

## Annual Foster Home Reviews

The Child Protection Worker will ensure review all foster homes annually.

### REFERENCE

*Child and Family Services Act* sections 61, 62, 63, 64  
 Department of Health and Social Services Policy

### PURPOSE

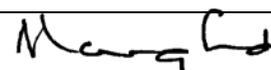
- To ensure the safety and wellbeing of children and youth;
- To ensure the case plan for the child or youth is being implemented;
- To ensure the foster home conforms to the standards established by the regulations;
- To ensure the Child Protection Worker has access to any records or documentation of the foster home in relation to providing services to children and youth;
- To discuss any significant issues with foster parents and discuss available supports;
- To provide continuous communication between the foster home and the Child Protection Worker;
- To provide a forum for follow-up on any situational events that may have occurred in the home over the past year, and to assess how the concerns have been resolved.

### PROCEDURE

1. Review case notes and/or other information on Foster Home file or the child or youth's file before interviewing the family.
2. Make note of any incidents that cause concern surrounding the care of the child or youth as well as which forms need to be renewed according to the schedule laid out in *Annual Review Documentation Update Schedule* tool.
3. Arrange to interview foster parents, both separately and together. This will give the opportunity to evaluate different experiences of each foster parent. Complete the *Annual Review: Foster Parent Interview Form*.
4. Complete the *Annual Review: Other Household Members Interview Form* by interviewing all members of the household including the foster parent's biological children in the home, other adults residing in the home and other foster children or youth in their care. A form should be completed for each person living in the home.
5. Interview the foster parent(s) and assesses the physical environment of the home as per the *Foster Home Annual Review* form.

Effective Date: April 1, 2016

Director of Child and Family Services



6. Discuss all concerns with the Supervisor and develop a plan to support the foster parents in making changes. If child protection concerns are identified, a child protection investigation must be immediately initiated.
7. The *Foster Home Annual Review* form will be signed by the Child Protection Worker and placed on file within 30 days of its completion.
8. Send a letter to the foster parents informing them of the status of their review. If the foster parents were not approved to continue providing foster care, outline the reason(s) for the closure and/or what is required in order to be an approved foster home placement. The letter should also indicate the procedures required to request a review of the decision.

#### FORMS

- Foster Home Annual Review
- Annual Review: Foster Parent Interview
- Annual Review: Other Household Members Interview
- Medical Examination Update

#### TOOLS

- Annual Review: Documentation Update Schedule

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