



Bureau for  
Children and Families

Public Comments on Proposed Revisions to the  
Child Placing Agencies Licensure (78 CSR 2)

#	Rule Section	By Whom?	Comment Summary	Response to Comment
1	1.1	Pressley Ridge WVCCA	Insert "minimum" before "standards."	Changes were made pursuant to comment.
2	3.1	Pressley Ridge WVCCA	Insert "or recommended."	The Department has reviewed this comment and no changes were made in response. The current definition adequately describes "aftercare."
3	3.5	Pressley Ridge WVCCA	Modify definition of child.	The Department has reviewed this comment and no changes were made in response. The current definition adequately describes "child."
4	3.7	FFTA NECCO Pressley Ridge WVCCA	Remove the word "investigation." "foster family group homes" are not defined in this rule; either provide a definition or include descriptors in this section.	Changes were made pursuant to comment.
5	3.7	CHS	Please define "foster family group homes" as we do not currently have these in WV and there is no license or policy or guidelines for these.	Changes were made pursuant to comment.
6	3.9	Pressley Ridge WVCCA	Replace "specialized" with "individualized."	The Department has reviewed this comment and no changes were made in response. The current definition adequately describes "Child-specific training."
7	3.12	Pressley Ridge WVCCA	Remove definition of Crisis Support	The Department has reviewed this comment and no changes were made in response. The current definition is necessary.
8	3.14	Pressley Ridge WVCCA	Replace "affiliation" with "services."	The Department has reviewed this comment and no changes were made in response. The current definition adequately describes "discharge."
9	Former 3.16	Pressley Ridge WVCA	Redefine "discipline."	The Department has reviewed this comment and no changes were made in response. Discipline is appropriately described within the rules.
10	3.16	FFTA NECCO Pressley Ridge WVCCA	The number of children permitted in a household should read six (6) instead of five (5). Further, as this is written, it could be interpreted that this many children are permitted	The Department has reviewed this comment and no changes were made in response. The definition in rule is the same definition in W. Va. Code § 49-1-206.

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			to be placed in a home in addition to any biological children residing in the home.	
4	3.20	FFTA NECCO	The definition of incident needs to be reworded as the sentence is not grammatically correct. Suggested change: Incident- An act, or series of acts or behaviors, that place a child or others at risk.	Changes were made pursuant to the comment.
5	3.22	FFTA Pressley Ridge WVCCA	This can become a compliance issue for agencies as they do not routinely receive copies of a DHHR written Safety Plan or Case Plan and therefore cannot properly incorporate it into the intake Service Plan.	The Department has reviewed this comment and no changes were made in response. If a Safety Plan or a Child's Case Plan exists, the child placing agency needs to make every effort to access the plan and incorporate it. There will be no adverse action regarding the provider with documented attempts.
6	3.24	FFTA	Is "Multidisciplinary Treatment Team" now the new title for Multidisciplinary Team (MDT). If so, this new terminology should be used consistently throughout 78CSR2.	Changes were made pursuant to this comment.
7	3.35	FFTA Pressley Ridge	Remove "health" as developmentally appropriate activities could include health.	Changes were made pursuant to this comment.
8	3.35	CHS	This definition doesn't go far enough to explain the standard, leaving out crucial points of the intent. It makes more sense to utilize the federal definition from 42 U.S.C. sec. 675(10) below. Many other states have also quoted the federal definition rather than attempting to reinterpret it. <i>Suggestion: The reasonable and prudent parent standard is the standard characterized by careful and sensible parental decisions that are reasonably intended to maintain the health, safety and best interests of a child while at the same time encouraging the emotional and developmental growth of the child that a caregiver shall use when determining whether to allow a child in foster care under the responsibility of the state to participate in extracurricular, enrichment, cultural and social activities.</i>	Changes were made pursuant to this comment.
9	3.41	FFTA	This can become a compliance issue for agencies as they do not routinely receive copies of a DHHR written Safety Plan	The Department has reviewed this comment and no changes were made in response. If a Safety Plan or a Child's Case Plan exists, the child placing agency needs to make

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			or Case Plan from an MDI process and therefore cannot properly incorporate it into the Intake Service Plan.	every effort to access the plan and incorporate it. There will be no adverse action regarding the agency with documented attempts.
10	3.44	John Moses Youth Services System	This Reg. defines a transitioning adult age being 18-21. Reg 25.3.b speaks to age requirements for transitional living placement services being 17-26. What's the difference?	Changes were made pursuant to this comment.
11	3.44	Pressley Ridge WVCCA	Additional language to include 18-21 years of age living in a foster care home. Example: 18 year old adult living in a foster home must obtain criminal background checks and may attend college	The Department has reviewed this comment and no changes were made in response. The comment is unclear as to what changes are requested.
12	3.45	Pressley Ridge WVCCA	Insert "young adults"	The Department has reviewed this comment and no changes were made in response. The current definition uses the term "child" which includes transitioning adults.
13	4.1.d.	Pressley Ridge WVCCA	Expresses concerns regarding the limitation on merger of agency ownership.	The Department has reviewed this comment and no changes were made in response. The limitation on merging agencies is reasonable and consistent.
14	4.2a.	Pressley Ridge WVCCA	Comments to application procedures for a license	The Department has reviewed this comment and no changes were made in response. The current application process is reasonable.
15	4.2.b.1.	Pressley Ridge WVCCA	Comments that non-profit agencies do not have principle owners	The Department has reviewed this comment and no changes were made in response. Principle owner may refer to individuals or parent companies.
16	4.2.b.3.	FFTA NECCO	This still uses "criminal investigation bureau" instead of having the new WV Care language.	Changes were made pursuant to the comment.
17	4.3	FFTA NECCO	The full definitions of initial license, provisional license, and renewal license has been removed from this section and therefore there is no distinction for the differences between these licenses the Secretary shall issue.	The Department has reviewed this comment and no changes were made in response. The descriptions and definitions of the license types are in the identified code section W. Va. Code §49-2-115.
18	4.4	Pressley Ridge WVCCA	Suggested change to amendment of a license	The Department has reviewed this comment and no changes were made in response. The proposed language is too broad.

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19	5.1.c.	FFTA NECCO Pressley Ridge WVCCA	Permitting access to the individual listed within 3 business days of the request seems unreasonable for many reasons (vacations, court appearances, some governing board members may be in a different state, etc.) Suggestion to allow for alternate means of access such as by telephone or other appropriate means.	The Department has reviewed this comment and no changes were made in response. The rule states "permit access to." It does not prohibit access by telephone when warranted.
20	5.2	FFTA NECCO	Suggestion to place appropriate time constraints on the IUJ process. This process places foster and adoptive homes on 'hold' until the process is complete, and agencies are waiting up to six months or longer to receive finalized written reports on the outcomes of the investigation. Also, for instances in which an employee may be part of an allegation- this needs to be completed in an expedited manner so as to not disrupt the workflow of the agency and the caseload affected.	The Department has reviewed this comment and no changes were made in response. The Child Placing Agencies Licensure rules are not the appropriate place to address timeframes for DHHR investigations.
21	5.3.a.	Pressley Ridge WVCCA	Replace "including immediately, but no" with "within a designated timeline not to exceed."	The Department has reviewed this comment and no changes were made in response. The current language emphasizes that the plan of correction may be required immediately.
22	5.3.c.	FFTA	Suggested changes: "When the Secretary provides written notification that a proposed plan of correction is not approved, an agency shall submit another plan of correction within seven working days of this notification."	The Department has reviewed this comment and no changes were made in response. There are times when there is a verbal discussion regarding a proposed plan of correction between the child placing agency and BCF licensing specialist. This verbal discussion can be invaluable in developing an appropriate plan.
23	5.4.d.	Pressley Ridge WVCCA	Replace "this rule" with "the issued waiver or variance agreement."	The Department has reviewed this comment and no changes were made in response. The proposed change limits when a waiver or variance agreement can be cancelled. The current language is reasonable.
24	6.3.	Pressley Ridge WVCCA	Comments to Governing Boards requirements	The Department has reviewed this comment and no changes were made in response. Governing Boards are critical to the oversight of agencies and therefore, must have the authority to oversee operations. It is understood

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				that the oversight may be through employing a chief executive officer or similar position. The Department has reviewed this comment and no changes were made in response. The requirement surrounding confidentiality are clearly written.
25	6.5.a	FFTA	Suggestion to rewrite this to be more clarifying; this appears to be missing key language surrounding proper use of Authorizations and Releases of Information.	The Department has reviewed this comment and no changes were made in response. The child placing agency needs to make every effort to gather this information. There will be no adverse action regarding the provider with documented attempts.
26	6.6.a.	Pressley Ridge WVCCA	Insert "if known or if provided"	The Department has reviewed this comment and no changes were made in response. Maintaining the documents that are required by this rule is important and therefore, this requirement is not overly burdensome.
27	6.6.a.2.	Pressley Ridge WVCCA	Remove "An itemized list of the documents in the record that are required to be maintained by this rule."	The Department has reviewed this comment and no changes were made in response. The child placing agency needs to make every effort to gather this information. There will be no adverse action regarding the provider with documented attempts.
28	6.6.a.4	FFTA NECCO	Compliance issue for agencies as they are rarely provided this full information on the biological Parents.	Changes were made pursuant to this comment.
29	6.5.a.6	FFTA NECCO	replace "and an emergency contact's name and telephone number" to WV Centralized Intake Hotline contact number. Remove "The placement agreement"	The Department has reviewed this comment and no changes were made in response. The placement agreement is a document that should be in the child's record.
30	6.6.a.11.	Pressley Ridge WVCCA	This needs to be reworded as it reads like this is only one document that encompasses all three Rather than them each being their own standalone narrative or narrative addendum.	The Department has reviewed this comment and no changes were made in response. The current language has not caused any confusion in the past.
31	6.6.b.6.	FFTA Pressley Ridge WVCCA		

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32	6.6.b.11.	Pressley Ridge WVCCA	Replace "Child Abuse or Neglect History" with "CPS/APS"	Changes were made pursuant to this comment.
33	6.6.c.6.	Pressley Ridge WVCCA	Replace "Child Abuse or Neglect History" with "CPS/APS"	Changes were made pursuant to this comment.
34	6.7.a.3.	Pressley Ridge WVCCA	Remove entire section.	The Department has reviewed this comment and no changes were made in response. The annual written evaluation is an important oversight tool. To maintain consistent standards, it is important that it remains in the rule.
35	6.7.b.5.	FFTA NECCO	Suggestion to change (48) hours to (24).	Changes were made pursuant to this comment.
36	6.7.b.5.	Pressley Ridge WVCCA	Change 48 hours to "per the agency's policy"	The Department has reviewed this comment. Changes were based on other stakeholders' comments in order to maintain consistency among the providers.
37	6.7.b.6.	Pressley Ridge WVCCA	Remove "Changing the child's service plan or changing policy and procedures at the recommendation of the Secretary following an emergency or incident"	The Department has reviewed this comment and no changes were made in response. Procedures need to be in place to address these situations.
38	6.7.c.	Pressley Ridge WVCCA	Replace "policies" with "procedure"	Changes were made pursuant to this comment.
39	7.1.	Pressley Ridge WVCCA	Remove requirement for staffing plan	The Department has reviewed this comment and no changes were made in response. The staffing plan is an important requirement to maintain consistency among the agencies.
40	7.2.b	NECCO	Add "professional" liability insurance coverage to clarify.	The Department has reviewed this comment and no changes were made in response. The intention of the rule is not limited to professional liability insurance coverage.
41	7.2.c.	Pressley Ridge WVCCA	Reword to match Section 7.4	Changes were made pursuant to this comment.
42	7.2.d.	FFTA NECCO	Clarification on "suspension" is needed. Does this mean removed from all agency work or can the employee be taken off a caseload and put on "desk duty?" Further, can the disqualifying offense be more clearly outlined directly in the rule.	The Department has reviewed this comment and no changes were made in response. Definitions related to the criminal background check process are in West Virginia Clearance for Access: Registry and Employment Screening Act, W. Va. Code §§ 16-49-1, et seq., and W. Va. Code R. §§ 69-10-1, et seq.
43	7.2.e	NECCO	Maybe use- Sexual abuse, abuse or neglected	The Department has reviewed this comment and no changes were made in response. The Department requires

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				suspension when the allegation is sexual abuse or serious physical injury.
44	7.2.g.3.	Pressley Ridge WVCCA	Remove "unless the child is in a transitional living program."	The Department has reviewed this comment and no changes were made in response. Other stakeholders believed that this exception was appropriate. Individual agencies may be more restrictive in their policies. Changes were made pursuant to this comment.
45	7.2.h.1.	FFTA NECCO	Remove "the employing agency's director shall provide a reference." This appears to be in Direct conflict with some work laws pertaining to what information employers can release and Could become a big liability. Agencies would follow the same process for any foster parent of collecting references and can request a regular employment reference.	Changes were made pursuant to this comment.
46	7.2.h.2.	Pressley Ridge WVCCA	Remove sub-section	Changes were made pursuant to this comment.
47	7.2.h.1	CHS	We object to this being mandated due to the fact that the employee may be a quality employee, however that does not necessarily mean an employer has enough information to recommend the employee as a foster parent or not. It also places additional legal liability on the employer outside their scope.	Changes were made pursuant to this comment.
48	7.3	FFTA	Remove the terminology "manual." Many agencies utilize on-line documentation and may not create a paper "manual" or may capture policies in their handbook.	Changes were made pursuant to this comment.
49	7.3	NECCO	Employee Manual – should say policies – corrected in another area – most of us aren't doing "manuals" anymore – using online.	Changes were made pursuant to this comment.
50	8.1.b.	FFTA	Recommendation that this section be redone to be the minimal standards required such as: "Administrative and Supervisory employees, including the Assistant Director, Program Director, and Case Management Supervisor shall possess a minimum of a	The Department has reviewed this comment and no changes were made in response. The educational, required experience and licensure within the scope of the professional practice are reasonable.

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51	8.1.b(1,2 and 3)	NECCO	<p>bachelor's degree in Social work or a comparable human service field and two years of experience in a human Services related field, at least one year of which is in child welfare services."</p> <p>Can we say a human services degree or a bachelor's/master's degree and some amount of years in the field – maybe 5 for supervisors. (DHR staff do not have to have human services degree and experience should account for something in this time of work force development issues)</p>	<p>The Department has reviewed this comment and no changes were made in response. The educational, required experience and licensure within the scope of the professional practice are reasonable.</p>
52	8.1.c.	Pressley Ridge WVCCA	Remove "Clinical or Certified Social Workers"	<p>The Department has reviewed this comment and no changes were made in response. The licensure within the scope of the professional practice is reasonable.</p>
53	8.1.d.	FFTA NECCO Pressley Ridge WVCCA	<p>Remove the requirement for a license for Homefinders. Agencies strongly desire this change as This has become a serious issue for agencies due to lack of licensed workers in the workforce; the agreement with Concord has been helpful but does not fully fix the issue as many Cannot afford the courses and those agencies who work along the border lines often hire workers who live in other states (i.e. Ohio, PA, etc) and the out of state tuition is unaffordable. There could be additional standardization put in place requiring Homefinders to have specialized Training or certification for their role in home safety if this is desired.</p>	<p>The Department has reviewed this comment and no changes were made in response. The educational, required experience and licensure within the scope of the professional practice are reasonable.</p>
54	8.1.d	CHS	<p>Agencies are struggling to find licensed social workers to fill needed homefinding positions. We still strive to hire social workers for all our positions in foster care and adoption. We propose that homefinders be permitted to have a related degree, work under close supervision of a higher degree social worker or MSW, with a strong training curriculum in assessment and homefinding. Suggestion: A Bachelor's or master's degree in social work or a related human service field with supervision provided</p>	<p>The Department has reviewed this comment and no changes were made in response. The educational, required experience and licensure within the scope of the professional practice are reasonable.</p>

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			by a person with an advanced degree in social work or a comparable human service field who has at least two years' experience or has an advanced degree in social work or a comparable human service field and has a valid license issued by the West Virginia Board of Social Work.	
55	8.1.e.1	NECCO	What it says now or a bachelor's degree in any field with 4- or 5- years experience in the field.	The Department has reviewed this comment and no changes were made in response. The educational requirement is reasonable.
56	8.1.e.1.	Pressley Ridge WVCCA	Insert "a Board of Regents with a concentration in Human Service courses"	The Department has reviewed this comment and no changes were made in response. The educational requirement is reasonable.
57	8.1.e.2.	CHS	The below item was stricken and we believe it needs to remain to ensure quality services. <del>Supervision for case managers not licensed within the scope of their practice shall be provided by a person with an advanced degree in social work or a comparable human service field who has at least two (2) years experience or has an advanced degree in social work or a comparable human service field and is licensed in their field.</del>	The Department has reviewed this comment and no changes were made in response. Since the case manager must have a bachelor's or master's degree in social work or a related human service field, it doesn't seem necessary for the supervisor to have two years of experience.
58	8.2.a.	Pressley Ridge WVCCA	Remove the minimum training hours for direct care service employees.	The Department has reviewed this comment and no changes were made in response. The training requirement is reasonable to maintain consistency among agencies.
59	8.2.a.3.	Pressley Ridge WVCCA	Remove "the legal aspects of substitute care"	The Department has reviewed this comment and no changes were made in response. The training requirement is reasonable to maintain consistency among agencies.
60	8.2.a.7.	Pressley Ridge WVCCA	Insert "National Runaway Youth Prevention"	Changes were made pursuant to this comment.
61	8.2.a.11.	Pressley Ridge WVCCA	Require CPR certification.	The Department has reviewed this comment and no changes were made in response. Training in CPR is the minimum standard. Individual agencies may require certification.

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62	8.2.d.	Stephanie Holmes WV foster and adoptive parent	Regarding training requirements for new employees, under section 8.2.d., it would be beneficial to add specifically "trauma" and "the Adoption and Safe Families Act" as subjects required for training in the first 6 months of employment.	Changes were made pursuant to this comment.
63	8.2.d.1.	FFTA	This is blending language of ongoing training and 6-month orientation training requirements and this should be separated. Suggestion to create 8.2.12 that could read "20 additional hours of training in values and cultural diversity, ethics, child abuse and neglect issues, and behavior management within the first six months of employment." Then 8.2.d.1. would become the language under 8.2.d.2 pertaining to the ongoing training requirements.	Changes were made pursuant to this comment.
64	8.2.d.1.	Pressley Ridge WVCCA	Move section from Ongoing Training to Orientation Training	The Department has reviewed this comment and no changes were made in response. This requirement also states the ongoing training that is required and therefore, is placed appropriately.
65	8.4.a.	Pressley Ridge WVCCA	Remove "prior to their beginning service"	The Department has reviewed this comment and no changes were made in response. It is important to provide training prior to the volunteers starting services for the safety of the families and children.
66	8.4.b.	Pressley Ridge WVCCA	Replace "Child Abuse or Neglect History" with "CPS/APS"	Changes were made pursuant to this comment.
67	8.4.b. and 8.4.c.	FFTA Pressley Ridge WVCCA	Suggestions for these to pertain only to volunteers who may work independently and alone with children. Many agencies may partner with churches or bring in volunteers for one specific event in which they are working alongside of our workers and are not alone with children.	The Department has reviewed this comment and no changes were made in response. The provisions of the WV CARES act further defines volunteers. Therefore, this requirement maintains consistency among the agencies and protects youth.
68	9.2.f.	Pressley Ridge WVCCA	Insert "and reasonable"	Changes were made pursuant to this comment.
69	9.3.c.2.	FFTA	Agencies are concerned with being able to reach compliance with this as the DHHR often does not provide a 40/40A or medical card information in a timely manner for this appointment to be achieved within 72 hours. Most	The Department has reviewed this comment and no changes were made in response. The current requirement is reasonable. The Department will review the practical issues of the necessary payment information.

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			doctors will not accept the children in for a visit without payment information. Therefore, suggestion to have this read the appointment occurs within 72 hours of the DHHR providing the necessary payment information or place a requirement that DHHR staff are required to provide these documents within 24 hours.	
70	9.3.c.1.	Presley Ridge WVCCA	Comment that Sander's Consent Decree must be provided to the Child Placing Agencies by DHHR	The Department has reviewed this comment and no change was request.
71	9.3.c.2.	NECCO	Shouldn't the department have this medical examine done to ensure care can be done in the home before placing in foster care?	The Department has reviewed this comment and no changes were made in response. Due to emergency removals, children with extraordinary medical needs are at times placed in a foster home prior to the examination being completed.
72	9.3.c.4 & 9.3.c.5	CHS	For both of the above standards, even if we are able to confirm a child had a dentist exam within one month prior to placement within a new agency, we would be required to take them for a new exam. This would be unnecessary medical care and potentially additional unnecessary stress on the child, if a recent exam is confirmed and documentation available. Additionally, duplicate exams will very likely not be covered by a new MCO or the current Medicaid system if they had an exam within the past six months, unless documented required follow-up was recommended. Same for the eye exam, which are typically recommended annually unless problems are detected.	Changes were made pursuant to this comment.
73	9.3.c.10.A.	FFTA NECCO	While this language does include "prescribing a medication" this has been interpreted differently among licensing specialists and some are including over the counter medications in this requirement. This is a conflict with normalcy and prudent parenting standards. Suggestion to include language that OTC medications may be dispensed by foster parents through use of prudent parenting standards.	The Department has reviewed this comment and no changes were made in response. This issue will be addressed outside of the rule making process.

