1 Purpose

The purpose of this policy is to outline the procedures for discharges and the services provided by [ORGANIZATION], [REDACTED]

6.3 Additional Authority

Relevant statutes, regulations, and authorities governing child placement services.

6.4 Scope

This policy applies to all staff involved in the discharge processes and service provision at [ORGANIZATION], including the Child Placement Staff, Child Placement Management Staff, and foster parents.

6.5 Responsible Party

Child Placement Staff, Child Placement Management Staff. [REDACTED]

6.6 Definitions:

- i. **DFPS:** Department of Family and Protective Services
- ii. **LCSW:** Licensed Clinical Social Worker
- iii. **LPC:** Licensed Professional Counselor

6.7 Policy Statement

[ORGANIZATION] [REDACTED]

6.8 Policy:

A. General Conditions for Discharges

[REDACTED]

B. Unplanned Discharges

C. Planned Discharges

D. Information/Items Provided at Discharge

1. The [ORGANIZATION] Center shall provide the caseworker or caseworker's designee with the following information for each discharge:

[REDACTED]

[REDACTED]

2. Within 15 calendar days after the discharge, the Child's:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Review and Revision: This policy shall be reviewed and revised annually, or as necessary, to ensure compliance with regulations and reflect changes in organizational practices. [REDACTED]

Policy Review and Approval:

[REDACTED]

Approval Signatures:

- Executive Director: _____ Date: _____

Policy Distribution:

[REDACTED]

7.0 Basic Foster Care Services

Effective Dates: (required)

Reviewed and Revised Dates: (required)

7.1 Purpose

The purpose of this policy is to outline the basic foster care services provided by [ORGANIZATION], ensuring children receive a safe, [REDACTED]

7.2 Additional Authority

Relevant statutes, regulations, and authorities governing child placement services.

7.3 Scope: This policy applies to all staff and foster parents involved in providing basic foster care services at Burke Center for Youth.

7.4 Responsible Party: Case Managers, Foster Parents. [REDACTED]

7.5 Definitions:

- i. **THSteps:** Texas Health Steps
- ii. **ARD:** Admission, Review, and Dismissal
- iii. **ECI:** Early Childhood Intervention

7.6 Policy Statement: [ORGANIZATION] shall [REDACTED]

7.7 Policy:

A. Basic Foster Care Services

1. Health Care Needs:

[REDACTED]

2. Housing Needs:

[REDACTED]

3. Social Needs:

[REDACTED]

4. Recreational Needs:

[REDACTED]

5. Supervision Needs:

[REDACTED]

6. Educational Needs:

[REDACTED]

[REDACTED]

[REDACTED]

7. Service Planning Needs:

[REDACTED]

8. Basic Living and Social Skills:

[REDACTED]

7.8

Procedure:

[REDACTED]

Review and Revision: This policy shall be reviewed and revised annually, or as necessary, to ensure compliance with regulations and reflect changes in organizational practices. [REDACTED]

References: (list relevant references)

Notes on Compliance with Data Protection Regulations: (notes)

Policy Review and Approval:

[REDACTED]

Approval Signatures:

- Executive Director: _____ Date: _____

Policy Distribution:

[REDACTED]

8.0 Care for Pregnant Teens and Teens with Infants

Effective Dates: (required)

Reviewed and Revised Dates: (required)

8.1 Purpose: The purpose of this policy is to outline the procedures and support services provided for pregnant teens and teens with infants, [REDACTED]

8.2 Additional Authority: Relevant statutes, regulations, and authorities governing child placement services.

8.3 Scope: This policy applies to all staff and foster parents involved in providing care for pregnant teens and teens with infants at Burke Center for Youth.

8.4 Responsible Party: Case Managers, Foster Parents. [REDACTED]

8.5 Definitions:

- i. **GED:** General Educational Development
- ii. **Medicaid:** A joint federal and state program that helps with medical costs for some people with limited income and resources.
- iii. **Supplemental Nutrition Assistance Program (SNAP):** A federal program that provides food-purchasing assistance for low- and no-income people.

8.6 Policy Statement: [ORGANIZATION] shall [REDACTED]

8.7 Policy:

A. Medical Care and Support Resources

1. Obstetric Care:

[REDACTED]

[REDACTED]

2. Support Resources:

[REDACTED]

[REDACTED]

3. Information and Training:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

B. Parenting Skills Assessment

1. Assessment Focus:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Psychiatric Care:

[REDACTED]

[REDACTED]

3. Training for Foster Parents:

[REDACTED]

[REDACTED]

C. Support for Pregnant and Parenting Teens

1. Medical Attention:

[REDACTED]

[REDACTED]

2. Developmental and Mental Health Support:

[REDACTED]

[REDACTED]

3. Promoting Self-Sufficiency:

[REDACTED]

[REDACTED]

4. Childcare and Educational Opportunities:

[REDACTED]

[REDACTED]

5. Modeling Good Parenting Practices:

[REDACTED]

[REDACTED]

8.8 Procedure:

1. Coordination of Care:

[REDACTED]

[REDACTED]

2. Monitoring and Documentation:

Review and Revision: This policy shall be reviewed and revised annually, or as necessary, to ensure compliance with regulations and reflect changes in organizational practices.