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74	9.3.c.10.c	NECCO	This is the same language as in 9.3.c.11.e - typo	The Department has reviewed this comment and no changes were made in response. Section 9.3.c.10. concerns medications and Section 9.3.c.11. concerns psychotropic medications.
75	9.3.c.11.d	NECCO	This is the same language as in 9.3.c.10.b but one is shorter.	The Department has reviewed this comment and no changes were made in response. Section 9.3.c.10. concerns medications and Section 9.3.c.11. concerns psychotropic medications.
76	9.6.c. and 9.6.d.	FFTA	Both of these should include "gender and sexual orientation"	Changes were made pursuant to this comment.
77	9.7.a and b	NECCO	Appropriate methods of discipline and inappropriate methods -- entire section -- is this something to be listed in rule or better in policy?	The Department has reviewed this comment and no changes were made in response. Addressing discipline is appropriate in this rule.
78	9.7.a.6.A. and B.	Presley Ridge WVCCA	Remove reference to passive physical restraint because it is not best practice.	The Department has reviewed this comment and no changes were made in response. These requirements provide guidance to agencies to ensure training before a passive physical restraints can occur. Therapeutic foster family homes may use passive restraints.
79	10.2, 10.3, 10.4, and 10.5	FFTA	Suggestion for all 4 of these areas be less prescriptive and only have language that the agency is responsible for having a policy or procedure for completing an intake, written service agreements, intake service plans, and child assessments. Specific requirements for these areas do not belong in legislative rule and could be included in our contracts.	The Department has reviewed this comment and no changes were made in response. These requirements are appropriate in the rule to provide consistency among all child placing agencies.
80	10.2 10.3 10.4 10.5 10.10 10.11 10.6	NECCO	10.2 Intake, 10.3 Written Service Agreement, 10.4 Intake Service Plan, 10.5 Child Assessment, 10.10 Master Service Plan, 10.11 Service Plan review -- these areas -- can they state that we need to do them -- like the short paragraph on 10.6 Match Summary -- but not define out exactly what should be in them? As providers -- we are the experts in these areas -- seems strange to have this listed out in rule. Could better be covered in DHHR policy or in our contracts.	The Department has reviewed this comment and no changes were made in response. These requirements are appropriate in the rule to provide consistency among all child placing agencies.

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81	10.4.; 10.5; 10.6; 10.7; 10.8; 10.10; 10.11	Pressley Ridge WVCCA	Remove these sections	The Department has reviewed this comment and no changes were made in response. These requirements are appropriate in the rule to provide consistency among all child placing agencies.
82	10.9.b.	Pressley Ridge WVCCA	Replace "shall include" to "members to be invited."	The Department has reviewed this comment and no changes were made in response. The planning team should consist of these individuals and their input is necessary even if they are unable to attend a planning team meeting.
83	10.9.c.	Pressley Ridge WVCCA	Comment regarding child placing agencies not receiving the child's case plan and agencies not being invited to the MDT.	The Department has reviewed this comment and no change was request. The child placing agency needs to make every effort to obtain this information and to be included in the MDT. There will be no adverse action regarding the agency with documented attempts.
84	10.10.c.5.	FFTA	Agencies do not feel that they can provide an accurate targeted date for reaching the permanency plan. Unless there is a specific reunification or adoption date identified, agencies feel that they have to provide a general time frame that is not specific or meaningful.	Changes were made pursuant to this comment.
85	11.1.b.	Pressley Ridge WVCCA	Remove section.	Changes were made pursuant to this comment.
86	11.1.c.	FFTA Pressley Ridge WVCCA	Notification to the planning team should be the responsibility of the DHHR worker. Agencies should not be the party responsible for discussing transfers or discharges with biological parents or their attorneys.	The Department has reviewed this comment and no changes were made in response. This rule requires the agency to provide that documentation that the notification was made. It does not require the agency to make the notification.
87	11.1.e.	FFTA	"adoptive" is spelled incorrectly.	Changes were made pursuant to this comment.
88	11.4	FFTA Pressley Ridge WVCCA	Agencies believe this is an unreasonable expectation to place on them; this appears to be tasks most appropriately suited for the MDT planning team and these are largely ran by DHHR workers. Agencies often do not know specific	The Department has reviewed this comment and no changes were made in response. The child placing agency needs to make every effort to obtain this information and

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			information pertaining to where the child is being discharged to and therefore cannot include it in a plan nor can they transfer records. The new agency would utilize a Release of Information signed by the DHHR to request and obtain records on the child from the agency they came.	incorporate it. There will be no adverse action regarding the agency with documented attempts.
89	11.5	Pressley Ridge WVCCA	Replace "unplanned discharge" with "a request for removal from the agency's care" and remove "and to the child's parents or guardian."	Changes were made pursuant to this comment.
90	11.6.a	FFTA	This language is too restrictive. There may be emergency discharges that have to occur for Reasons other than a child's behavior. In example, changes to a foster parent's circumstances or household (convictions, house fire, flooding, etc) or death of a foster parent, etc.	The Department has reviewed this comment and no changes were made in response. This rule applies only to emergency discharges. The proposed amendment is too broad. The rule allows for "unplanned discharges."
91	11.5.c.	FFTA Pressley Ridge WVCCA	The DHHR should be responsible for notifying the biological parents of the child's discharge from a program or placement.	Changes were made pursuant to this comment.
92	11.6.d.; 11.6.e.	Pressley Ridge WVCCA	Remove. DHHR approves emergency removal and discharge.	The Department has reviewed this comment and no changes were made in response. An agency may move a child from one of their homes to another on an immediate basis, e.g. when there is an allegation of sexual abuse.
93	11.8.f; 11.8.g	Pressley Ridge WVCCA	Remove. The section reverences planned discharges.	The Department has reviewed this comment and no changes were made in response. These requirements are appropriate in this section of the rule.
94	12.2.d.	Pressley Ridge WVCCA	Add "if known"	The Department has reviewed this comment and no changes were made in response. The child placing agency needs to make every effort to obtain this information and incorporate it. There will be no adverse action regarding the agency with documented attempts.
95	12.2.e.	Pressley Ridge WVCCA	Change "intake service plan" to "initial plan of care"	The Department has reviewed this comment and no changes were made in response. The name/definition of intake service plan was not changed.
96	12.2.k.	FFTA NECCO Pressley Ridge	Agencies should not be responsible to carry liability or loss coverage for each certified foster Parent- this is unreasonable. However, agencies could be responsible for	Changes were made pursuant to this comment.

#	Rule Section	By Whom?	Comment Summary	Response to Comment
97	12.2.k	WVCCA CHS	developing a policy identifying how it will assist with coverage of costs for loss or damage for specific events. Agency will have a policy regarding coverage for loss or damage for foster and adoptive parents.	Changes were made pursuant to this comment.
98	12.2.l	FFTA NECCO Pressley Ridge WVCCA	Agencies cannot guarantee they can provide 10 days' notice to our foster or adoptive parents. Court orders or decisions made by MDT or individual DHHR workers often occur immediately.	The Department has reviewed this comment and no changes were made in response. Giving foster parents 10 days' notice in non-emergent situations is a reasonable expectation.
99	12.2.m.	Pressley Ridge WVCCA	Remove.	The Department has reviewed this comment and no changes were made in response. Ensuring the status of the child is clear, is appropriate.
100	13.1.a.; 13.1.b.	Pressley Ridge WVCCA	Remove.	The Department has reviewed this comment and no changes were made in response. These requirements are appropriate in the rule to provide consistency among all child placing agencies.
101	13.2.b.	Pressley Ridge WVCCA	Remove. This cannot legally be required.	The Department has reviewed this comment and no changes were made in response. Additional examinations are some times necessary to ensure the appropriateness of the foster or adoptive parents.
102	13.2.c.	FFTA NECCO	Suggestion to add in language that the agency should discontinue or close a certified foster or Adoptive parent if their health, behavior, or emotional or psychological make-up may endanger the well-being of a child.	The Department has reviewed this comment and no changes were made in response. Agencies already have the ability to close a home in these circumstances.
103	13.3.d	CHS	The DHHR Licensing Unit currently interprets this in a way that prevents one certified foster family from babysitting or providing child care for another foster family if any compensation changes hands, even for short term limited requests. We believe one foster family providing support to another foster family is appropriate under some circumstances and should not be prevented simply because of compensation. We see this similar to respite, but shorter term daytime only.	The Department has reviewed this comment and no changes were made in response. Making changes to the area may cause problems with the dual provider rule.

#	Rule Section	By Whom?	Comment Summary	Response to Comment
			<b>Suggested Addition:</b> Foster parents shall not provide day care or babysitting services in the home for unrelated children for compensation, but may provide day care or babysitting for other foster children for compensation, providing the number and ages of children does not exceed the same rules as placement of foster children in the home at one time.	
104	13.5.b.	Pressley Ridge WVCCA	Remove "and the plan shall be included in the child's service plan"	The Department has reviewed this comment and no changes were made in response. It is appropriate for this to be included in the child's service plan.
105	13.6.c.	Pressley Ridge WVCCA	Remove.	The Department has reviewed this comment and no changes were made in response. This is an appropriate requirement for child care.
106	13.7.e	NECCO	Add per state laws or in line with state laws -- something like that	Changes were made pursuant to this comment.
107	13.7.d	NECCO Pressley Ridge WVCCA	How is this to be done? This isn't in line with prudent parenting -- somehow needs modified.	The Department has reviewed this comment and no changes were made in response. Section 13.7 concerns transportation. When being transported, foster children need to be transported by a someone that has a valid driver's license.
108	14.1.h.	Pressley Ridge WVCCA	Add "When possible" to the beginning.	Changes were made pursuant to this comment.
109	15.4	FFTA	Misspelling of the word "devices"	Changes were made pursuant to this comment.
110	15.8	NECCO	Mobile homes before 1976 -- can something be added here unless they have done work to improve the home and have windows that open for escape? With inspection required (fire marshals will not do this type of inspection -- would have to be a contractor or something)	The Department has reviewed this comment and no changes were made in response. On a case by case basis, this issue is addressed through the waiver process.
111	18.3.; 18.3.a.; 18.3.b.; 18.3.c.	Pressley Ridge WVCCA	Remove entire section. How long is the period of time a child has not been with the family placed? Not necessary. Why would you not re-certify the family on a three year schedule?	Changes were made pursuant to this comment.

#	Rule Section	By Whom?	Comment Summary	Response to Comment
112	18.4.a.	FFTA	This needs to be written more clearly to identify documentation of 15 hours in their first year of certification and documentation of 12 hours thereafter.	Changes were made pursuant to this comment.
113	18.4.a.	NECCO	This is listed in the next section that it must be done, and it is only 15 hours in the first year and 12 hours every year after. Clarify what documentation of this is – can we just write in a list of what trainings and hours they have had?	Changes were made pursuant to this comment.
114	19.1.d.	CHS	Suggested change: Prior to the placement of a child, the agency shall complete foster parent <del>orientation</del> -training on the placement process, the agency's services and programs, legal aspects of foster care and <u>adoption</u> , the agency's discipline policies, behavior management, crisis de-escalation and intervention, and first aid training, including cardiac pulmonary resuscitation, <u>the lifelong implications of adoption, normalcy, reasonable prudent parent standards, and the dangers of trafficking</u>	Changes were made pursuant to this comment.
115	19.1.d.	Pressley Ridge WVCCA	Clarification needed CPR training or certification.	The Department has reviewed this comment and no changes were made in response. Training in CPR is the minimum standard. Individual agencies may require certification.
116	20.2; 20.2.a.; 20.2.b.	Pressley Ridge WVCCA	Remove "that includes the following provisions" and remove 20.2.a. and 20.2.b.	The Department has reviewed this comment and no changes were made in response. The child placing agency needs to make every effort to obtain this information and incorporate it. There will be no adverse action regarding the agency with documented attempts.
117	22.2.a, b, c, d	CHS	<b>CHS believes strongly these should remain.</b> 48-22-101 does not include these items, nor are they found in the family Foster Care Agency Agreement with the Department or in DHHR Policy. The Code does not require counseling to birthparents, but as part of the relinquishment document only states: <i>(13) That the person executing the consent or relinquishment has:</i> <i>(iii) Been advised of the availability of counseling;</i>	Changes were made pursuant to this comment.

#	Rule Section	By Whom?	Comment Summary	Response to Comment
			<p>These requirements are crucial for Private Adoption Agencies to be held to, otherwise an agency could seek or accept relinquishments of parental rights for adoption without proper comprehensive services to birth parents considering adoption. Including this section also provides DHHR Licensing some guidelines for assessing an agency's quality provision of services to protect a birth parent's rights and hold agencies it supervises to a high standard of service provision.</p> <p>Is this private? This is confusing.</p>	
118	24.2	Pressley Ridge WVCCA		The Department has reviewed this comment and no changes were made in response. This is in the Private Agency Adoption section of the rule.
119	25.1	NECCO	Agency should develop policies -- not a manual as most are online now.	Changes were made pursuant to this comment.
120	78.2.21	FFTA	This title should read "Services to Biological Parents in Private Agency Adoption Only."	Changes were made pursuant to this comment.
121	78-2-23	FFTA	This title should read "Private Agency Adoption"	Changes were made pursuant to this comment.
122	78-2-23	CHS	Change to Private Agency Adoption for specific clarity. Private adoption is a term used to specify an adoption by an attorney or independently without the involvement of a licensed child placing agency.	Changes were made pursuant to this comment.
123	78-2-24	CHS	Add the word "Agency" here as well: Services Provided for Private Agency and Department Adoptions to clearly delineate from private adoptions completed without an agency. Definition: "An agency adoption involves placing or adopting a child through a licensed child-placing agency. A private or independent adoption, on the other hand, involves a direct placement between the birth mother and the prospective adoptive parent or parents, without the use of an agency..." from the Academy of Adoption Attorneys and Assisted Reproduction Attorneys.	Changes were made pursuant to this comment.

#	Rule Section	By Whom?	Comment Summary	Response to Comment
124	78-2-25	FFTA	Agencies recommend that the section on transitional living services be removed from the child placing agency rules as we do not provide these services and are therefore not bound to these Regulations surrounding these services. Further, it was previously discussed that these youth would be referred to as transitional adults not children.	The Department has reviewed this comment and no changes were made in response. Transitional living services regulations belong in the child placing agencies licensure rule as child placing agencies may choose to provide these services.
125	25.3.b	John Moses Youth Services System	Reg 3.44 defines a transitioning adult age being 18-21. Reg 25.3.b speaks to age requirements for transitional living placement services being 17-26. What's the difference?	Changes were made pursuant to this comment.

## Robertson, April L

---

**From:** Julia Kesler <jkesler@childhswv.org>  
**Sent:** Wednesday, July 17, 2019 2:30 PM  
**To:** Robertson, April L  
**Cc:** Steve Tuck; Mary White; Kim Arthur; Carna Metheney-White  
**Subject:** [External] PUBLIC COMMENTS: Child Placing Agencies Licensure Rule  
**Attachments:** Child Placing Agencies Licensing Comments July 2019 CHS.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and are expecting the content. -- WV Office of Technology

Good Afternoon.

Please find attached comments for the public comment period for the Child Placing Agencies Licensure Rule 78-CSR-02 on behalf of Children's Home Society of West Virginia.

Thank you,

=Julia

Julia A. Kesler, MA, LSW  
Director of Permanency Services  
Children's Home Society of WV  
1145 Greenbrier Street  
Charleston, WV 25311  
304.345.3894  
[jkesler@childhswv.org](mailto:jkesler@childhswv.org)

CHILD PLACING AGENCIES LICENSURE 78-CSR-02  
PUBLIC COMMENTS  
JULY 17, 2019  
TO: APRIL L. ROBERTSON VIA EMAIL

Please consider the following comments and suggestions for additional revisions to the above named administrative rules:

§.7. Child Placing Agency. -- A child welfare agency organized for the purpose of placing children in private family homes for foster care or for adoption. The function of a child placing agency may include the investigation and certification of foster family homes and foster family group homes as provided in W. Va. Code §49-1-101, et seq. The function of a child placing agency may also include the supervision and support of children who are 16 or 17 years old and living in unlicensed residences.

*Comment:* Please define “foster family group homes” as we do not currently have these in WV and there is no license or policy or guidelines for these.

§.35. Reasonable and prudent parent standard – The practical decision-making of foster or adoptive parents and other caregivers to allow children and youth in foster care to participate in health and developmentally appropriate activities.

*Comment:* This definition doesn’t go far enough to explain the standard, leaving out crucial points of the intent. It makes more sense to utilize the federal definition from 42 U.S.C. sec. 675(10) below. Many other states have also quoted the federal definition rather than attempting to reinterpret it.

*Suggestion:* *The reasonable and prudent parent standard is the standard characterized by careful and sensible parental decisions that are reasonably intended to maintain the health, safety and best interests of a child while at the same time encouraging the emotional and developmental growth of the child that a caregiver shall use when determining whether to allow a child in foster care under the responsibility of the state to participate in extracurricular, enrichment, cultural and social activities.*

7.2.b. A policy that employees applying to be foster or adoptive parents may:

7.2.b.1 Not be considered for foster or adoptive parenting by the agency that employs them, but before consideration for approval by another agency, the employing agency’s director shall provide a reference; and

*Comment:* We object to this being mandated due to the fact that the employee may be a quality employee, however that does not necessarily mean an employer has enough information to recommend the employee as a foster parent or not. It also places additional legal liability on the employer outside their scope.

§.3.d. Homefinders shall have:

A valid license issued by the West Virginia Board of Social Work Examiners license.

CHILD PLACING AGENCIES LICENSURE 78-CSR-02  
PUBLIC COMMENTS  
JULY 17, 2019  
TO: APRIL L. ROBERTSON VIA EMAIL

*Comment:* Agencies are struggling to find licensed social workers to fill needed homefinding positions. We still strive to hire social workers for all our positions in foster care and adoption. We propose that homefinders be permitted to have a related degree, work under close supervision of a higher degreed social worker or MSW, with a strong training curriculum in assessment and homefinding.

*Suggestion:* A Bachelor's or master's degree in social work or a related human service field with supervision provided by a person with an advanced degree in social work or a comparable human service field who has at least two years' experience or has an advanced degree in social work or a comparable human service field and has a valid license issued by the West Virginia Board of Social Work.

The below item was stricken and we believe it needs to remain to ensure quality services.

~~8.1.e.2. Supervision for case managers not licensed within the scope of their practice shall be provided by a person with an advanced degree in social work or a comparable human service field who has at least two (2) years experience or has an advanced degree in social work or a comparable human service field and is licensed in their field.~~

~~§.3.c.4 For a child two (2) years and older, an examination by a dentist six (6) months before placement or will be scheduled within thirty (30) days after placement, and after that a semiannual examination by a dentist and follow-up treatment as needed; and~~

~~§.3.c.5. For a child four years and older, an eye screening by an optometrist will be scheduled within 30 days after placement and follow up as indicated by Health Check requirements;~~

*Comments:* For both of the above standards, even if we are able to confirm a child had a dentist exam within one month prior to placement within a new agency, we would be required to take them for a new exam. This would be unnecessary medical care and potentially additional unnecessary stress on the child, IF a recent exam is confirmed and documentation available. Additionally, duplicate exams will very likely not be covered by a new MCO or the current Medicaid system if they had an exam within the past six months, unless documented required follow-up was recommended. Same for the eye exam, which are typically recommended annually unless problems are detected.

~~12.2.k. Provide foster or adoptive parents liability and personal loss coverage for loss or damage occurring as a result of their role as foster parents;~~

*Suggested Change:* Agency will have a policy regarding coverage for loss or damage for foster and adoptive parents.

CHILD PLACING AGENCIES LICENSURE 78-CSR-02  
PUBLIC COMMENTS  
JULY 17, 2019  
TO: APRIL L. ROBERTSON VIA EMAIL

13.3.d. Foster parents shall not provide day care or babysitting services in the home for unrelated children for compensation.

*Comment:* The DHHR Licensing Unit currently interprets this in a way that prevents one certified foster family from babysitting or providing child care for another foster family if any compensation changes hands, even for short term limited requests. We believe one foster family providing support to another foster family is appropriate under some circumstances and should not be prevented simply because of compensation. We see this similar to respite, but shorter term daytime only.

*Suggested Addition:* Foster parents shall not provide day care or babysitting services in the home for unrelated children for compensation, but may provide day care or babysitting for other foster children for compensation, providing the number and ages of children does not exceed the same rules as placement of foster children in the home at one time.

*Comments for Sections Below:* Since section 18.2 has been completely stricken, we would recommend adding adoption training to 19.1.d below:

**§78.2.19. Training for Foster or Adoptive Parents.**

20-1- 19.1. For Approved Foster or Adoptive Parents.

~~20-1-a. 19.1.a.~~ As a condition of approval, an agency shall require that each foster parent participate in ~~specified~~ approved pre-service training curriculum.

~~20-1-b. 19.1.b.~~ An agency shall develop and implement a written plan for the orientation, annual in-service training, and child-specific training for foster or adoptive parents.

~~20-1-c. 19.1.c.~~ An agency shall document in the foster or adoptive parents' record the date, subject ~~and brief description of the training~~, its duration, the format of the training and the name and title of the training instructor, if applicable.

~~20-1-d. 19.1.d.~~ Prior to the placement of a child, the agency shall complete foster parent orientation training on the placement process, the agency's services and programs, legal aspects of foster care ~~and adoption~~, the agency's discipline policies, behavior management, crisis de-escalation and intervention, ~~and first aid training, including cardiac pulmonary resuscitation, the lifelong implications of adoption, normalcy, reasonable prudent parent standards, and the dangers of trafficking.~~

~~20-1-e. 19.1.e.~~ In addition to orientation training, an agency shall provide foster or adoptive parents with a minimum of ~~fifteen (15)~~ hours of ongoing training during the first year of approval.

~~20-1-f. 19.1.f.~~ Each year, After ~~after~~ the first year of approval certification, an agency shall provide foster or adoptive parents with a minimum of ~~twelve (12)~~ hours of ongoing annual training in addition to training in first aid and cardiac pulmonary resuscitation, as required.

~~20.1.g. 19.1.g.~~ An agency shall provide child-specific training to assist foster or adoptive parents in implementing a child's service plan or a specific treatment objective.

~~20.2. For Approved Adoptive Parents:~~

~~20.2.a.~~ As a condition of approval, an agency shall require that each adoptive parent participates in a specified training curriculum.

~~20.2.b.~~ An agency shall develop and implement a written plan for the training of adoptive parents, including pre-placement training and child-specific training.

~~20.2.c.~~ An agency shall document in the adoptive parents' record the date, subject and brief description of the training, its duration, and the name and title of the training instructor.

~~20.2.d.~~ An agency shall develop a program-specific training curriculum.

*This entire section below was completely stricken in the current proposed draft:*

~~22.2.~~ An agency that accepts custody of a child from the biological parents, whether or not the child is placed for adoption, shall ensure that the following services are provided to the biological parents:

~~22.2.a.~~ Counseling regarding the reasons for considering adoption planning for the child;

~~22.2.b.~~ A complete information presentation about alternatives to adoption in an objective and noncoercive manner;

~~22.2.c.~~ Assistance in obtaining prenatal, maternity and postpartum care, health education, family planning services, and nutrition services; and

~~22.2.d.~~ Assistance in separating from the child, in accepting the permanence of the decision, and in determining immediate plans in their lives.

**Comments:** CHS believes strongly these should remain. 48-22-101 does not include these items, nor are they found in the Family Foster Care Agency Agreement with the Department or in DHHR Policy. The Code does not require counseling to birthparents, but as part of the relinquishment document only states:

- (13) That the person executing the consent or relinquishment has:*  
*(iii) Been advised of the availability of counseling;*

These requirements are crucial for Private Adoption Agencies to be held to, otherwise an agency could seek or accept relinquishments of parental rights for adoption without proper comprehensive services to birth parents considering adoption. Including this section also provides DHHR Licensing some guidelines for assessing an agency's quality provision of services to protect a birth parent's rights and hold agencies it supervises to a high standard of service provision.

CHILD PLACING AGENCIES LICENSURE 78-CSR-02  
PUBLIC COMMENTS  
JULY 17, 2019  
TO: APRIL L. ROBERTSON VIA EMAIL

**§78-2-23. Private Adoption**

*Comment:* Change to Private Agency Adoption for specific clarity. Private adoption is a term used to specify an adoption by an attorney or independently without the involvement of a licensed child placing agency.

**§78-2-24. Services Provided for Private and Department Adoptions.**

*Comment:* Add the word "Agency" here as well: Services Provided for Private Agency and Department Adoptions to clearly delineate from private adoptions completed without an agency.

*Definition:* "An agency adoption involves placing or adopting a child through a licensed child-placing agency. A private or independent adoption, on the other hand, involves a direct placement between the birth mother and the prospective adoptive parent or parents, without the use of an agency..." from the Academy of Adoption Attorneys and Assisted Reproduction Attorneys.

*Julia A. Kesler, MA, LSW*

Submitted on Behalf of Children's Home Society of WV by:

Julia A. Kesler, MA, LSW  
Director of Permanency Services  
Foster Care and Adoption  
Children's Home Society of West Virginia  
1422 Kanawha Boulevard, East  
Charleston, WV 25301  
Phone: 304.345.3894 x 16019  
Email: JKesler@childhswv.org

**Robertson, April L**

---

**From:** Melinda Waterman <mwaterman@myblueprints.org>  
**Sent:** Wednesday, July 17, 2019 2:49 PM  
**To:** Robertson, April L  
**Subject:** [External] Comment Submission  
**Attachments:** FFTA Letter of Support of WVCCA.docx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and are expecting the content. -- WV Office of Technology

April,

Enclosed please find a letter of support for the comment submissions made by WVCCA by the WV Chapter of FFTA. This submission is in addition to our group's comments submitted on July 3.

Thank you,

Melinda (Meredith) Waterman, MA

**WV State Supervisor**

**WV FFTA Chapter Chair**

103 Euclid Drive

Parkersburg, WV 26104

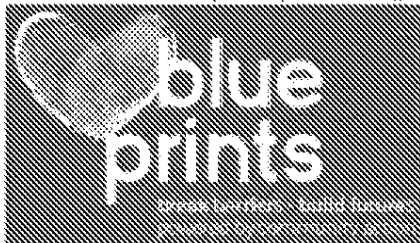
(304) 422-3159

1800 Locust Avenue

Fairmont, WV 26554

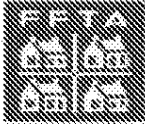
(304) 363- 5863

[mmeredith@myblueprints.org](mailto:mmeredith@myblueprints.org)

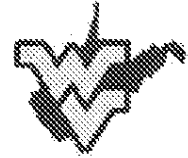


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Family  
Focused  
Treatment  
Association



July 17, 2019

RE: SUBMISSION FOR PUBLIC COMMENT FOR CHILD PLACING REGULATIONS 78-CSR-2

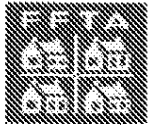
Dear Committee Members;

In addition to the submission provided on July 3, 2019 our group would like to provide this letter in support of the comment submission provided by the West Virginia Child Care Association (WVCCA). We had the opportunity to collaborate and review the submissions made by WVCCA and believe they have expressed similar content and interest as our group. The FFTA group comprised of:

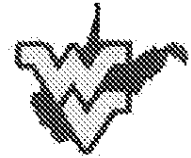
- B & T
- Bethany
- Blueprints
- BUMFS
- Children's Home Society
- Genesis
- KVC
- NECCO
- Potomac Center
- Pressley Ridge
- WV Youth Advocate Program

We appreciate your review and consideration of our previously submitted comments and proposals. Should you have any further questions for the group pertaining to our submission, please feel free to contact the Chapter Chair- Melinda Waterman, MA with Blueprints at [mwaterman@myblueprints.org](mailto:mwaterman@myblueprints.org).

Sincerely,  
Melinda Meredith, MA  
WV State Supervisor  
WV FFTA Chapter Chair



Family  
Focused  
Treatment  
Association



**FFTA COMMENTS SUBMISSION  
CHILD PLACING AGENCIES LICENSURE  
78CSR2**

**3.7 Remove the word "investigation."**

"foster family group homes" are not defined in this rule; either provide a definition or include descriptors in this section.

**3.16 The number of children permitted in a household should read six (6) instead of five (5). Further, as this is written, it could be interpreted that this many children are permitted to be placed in a home in addition to any biological children residing in the home.**

**3.20 The definition of incident needs to be reworded as the sentence is not grammatically correct.**

Suggested change: Incident- An act, or series of acts or behaviors, that place a child or others at risk.

**3.22 This can become a compliance issue for agencies as they do not routinely receive copies of a DHHR written Safety Plan or Case Plan and therefore cannot properly incorporate it into the Intake Service Plan.**

**3.24 Is "Multidisciplinary Treatment Team" now the new title for Multi Disciplinary Team (MDT). If so, this new terminology should be used consistently throughout 78CSR2.**

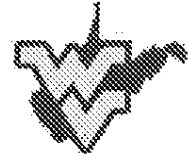
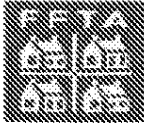
**3.35 Remove "health" as developmentally appropriate activities could include health.**

**3.41 This can become a compliance issue for agencies as they do not routinely receive copies of a DHHR written Safety Plan or Case Plan from an MDT process and therefore cannot properly incorporate it into the Intake Service Plan.**

**4.2.b.3. This still uses "criminal investigation bureau" instead of having the new WV Cares language.**

**4.3 The full definitions of initial license, provisional license, and renewal license has been removed from this section and therefore there is no distinction for the differences between these licenses the Secretary shall issue.**

**5.1.c Permitting access to the individual listed within 3 business days of the request seems unreasonable for many reasons (vacations, court appearances, some governing board members may be in a different state, etc.) Suggestion to allow for alternate means of access such as by telephone or other appropriate means.**



5.2 Suggestion to place appropriate time constraints on the IIU process. This process places foster and adoptive homes on 'hold' until the process is complete and agencies are waiting up to six month or longer to receive finalized written reports on the outcomes of the investigation. Also, for instances in which a employee may be part of an allegation- this needs to be completed in an expedited manner so as to not disrupt the workflow of the agency and the caseload affected.

5.3.c. Suggested changes: "When the Secretary provides written notification that a proposed plan of Correction is not approved, an agency shall submit another plan of correction within seven Working days of this notification.

6.5.a Suggestion to rewrite this to be more clarifying; this appears to be missing key language Surrounding proper use of Authorizations and Releases of Information.

6.6.a.4 Compliance issue for agencies as they are rarely provided this full information on the biological Parents.

6.6.a.6 replace "and an emergency contact's name and telephone number" to WV Centralized Intake Hotline contact number.

6.6.b.6. This needs to be reworded as it reads like this is only one document that encompasses all three Rather than them each being their own stand alone narrative or narrative addendum.

6.7.b.5. Suggestion to change (48) hours to (24).

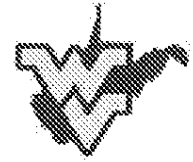
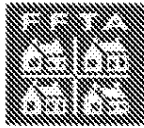
7.2.d. Clarification on "suspension" is needed. Does this mean removed from all agency work or can The employee be taken off a caseload and put on "desk duty?" Further, can the disqualifying Offense be more clearly outlined directly in the rule.

7.2.h.1. Remove "the employing agency's director shall provide a reference." This appears to be in Direct conflict with some work laws pertaining to what information employers can release and Could become a big liability. Agencies would follow the same process for any foster parent of collecting references and can request a regular employment reference.

7.3 Remove the terminology "manual." Many agencies utilize on-line documentation and may not Create a paper "manual" or may capture policies in their handbook.

8.1.b. Recommendation that this section be redone to be the minimal standards required such as: "Administrative and Supervisory employees, including the Assistant Director, Program Director, and Case Management Supervisor shall possess a minimum of a Bachelor's Degree in Social work or a comparable human service field and two years of experience in a human Services related field, at least one year of which is in child welfare services."

8.1.d. Remove the requirement for a license for Homefinders. Agencies strongly desire this change as



This has become a serious issue for agencies due to lack of licensed workers in the workforce; the agreement with Concord has been helpful but does not fully fix the issue as many cannot afford the courses and those agencies who work along the border lines often hire workers who live in other states (i.e. Ohio, PA, etc) and the out of state tuition is unaffordable. There could be additional standardization put in place requiring Homefinders to have specialized training or certification for their role in home safety if this is desired.

**8.2.d.1.** This is blending language of ongoing training and 6 month orientation training requirements and this should be separated. Suggestion to create 8.2.12 that could read "20 additional hours of training in values and cultural diversity, ethics, child abuse and neglect issues, and behavior management within the first six months of employment." Then 8.2.d.1. would become the language under 8.2.d.2 pertaining to the ongoing training requirements.

**8.4.b. and 8.4.c.** Suggestions for these to pertain only to volunteers who may work independently and alone with children. Many agencies may partner with churches or bring in volunteers for one specific event in which they are working alongside of our workers and are not alone with children.

**9.3.c.2.** Agencies are concerned with being able to reach compliance with this as the DHHR often does not provide a 40/40A or medical card information in a timely manner for this appointment to be achieved within 72 hours. Most doctors will not accept the children in for a visit without payment information. Therefore, suggestion to have this read the appointment occurs within 72 hours of the DHHR providing the necessary payment information or place a requirement that DHHR staff are required to provide these documents within 24 hours.

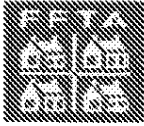
**9.3.c.10.A.** While this language does include "prescribing a medication" this has been interpreted differently among licensing specialists and some are including over the counter medications in this requirement. This is a conflict with normalcy and prudent parenting standards. Suggestion to include language that OTC medications may be dispensed by foster parents through use of prudent parenting standards.

**9.6.c. and 9.6.d.** Both of these should include "gender and sexual orientation"

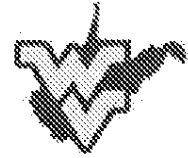
**10.2, 10.3, 10.4, and 10.5** Suggestion for all 4 of these areas be less prescriptive and only have language that the agency is responsible for having a policy or procedure for completing an intake, written service agreements, intake service plans, and child assessments. Specific requirements for these areas do not belong in legislative rule and could be included in our contracts.

**10.10.c.5.** Agencies do not feel that they can provide an accurate targeted date for reaching the permanency plan. Unless there is a specific reunification or adoption date identified, agencies feel that they have to provide a general time frame that is not specific or meaningful.

**11.1.c.** Notification to the planning team should be the responsibility of the DHHR worker. Agencies should not be the party responsible for discussing transfers or discharges with biological



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Parents or their attorneys.

**11.1.e.** “adoptive” is spelled incorrectly.

**11.4** Agencies believe this is an unreasonable expectation to place on them; this appears to be tasks most appropriately suited for the MDT planning team and these are largely ran by DHHR workers. Agencies often do not know specific information pertaining to where the child is being discharged to and therefore cannot include it in a plan nor can they transfer records. The new agency would utilize a Release of Information signed by the DHHR to request and obtain records on the child from the agency they came.

**11.6.a** This language is too restrictive. There may be emergency discharges that have to occur for Reasons other than a child’s behavior. In example, changes to a foster parent’s circumstances Or household (convictions, house fire, flooding, etc) or death of a foster parent, etc.

**11.6.c.** The DHHR should be responsible for notifying the biological parents of the child’s discharge from A program or placement.

**12.2.k.** Agencies should not be responsible to carry liability or loss coverage for each certified foster Parent- this is unreasonable. However, agencies could be responsible for developing a policy Identifying how it will assist with coverage of costs for loss or damage for specific events.

**12.2.l.** Agencies cannot guarantee they can provide 10 days notice to our foster or adoptive parents. Court orders or decisions made by MDT or individual DHHR workers often occur immediately.

**13.2.c.** Suggestion to add in language that the agency should discontinue or close a certified foster or Adoptive parent if their health, behavior, or emotional or psychological make-up may endanger the well-being of a child.

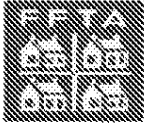
**15.4** Misspelling of the word “devices”

**18.4.a.** This needs to be written more clearly to identify documentation of 15 hours in their first Year of certification and documentation of 12 hours thereafter.

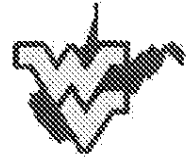
**78.2.21** This title should read “Services to Biological Parents in Private Agency Adoption Only.”

**78-2-23** This title should read “Private Agency Adoption”

**78-2-25** Agencies recommend that the section on transitional living services be removed from the child Placing agency rules as we do not provide these services and are therefore not bound to these Regulations surrounding these services. Further, it was previously discussed that these youth Would be referred to as transitional adults not children.



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## Robertson, April L

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**From:** Katrina Harmon <director@wvcca.org>  
**Sent:** Wednesday, July 17, 2019 2:28 PM  
**To:** Robertson, April L  
**Subject:** [External] 78 CSR 2 Child Placing Agencies Licensure  
**Attachments:** 78 CSR 2 WVCCA 7.17.19.docx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and are expecting the content. - WV Office of Technology

Good afternoon-

Please find attached recommendations and comments from providers of the West Virginia Child Care Association for your consideration. There were some issues with the file conversion and therefore in the interest of time, we did not fix all of the conversion issues (just the one's that pertained to our comments). Comments are in Red and members highlighted in blue items requesting to be removed.

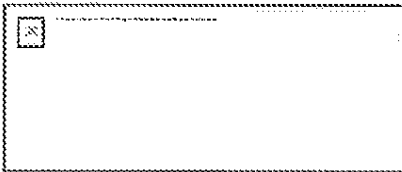
Thank you,

--

Katrina Harmon  
Executive Director

[www.wvcca.org](http://www.wvcca.org)

304-741-6197 cell  
304-340-3611 office



**General**

Comments: Where a code is referenced, it be replaced with the necessary information.

**TITLE 78**

**LEGISLATIVE RULE**

~~(Technical Changes Only as allowed by W. Va. Code §20A-4-3a)~~

~~DIVISION OF HUMAN SERVICES~~

~~DEPARTMENT OF HEALTH AND HUMAN RESOURCES~~

**SERIES 2**

**CHILD PLACING AGENCIES LICENSURE**

**§78-2-1. General.**

1.1. Scope. -- This rule establishes minimum standards and procedures for the licensure of child placing agencies under the provisions of W. Va. Code, Chapter 49, Article 2 (Part I), and related federal and state codes. The W. Va. Code is available in public libraries and on the Legislature's web page, <http://www.wvlegislature.gov/>

1.2. Authority. -- W. Va. Code §49-2-121.

1.3. Filing Date. -- ~~June 25, 2015.~~

1.4. Effective Date. -- ~~July 1, 2007.~~

1.5. Sunset Provision. This rule shall terminate and have no further force or effect upon the expiration of five years from its effective date.

**§78-2-2. Application and Enforcement.**

2.1. Application. -- This rule applies to agencies that place children in temporary living arrangements.

2.2. Enforcement. -- This rule is enforced by the Secretary of the Department of Health and Human Resources.

**§78-2-3. Definitions.**

3.1. Aftercare. -- Services to be provided or recommended subsequent to a child's or young adult's discharge from placement as identified in the discharge plan.

3.2. Agency. -- A child placing agency.

3.3. Case Record. -- A comprehensive collection of information about a child in the care of a child placing agency.

3.4. Certificate of License. -- A written certificate issued by the Secretary authorizing a person an individual, corporation, partnership, voluntary association, municipality, county or an agency thereof, to provide specified child placing services for a limited period of time in accordance with the terms and conditions of the certificate and this rule.

3.5. Child. -- A person less than eighteen (18) years of age. [REDACTED] \*See 3.44.

3.6. Child Abuse and Neglect . -- ~~Physical injury, mental or emotional injury, sexual abuse, sexual exploitation, the sale or the attempted sale or negligent treatment or maltreatment of a child by a parent, guardian or custodian who is responsible for the child's welfare, under circumstances which harm or threaten the health and welfare of the child. Any act or omission that creates an abused child or a neglected child as those terms are defined in W. Va. Code §49-1-201.~~

3.7. Child Placing Agency. -- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] Replace with : Child Placing Agency. -- A child welfare organization, other than one operated by the state, established for the purpose of placing children in private family homes or other approved living arrangements for foster care or for adoption or transitional living. (use previous regulation definition as the definition above describes globally child welfare agencies which include child caring.)

3.8. Child's Case Plan. -- A comprehensive document prepared by the Department pursuant to the requirements of W. Va. Code §49-4-604 following an adjudication by the court that the child is an abused and/or or neglected, or both, child, that directs the provision of all casework services including the services provided to the child.

3.9. Child-specific training. -- Training provided to respond to the [REDACTED] individualized needs of a child .

3.10. --Community re-entry program. -- ~~A specialized group setting which provides twenty-four (24) hour supervision administered by the agency, developed for children targeted to return to their community.~~

3.11. ~~Criminal Identification Bureau Record (CIB). -- A fingerprinting process that identifies a person who has been arrested or convicted of criminal behavior. Criminal History Background Check -- A review of information pursuant to the provisions of the West Virginia Clearance for Access: Registry and Employment Screening Act (WV CARES), W. Va. Code §16-49 -1, et seq., and 69 CSR 10, and an examination of protective service records to determine eligibility for employment or participation under this rule.~~

3.11. Crisis Intervention Skills and Techniques. -- Methods used to de-escalate situations that could result in harm to persons or property.



3.13. Department. -- The West Virginia Department of Health and Human Resources.

3.14. Discharge. -- The termination of a child's ~~services~~ services with an agency.

~~3.16. Discipline. -- A system of rules governing conduct that usually prescribes consequences for the violation of rules.~~ Discipline -- Negative action to discourage rule violation or undesirable behavior.

3.15. Disruption. -- ~~An event~~ A change that results in the decision that an adoptive or foster care placement will not continue.

~~3.18~~ 3.16. Foster Family Home . -- A private residence that is used for ~~out-of-home care of children.~~

~~out-of-home care of children.~~

3.17. Goal. -- An expected result or condition that takes time to achieve, is specified in a statement of relatively broad scope, and provides guidance in establishing intermediate objectives directed toward its attainment.

3.18. Guardian. -- A person or persons, the Department, or the Division of Juvenile Services, who has legal custody of a child, as a result of any contract, agreement, or legal proceedings.

3.19. Governing Board. -- The group of persons that has the administrative control and legal authority to set policy and oversee operations of an agency.

~~3.22.~~ 3.20. Incident. -- An act or series of acts which ~~violates reasonable expectations or behavior~~ and has the potential to place a child or others at risk.

3.21. Institutional Investigative Unit. -- A unit of the Department authorized by the Secretary to investigate complaints of child abuse or neglect in an agency.