References: (list relevant references)

Notes on Compliance with Data Protection Regulations: (notes)

Policy Review and Approval:

Approval Signatures:

- Executive Director: _____ Date: _____

Policy Distribution:

9.0 Care for Teens with Infants

Effective Dates: (required)

Reviewed and Revised Dates: (required)

9.1 Purpose: The purpose of this policy is to outline the responsibilities and support services provided for teens with infants [REDACTED]

9.2 Additional Authority: Relevant statutes, regulations, and authorities governing child placement services.

9.3 Scope: This policy applies to all staff and foster parents involved in providing care for teens with infants at Burke Center for Youth.

9.4 Responsible Party: Case Managers, Foster Parents. [REDACTED]

9.5 Definitions:

- i. **WIC:** Women, Infants, and Children program
- ii. **THSteps:** Texas Health Steps

9.6 Policy Statement: [ORGANIZATION] shall [REDACTED]

9.7 Policy:

A. Care and Responsibilities

1. Foster Parent Responsibilities:

B. Educational Modules and Support Services

1. Parenting Classes:

2. **Preparation for a Baby:**

2.1. The foster parent shall assist the teen mother in gathering necessary baby items.

3. **WIC Program:**

4. **Education Continuation:**

5. **Pediatrician and Medical Care:**

6. **Post-Partum Depression:**

7. **Sex Education and Relationship Skills Training:**

9.8 Procedure:

1. **Monitoring and Documentation:**

2. **Coordination of Services:**

Review and Revision: This policy shall be reviewed and revised annually, or as necessary,

Policy Review and Approval:

Approval Signatures:

- Executive Director: _____ Date: _____

Policy Distribution:

10.0 Care for Teens that Relinquish Parental Rights

Effective Dates: (required)

Reviewed and Revised Dates: (required)

10.1 Purpose: The purpose of this policy is to outline the procedures and support services provided for teens who relinquish parental rights, [REDACTED]

10.2 Additional Authority: Relevant statutes, regulations, and authorities governing child placement services.

10.3 Scope: This policy applies to all staff and foster parents involved in providing care for teens who relinquish parental rights at [ORGANIZATION].

10.4 Responsible Party: Case Managers, Foster Parents. [REDACTED]

10.5 Definitions:

- i. **CPS:** Child Protective Services

10.6 Policy Statement: [ORGANIZATION] [REDACTED]

10.7 Policy:

A. Rights and Support for Teens Relinquishing Parental Rights

1. Discussion and Decision-Making:

[REDACTED]

[REDACTED]

2. Protection from Abuse and Coercion:

[REDACTED]

[REDACTED]

B. Plan of Service for Teens Staying with Foster Parents

1. Managing the Transition:

2. **Therapeutic Support:**

3. **Emotional and Therapeutic Support:**

4. **Involvement of Teen Father:**

10.8 Procedure:

1. **Coordination with CPS Worker:**

2. **Provision of Therapeutic Services:**

3. **Support for Foster Parents:**



[REDACTED]

Review and Revision: This policy shall be reviewed and revised annually, or as necessary,

[REDACTED]

Policy Review and Approval:

[REDACTED]

Approval Signatures:

- Executive Director: _____ Date: _____

Policy Distribution:

[REDACTED]

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11.0 [ORGANIZATION] Transitional Living Programs

Effective Dates: (required)

Reviewed and Revised Dates: (required)

11.1 Purpose: The purpose of this policy is to outline the transitional living programs and services provided for youth at [ORGANIZATION], [REDACTED]

11.2 Additional Authority: Relevant statutes, regulations, and authorities governing child placement services.

11.3 Scope: This policy applies to all staff and foster parents involved in providing transitional living services at [ORGANIZATION].

11.4 Responsible Party: Case Managers, Foster Parents.

11.5 Definitions:

- i. **DFPS:** Department of Family and Protective Services
- ii. **PAL:** Preparation for Adult Living
- iii. **COS:** Circles of Support
- iv. **ETV:** Education and Training Voucher
- v. **TLP:** Transitional Living Program

11.6 Policy Statement: [ORGANIZATION] shall ensure that youth aged 14 to 23 receive comprehensive transitional living services, support, and education to prepare them for independent living and successful adulthood.

11.7 Policy:

A. Components of the Transitional Living Program

1. TLP Benchmark and Task Checklist:

[REDACTED]

[REDACTED]

2. Connecting to People:

[REDACTED]

3. Extended Care Program:

[REDACTED]

B. Transitional Living Services in Foster Care

1. Education and Facilitation:

[REDACTED]

[REDACTED]

2. Services Provided by DFPS:

[REDACTED]

[REDACTED]

[REDACTED]

C. Transition Planning as a Cooperative Effort

1. Team Approach:

[REDACTED]

[REDACTED]

2. Transition Meetings:

[REDACTED]

[REDACTED]

D. Admission Criteria for Youth Aged 17 and Above

1. Criteria Prior to Admission:

[REDACTED]

[REDACTED]

E. Services Starting at Age 14

1. Assessment and Training:

2. Supportive Services:

11.8 Procedure:

1. Implementation of TLP Checklist:

1.1. Annual Review and Completion:

[REDACTED]

1.2. Oversight and Tracking:

[REDACTED]

2. Connecting Youth to People:

2.1. Identification of Caring Adults:

[REDACTED]

2.2. Fostering Lifelong Connections:

The Case Manager and foster parents shall organize regular meetings or [REDACTED]

[REDACTED]

Review and Revision: This policy shall be reviewed and revised annually, or as necessary,

References: (list relevant references)

Notes on Compliance with Data Protection Regulations: (notes)

Policy Review and Approval:

Approval Signatures:

- Executive Director: _____ Date: _____

Policy Distribution:

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