~~Initial Plan of Care- Initial Plan of care is developed in the first 7 days of intake, if the child is in the Department's custody, and if a Safety or a Child's Case Plan exists and is provided to the provider, they must be incorporated in the Initial Plan of Care.~~

3.23. Life Skills. -- Tasks, abilities, or knowledge required to perform the activities of daily living.

~~3.26. Multi-Disciplinary Team (MDT). -- A group of representatives from disciplines including medical, child care, law-enforcement, social-work, psychology and psychiatry who together identify and treat cases of child abuse and neglect with continuity and follow-up for parents and children.~~

3.27. 3.24. ~~Multi-Disciplinary~~ Multidisciplinary Treatment Team. -- A treatment team that includes the child's custodial parent or guardian, other immediate family members, the attorney representing the parent of the child, the child if he or she is over the age of twelve (12) or the child's participation is considered appropriate, the guardian ad litem, the prosecuting attorney, and any other person who may contribute to the team's efforts to assist the family, the individuals listed in W. Va. Code §49-4-405(b)

or 49-4-406(d)(2), as the case may be, who assess, plan, and implement a comprehensive, individualized service plan for the child.

3.25. Normalcy -- A practice of allowing children and youth in out-of-home care to experience childhood and adolescence in ways similar to their peers who are not in foster care.

~~3.28~~ 3.26. Objective . -- An expected result or outcome that is stated in measurable terms, has a specified time for achievement, and is related to the attainment of a goal.

3.27. Passive physical restraint. -- A recognized behavior control method that requires the least amount of direct physical contact to prevent a child from harming himself, herself or others.

3.28. Placement. -- A change of living arrangement, or the ongoing care of a child in an adoptive or Any temporary or permanent living arrangement of a child who is in the custody of the state in any foster home, group facility, or other approved living situation setting.

3.29. Placement Agreement. -- A written document signed by the child's parent or guardian and a representative of the agency, that specifies the terms of the child's placement.

3.30 Plan of Correction. -- A written agreement between the Department and an agency, approved prior to implementation, that outlines the steps an agency shall take to correct deficiencies identified by the Department through an inspection or the investigation of a complaint .

3.31. Policy. -- A statement of the principles that guide and govern the activities, procedures and operations of a program.

3.32. Procedures. -- The methods by which a policy is carried out.

3.33. Program. -- A system of services provided to those persons who use the agency.

~~3.36~~ 3.34. Psychotropic Medication. -- Drugs that affect the mind, mood, behavior, or other mental processes. Any drug that affects brain activities associated with mental processes and behaviors.

3.35. Reasonable and prudent parent standard. -- The practical decision-making of foster or adoptive parents and other caregivers to allow children and youth in foster care to participate in developmentally appropriate activities.

3.36. Respite Care. -- Alternative short term care.

3.37. Restraint . -- Restriction of a child's freedom of movement as a means of behavior control to avoid imminent harm.

3.38. Rules. -- A set of requirements issued by the Secretary to regulate child placing agencies.

3.39. Secretary. -- The Secretary of the Department of Health and Human Resources or his or her designee.

3.40. Self-disclosure Application and Consent Form. -- A signed declaration of criminal convictions, indictments, and court ordered supervision and authorization to allow a criminal history background check as required by the WV CARES process.

3.41. Service Plan. -- A comprehensive, time limited, goal oriented, individualized plan based on a thorough evaluation of the child's needs that describes the services, ~~program, treatment interventions~~ and educational needs of a child in care , incorporating any Child's Case Plan or Safety Plan developed through the MDT process.

3.42. Statement of Child/Adult Abuse or Neglect History Form. -- A document signed by a ~~prospective~~ employee or prospective foster or adoptive parent granting permission to conduct a search of Department records related to his or her involvement in adult or child abuse or neglect allegations or findings, or other investigations documented by the Department.

3.43. Statement of Criminal Record. ~~— A signed declaration by a prospective employee or prospective foster or adoptive parent of his or her arrests or convictions.~~ Trafficking. -- Knowingly recruiting, transporting, transferring, harboring, receiving, providing, obtaining, isolating, maintaining or enticing an individual to engage in debt bondage, forced labor or sexual servitude. For minors, sexual servitude means maintaining or making a minor available for the purpose of engaging the minor in commercial sexual activity . Children can be sexually exploited through prostitution, pornography, or erotic entertainment .

3.44. Transitioning Adult. ~~-An individual with a transfer plan to move to an adult setting who meets one of the following conditions: (a) is 18 years of age but under 21 years of age, was in the custody of the Department upon reaching 18 years of age and committed an act of delinquency before reaching 18 years of age, remains under the jurisdiction of the juvenile court, and requires supervision and care to complete an education and or treatment program that was initiated prior to the 18th birthday, or (b) is 18 years of age under 21 years of age, was adjudicated abused, neglected, or in the custody of the Department to continue in an educational, training, or treatment program that was initiated prior to the eighteenth birthday.~~

\*Additional language to include 18-21 years of age living in a foster care home. Example: 18 year old adult living in a foster home must obtain criminal background checks and may attend college.

3.45. Transitional Living Scattered Site Apartments. ~~— Placement arrangements for children or young adults in Transitional Living in apartments that are single-unit dwellings located throughout a community.~~ Transitional Living. -- A supervised living arrangement developed to assist children ~~or young adults~~ young adults in the custody of the Department in acquiring skills and competencies to become independent.

3.46. ~~— Transitional Living Training Center Based Apartments. — Placement arrangements for children or young adults in Transitional Living, in an apartment complex with multi-unit apartments, one of which serves as staff quarters, and that are co-located with educationally-based programs.~~

3.47. ~~Universal Precautions~~ -- A collection of medically related behaviors, procedures, and protocols designed to minimize the risk of disease transmission and contamination.

3.47 Variance. -- A written declaration by the Secretary that a certain requirement of this rule may be satisfied in a manner different from the manner set forth in the rule.

3.48 Waiver. -- A written declaration by the Secretary that a certain requirement may be treated as inapplicable in a particular circumstance.

3.50. ~~Young Adult. — A person not less than eighteen (18) years of age and not more than twenty-one (21) years of age.~~

#### §78-2-4. Licensing Information and Provisions.

4.1. Child Placing Licensing Requirements .

4.1.a. Before establishing or operating a Child Placing Agency or accepting children for placement in the State of West Virginia, an agency, other than one operated by the state, shall obtain a license from the Secretary.

4.1.b. A regular license is valid for up to two years from the date of issuance, unless revoked or modified to provisional status.

4.1.c. [REDACTED]

[REDACTED]  
[REDACTED] This implies during a merger, all children will be forced to be removed from the merging agency/agencies existing foster homes. Certified homes would no longer be certified or valid providers meaning no children could remain in those homes, and would need alternate placement immediately. No transition services could be provided as the agency would not be recognized as a child placing agency at the time of merger. This will cause not only a disruption for children in placement and additional trauma for the children but an overall shortage in foster care and an undue burden on families.

4.1.e. An agency shall post the license in a conspicuous place at its principal place of business.

4.2. Application Procedures for a License.

4.2.a. To apply for an initial license, an agency shall submit a completed application obtained from the Department and the following additional written information:

4.2a.1. Documentation of the legal authority authorizing the organization of the agency;

4.2a.2. A list of the members of the governing board and employees of the agency;

4.2a.3. The agency's mission statement;

4.2a.4. The agency's description of the expectation for the biological families involvement in supporting the health and welfare of their children;

4.2a.5. An operating budget for the first fiscal year of operation and documentation of funds in escrow or a credit line equal to the operating budget projected for a six (6)-month period;

4.2a.6. A statement from an independent certified public accountant (CPA) that proper accounting procedures, including an annual audit from a CPA, are in place for the agency; \*New agency will not have an annual audit.

4.2a.7. Proof of liability and fire insurance;

4.2a.8. A copy of the agency's administrative manual; \*What is this?

4.2a.9. The packet of forms that will be used to compile complete case records for children, foster or adoptive parents, and employees of the agency; \*This could now be electronic file not a paper

file.

- 42a10. The orientation training curriculum for foster and adoptive parents;
- 42a11. The agency's employment policies, including detailed job descriptions and the hiring plan;
- 42a12. A plan for the training, supervision, and evaluation of employees of the agency;
- 42a13. Information on current agency employees; and
- 42a14. The fee or reimbursement schedule and procedures for payment of fees or reimbursements to foster and adoptive parents.

42.b. The agency is subject to an investigation a review process that includes but is not limited to:

*\*Note: Not clear why this section is needed as any item in serious 2 is reviewable. In addition, non-profit agencies do not have principle owners.*

4.2.b.1 Evaluation of the quality of the program, the proposed services, and the agency's ability to carry them out effectively in the best interest of the children to be served;

4.2.b.2 Complete background information on the applicant and the principal owners, including a financial statement and character references; *\*Note non-profit agencies do not have principle owners.*

4.2.b.3A criminal investigation bureau report for each applicant, owner and employee of the agency; and

4.2.b.4A tuberculosis risk assessment for direct service employees prior to initial assignment.

### 4.3. Types of Licenses

4.3.a. Following application review, on-site inspection and an approved plan of correction, if necessary, the Secretary shall issue a license in one of three categories: initial license, provisional license and renewal license, if there is compliance with this rule and W. Va. Code §49-2-115.

~~4.3b. An initial license shall be issued to agencies establishing a new service found to be in compliance with regard to policy, procedure, organization and record keeping rules. It expires not more than six (6) months from date of issuance and may not be re-issued.~~

~~4.3c. A provisional license shall be issued when an agency seeks a renewal license and is not in compliance with this rule, but does not pose a significant risk to the rights, well-being, health and safety of a child. It expires not more than six (6) months from date of issuance and may not be consecutively reissued unless the provisional recommendation is that of the State Fire Marshal.~~

~~4.3d. A regular license shall be issued for up to two years, when an agency is in compliance with this rule.~~



5.2.b. An agency shall limit internal assessment of an incident to ensuring the safety of the children in placement without compromising the Department's subsequent investigation.

5.2.c. For any complaint against an employee alleging sexual abuse or serious physical injury to a child in placement by the employee, an agency shall remove the employee and discontinue the employee's contact with the children until an investigation is completed and a determination is made.

5.2.d. For any complaint against a foster or adoptive parent alleging sexual abuse or physical injury to a child in placement by the foster or adoptive parent, an agency shall require immediate removal of the foster or adoptive children in that home to other appropriate care, and the agency shall ensure that the foster or adoptive parents discontinue contact with the children until an investigation is completed and a determination is made.

### 5.3. Plan of Correction.

5.3.a. After a complaint investigation, the Secretary may require an agency to submit a plan of correction ~~within thirty (30) days of the date of~~ after the receipt of the written summary of the investigation. Depending on the nature of the investigation, the Secretary may require the plan of correction to be submitted as he or she deems appropriate within a designated timeline not to exceed ~~more than 30 days.~~

~~5.3.b. An agency shall not implement a proposed plan of correction prior to approval by the Secretary.~~

Within ten (10) days of notification of the Secretary's approval of a plan of correction, an agency shall implement the plan, unless the approved plan specifies a different date for implementation.

5.3.c. When the Secretary does not approve a proposed plan of correction, an agency shall submit another plan of correction within -7-(seven) working days.

### 5.4. Waivers and Variances.

5.4.a. An agency shall comply with ~~the provisions of West Virginia Code §49-2-122 et seq., the requirements of this rule, terms of its licensure and any plan of correction,~~ all relevant requirements within in this rule unless a written waiver or variance for a specific requirement has been granted by the Secretary through a written agreement. An agency may not obtain a waiver of the requirements of this rule on the basis of the inability to achieve compliance with the rule.

5.4.b. An agency's written request for a waiver or variance from the Secretary shall include:

5.4.b.1. The specific requirement of this rule requested to be waived or varied; and

5.4.b.2. The reason or reasons for seeking a waiver or variance.

5.4.c. A waiver or variance of a specific provision of this rule may be granted by the Secretary only if the following criteria are met:

5.4.c.1. The agency has documented and demonstrated that the provision of the rule is

inapplicable in a particular circumstance, or that the agency complies with the intent of the provision in the rule in a manner not permitted by the rule;

5.4.c.2. The health, safety, and well-being of a child is not endangered; and

5.4.c.3. The waiver or variance agreement contains provisions for a regular review of the waiver or variance.

5.4.d. The waiver or variance agreement is subject to immediate cancellation if an agency fails to comply with the stated terms of ~~the~~ the issued waiver or variance agreement.

#### §78-2-6 . Governance.

##### 6.1. Administrative Manual Policies.

6.1.a. ~~An agency's agency shall develop and maintain policies and a detailed plan of operations procedures, including the dates of implementation, shall be written in an administrative manual that is and make them available to employees.~~

6.1.b. ~~An agency shall operate in accordance with its policies and plan of operations contained in the administrative manual procedures.~~

6.1.c. ~~Prior to applying for license renewal, an agency shall review the administrative manual to ensure continued compliance with this rule.~~

6.1.d. ~~An agency shall allow employees the opportunity to participate in the administrative manual review.~~

##### 6.2. Legal Operating Authority.

6.2.a. An agency shall establish proof of the legal authority for the operation of the agency by proof of a certificate of association or incorporation issued by the West Virginia Secretary of State confirming that an agency is organized to do business in the state and is in good standing.

6.2.b. An agency shall retain its charter, bylaws, partnership agreement, articles of association or incorporation or other documentation at its principal place of business available for inspection, including complete information about the owners, and a list of the names, addresses, phone numbers, and terms of office for the officers and governing board.

##### 6.3. Governing Board.

6.3.a. An agency shall establish a governing board or other supervisory structure whose responsibilities include:

6.3.a.1. Approving policy, ~~the~~, and being legally accountable for the operation of an agency; Note: Not all boards are operation but may be strategic boards who would not be responsible or qualified to define and oversee services instead charging a COE or a designated person responsible for this duty.

6.3.a.2. ~~the~~ Approve a mission statement of purpose that sets forth an agency's

goals and objectives, and defines the services and programs to be offered to meet the goals and objectives;

~~6.3.a.3. Developing~~ Approving the policies ~~relating to the operation of its services and programs and compliance with W. Va. Code §49-2-101, et seq., and this rule;~~ and ~~Note: Not appropriate for Boards to set procedures.~~

~~6.3.a.4. Overseeing procedures to maintain and ensure compliance with the provisions of W. Va. Code Chapter 49, Article 2, the requirements of this rule, and the terms of a license or plan of correction.~~

6.3.b. The governing board shall meet at least quarterly and keep a permanent written record of the minutes of all meetings of the board and its committees.

6.3.c. The governing board shall appoint a full-time executive director or similar administrative position to manage the daily operations of an agency.

~~6.3.d. When changing an effective director, the~~ The governing board shall notify the Secretary in writing of a change in the executive director position.

6.3.e. The governing board shall conduct an annual evaluation of the executive director-a-Ra ~~direct any necessary disciplinary actions regarding his or her job performance.~~

6.3.f. An agency shall not permit an employee, member of an employee's family, or an employee of a public agency that regulates, purchases the services of, or is responsible for placement decisions, to serve on the governing board of the agency.

#### 6.4. Standards of Ethical Conduct.

6.4.a. An agency shall develop, implement, and maintain written standards of ethical conduct for its governing board and its employees.

~~6.4.b. An agency shall not misrepresent or operate a service or program in any way that is misleading, deceptive or illegal.~~

#### 6.5. Confidentiality .

6.5.a. Anyone who obtains confidential information while implementing ~~W. Va. Code Chapter 49, Article 2 (Part I) W. Va. Code §49-2-101, et seq.,~~ may disclose it only to persons demonstrating a need that is essential to this rule or as required by law.

6.5.b. An agency shall maintain the confidentiality of all records in accordance with the provisions of W. Va. Code §49-5-101 and other applicable laws.

6.5.c. An agency that maintains records ~~on computer disks or by other~~ electronic storage means shall secure them against loss, tampering, or unauthorized use in accordance with the provisions of W. Va. Code §61-3C-1 *et seq.*

6.5.d. An agency shall ~~include in the administrative manual, the policy~~ maintain policies and procedures for the disclosure, maintenance and security of its records.

6.5.a. An agency shall provide specific training for employees, foster parents, and adoptive parents on policy and procedures for confidentiality and information disclosure.

6.5.f. An agency shall obtain the written consent of the child's biological parents or guardian before a child may participate in a publicity event for the agency.

6.5.g. An agency shall use any photographs, audio or video recordings, or statements of a child in placement only in a manner that respects and promotes the best interests of the child and with permission of the child's biological parent or guardian.

6.5.h. An agency shall secure records against loss, tampering, or unauthorized use by maintaining records in an appropriate storage space and by establishing a protocol for restricting access to records to authorized employees.

6.5.i. An agency shall delete an individual's name and other identifying information when its disclosure may violate the right of privacy.

6.5.j. An agency shall delete an individual's name and other identifying information when using it for educational or research purposes.

6.5.k. When an agency ceases operation, it shall develop and implement a procedure for the secure storage or disposition of all of its records.

6.6. Records. ~~An agency shall maintain accurate records for the following:~~

6.6.a. Children in Placement. Each child's or young adult's record shall include if known or if provided:

6.6.a.1. The child's name, social security number, gender, race, biological family's religious preference, if any, and birth date and birthplace;

~~6.6.a.2. [REDACTED]~~  
~~[REDACTED] and the date that each document was received and completed ;~~

6.6.a.3. A current photograph that is to be updated annually;

6.6.a.4. The name, address, telephone number and marital status of the child's biological parents or guardian;

6.6.a.5. The names, addresses, and telephone numbers of the foster or adoptive parents where the child is placed, including the dates of placement and removal;

~~6.6.a.6. The date of placement, name, address and telephone number of the referring agency, the name of the placing worker and his or her supervisor, and an emergency contact's name and telephone number;~~

6.6.a.7. The names, addresses, and telephone numbers of the medical and other professional persons directly involved in providing ongoing care for the child;



66b7. ~~6.6.b.6.~~ A narrative ~~████████████████████~~ initial home study, annual home reevaluation safety assessment and recertification;

66b8. ~~6.6.b.7.~~ A letter of approval or denial from the agency including terms and conditions of the approval or denial and any other written agreements or memoranda of understanding;

66b9. ~~6.6.b.8.~~ Documentation of ~~orientation~~ pre-service training and continuing training as required under this rule;

66b10. ~~6.6.b.9.~~ A written statement of acknowledgment by the foster or adoptive parents that they have received a copy of the policies and procedures of the agency regarding the care and placement of a child;

~~6.6.b.10.~~ WV CARES self-disclosure and consent form, a fitness determination of eligibility from the Department, and any approved variances or waivers from the Secretary;

66b12. ~~6.6.b.11.~~ A completed "Statement of ~~████████████████████~~-CPS/APS" form;

~~6.6.b.12.~~ 6.6.b.12. Special incident reports, investigations of child abuse or neglect allegations, noncompliance with the agency's policies or procedures or the requirements of this rule;

~~6.6.b.14.~~ 6.6.b.13. Plans of correction ; and

66b15. ~~6.6.b.14.~~ The date of closure and closure summary report.

66c. Employees. Each record for an employee shall include :

~~6.6.c.1.~~ ~~The employee's application for employment or a resume;~~

66c2. ~~6.6.c.1.~~ The employee 's position, title, job description, date of hire and date of separation from employment;

~~6.6.c.3.~~ ~~Three (3) letters of reference, two (2) of which shall be professional or educational, to be obtained before an employee is hired;~~

66c4. ~~6.6.c.2.~~ Documentation of credentials and certifications;-

~~6.6.c.5.~~ ~~The employee's emergency notification information;~~

~~6.6.c.6.~~ ~~A job performance evaluation completed at six (6) months, and copies of subsequent annual evaluations;~~

66c7. ~~6.6.c.3.~~ Reports of any actions or incidents relating to employment;

~~6.6.c.8.~~ ~~6.6.c.4.~~ Verification of completion of required training, including information on the course title , date and hours of instruction, and the name of the instructor;

~~6.6.c.9.~~ ~~6.6.c.5.~~ A completed "Statement of Criminal Record" form, the CIB report WV CARES self-disclosure application and consent form, a fitness determination of eligibility form the Department, and any approved variances or waivers from the Secretary;

~~6.6.c.10. 6.6.c.6. A Completed "Statement of [REDACTED] -CPS/APS" form;~~

~~6.6.c.11. 6.6.c.7. Acknowledgment of receipt of the agency's employee manual; and~~

~~6.6.c.12. 6.6.c.8. A notice of resignation or termination from the agency.~~

~~6.6.d. Biological Parents. Each record for biological parents shall include:~~

~~6.6.d.1. The names, addresses, telephone numbers, dates of birth, social security numbers, and marital status of the biological parents;~~

~~6.6.d.2. A description of all services and programs provided to parents;~~

~~6.6.d.3. Information regarding the status of parental rights including consent to adopt, determination of paternity, relinquishment of parental rights, court orders, and revocation of consent to adopt; and~~

~~6.6.d.4. Written agreements and authorized releases regarding the extent of information disclosure between the biological parents and their child.~~

6.7. Operating Oversight.

6.7.a. Quality Assurance Program. An agency shall develop and implement a written protocol for quality assurance that monitors and evaluates the agency's services and programs and includes:

6.7.a.1. Policies and procedures necessary to maintain the highest quality care for the children in care and include employee and client participation in the quality assurance program;

6.7.a.2. Policies and procedures for correcting a practice of noncompliance with the provisions of ~~W. Va. Code Chapter 49, Article 2 W. Va. Code §49-2-101, et seq.~~ and this rule; and

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.7.a.3.K. [REDACTED] Note: Child Outcomes are addressed in contracts. Business practices are addressed through agency operations vs licensing standards for service provision. Suggest removing section.

6.7.b. ~~Emergencies and Incident-s.~~ An agency shall establish an emergency telephone system that is available ~~twenty four (24)~~ hours a day, seven (7) days a week, and have procedures in place for:

6.7.b.1. Reporting an allegation of abuse or neglect to the director, the Institutional Investigative Unit, the placing worker and the child abuse hotline;

6.7.b.2. Reporting an emergency or an incident of harm, abuse or neglect, a suicide attempt, suspected criminal activity, juvenile delinquent activity, a medical emergency, a death, or suspected use of illicit substances;

6.7.b.3. Identifying and reporting a child who is absent without leave permission to the guardian or child abuse hotline and a law enforcement authority ~~within twenty-four (24) hours~~ immediately after determining the child cannot be located;

6.7.b.4. ~~Removing the child~~ Reporting an incident in which the child is removed from the present location and from further contact with the alleged adult offender until an investigation is complete, medical care obtained and law enforcement notified;

6.7.b.5. Submitting of a [REDACTED] written report of the emergency or incident [REDACTED] per the agency's policy ~~within forty eight (48)~~ [REDACTED], that includes a ~~complete~~ description of the emergency or incident, the date and time it occurred, names of the individuals involved, precipitating factors, [REDACTED], immediate actions taken by employees or other persons and other relevant information concerning the incident;

6.7.b.6. [REDACTED] Note: Not needed as a stand alone item due to this would be addressed in a Corrective Action Plan which must be approved by the Secretary.

6.7.b.7. Training employees and foster or adoptive parents in the protocol for emergencies and incidents during orientation.

6.7.c. ~~Universal Precaution Policies and Procedures.~~ An agency shall train employees and foster or adoptive parents on the [REDACTED] procedure including:

6.7.c.1. The prevention, recognition and treatment of infectious and communicable diseases, including sexually transmitted diseases; and

6.7.c.2. The risks of exposure to infectious agents, materials and instruments, and the control and disposal of them.

6.7.d. ~~Noncompliance with an Agency's Policies.~~ An agency's protocol shall:

6.7.d.1. Identify when employees and foster or adoptive parents are found to be in substantiated noncompliance with its policies and procedures that require a plan of correction or that provide grounds for suspension, dismissal, or closure; and

6.7.d.2. Establish time limits on the plan of correction and provide for its monitoring.

#### §78-2-7. Staffing Process.

##### 7.1. Staffing Plan.

7.1.a. An agency shall develop and implement ~~\_\_\_\_\_~~ a job description for each position detailing the responsibilities, qualifications, and ~~supervisory chain of command for each position in the agency~~ title of direct supervisor.

7.1.b. An agency shall designate a supervisor for each ~~\_\_\_\_\_~~ service or program.

7.1.c. ~~The staffing plan shall set a policy for the ratio of supervisors to employees based on the education and experience level of the supervisory position that can be adjusted for part-time supervisors or inexperienced employees, to ensure adequate guidance and support for each employee.~~ The agency will ensure adequate guidance and support for each employee.

7.1.d. The staffing plan shall include a ~~\_\_\_\_\_~~ guideline on case load size and the frequency and nature of the staff contact with children.

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
7.2. Employment Policies Practices. An agency shall have written employment policies practices that include:

7.2.a. A statement that an agency is a ~~nondiscriminating employer with regard to race, color, creed, religion, sex, national origin, disability, age or marital status~~ an equal opportunity employer;

7.2.b. ~~Information on employment benefits including sick leave, vacation time and holidays;~~

7.2.c. ~~Information on probationary periods and tenure provisions, if applicable;~~

7.2.d. ~~Termination procedures, including resignation, retirement, suspension, layoff and dismissal;~~

7.2.b. Information on Liability Liability insurance coverage provided by an agency;7.2.c.

Note: As worded this violated WV CARES procedures and potential legislation. Re-wording which matches 7.4 = Background Checks. An agency shall submit an application to the WV CARES unit of the Department for each potential employee prior to the employee working with children. After receiving notification from the WV CARES unit that a background check has begun, an applicant may work on a provisional basis under direct supervision for no more than 60 days while the background check is being processed. The agency must document that it has completed the background check process for each applicant pursuant to W. Va. Code §16-49-1 *et seq.* by receipt of a fitness determination of eligibility or variance that has been granted.

7.2.d. A procedure requirement for an immediate suspension of an employee upon any felony or misdemeanor indictment charge for an a disqualifying offense against a person, public indecency, or violation of the Uniform Controlled Substances Act, W. Va. Code §60A-1-101 *et seq.*, until the charges are resolved, and a requirement that the employee notify the director of any criminal indictment charge within twenty-four (24) hours. This procedure shall require requirement shall provide that an employee convicted of these charges shall no longer be permitted to provide direct services to children and their families.

7.2.e. A requirement for immediate suspension of an employee who is alleged to have sexually abused or otherwise injured a child pending the outcome of the investigation.

~~7.2.h.1.~~ 7.2.f A policy on the Statement of Child Abuse or Neglect History form stating that+Upon upon employment, employees shall sign and date a statement that defines child abuse or neglect, as defined in subsection 3.6. of this rule, and outlines the employee's responsibility to report immediately any suspected incident of child abuse or neglect to the executive director or his or her designee, to the Institutional Investigative Unit, and to the Child Abuse Hotline, 1- 800-352-6513, in accordance with W. Va. Code §49-2-801 and §49-2-803 *et seq.*; and

~~7.2.h.2.~~ An employee who is alleged to have sexually abused or otherwise injured a child shall be immediately suspended from working with any child in placement pending the outcome of the investigation;

7.2.g. A general code of conduct policy on the relationship between employees, a child in placement and his or her family including provisions:

~~7.2.i.1.~~ 7.2.g.1. That contact be case-related only as described in the child's service plan, and continue only as specified in the plan; if a child who has been discharged from the program initiates contact with an employee, the employee shall report the nature of the contact to the agency's director or his or her designee within twenty-four (24) hours;

7.2.g.2. That excursions are case-related only;

7.2.g.3. That a child ~~not~~ cannot stay overnight in the home of an employee.

~~\_\_\_\_\_ and that any other daytime home visit, including a holiday, requires prior documented approval from the child's guardian and the agency director that states the purpose, duration and names of those who will be present during the contact; and~~

~~7.2.g.4. <sup>PO</sup> Guidelines for gift giving and receiving among between employees, the children and families and those served; and~~

~~7.2.j 7.2.h. A policy that employees applying to be foster or adoptive parents may:~~

~~7.2.h.1. Not be considered for foster or adoptive parenting by the agency that employs them, but before consideration for approval by another agency, the employing agency's director shall provide a reference; and~~

~~7.2.h.2. \_\_\_\_\_~~

~~\_\_\_\_\_ Note: This is not an issue as it is covered in 7.2.h.1.~~

~~7.2.k. A grievance procedure for employees; and~~

~~7.2.l. A policy on tobacco, alcohol, and drug use by employees.~~

7.3. Employee Manual. An agency shall develop and implement a manual of policies and procedures, revised for legislative changes or at the direction of the Secretary, to be provided to each employee upon employment and to each applicant upon request that includes:

7.3.a. The information and documentation required under this rule; and

7.3.b. The date of the manual's implementation, review or revision.

7.4 Background Checks. An agency shall submit a request for a ~~Criminal Identification Bureau (CIB) check and a Protective Services record to an application to the WV CARES unit of the Department of Health and Human Resources for each potential employee prior to the employee working with children. An agency may submit CIB record checks directly to the West Virginia State Police as permitted by department policy. After receiving notification from the WV CARES unit that a background check has begun, an applicant may work under direct supervision on a provisional basis for no more than 60 days while the background check is being processed. The agency must document that it has pursued the completion of the records check vigorously. The agency is responsible for following policies and procedures with regard to researching possible criminal and protective services backgrounds as established and disseminated by the Secretary completed the background check process for each applicant pursuant to W. Va. Code §46-49-1 et seq., by receipt of a fitness determination of eligibility or variance, if granted.~~

#### §78-2-8 . Employee Requirements.

8.1. Qualifications. An agency shall employ individuals whose education, training, experience and personal qualities contribute to the effective implementation of the program and the maximum health and safety of children in placement outline in job descriptions minimum requirements for each position with regard to education, experience, and essential qualification. The agency shall require the following qualifications for each position.

8.1.a. The Executive Director shall possess a minimum of:

8.1.a.1. A master's Degree in a human services field and five (5) years of experience in the human services field ; or

8.1.a.2. A bachelor's degree in a human services field and seven (7) years of experience in the human services field .

8.1.b. Administrative and Supervisory employees, including the Assistant Director, Program Director, and Case Management Supervisor shall possess:

8.1.b.1. An advanced degree from an accredited program of social work education or a experience in a human service field and two years of direct practice experience; or,

8.1.b.2. An advanced degree from an accredited program or social work education or a comparable in a human service field and be licensed within the scope of their professional practice; or,

8.1.b.3. A Bachelor's degree in social work or a comparable human service field and two years of experience in a human services related field, at least one (1) year of which is in child welfare services.

8.1.c. Clinical and Therapeutic employees, including Physicians, Counselors Therapists, and Psychologists shall have valid West Virginia professional licenses in their fields and shall operate within the scope of their practice under W. Va. Code §§30-3-1 et seq., 30-14-1 et seq., 30-21-1 et seq., 30-30-1 et seq., or 30-31-1 et seq.

8.1.d. Homefinder shall have a bachelor's or master's degree in social work or a related human services field; or a Board of Regents degree with a concentration in Human Services courses. Homefinders will receive position specific training.

Note: Due to WV workforce issues and an extremely limited pool of applicants this position is extremely difficult to hire. With additional agency training, a larger pool of applicants could successful in this position.

8.1.e. Case Managers shall have :

8.1.e.1A Bachelor's or master's degree in social work or a related human service field; or a Board of Regents with a concentration in Human Services courses. or a advanced degree from a program of social work education or a comparable human service field .

Note: Due to WV workforce issues and an extremely limited pool of applicants this position is extremely difficult to hire. With additional agency training a larger pool of applicants could successful in this position.

8.1e2 Supervision for case managers not licensed within the scope of their practice shall be provided by a person with an advanced degree in social work or a comparable human service field who has at least two (2) years experience or has an advanced degree in social work or a comparable human service field and is licensed in their field.

8.1e3 The Department requires agency employees to obtain professional continuing

~~education or course work as specified in 8.2.d.2.~~

8.1.f. Para-Professional employees shall possess+

8.1.f.1. ~~A~~ high school diploma or GED and be at least twenty one (21) years of age;

8.1.f.2. ~~Training during the first six (6) months of employment as prescribed in this rule; and~~

~~8.1.f.3. If they provide direct services to clients, in addition to the general required training, completed client-specific training on the services they provide and have documentation from the training supervisor that they are competent to deliver the services.~~

8.2. Training and Development. An agency shall develop and implement a comprehensive plan for employee orientation, ongoing training and development, and supervisory review, including performance and program evaluations.

8.2.a. Orientation Training . An agency shall require that ~~all direct care service employees involved included~~ in child placing services, within three (3) months of employment, complete ~~fourty~~ (40) ~~orientation training in areas including:~~

8.2.a.1. The agency's philosophy, goals and objectives and mission;

8.2.a.2. ~~An overview of the agency's operations;~~

8.2.a.3. Licensing rules ~~;~~

8.2.a.4. ~~8.2.a.3-~~ The service planning process;

~~8.2.a.5-~~ 8.2.a.4 . A crisis intervention model that includes: Interviewing techniques,

8.2.a.6 ~~Conflict~~ conflict de-escalation and conflict resolution,

8.2.a.7 crisis intervention and, if applicable, methods of passive restraint ;

8.2.a.8 8.2.a.5. Mandatory reporting requirements for child abuse and neglect Normalcy for foster children;

8.2.a.6. Reasonable Prudent Parent Standard;

8.2.a.7. Human Trafficking Prevention for foster

children/National Runaway Youth Prevention

8.2.a.9. Trauma-informed care;

8.2.a.10. Runaway youth protocols; and

8.2.a.11. First Aid and CPR Training ~~AR~~ AR ~~agency shall require that all employees involved in child placing services, within the first three (3)~~

~~months of employment received First Aid and CPR training appropriate to the age of the children they serve:- in infant, child, and adult certification. NOTE: CERTIFICATION AND TRAINING ARE NOT THE SAME.~~

~~8.2.a.12. An agency shall require that all employees providing direct services to clients receive initial training to include values and cultural diversity, ethics, child abuse and neglect issues, and behavior management. This group of initial trainings shall be completed within the first six months of employment. Note: Moved from 8.2.d.1~~

~~8.2.c. Supervised Practice. An agency shall have a written policy regarding supervision of personnel involved in direct service. The policy shall stipulate frequency and type of supervision based upon job position and experience of the personnel.~~

8.2.d. Ongoing Training.

~~[REDACTED]~~

~~NOTE: This belongs under Orientation Training to keep it together, moved to section 8.2.a~~

~~8.2.d.2. An agency shall require that after the first year of employment, all employees providing direct services to clients, complete a minimum of twenty-five (25) hours of training per year; fifteen (15) hours of which shall be directly related to the employee's responsibilities.~~

~~8.2.e. Supervisory Review.~~

~~8.2.e.1. An agency shall set a policy requiring all employees to receive regular, planned supervisory reviews through individual conferences and meetings, the frequency to be determined by the experience of an employee and the amount of consultation and guidance the employee needs.~~

~~8.2.e.2. An agency shall require a supervisor to complete performance evaluations for each employee after the first six (6) months and annually thereafter. The evaluation shall include goals and objectives for the employee, be signed and dated by the supervisor and employee and give the employee an opportunity to respond in writing.~~

8.3. Contracted Professional Services.

8.3.a. An agency shall verify that all contracted professional services are certified or licensed in the service they are providing, according to W. Va. Code §30-1-1 et seq.

8.3.b. An agency shall develop and implement a written agreement with contracted professionals who provide direct services to a child in placement describing the specific services to be provided.

8.3.c. An agency shall require that a contracted professional providing direct services to a child in placement provide written reports to the child's case manager documentation of services.

8.4. Volunteers.



9.1.a. Equal access to services regardless of age, marital status, race, religion, ethnicity, gender, disability, or sexual orientation;

9.1.b. Services consistent with identified needs in the least restrictive environment available;

9.1.c. Interdisciplinary, therapeutic services that meet a child's physical, emotional, social, educational and financial needs;

9.1.d. Active participation and respect as an individual during the delivery of services process;

9.1.e. Reasonable privacy; and

9.1.f. Contact between a child and his or her biological family is not restricted as a means of punishment or in any way except as specified by court order or documented in the child's service or treatment plan. Visits shall take place during hours different from an agency's business hours when the family cannot visit during those hours, and shall be arranged and take place with the prior knowledge of the foster or adoptive parents.

9.2. A ~~child~~ child receiving services from the Agency shall have in addition to the rights in subsection 9.1. of this rule, the following:

9.2.a. Adequate shelter, food and clothing;

9.2.b. Education and training;

9.2.c. Services necessary to promote safety, permanency and well-being;

9.2.d. Adult guidance, support and supervision;

9.2.e. Freedom from abuse, neglect, and exploitation; and

9.2.f. Full and reasonable communication with his or her attorney, clergyman, and an authorized representative of the placing agency or of the court of record, including visits, correspondence, and telephone calls. *( for example: a call/visit may or may not be appropriate in the middle of the night)*

9.3. An agency shall develop and implement policies practices to ensure that a child in placement's maximum health and safety needs are met including receiving:

9.3.a. The level of supervision required in the service plan as guided by reasonable and prudent parent standards;

9.3.b. Appropriate medical screening, diagnosis, and treatment on a regular basis; and

9.3.c. A minimum of the following routine medical, dental, and vision examinations and treatment, as proscribed, and emergency medical and dental treatment, as needed:

9.3.c.i. An initial general medical examination by a physician ~~thirty (30)~~ days before placement or within ~~thirty (30)~~ days after placement and routine medical examinations after that as recommended for the child's age. In addition, children placed by the Department shall be treated in accordance with the Sander' s Consent Decree, which is an agreed order between the Department and the court to provide

medical care to children in the Department's custody, and the Health Check requirements available through the Department Office of Maternal and Child Health ; Note: Sender's Consent Decree must be provided to the Child Placing Agencies by DHHR.

9.3.c.2. For children with extraordinary medical needs, unless a medical examination can be documented within the previous 30 days or the child was discharged from an inpatient facility, the child is examined by a physician within 72 hours after initial placement, and the physician documents that the child can be appropriately cared for in a home setting;

9.3.c.3. Immunizations as recommended by the American Academy of Pediatrics ;

~~9.5.C.3~~ 9.3.c.4 For a child two-(2) years and older, an examination by a dentist ~~6 months before placement will be scheduled~~ within thirty (30) days after placement, and after that a semiannual examination by a dentist and follow-up treatment as needed; and

~~9.3.c.4.~~ 9.3.c.5. For a child four years and older, an eye screening by an optometrist will be scheduled within 30 days after placement and follow up as indicated by Health Check requirements;

9.3.c.6. Any treatment or aids prescribed including eyeglasses, a hearing aid, and a prosthetic or corrective device

~~9.4. Children with Extraordinary Medical Needs. Before accepting a child with an extraordinary medical need beyond routine and preventive medical care, an agency shall ensure that :~~

~~9.4.a. Unless a medical examination can be documented within the previous thirty (30) days, the child is examined by a physician within seven (7) days before initial placement, and the physician documents that the child can be appropriately cared for in a home setting;~~

~~9.4.b~~ 9.3.c.7. The physician documents in the child's record, complete orders for medication, treatment, diet, range of motion programs, habilitation, and special medical or developmental procedures needed;

~~9.4.c.~~ 9.3.c.8. The foster or adoptive parents receive all of the training necessary to care for the child prior to placement or as soon as possible in the case of an emergency placement;

~~9.4.d~~ 9.3.c.9. The foster or adoptive parents maintain a daily medication log for each child that includes the name of the medication, ~~why it was prescribed~~, the physician who prescribed it, the dosage, the administration schedule, the potential side effects and any change in the medication that the physician makes;

~~9.4.e.~~ 9.3.c.10. Medication is administered for therapeutic reasons only and under the following provisions:

~~9.4.e.1.~~ 9.3.c.10.A. A physician shall examine the child before prescribing a medication, and he or she is the only one who can alter the medication or medication level;

~~9.4.e.2.~~ 9.3.c.10.B. The child's parents or guardian may revoke consent for a medication at any time , and upon revocation the administration of the medication shall cease immediately unless titration is needed at the direction of the physician;

~~9.4.e.3. 9.3.c.10.C.~~ When the parents or guardian or child revoke consent, an agency shall inform the prescribing physician; ~~if the prescribing physician reports that it is necessary for the well being of the child, an agency shall seek a court order to have it continued~~ the agency shall relay the recommendation by the physician to the Department; and

~~9.4.e.4. 9.3.c.10.D.~~ An agency shall establish procedures for medication errors in dosage, administration or adverse side effects that include contacting the prescribing physician and documenting the incident;

9.4.f. 9.3.c.11. The agency shall ensure that psychotropic medication is administered in accordance with the following:

~~9.4.f.1. 9.3.c.11.A.~~ The parents or guardian of a child, and a child fourteen (14) years or older unless the child is documented to be lacking the capacity for informed consent, shall give prior written informed consent for the use of a psychotropic medication; and

~~9.4.f.2. 9.3.c.11.B.~~ The child's foster or adoptive parents and primary case manager shall receive training related to the psychotropic medication, its expected results, its potential side effects, and an agency's policies regarding its use;

~~9.4.f.3. 9.3.c.11.C.~~ A child fourteen (14) years or older who refuses to take medication three (3) consecutive times shall be considered to have revoked consent;

~~9.4.U. 9.3.c.11.D.~~ When consent is revoked, the administration of medication shall cease immediately unless titration is needed at the direction of the physician; and

~~9.4.e.5. 9.3.c.11.E.~~ When the parents or guardian revoke consent, an agency shall inform the prescribing physician; ~~if the prescribing physician reports that it is necessary for the well being of the child, an agency shall seek a court order to have it continued~~ the agency shall relay the recommendation by the physician to the Department.

## 9.5. Religious Preferences.

~~9.5.a.~~ An agency shall ~~develop and implement a written description of its religious orientation, if any, policies and procedures, if applicable, and shall provide the information to the child and his or her biological parents or guardian upon admission.~~

~~9.5.b.~~ An agency shall ~~inform the child and his or her biological parents or guardian about the foster parents' religious preferences, if any, prior to placement; and~~

Upon a child's admission, an agency shall determine the religious preference of the child, if any, and the child's parent or guardian. The agency shall ensure the opportunity for the child to attend the religious service of his or her choice if he or she expresses one.

## 9.6. Multiethnic Placements.

9.6.a. In placement or adoption decisions, an agency shall not consider race, color or national origin unless it is part of an individualized determination that the facts and circumstances of a particular

case require the consideration of race, color or national origin in order to advance the best interests of the child and in accordance with applicable federal law and policy.

~~Considerations of race, color or national origin shall be in accordance with applicable federal law and the policy guidance of the Office of Civil Rights of the U. S. Department of Health and Human Services. Consult 60 Federal Register 26,272 (April 25, 1995) or <http://www.os.dhhs.gov/progorg/ocr/acf.htm>.~~

9.6.b. An agency shall ensure that a child at his or her discretion, has the opportunity to participate in cultural and ethnic activities significant to his or her heritage .

~~9.6.c. In accordance with the Multiethnic Placement Act of 1994 as amended by the Removal of Barriers to Interethnic Adoption Act of 1996, an~~ An agency shall not delay or deny a child's foster care or adoptive placement on the basis of the child's or the prospective parent's race, ethnicity, color, or national origin.

9.6.d. An agency cannot deny any individual the opportunity to become a foster or adoptive parent on the basis of the prospective parent's or the child's race, color, ethnicity, or national origin.

9.7. Behavior Management and Discipline. An agency shall provide policies and procedures for foster or adoptive parents to use as guides in disciplining a child ~~and shall explain them to the agency employee, the placing worker, the child, the foster or adoptive parents, and the biological parents or guardian and behavior management.~~

9.7.a. Appropriate methods of discipline include:

9.7.a.1. An emphasis on discipline with kindness and understanding, using positive feedback and rewards to reinforce good or improved behavior;

9.7.a.2. Simple, clear, understandable and consistent household rules;

9.7.a.3. Measures appropriate to the developmental level of the child that help him or her develop self-control and learn responsibility for his or her own actions;

9.7.a.4. That only a parent or other prior approved adult care-giver is permitted to discipline the child;

9.7.a.5. That measures are administered close to the time of the child's act or behavior for teaching purposes and if time out is used, that it be for a reasonable period of time;

9.7.a.6. That crisis intervention skills and techniques be used according to agency policy only, including provisions:

~~9.7.a.6.A~~ . That passive physical restraint be used only after receiving training on the agency approved method of restraint; and *NOTE: Passive physical restraint in Foster Care is NOT BEST Practice and should NOT be occurring.*

~~9.7.a.6.B~~ That the foster or adoptive parents report to their designated supervisor who will document the use of crisis intervention skills and technique passive physical restraint and submit an incident

report to the director or his or her designee for review within ~~twenty fo1:1r~~ (24) hours of the intervention or the next working day after the intervention. *NOTE: Passive physical restraint in Foster Care is NOT BEST Practice and should NOT be occurring.*

9.7.b. Inappropriate Methods of Discipline. An agency shall develop and implement policies and procedures that ensure that a child is not disciplined with cruel , harsh, unusual or unnecessary punishment, and shall develop and implement a description of those measures and methods that are not permitted, including but not limited to the following:

9.7.b.1. Any type of physical hitting, spanking, slapping or other type of physical punishment inflicted in any manner upon the child's body;

9.7.b.2. Threats of removal from the foster or adoptive home;

9.7.b.3. Any acts, verbal abuse, or emotional abuse that humiliates , shames, disgraces, ridicules, belittles, or destroys a child's sense of dignity or self-worth including any remarks made about the child's biological parents or family;

9.7.b.4. Keeping a child out of school;

9.7.b.5. Denying food, clothing, shelter or bedding;

9.7.b.6. Closing or locking a child in any enclosed space;

9.7.b.7. Denying mail, telephone calls or visits with biological family members, unless it is related to ~~section~~ paragraph 9.1.f.1. of this rule;

9.7.b.8. Withholding a program service or a provision in the service plan; or

9.7.b.9. Administering a medication that has not been prescribed.

9.7.c. An agency shall ensure that behavior problems are treated individually and privately. If there is a consistent pattern of unacceptable behavior, an agency shall develop a separate behavior management plan to be added to the child's service plan.

## 9.8. The Child's Financial Resources.

9.8.a. An agency shall ensure that money earned, received as a gift, or given as an allowance is the child's personal property.

9.8.b. An agency shall ~~not place conditions on a child's money unless they are specified in the service plan~~ use reasonable and prudent parent standards to assist the child in making decisions regarding spending or saving the child's money.

9.8.c. An agency shall not require a child to pay for his or her care or services ~~unless it is specified in the child's service plan.~~

9.8.d. An agency shall maintain a separate account for each child's financial resources and return the resources upon the child's discharge.

### 9.9. Clothing.

9.9.a. An agency shall ensure that each child has adequate, well-fitting and seasonal clothing appropriate to his or her age and individual needs, shall allow the child choice in the selection of the clothing, and shall replenish the wardrobe as necessary.

9.9.b. At the time of placement and at the time of discharge, an agency shall take an inventory of the child's clothing and personal possessions.

### **§78-2-10. Placement Plans and Procedures.**

#### 10.1. Referrals.

10.1.a. An agency ~~shall~~ may accept referrals from persons or organizations that have an interest in the welfare, security or treatment of the child and the child's family, and that have authority to make the referral.

10.1.b. An agency ~~shall~~ may develop and implement policies and procedures for determining if a referral is appropriate for the services the agency offers, and for accepting a voluntary referral from a child or a child's biological parent.

~~10.1.c. When an agency offers placement services to biological parents, it shall provide counseling to preserve the family unit, including alternatives to placement, and document the counseling.~~

10.2. Intake. An employee designated by the agency shall be responsible for:

10.2.a. Conducting an intake interview with the child, the child's biological parents or guardian, or the foster or adoptive parents to determine the need for services;

10.2.b. Providing orientation to the agency, including an overview of the placement process, the child assessment process, and identifying which agency employee is responsible for each activity;

10.2.c. Coordinating the child assessment process with the child, the child's biological parents, and the placing worker;

10.2.d. Introducing the child and his or her family to the case manager assigned to them by the agency; and

10.2.e. Participating in the service planning process.

10.3. Written Service Agreement. Upon placement of a child, an agency shall develop and implement a written, signed, and dated service agreement between the child's parents or guardian and the agency that shall include:

10.3.a. Specific services to be provided;

10.3.b. A description of the fees or reimbursement;

10.3.c. A list of the planning team members;

10.3.d. Signed consent and authorization forms when necessary for the delivery of services, including to obtain medical and dental care, for travel, for the release of information, and to obtain photographs and audio or video recordings of the child;

10.3.e. Responsibilities of the child, the biological parent or guardian, the primary case manager, the foster parents or the adoptive parents during the service delivery; and

10.3.f. A description of the conduct or activity by the child or family that may result in the agency's discontinuing services to them.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]



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*Child assessment. An agency shall complete a detailed narrative child assessment prior to developing the Master Service Plan. The assessment shall be inclusive of the removal history, placement history, social history, developmental history, educational history, medical history, psychological history, visitation plans, and discharge planning period.*

10.5.m. The date and signature of the employee completing the child assessment; and

[Redacted]

10.6. Match Summary.

[Redacted] Note: This information will be captured on the placement log and therefore a separate summary is not necessary.

10.7. [Redacted] Note: This section can only be performed by the WVDHHR; therefore should be removed.

[Redacted]

10.8. [Redacted] Note: Child Placing Agency does not have child prior to placement.

[Redacted]

10.9. Planning Team.

10.9.a. An agency shall utilize a planning team to develop a service plan for a child's foster care.

10.9.b. The planning team [Redacted] members to be invited: the child as appropriate to his or her level of understanding, the parents or guardian, the family's case manager, the placing worker, the child's attorney, professionals working with the child, and other individuals significant in the child's life that have an interest in the child.

10.9.c. An agency shall ensure that any plan developed from the Multi Disciplinary Team process assists in the development of the service plan, and any service plan developed by the agency shall not conflict in any manner with the Child's Case Plan. Note: Child Placing Agencies do not receive the Child's Case Plan. The Child Placing Agency must be invited to the MDT.

[Redacted] See information under Service Plans in red comments provided.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

§78-2-11 . Transfers and Discharges.

11.1. An agency shall develop and implement a protocol for transferring a child from one foster or adoptive home or placement to another within the agency that includes:

11.1.a. Documentation of the circumstances causing the move;

11.1.b. [REDACTED];

11.1.c. ~~A procedure for obtaining supervisory and planning team approval for the new placement~~  
[REDACTED]; Document notification to the Department; who then notifies the planning team (MDT) as required by W. Va. Code §49-4-608;

~~11.1.d. A procedure for notifying the planning team, specifically the child's guardian, of the new placement. Notification shall occur not less than forty-eight (48) hours prior to a transfer, under W. Va. Code §49-4-608, or in an emergency transfer situation, not less than forty-eight (48) hours after the placement, under W. Va. Code §49-4-608.~~

~~11.1.e. A provision that a child six (6) months and older shall have a minimum of one (1) visit with the new foster parents prior to placement when the placement is not an emergency;~~

~~11.1.f~~ An account of the child's understanding of and response to the transfer; and

~~11.1.g~~ A provision that prior to the child's placement, the new foster or adoptive parents, excluding respite, shall be given a copy of the child's current service plan and the child's social, medical, psychological and school history;

~~11.1.h~~ A provision that the planning team shall amend the child's service plan within ten (10) working days of the transfer; and

~~11.1.i~~ A provision that when a child is transferred more than three (3) times in a year, excluding planned respite time that does not exceed fourteen (14) days as documented in the child's service plan, the

agency shall provide the following information to the child's placing worker, as required under W. Va. Code §49-4-608

~~11.1.i.1. A written summary of the transfers, including reasons for the moves; and~~

~~11.1.i.2. Plans to prevent further transfers that are not in accordance with the child's service plan.~~

11.2. An agency shall develop and implement a written protocol for transferring a child to a placement outside of the agency's program.

11.3. An agency shall develop and implement a written protocol for terminating the placement of a child in a foster home after eighteen (18) months, and the protocol shall be in accordance with W. Va. Code §49-4-111.

[REDACTED] Notes: Although Child Placing Agencies complete a discharge plan from the beginning, this information is rarely known by the Child Placing Agency; therefore this cannot be completed. This responsibility should lie with the WV DHHR worker and the MDT.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] An agency shall develop and implement a written protocol for unplanned discharges a request for removal from the agency's care that are not in the child's service plan. For a [REDACTED] request for removal other than an emergency, an agency shall give a minimum of ten 10 working days notice of the discharge to the placing worker, or his or her supervisor. [REDACTED]

11.6. An agency shall develop and implement a written protocol for emergency discharges that includes the following provisions:

11.6.a. An emergency discharge shall occur only when a child's behavior may present a danger to himself or herself or others;

11.6.b. The identification of employees designated by the agency to have the authority to assess the child's status and to recommend an appropriate alternate placement;

11.6.c. [REDACTED] Note: WVDHHR approves emergency removal and discharge.

11.6.d. [REDACTED] Note: If emergency placement is arranged outside of the agency, this is the WVDHHR responsibility. Agency staff have no legal authority to do so.

[REDACTED]

11.6.f. An agency shall document the emergency discharge in the child's case record within ~~twenty~~24 hours of the discharge.

11.7. On the day of a planned discharge an agency shall document the following information in the child's record:

11.7.a. The return by the agency of the child's personal items, prescribed medication and dosage instructions, and personal records including the child's birth certificate, and social security card, ~~and school records~~; and

11.7.b. The name, relationship to the child, and address of the person or agency receiving physical custody of the child upon discharge, if known.

11.8. Within ~~thirty~~30 days of the date of a child's discharge, an agency shall complete a written discharge summary that includes the following information:

11.8.a. The name, address, telephone number and relationship of the person or agency to which the child was discharged, if known;

11.8.b. The date ~~and time~~ of the child's discharge;

11.8.c. The reason for the child's discharge;

11.8.d. A summary of all services provided during placement;

11.8.e. An account of the child's growth and accomplishments during placement;

[REDACTED]

Note: This section is referencing planned discharges.

**§78-2-12 . The Agency's Responsibilities to Foster and Adoptive Parents.**

12.1. An agency shall develop and implement a ~~written description~~ handbook of the responsibilities of foster and adoptive parents to the child, to the child's family and to the agency. The handbook shall state the necessary policies, procedures, laws and forms.

12.2 . An agency shall develop and implement a policy practice detailing its responsibilities to foster and adoptive parents included in the service agreement between the agency and the foster or adoptive parent and the handbook. ~~The~~ practice shall require the agency to :

122a Provide to the foster or adoptive parents a copy of the handbook that describes the responsibilities of the foster or adoptive parents and the agency in the placement of a child;

122b Provide that the agency's emergency telephone on-call system be operational at all times;

12.2 .c. Inform foster or adoptive parents about the agency' s grievance procedure;

12.2.d. Provide complete information about a child's background, his or her current physical, mental, emotional and behavioral functioning and any special needs prior to placement ~~if known~~.

12.2.e. Involve foster or adoptive parents on the child 's service planning team and provide them a copy of the child's ~~initial plan of care~~ initial plan of care and all subsequent plans;

12.2.f. Provide ongoing training, guidance and support, including crisis support;

12.2.g. Provide periodic respite care for a child in a foster care placement;

12.2.h. Provide complete information about the procedures to be followed when an allegation of child abuse or neglect, or a complaint of noncompliance with licensing rules or agency policy is made;

12.2.i. Maintain the confidentiality of records according to agency policy and procedure;

12.2.j. Provide foster or adoptive parents access to their own record with the exception of reference letters and reference interviews;

~~12.2.k.~~

~~Agency will have a practice regarding coverage of loss or damage.~~

12 .2.1. Give foster or adoptive parents ~~to~~ 10 working days notice prior to removing a child when the agency receives notice from the Department, unless it is an emergency situation;

122.m. Inform adoptive parents of the child's legal status prior to and upon the final adoption; And ??? Legal status would be "able to be adopted", adoption occurs at the hearing which the adoptive parents must attend.

122n Inform adoptive parents of the legal procedures involved in adoption under W. Va. Code-Chapter 48, Article 22 §48-22-1 *et seq.*

**§78-2-13 . Foster and Adoptive Parents' Characteristics and Criteria.**

13.1. Personal Characteristics.

~~13.1.a. Newly approved foster and adoptive parents shall be not less than twenty-one (21) years of age and not more than 65 years of age unless a waiver is granted by the Secretary. age 18 or older.~~

~~13.1.b. Newly approved foster and adoptive parents shall be not less than twenty-one (21) years of age and not more than 65 years of age unless a waiver is granted by the Secretary. age 18 or older.~~

13.1.c. Newly approved foster and adoptive parents shall be not less than twenty-one (21) years of age and not more than 65 years of age unless a waiver is granted by the Secretary. age 18 or older.

13.1.d. Prior to approval, each foster and adoptive parent shall provide the agency with a written or recorded detailed personal history in his or her own words which may include:

- 13.1.d.1. Childhood and family experiences, including those with extended family;
- 13.1.d.2. Education and employment history ;
- 13.1.d.3. Important life experiences;
- 13.1.d.4. Values, ideals, religious beliefs, if any, and practices;
- 13.1.d.5. Health history, including use of drugs or alcohol;
- 13.1.d.6. Hobbies and interests; and
- 13.1.d.7. Parenting or child care experience.

13.1.e. At the time of consideration by an agency, foster and adoptive parents shall disclose and sign a release of information detailing any current or previous experience with other licensed agencies or the Department, ~~and if they are currently providing services to more than one (1) licensed agency, shall detail the responsibilities to each person and agency in a written statement.~~ Foster and adoptive parents may only be certified with one agency at any given time.

13.2. Health Considerations.

13.2.a. Prior to approval, foster and adoptive parents shall provide the agency with the following health documentation:

13.2.a.1. An initial medical exam report from a physician for the foster and adoptive parents and all other household members certifying they are in good health, free of communicable diseases, and have had a tuberculin risk assessment or skin test. When TB results are positive, documentation of a



~~██████████~~ if foster or adoptive parents are, or a single foster or adoptive parent is, employed outside the home, the agency shall approve a plan for the care and supervision of the child during work hours, ~~██████████~~

### 13.6. Background Checks.

13.6.a. ~~Prior to approval, all adult household members over the age of 18 shall complete a CIB and a "Statement of Criminal Record" form, submit an application to the WV CARES unit of the Department for a criminal background check and a search of Department records of substantiated findings of abuse or neglect.~~

13.6.b. ~~Prior to approval, all adult household members shall complete a "Statement of Child Abuse or Neglect History" form and a signed release of information authorizing the Department to verify the information. All offenses committed by current juvenile household members must be reported on a continual basis. These offenses shall be considered in determining the suitability of the home.~~

13.6.c. ~~An agency shall not approve a home for foster care or adoption in which a household member has any convictions other than minor traffic violations. Special circumstances may allow a waiver to be granted by the Secretary. ██████████~~

~~██████████~~ Note: This does not comply with Normalcy and Prudent Parent standards. This does not allow for a youth to go to a friend's home, have an overnight visit with a friend, a babysitter to watch a child while a parent runs to the store.

### 13.7. Transportation. An agency shall require that:

13.7.a. Foster and adoptive parents have reliable transportation available.

13.7.b. All vehicles used to transport children be maintained in safe running operating condition and in compliance with state law.

13.7.c. Foster and adoptive parents show proof that the vehicles used to transport children are covered by liability insurance and that all licensed drivers are included in the insurance policy.

13.7.d. Foster and adoptive parents ~~██████████~~ will ensure that anyone who will transport children has a valid driver's license.

13.7.e. Foster and adoptive parents use safety seats and seat belts when transporting children.

### §78-2-14 . Foster and Adoptive Parents' Agreement with an Agency.

14.1. Foster and adoptive parents shall enter into a cooperative agreement with an agency that includes the provisions that foster and adoptive parents shall:

14.1.a. Permit an agency and designated Department employees to conduct announced and unannounced home visits and permit access to children in the Department's custody upon request;

14.1.b. Maintain the records and other documentation required by an agency;

- 14.1.c. Promptly notify an agency concerning any change in the family's circumstances;
- 14.1.d. Immediately notify an agency about any hospitalization, surgery, accident, serious illness, death, arrest or detention by a law enforcement agency of a child, or about any other unanticipated incident involving the child placed in their home;
- 14.1.e. Follow an agency's policy on discipline and on confidentiality of the child's records;
- 14.1.f. Document their understanding of an agency's policy on child abuse or neglect;
- 14.1.g. Notify an agency not less than ~~ten~~ (10) days before requesting the voluntary removal of a child, unless there is an emergency or other circumstance that necessitates the immediate removal of a child;
- 14.1.h. ~~When possible,~~ Give an agency not less than thirty (30) days notice when requesting the voluntary closure of their home; and
- 14.1.i. Inform an agency of a charge, arrest or indictment of any adult household member within ~~twenty-four~~ (24) hours of the occurrence.

**§78-2-15. Safety Requirements for Foster and Adoptive Homes.**

15.1. An agency shall ensure that the physical facilities of a foster or adoptive home present no health or safety hazards, and that they are sufficiently clean and comfortable to ensure the well-being and respect of the family in the community. Cosmetic damages shall not be considered health or safety hazards so long as the damage does not affect the safety or wellbeing of a child.

15.2. An agency shall ensure that all approved homes have an indoor and an outdoor recreation area free of unsanitary or hazardous items and each home has toys available to children that are appropriate for their ages.

15.3. For sleeping, an agency shall ensure that:

15.3.a. Each child shall have an individual bed that is not a cot or roll away bed;

15.3.b. A maximum of four (4) children may share a bedroom;

15.3.c. A child shall not share a bedroom or a bed with an adult, or a child of the opposite sex. A child less than two years old may temporarily share a bedroom only after the agency has obtained the written approval of the Department;

15.3.d. A child's bedroom may not be used for any other purpose; ~~and-~~

1 5.3.e. A child's bedroom located in the attic or basement shall meet the same standards as all bedrooms in the home and

15.3.f. Notwithstanding the above, a dedicated sleeping space as appropriate for the child's needs and age shall be permitted so long as it is similar to the sleeping spaces for other household members.

15.4. An agency shall ensure that the foster or adoptive home has an operative telephone which may be a land-line or cellular service; alternative devices such as citizen band radios ~~and cellular telephones~~, must be approved prior to use. In the event having a telephone is contrary to a family's religious beliefs, the agency shall ensure that emergency situations can be adequately addressed and that appropriate contacts can be made with the family and the child in a timely manner.

15.5. An agency shall ensure that household items including cleaning supplies, toxic or flammable materials, medicines, and non-refrigerated alcoholic beverages that may be hazardous to a child are stored in areas inaccessible to children.

15.6. An agency shall ensure that weapons, related attachments and ammunition are stored in a locked container inaccessible to children.

15.7. An agency shall ensure that electrical and fire prevention safety inspections by the agency require :

15.7.a. That a home has a fire escape plan that includes a diagram of the rooms, the escape routes, and an outside meeting place;

15.7.b. That all age appropriate children will be walked through the fire escape plan and route with the foster or adoptive parent within twenty-four (24) hours of placement;

15.7.c. That a battery operated smoke detector be located near a child's bedroom;

15.7.d. That a fire extinguisher of a minimum of five pounds be located in the kitchen;

15.7.e. That outlets and plug-in extensions, and kitchen, heating and other electric appliances have standard UL approved safety features and be clear of combustible materials ;

15.7.f. That electrical circuits be protected by a maximum twenty (20) amp fuse or circuit breaker; and conform to reasonable safety standards; and

15.7.g. That an operative flashlight be easily accessible for emergency lighting.

15.8. An agency shall ensure that all mobile homes under consideration for placement homes are manufactured after 1976.

15.9. An agency shall ensure that non-municipal water used in a home is tested and determined to be safe .

15.10. An agency shall ensure that children are not housed in detached housing or unapproved rooms.

15.11. An agency shall ensure that hot water heaters have a safety valve and supply sufficient hot water to adequately meet household requirements.

15.12. An agency shall ensure that all animals owned by the foster or adoptive parents that come in contact with a child in placement are vaccinated as required by state law.

**§78-2-16 . Comprehensive Home Study.**

16.1. An agency shall conduct a comprehensive written home study with the prospective foster or adoptive parents and all household members prior to placing a child in the home including a minimum of one ~~(1)~~ individual in-person interview for each parent and two ~~2~~ joint interviews.

16.2. . An agency shall write a narrative report on the home study that lists the contact dates , times, locations and participants, and is signed and dated by the agency employee who conducted it and the agency director, or his or her designee.

16.3. The study shall describe and evaluate aspects of the home and family and shall include:

- 16.3.a. The composition of the household and intra -family relationships;
- 16.3.b. . The family ' s attitudes, values and level of understanding of child development and sex education;
- 16.3.c. The family decision making process, including descriptive examples;
- 16.3.d. The manner in which the family handles conflict, stress, and frustration, including descriptive examples;
- 16.3.e. Individual and family hobbies, recreation, community activities, and social life;
- 16.3.f. . The family's values and attitudes and how they relate in the community and to religious, ethnic and cultural differences;
- 16.3.g. Each parent's personal history, attitudes, feelings, and values;
- 16.3.h. The parent's financial situation;
- 16.3.i. The parent's motivation to become foster or adoptive parents;
- 16.3.j. . The family's attitudes about having a foster child in the home, and about a foster child's biological parents and family ;
- 16.3.k. An account of discipline methods discussed with the family including:
  - 16.3k1. Methods acceptable to the agency; and
  - 16.3k2. The family's attitude about discipline and their past experiences with discipline methods;
- 1 6.3.1. A summary of the agency's discussion of the multiple aspects of foster child care including the circumstances surrounding placement of a child in foster care, the family's expectations of a foster child's presence in the home, anticipated problem situations and coping skills, and possible reactions of the child placed;

16.3.m. An assessment of the adoptive parent's ability and willingness to make a lifetime commitment to the adopted child, and their understanding of the legal rights of the adopted child;

16.3.n. A summary of the agency's discussion with the adoptive parents about who would become the adopted child's guardian if both of the adopted parents died;

16.3.o. An account of the agency's discussion with the adoptive parents about open adoption;

16.3.p. The agency's discussion with the adoptive parents about health insurance coverage for the adoptive child before the adoption is finalized;

16.3.q. The agency's discussion with the adoptive parents about adopting a child with special needs, subsidies and the availability of community resources; and

16.3.r. A statement of the number, ages and gender of children desired by the foster or adoptive parents.

16.4. The home study shall identify the foster or adoptive parents' strengths, attributes, abilities, weaknesses, potential problem areas, or concerns as the basis for approval.

16.5. The home study shall make a recommendation regarding the number, ages, and gender of children for which the home may be approved for placement and any other special conditions or circumstances that may apply.

**§78-2-17. Approval or Denial of a Foster or Adoptive Home for Placement .**

All employees who participated in the home study process shall be involved in the approval or denial of the home for placement, shall set the conditions or circumstances of the approval or denial, and shall notify the family in writing of one of the following:

17.1. Notification of Approval. An agency shall provide foster or adoptive parents with a certification of the approval of their home for placement, including the names of the foster or adoptive parents approved, the home address, the date of approval, the number, ages, and gender of children for which approval is given, and any other conditions placed on the approval. The certification expires ~~one~~ - (1) year three years from the date of issuance unless it is revoked;

17.2. Notification of Denial. An agency shall provide foster or adoptive parents with written notification of the denial that includes the reason for the denial; or

17.3. Notice of Revocation. An agency shall provide foster or adoptive parents with written notification of revocation of the status of approval that includes the revocation date and the reason for the revocation.

**~~§78-2-18. Approval or Denial of an Adoptive Home for Placement.~~**

~~An agency shall provide adoptive parents with written notification of the approval or denial of their home for placement, including the date of approval or denial, the number, ages, and gender of children for which approval is given, any other conditions for approval identified in the home study, or the reason for denial.~~

**§78-2-18. Evaluations Re-Certification for Approved Foster and Adoptive Parents.**

~~49.1~~ 18.1. For Foster Parents. An agency shall re-evaluate foster or adoptive parents annually, three years and complete a narrative summary that includes:

~~49.1a~~ 18.1.a. The names, ages, and lengths of stay of the children placed with the foster or adoptive parents and the children ' s reasons for leaving;

~~49.1b~~ 18.1.b. An assessment of the foster or adoptive parents' ability to implement the children' s service plans and any changes in the family's circumstances;

~~49.1c~~ 18.1.c. An assessment of the foster or adoptive parents' attitudes on foster care, the foster child's biological family, and the agency;

~~49.1d~~ 18.1.d. An assessment of the foster or adoptive parents' strengths and weaknesses;

18.1.e. A Criminal History Background Check;

~~49.1e~~ 18.1.f. A recommendation Requirements for any changes in the conditions of approval;  
and

~~49.1f~~ 18.1.g. The dates and signatures of the employee who wrote the evaluation re- certification and the agency director or his or her designee.

~~49.2~~ 18.2. An agency shall renew a foster or adoptive family's certificate of approval upon the successful completion of the annual evaluation re-certification process.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted] Note: This is not clear. How long is the period of time a child has not been placed with the family? Not necessary. Why would you not re-certify this family on a 3 year schedule.

18.4. An agency shall complete an annual safety assessment for each foster or adoptive parent that includes:

18.4.a. Documentation of 15 hours of in-service training completed;

18.4.b. Home environment check;

~~19c~~ . Documentation of an emergency response plan updated annually;

~~19d~~ Review of any investigation of the family or the home;

~~19e~~ Review of any corrective action plan or any non-compliance issue;

~~19f~~ Review of any changes in the home or with the family, including but not limited to financial or employment status, home composition, home structure and environment, and health issues.

~~§78-2-20. §78.2.19. Training for Foster or Adoptive Parents.~~

~~19.1. For Approved Foster or Adoptive Parents.~~

~~19.1.a.~~ As a condition of approval, an agency shall require that each foster parent participate in specified approved pre-service training curriculum.

~~19.1.b.~~ An agency shall develop and implement a written plan for the orientation, annual in-service training, and child-specific training for foster or adoptive parents.

~~19.1.c.~~ An agency shall document in the foster or adoptive parents' record the date, subject and ~~brief description of the training,~~ its duration, the format of the training and the name and title of the training instructor, if applicable.

~~19.1.d.~~ Prior to the placement of a child, the agency shall complete foster parent orientation training on the placement process, the agency's services and programs, legal aspects of foster care, the agency's discipline policies, behavior management, crisis de-escalation and intervention, ~~and first aid training, including cardiac pulmonary resuscitation, normalcy, reasonable prudent parent standards, and the dangers of trafficki~~ng. *Note: Clarification needed CPR training or certification?*

~~19.1.e.~~ In addition to orientation training, an agency shall provide foster or adoptive parents with a minimum of ~~fifteen~~ 15 hours of ongoing training during the first year of approval.

~~19.1.f.~~ Each year. ~~After~~ after the first year of approval, certification, an agency shall provide foster or adoptive parents with a minimum of ~~twelve~~ 12 hours of ongoing annual training in addition to training in first aid and cardiac pulmonary resuscitation, as required.

~~19.1.g.~~ An agency shall provide child-specific training to assist foster or adoptive parents in implementing a child's service plan or a specific treatment objective.

~~20.2— For Approved Adoptive Parents.~~

~~20.2.a.—~~As a condition of approval, an agency shall require that each adoptive parent participates in a specified training curriculum.

~~20.2.b.—~~An agency shall develop and implement a written plan for the training of adoptive parents, including pre-placement training and child-specific training.

~~20.2.c.—~~An agency shall document in the adoptive parents' record the date, subject and brief description of the training, its duration, and the name and title of the training instructor.

~~20.2.d.—~~An agency shall develop a program-specific training curriculum.

~~§78-2-21~~, ~~§78-2-20~~, Foster or Adoptive Child Placement and Home Closure Information.

20.1. Presentation of a Child to Prospective Foster or Adoptive Parents. An agency shall develop and implement a written ~~protocol~~ best practice model for the ~~presentation~~ introduction of a child to the prospective foster or adoptive parents for planned placements that includes the following provisions:

20.1.a. Prior to proceeding with the placement, the agency shall give a complete non-identifying description of the child with all available information to the prospective foster or adoptive parents;

20.1.b. Upon request, the agency shall have a profile available for the prospective foster, or adoptive parents;

20.1.c. The agency shall set a time frame for a decision by the prospective foster or adoptive parents about proceeding with the placement; and

20.1.d. The agency shall document this process in the child's and the prospective foster, or adoptive parents' records.

~~Emergency Child Placements in Prospective Foster Care~~. An agency shall establish a protocol for emergency placements. ~~\_\_\_\_\_~~

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

20.2.b. ~~\_\_\_\_\_~~ Note: This is an emergency placement. The Child Placing Agency has little to no information regarding the child.

20.2.c. An agency shall document the emergency placement process in the child's and the foster or adoptive parents' record.

20.3. ~~Involuntary~~ Closure of a Foster or Adoptive Home. An agency shall establish a protocol for the ~~involuntary~~ closure of a foster home that includes the following provisions:

20.3.a. A set of conditions, circumstances, and reasons for closure;

20.3.b. Specific procedures to follow;

20.3.c. That written notification be provided to the foster or adoptive parents; and

20.3.d. Complete documentation of the process by the agency in the foster or adoptive parents' record.

~~§78-2-22~~, ~~§78.2.21~~, Services to Biological Parents in Private Adoption Only.

21.1. An agency shall ensure the protection of the legal rights of a child's biological parents to whom services are provided under a protocol that requires the agency to follow the procedures set forth in W. Va. Code §48-22-101, et seq.:-

~~22.1.a. Comply with W. Va. Code §48-22-1, et seq., and document that the biological parents have been fully informed about their legal rights;~~

~~22.1.b. Follow a specific policy for the voluntary relinquishment of a child according to W. Va. Code Chapter 48, Article 22 and~~

~~22.1.c. Follow a specific policy for releasing information about the child, the child's biological parents, and the child's adoptive parents according to W. Va. Code Chapter 48, Article 22.~~

~~22.2. An agency that accepts custody of a child from the biological parents, whether or not the child is placed for adoption, shall ensure that the following services are provided to the biological parents:~~

~~22.2.a. Counseling regarding the reasons for considering adoption planning for the child;~~

~~22.2.b. A complete information presentation about alternatives to adoption in an objective and noncoercive manner;~~

~~22.2.c. Assistance in obtaining prenatal, maternity and postpartum care, health education, family planning services, and nutrition services; and~~

~~22.2.d. Assistance in separating from the child, in accepting the permanence of the decision, and in determining immediate plans in their lives.~~

21.2. An agency shall maintain records for biological parents. Each record for biological parents shall include:

21.2.a. The names, addresses, telephone numbers, dates of birth, social security numbers and marital status of the biological parents;

21.2.b. A description of all services and programs provided to parents;

21.2.c. Information regarding the status of parental rights including consent to adopt, determination of paternity, relinquishment of parental rights, court orders, and revocation of consent to adopt; and

21.2.d. Written agreements and authorized releases regarding the extent of information disclosure between the biological parents and their child.

**§78-2-23. §78.2.22. Department Adoption.**

22.1. Foster or Adoptive Parents' Role In Adoption Planning. If a child is in the placement with a foster parent, an Agency shall include the foster or adoptive parents in the child's adoption planning team by:

22.1.a. Explaining the foster or adoptive parents' role in the adoption process;

22.1.b. Informing them of all plans for the child, including the child's placement planning; and

22.1.c. Providing support to them after the child has been placed in an adoptive home.

### §78-2-23 . Private Adoption

#### 23.1 Presentation of Background Information.

23.1.a. When presenting a newborn child's background information to the prospective adoptive parents, an agency shall follow a written protocol that includes the following provisions:

~~23.2.a.1.~~ 23.1.a.1. Prior to proceeding with an adoptive placement, an agency shall provide prospective adoptive parents with a complete verbal and written description of all available information on the biological parents' family histories and the prenatal care received by the biological mother;

~~23.2.a.2.~~ 23.1.a.2. If the agency practices open adoption, the agency shall prepare a preplacement agreement to be signed by the biological parents and the prospective adoptive parents that identifies the amount of initial or ongoing contact, and written policies and procedures defining each party's role; and

~~23.2.a.3.~~ 23.1.a.3. An agency shall establish time frames for a decision by the prospective adoptive parents about proceeding with the adoptive placement.

23.1.b. When presenting an older child's background information to the prospective adoptive parents, an agency shall follow a written protocol that includes the following provisions:

~~23.2.b.1.~~ 23.1.b.1. Prior to proceeding with an adoptive placement, an agency shall give a complete and accurate verbal description of the child to the prospective adoptive parents;

~~23.2.b.2.~~ 23.1.b.2. An agency shall show photographs or videos of the child to the prospective adoptive parents;

~~23.2.b.3.~~ 23.1.b.3. An agency shall provide a written summary including all information available about the child to the prospective adoptive parents;

~~23.2.b.4.~~ 23.1.b.4. An agency shall arrange a meeting between the child's foster parents or other caretakers and the prospective adoptive parents if appropriate to discuss the child's day-to-day behavior; and

~~23.2.b.5.~~ 23.1.b.5. An agency shall establish time frames for a decision by the prospective adoptive parents about proceeding with the adoptive placement.

23.1.c. When presenting information about the prospective adoptive parents to the child an agency shall follow a written protocol that includes the following provisions:

~~23.2.c.1.~~ 23.1.c.1. The agency shall present information to the child about the prospective adoptive parents by using a scrapbook created by the prospective adoptive parents about themselves; and

~~23.2.c.2.~~ 23.1.c.2. The agency shall encourage the child's foster parents to be active partners in this process.

23.2 Adoption Placement Planning. An agency shall establish a protocol for placement planning that includes the following provisions:

23.2.a. Placement planning shall be guided by the needs of the child and visits prior to placement for a child older than infancy shall occur over a minimum of a two- to-three (3) week period; and

23.3.1.d. 23.2.b. The agency shall contact the prospective adoptive parents during and after the parents' visits with the child to discuss concerns, needs and successes of the child and the adoptive parents.

23.3. Intercountry Adoption Services.

23.3.a. An agency offering intercountry adoption services shall establish a written protocol that describes the process for handling intercountry placement and placement disruptions that provides for the well-being of the child, including an alternate placement plan.

23.3.b. An agency offering intercountry adoption services shall establish a written protocol that complies with the United States immigration laws and the laws of the sending country and protects the rights of the child and biological parents.

23.3.c. The agency shall seek legal counsel when necessary.

§78-2-24. Services Provided for Private and Department Adoptions. Ask Melinda and Patty to review

24.1 Adoption Placement Services. An agency shall establish a protocol for placement services that includes the following provisions:

24.1.a. An agency shall provide the child's school records, medical history, and immunization records to the adoptive parents upon placement;

24.1.b. The agency and the adoptive parents shall sign the adoptive service agreement upon placement; and

24.1.c. The agency shall document the services offered or already provided to the child and the adoptive parents in the child's and adoptive parents' records.

24.2 Adoption Support Services Following Placement. *Note: Is this private? This is confusing.*

24.2.a. An agency shall develop and implement a written description of the support services offered following placement, ~~which~~ that includes:

~~23.5.a.4~~ 24.2.a.1. The goals of the support services;

~~23.5.a.2.~~ 24.2.a.2. The rights and responsibilities of the agency and of the adoptive parents following placement;

~~23.5.a.3.~~ 24.2.a.3. The subsidies that may be available;

~~23.5.a.4.~~ 24.2.a.4. Time frames for contact and visits following the placement that shall include:

~~23.5.a.4.A.~~ 24.2.a.4.A. An initial telephone contact within ~~seventy-two (72)~~ hours of placement and an initial visit within one ~~(1)~~ week of placement;

~~23.5.a.4.B.~~ 24.2.a.4.B. A minimum of ~~six (6)~~ visits during the placement, at least four (4) of which are in the home of the adoptive parents;

~~23.5.a.4.C.~~ 24.2.a.4.C. In a two-parent family, both parents involved in at least three ~~(3)~~ visits;

~~23.5.a.4.D.~~ 24.2.a.4.D. Additional visits on a frequency determined by the needs of the child and the adoptive parents;

~~23.5.a.5.~~ 24.2.a.5. Visits with all household members, and the child shall be observed during each visit; and

~~23.5.a.6.~~ 24.2.a.6. If the child is old enough to carry on a conversation, an interview with him or her in private during each visit;

- 24.2.b. An agency shall continue to provide support services for a minimum of ~~six~~ months or longer until permanent placement of the child is achieved; if the child is in the adoptive home as a foster care placement, the period of support services can include the time spent in the adoptive home in foster care;

~~24.~~ 24. An agency shall provide a final visit with the adoptive family to review the adoption process prior to finalizing the adoption.

~~24d~~ 24d An agency shall document all activities during the placement period in the child's and adoptive parents' records.

24.3 Disruption of an Adoptive Placement. An agency shall establish a protocol to follow when a disruption in an adoptive placement is being considered or appears imminent that includes a requirement that the agency:

24.3.a. Train employees to recognize the circumstances that can lead to the disruption of an adoptive placement;

23.6.b. 24.3.b. Specify the roles and responsibilities of the agency and the adoptive parents during the process of disruption and the planning for a subsequent placement for the child;

24.3.c. Offer counseling to the child according to his or her needs in dealing with the disruption; and

23.6.d. 24.3.d. Document the planning and services provided during a disruption in the adoptive parents' and child's records.

**24.4 Placement of the Child After Disruption.** An agency shall establish a protocol to follow for subsequent placement after a disruption of the adoptive placement that includes the agency:

24.4.a. Making every effort to find another adoptive placement for the child and doing everything possible to assist and support the child in adjusting to a new placement;

24.4.b. Giving complete information about the child to subsequent foster or adoptive parents prior to their making a decision to proceed with the new placement that includes:

23.7b.1. 24.4.b.1. The nature of the disruption, the extent of the difficulties that resulted from the disruption and the child's reaction to the disruption;

23.7b.2. 24.4.b.2. When possible, a meeting with the previous adoptive parents to learn about the child; and how separation and loss might affect a child's behavior ; and

24.4.c. Documenting the planning and services provided during a placement after disruption in the subsequent foster or adoptive parents' and child's records.

**24.5 Finalization of the Adoption.** An agency shall establish a written protocol that conforms with W. Va. Code Chapter 48, Article 22 ~~§48-22-1, et seq.~~ for the finalization of an adoption that includes the following provisions:

24.5.a. A description of the process of finalizing an adoption;

- 24.5.b. A description of the roles and responsibilities of everyone involved in finalizing an adoption; and

24.5.c. The written consent of a child ~~twelve (12) years~~ or older to the adoption.

**24.6 Post-Legal Adoption Services.** An agency shall establish a protocol for the post-legal adoption services it offers, that includes the following provisions:

24.6.a. Adoption subsidy assistance;

24.6.b. Counseling assistance for adoption issues, including search and contact ;

24.6.c. Information about the biological family and birth history;

24.6.d. Education and support services for adoptive families ;

24.6.e. Referrals for needed community services; and

24.6.f. Information and counseling concerning the Mutual Consent Adoption Registry.

~~23.10. Intercountry Adoption Services.~~

~~23.10.a. An agency offering intercountry adoption services shall establish a written protocol that describes the process for handling intercountry placement and placement disruptions that provides for the well-being of the child, including an alternate placement plan.~~

~~23.10.b. An agency offering intercountry adoption services shall establish a written protocol that complies with the United States immigration laws and the laws of the sending country and protects the rights of the child and biological parents.~~

~~23.10.c. The agency shall seek legal counsel when necessary.~~

~~§78-2-24. §78-2-25. Transitional Living Services Program. Supervised Setting for Children Living Independently.~~

~~25.1. An agency shall develop and implement a manual of policies, procedures and forms for transitional living services, that will be provided to children transitioning from foster care, available to all employees that includes the following:~~

~~25.1.a. The information and documentation required under this licensing rule;~~

~~25.1.b. The date of implementation, review and revision of each policy, procedure or form; and~~

~~24.1.c. The reviews and revisions of the policies, procedures, and forms when required for legislative changes or a minimum of every five (5) years, and a provision that an agency encourage employees to participate in the review and revision process.~~

~~25.2. An agency shall operate in accordance with its written policies and procedures.~~

~~25.3. An agency shall establish eligibility criteria for transitional living services that include:~~

~~25.3.a. Policies and provisions developed by an agency based on Department requirements that specifies the services that will be provided to children transitioning to adulthood;~~

~~24.3.b, 25.3.b. Age requirements for child or young adult sixteen (16) years of age for receiving transitional living placement services, seventeen (17) years of age, but not more than 26 years of age for training-based living arrangements and not more than twenty-one (21) years of age for scattered-site living arrangements;~~

~~25.3.c. Written permission from the child's his or her parents or guardian for a child less than eighteen (18) years of age to enter a transitional scattered-site living arrangement;~~

~~21. d. 25.3.d. A written service agreement with a child or young transitioning adult entering a transitional living arrangement, and an alternate placement plan for a child or young adult who is unsuccessful in an independent living arrangement;~~

25.3.e. A determination by an agency that a child or vo:1:1Rq ad1:1lf has lived in a stable placement for three (3) months immediately preceding consideration shown that he or she is stable, mature and responsible enough for entry into a the determined level of transitional living arrangement;

25.3.f. A written life skills assessment by an agency of a child's or vo:1:1Rq ad1:1lf's life skills prior to placing him or her in a transitional living arrangement and renewed annually; and

24.3.g. 25.3.g. Attendance or completion A written transition plan developed with the child that identifies ~~a. 1/2~~ educational or training program, and either QI employment or pursuance of employment by the child or young adult in transitional living.

25.4. An agency shall ~~develop, approve, and maintain~~ in the case record assist the child in the development of a monthly budget for each child or young adult that outlines income, savings, and expenditures.

25.5. The Department agency and child shall approve any roommates determine if a roommate is appropriate for a child or vo:1:1Rq ad1:1lf prior to placement in transitional living settings. The roommate must be able to support his or herself and contribute at least one-half of the living expenses for the scattered-site setting.

25.6. An agency shall provide additional specific, service training to employees providing transitional living services prior to their direct work with a child or young adult.

25.7. An agency shall outline face-to-face contact and hours spent with a child or vo:1:1Rq ad1:1lf in a transitional living services setting in a section in the service plan that includes: meet the child's needs and program level.

24.7.a. ~~A range of two (2) to five (5) face-to-face contacts in the child's or young adult's residence per week; and~~

24.7.b. ~~A range of four (4) to six (6) telephone contacts per week between a child or young adult and an assigned agency employee.~~

25.8. After a child or vo:1:1Rq ad1:1lf is in transitional living placement, an agency shall assess the child's or vo:1:1Rq ad1:1lf's progress in acquiring basic living skills at a minimum of once every six -~~fe~~ months.

25.9. An agency shall develop and implement policies and procedures to ensure that any child or vo:1:1Rq ad1:1lf in transitional living setting receives training and guidance on appropriate health screening and services, including medical and dental screening and services.

25.10. An agency shall develop policies and new procedures for assisting child in searching for an appropriate the dwellings dwelling that will be used for transitional as a scattered-site living setting that includes the following provisions that ensure:

21.10.a. 25.10.a. That an agency assist a child or vo:1:1Rq ad1:1lf to find a §. safe, affordable dwelling residential home, apartment or trailer that complies with the State Fire Code and applicable health and building codes;

~~24.10.b. That a dwelling complies with the State Fire Code and applicable health, zoning and building codes;~~

~~24.10.c. That a dwelling~~ 25.10.b. A residential home, apartment or trailer that has a working telephone or other means of communication in an emergency, aR4 indoor cooking and an appropriate water source for cooking, cleaning and bathing facilities;

~~24.10.d. That a dwelling is recognizable as residential accommodations;~~

~~24.10.e. That a dwelling does not house more children or young adults in a transitional living program than the number the dwelling can accommodate, and the number of transitional living residents in a single apartment does not exceed two (2); and~~

~~24.10.f. That a child or young adult is not placed in a transient or overnight facility such as a rescue mission, motel, nonresidential hotel, emergency shelter, or tourist home.~~

~~24.11. 25.11. An agency shall ensure the provision of emergency services to child or young adult while in transitional living that include~~ develop policies for assisting the child in emergencies and develop a plan that includes the following:

~~21.11.a. 25.11.a. A~~ twoAty fo1:Jr (24) hour a day, seven f7t day a week access to emergency services;

~~24.11.b. 25.11.b. A plan developed by the agency and child for emergency medical care and emergency evacuation;~~

~~24.11.c. Training by the agency prior to or upon placement on how to use the agency's emergency telephone answering system; and~~

~~24.11.d. An agency employee designated to respond in person to the child or young adult within forty-five (45) minutes of the child's or young adult's call for assistance.~~

~~24.12. 25.12. The planning team shall establish a minimum length of time to~~ agency shall develop policies and protocols on how it will determine the child's or young adult's level of successful functioning in the transitional living program setting before he or she may be discharged.

~~25.13. The~~ plaaAiaQ teaA'l shall agency shall develop policies and procedures on developing aftercare fHaR plans for children prior to discharge.

~~25.14. The agency shall develop a grievance procedure for expressing and resolving the child's complaints or concerns.~~

~~25.15. The agency shall provide employees and children placed in a scattered-site setting or receiving transitioning services an opportunity to participate in the review or revision process of policies, protocols or procedures.~~

**~~§78-2-25. Community Re-entry Program.~~**

~~25.1. For children placed in a community re-entry program, an agency shall develop an operating manual, made available to employees and to applicants seeking employment that includes:~~

~~25.1.a. The policies, procedures and forms for the plan of operation;~~

~~25.1.b. A complete and detailed description of the range of services offered and the process for implementing them;~~

~~25.1.c. The information and documentation required to be compiled by this licensing rule;~~

~~25.1.d. The date of implementation, review or revision of the policy, procedure or form; and~~

~~25.1.e. A description of the grievance procedure for expressing and resolving complaints or concerns.~~

~~25.2. An agency shall review and revise the policies, procedures and forms for the community re-entry program when required by legislative changes or at the time of application for a license or license renewal.~~

~~25.3. An agency shall provide employees and children or young adults placed in a community re-entry program an opportunity to participate in the review or revision process.~~

~~25.4. An agency shall operate in accordance with its written policies and procedures.~~

~~25.5. An agency shall implement eligibility criteria and policies defined by the Department for the community re-entry program that include:~~

~~25.5.a. A child or young adult shall be a minimum of sixteen (16) and not more than twenty-one (21) years of age;~~

~~25.5.b. During placement in a re-entry setting, a child or young adult shall have a comprehensive evaluation to determine vocational interests, aptitude, basic life skills and psychological and social potential for self-support;~~

~~25.5.c. A child or young adult in a community re-entry program shall be involved in an educational or training program, life skills classes, counseling, and psychological evaluations;~~

~~25.5.d. A scheduled plan for free time shall include, but is not limited to, community service, job preparation, driver's education, or basic living skills development;~~

~~25.5.e. A child or young adult in a community re-entry program shall be in the custody of the Department and referred by a Department employee;~~

~~25.5.f. The Department shall approve roommates of children or young adults in community re-entry settings before placement; and~~

~~25.5.g. An agency shall provide an alternate placement for the child or young adult who does not meet the level of success as determined by agency criteria.~~

~~25.6. An agency shall develop and implement policies to ensure that medical, dental and mental health services are provided to children and young adults in the community re-entry program as required by the Child's Case Plan and the Health Check Program, including health screening, preventive care and emergency medical services.~~

~~25.7. An agency shall provide to the children or young adults in the community re-entry program, his or her parents or guardian, and the placing worker a copy of the agency's policies and procedures regarding re-entry including a written description of the roles and responsibilities of all parties involved in the placement.~~

~~25.8. An agency shall keep accurate, complete, and up-to-date records on each child or young adult in placement.~~

~~25.9. The minimum age of direct care employees for the community re-entry program shall be twenty-five (25) years of age.~~

~~25.10. An agency shall develop a protocol to provide onsite supervision to children and young adults twenty-four (24) hours a day seven (7) days a week by designated employees, and additional support services as required for children or young adults with certain identified behaviors to ensure their health and safety.~~

~~25.11. An agency shall ensure that a dwelling in the community re-entry program:~~

~~25.11.a. Is hazard free and functional inside and around its premises;~~

~~25.11.b. Is equipped and maintained in a manner that reflects the agency's positive regard for children and young adults in placement, and is suited to a child or young adult's individual needs;~~

~~25.11.c. Does not include a transient or overnight type facility, including rescue missions, motels, hotels, emergency shelters, and tourist homes;~~

~~25.11.d. Complies with applicable state and local fire, safety, zoning, building, and health codes;~~

~~25.11.e. Is equipped with a working telephone with emergency numbers posted by it, a first aid kit, and safe and secure storage for medication and toxic substances.~~

~~25.12. An agency shall establish a written protocol for dealing with emergencies, shall train employees, children or young adults in emergency protocol, including the use of the agency's emergency telephone service and procedures prior to or at the time of placement, and shall document the training in the employees and children's records.~~

#### **§78-2-26 . Grievance Procedure.**

An agency shall develop and implement a written grievance procedure for children and foster, adoptive, and biological families . The procedure shall be written in clear and simple language and shall include at least the following provisions:

26.1. An agency shall ensure that children and their biological families can express concerns or make complaints without fear of retaliation;

26.2. The grievance procedure shall ensure due process; and

26.3. The child's primary case manager shall explain the procedure to the child and his or her biological parents or guardian upon admission and obtain written acknowledgment that an explanation of the procedure has been provided.

**§78-2-27 . Administrative Due Process.**

Any person aggrieved by an order or other action by the Secretary based on this rule, or W. Va. Code §49-2-105 may make a written request to the Secretary within ~~thirty~~ 30 days in accordance with the ~~Division~~ Department of Health and Human Resources rule, "Rules of Procedure for Contested Case Hearings and Declaratory Rulings," 64CSR1, a copy of which may be obtained from the Secretary of State.

**Robertson, April L**

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**From:** Hamilton, Angie <AHamilton@pressleyridge.org>  
**Sent:** Wednesday, July 17, 2019 4:39 PM  
**To:** Robertson, April L  
**Subject:** [External] Fwd: PR comments to Child Placing  
**Attachments:** 78 CSR 2 (3) WVCCA 7.17.19.docx; ATT00001.htm

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and are expecting the content. -- WV Office of Technology

Ms. Roberts- attached please find Pressley Ridge's comments on changes to the WVDHHR Child Child Placing Licensing standards.

Thank you-  
Angie Hamilton (Thomas)  
Pressley Ridge  
Executive Director  
304-573-6144 (Cell)  
[ahamilton@pressleyridge.org](mailto:ahamilton@pressleyridge.org)

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**General**

Comments: Where a code is referenced, it be replaced with the necessary information.

**TITLE 78  
LEGISLATIVE RULE  
(Technical Changes Only as allowed by W. Va. Code §28A-1-3a)  
DIVISION OF HUMAN SERVICES  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
  
SERIES 2  
CHILD PLACING AGENCIES LICENSURE**

**§78-2-1. General.**

1.1. Scope. -- This rule establishes minimum standards and procedures for the licensure of child placing agencies under the provisions of W. Va. Code, Chapter 49, Article 2 (Part I), and related federal and state codes. The W. Va. Code is available in public libraries and on the Legislature's web page, <http://www.legislature.wv.gov/>

1.2. Authority. -- W. Va. Code §49-2-121.

1.3. Filing Date. -- ~~June 25, 2015.~~

1.4. Effective Date. -- ~~July 1, 2007.~~

1.5. Sunset Provision. This rule shall terminate and have no further force or effect upon the expiration of five years from its effective date.

**§78-2-2. Application and Enforcement.**

2.1. Application. -- This rule applies to agencies that place children in temporary living arrangements.

2.2. Enforcement. -- This rule is enforced by the Secretary of the Department of Health and Human Resources.

**§78-2-3. Definitions.**

3.1. Aftercare. -- Services to be provided or recommended subsequent to a child's or young adult's discharge from placement as identified in the discharge plan.

3.2. Agency. -- A child placing agency.

3.3. Case Record. -- A comprehensive collection of information about a child in the care of a child placing agency.

3.4. Certificate of License. -- A written certificate issued by the Secretary authorizing a ~~person, an individual,~~ corporation, partnership, voluntary association, municipality, county or an agency thereof, to provide specified child placing services for a limited period of time in accordance with the terms and conditions of the certificate and this rule.

3.5. Child. -- A person less than eighteen (18) years of age. ~~See 3.44.~~ \*See 3.44.

3.6. Child Abuse and Neglect . -- ~~Physical injury, mental or emotional injury, sexual abuse, sexual exploitation, the sale or the attempted sale or negligent treatment or maltreatment of a child by a parent, guardian or custodian who is responsible for the child's welfare, under circumstances which harm or threaten the health and welfare of the child. Any act or omission that creates an abused child or a neglected child as those terms are defined in W. Va. Code §49-1-201.~~

3.7. Child Placing Agency. -- ~~Replace with Child Placing Agency. -- A child welfare organization, other than one operated by the state, established for the purpose of placing children in private family homes or other approved living arrangements for foster care or for adoption or transitional living. (use previous regulation definition as the definition above describes globally child welfare agencies which include child caring.)~~

3.8. Child's Case Plan. -- A comprehensive document prepared by the Department pursuant to the requirements of W. Va. Code §49-4-604 following an adjudication by the court that the child is an abused and/or or neglected, or both, child, that directs the provision of all casework services including the services provided to the child.

3.9. Child-specific training. -- Training provided to respond to the ~~individualized~~ individualized needs of a child.

3.10. ~~Community re-entry program. -- A specialized group setting which provides twenty-four (24) hour supervision administered by the agency, developed for children targeted to return to their community.~~

3.11. ~~Criminal Identification Bureau Record (CIB). -- A fingerprinting process that identifies a person who has been arrested or convicted of criminal behavior.~~ Criminal History Background Check -- A review of information pursuant to the provisions of the West Virginia Clearance for Access: Registry and Employment Screening Act (WV CARES), W. Va. Code §16-49 -1, et seq., and 69 CSR 10, and an examination of protective service records to determine eligibility for employment or participation under this rule.

3.11. Crisis Intervention Skills and Techniques. -- Methods used to de-escalate situations that could result in harm to persons or property.

3.13. Department. -- The West Virginia Department of Health and Human Resources.

3.14. Discharge. -- The termination of a child's ~~services~~ services with an agency.

~~3.16. Discipline. -- A system of rules governing conduct that usually prescribes consequences for the violation of rules. Discipline -- Negative action to discourage rule violation or undesirable behavior.~~

3.15. Disruption. -- An event A change that results in the decision that an adoptive or foster care placement will not continue.

~~3.18~~ 3.16. Foster Family Home . -- A private residence that is used for ~~out-of-home care of children.~~

~~out-of-home care of children.~~

3.17. Goal. -- An expected result or condition that takes time to achieve, is specified in a statement of relatively broad scope, and provides guidance in establishing intermediate objectives directed toward its attainment.

3.18. Guardian. -- A person or persons, the Department, or the Division of Juvenile Services, who has legal custody of a child, as a result of any contract, agreement, or legal proceedings.

3.19. Governing Board. -- The group of persons that has the administrative control and legal authority to set policy and oversee operations of an agency.

~~3.22-~~ 3.20. Incident. -- An act or series of acts ~~which violates reasonable expectations or behavior~~ and has the potential to place a child or others at risk.

3.21. Institutional Investigative Unit. -- A unit of the Department authorized by the Secretary to investigate complaints of child abuse or neglect in an agency.

~~Initial Plan of Care- Initial Plan of care is developed in the first 7 days of intake, if the child is in the Department's custody, and if a Safety or a Child's Case Plan exists and is provided to the provider, they must be incorporated in the Initial Plan of Care.~~

3.23. Life Skills. -- Tasks, abilities, or knowledge required to perform the activities of daily living.

~~3.26. Multi-Disciplinary Team (MDT). -- A group of representatives from disciplines including medical, child care, law enforcement, social work, psychology and psychiatry who together identify and treat cases of child abuse and neglect with continuity and follow-up for parents and children.~~

3.27. 3.24. Multi-Disciplinary Multidisciplinary Treatment Team. -- A treatment team that includes the child's custodial parent or guardian, other immediate family members, the attorney representing the parent of the child, the child if he or she is over the age of twelve (12) or the child's participation is considered appropriate, the guardian ad litem, the prosecuting attorney, and any other person who may contribute to the team's efforts to assist the family. the individuals listed in W. Va. Code §49-4-405(b)

or 49-4-406(d)(2), as the case may be, who assess, plan, and implement a comprehensive, individualized service plan for the child.

3.25. Normalcy . -- A practice of allowing children and youth in out-of-home care to experience childhood and adolescence in ways similar to their peers who are not in foster care.

~~3.25~~ 3.26. Objective . -- An expected result or outcome that is stated in measurable terms, has a specified time for achievement, and is related to the attainment of a goal.

3.27. Passive physical restraint. -- A recognized behavior-control method that requires the least amount of direct physical contact to prevent a child from harming himself, herself or others.

~~3.27~~ 3.28. Placement. -- A change of living arrangement, or the ongoing care of a child in an adoptive or Any temporary or permanent living arrangement, of a child who is in the custody of the state in any foster home, group facility, or other approved living situation setting.

3.29. Placement Agreement. -- A written document signed by the child's parent or guardian and a representative of the agency, that specifies the terms of the child's placement.

3.30 Plan of Correction. -- A written agreement between the Department and an agency, approved prior to implementation, that outlines the steps an agency shall take to correct deficiencies identified by the Department through an inspection or the investigation of a complaint .

3.31. Policy. -- A statement of the principles that guide and govern the activities, procedures and operations of a program.

3.32. Procedures. -- The methods by which a policy is carried out.

3.33. Program. -- A system of services provided to those persons who use the agency.

~~3.36~~ 3.34. Psychotropic Medication. -- Drugs that affect the mind, mood, behavior, or other mental processes. Any drug that affects brain activities associated with mental processes and behaviors.

3.35. Reasonable and prudent parent standard. -- The practical decision-making of foster or adoptive parents and other caregivers to allow children and youth in foster care to participate in developmentally appropriate activities.

3.36. Respite Care. -- Alternative short term care.

3.37. Restraint . -- Restriction of a child's freedom of movement as a means of behavior-control to avoid imminent harm.

3.38. Rules. -- A set of requirements issued by the Secretary to regulate child placing agencies.

3.39. Secretary. -- The Secretary of the Department of Health and Human Resources or his or her designee.

3.40. Self-disclosure Application and Consent Form. -- A signed declaration of criminal convictions, indictments, and court ordered supervision and authorization to allow a criminal history background check as required by the WV CARES process.

3.41. Service Plan. -- A comprehensive, time limited, goal oriented, individualized plan based on a thorough evaluation of the child's needs that describes the services, program, ~~treatment interventions~~ and educational needs of a child in care , incorporating any Child's Case Plan or Safety Plan developed through the MDT process.

3.42. Statement of Child/Adult Abuse or Neglect History Form. -- A document signed by a ~~prospective~~ employee or prospective foster or adoptive parent granting permission to conduct a search of Department records related to his or her involvement in adult or child abuse or neglect allegations or findings, or other investigations documented by the Department.

3.43. Statement of Criminal Record.— ~~A signed declaration by a prospective employee or prospective foster or adoptive parent of his or her arrests or convictions.~~ Trafficking. -- Knowingly recruiting, transporting, transferring, harboring, receiving, providing, obtaining, isolating, maintaining or enticing an individual to engage in debt bondage, forced labor or sexual servitude. For minors, sexual servitude means maintaining or making a minor available for the purpose of engaging the minor in commercial sexual activity. Children can be sexually exploited through prostitution, pornography, or erotic entertainment .

3.44. Transitioning Adult. -An individual with a transfer plan to move to an adult setting who meets one of the following conditions: (a) is 18 years of age but under 21 years of age, was in the custody of the Department upon reaching 18 years of age and committed an act of delinquency before reaching 18 years of age, remains under the jurisdiction of the juvenile court, and requires supervision and care to complete an education and or treatment program that was initiated prior to the 18th birthday, or (b) is 18 years of age under 21 years of age, was adjudicated abused, neglected, or in the custody of the Department to continue in an educational, training, or treatment program that was initiated prior to the eighteenth birthday.

\*Additional language to include 18-21 years of age living in a foster care home. Example: 18 year old adult living in a foster home must obtain criminal background checks and may attend college.

3.45. Transitional Living Scattered Site Apartments.— ~~Placement arrangements for children or young adults in Transitional Living in apartments that are single-unit dwellings located throughout a community.~~ Transitional Living. -- A supervised living arrangement developed to assist children ~~or young adults~~ young adults in the custody of the Department in acquiring skills and competencies to become independent.

3.46.— ~~Transitional Living Training Center Based Apartments.~~— ~~Placement arrangements for children or young adults in Transitional Living, in an apartment complex with multi-unit apartments, one of which serves as staff quarters, and that are co-located with educationally-based programs.~~

3.47.. Universal Precautions -- A collection of medically related behaviors, procedures, and protocols designed to minimize the risk of disease transmission and contamination.

3.47 Variance. -- A written declaration by the Secretary that a certain requirement of this rule may be satisfied in a manner different from the manner set forth in the rule.

3.48 Waiver. -- A written declaration by the Secretary that a certain requirement may be treated as inapplicable in a particular circumstance.

3.50. Young Adult.— ~~A person not less than eighteen (18) years of age and not more than twenty-one (21) years of age.~~

#### §78-2-4. Licensing Information and Provisions.

#### 4.1. Child Placing Licensing Requirements .

4.1.a. Before establishing or operating a Child Placing Agency or accepting children for placement in the State of West Virginia, an agency, other than one operated by the state, shall obtain a license from the Secretary.

4.1.b. A regular license is valid for up to two years from the date of issuance, unless revoked or modified to provisional status.

4.1.c. [REDACTED]

[REDACTED] This implies during a merger, all children will be forced to be removed from the merging agency/agencies existing foster homes. Certified homes would no longer be certified or valid providers meaning no children could remain in those homes, and would need alternate placement immediately. No transition services could be provided as the agency would not be recognized as a child placing agency at the time of merger. This will cause not only a disruption for children in placement and additional trauma for the children but an overall shortage in foster care and an undue burden on families.

4.1.e. An agency shall post the license in a conspicuous place at its principal place of business.

#### 4.2. Application Procedures for a License.

4.2.a. To apply for an initial license, an agency shall submit a completed application obtained from the Department and the following additional written information:

42a.1. Documentation of the legal authority authorizing the organization of the agency;

42a.2. A list of the members of the governing board and employees of the agency;

42a.3. The agency's mission statement;

42a.4. The agency's description of the expectation for the biological families involvement in supporting the health and welfare of their children;

42a.5. An operating budget for the first fiscal year of operation and documentation of funds in escrow or a credit line equal to the operating budget projected for a six (6)-month period;

42a.6. A statement from an independent certified public accountant (CPA) that proper accounting procedures, including an annual audit from a CPA, are in place for the agency; \*New agency will not have an annual audit.

42a.7. Proof of liability and fire insurance;

42a.8. A copy of the agency's administrative manual; \*What is this?

42a.9. The packet of forms that will be used to compile complete case records for children, foster or adoptive parents, and employees of the agency; \*This could now be electronic file not a paper

file.

- 42a.10. The orientation training curriculum for foster and adoptive parents;
- 42a.11. The agency's employment policies, including detailed job descriptions and the hiring plan;
- 42a.12. A plan for the training, supervision, and evaluation of employees of the agency;
- 42a.13. Information on current agency employees; and
- 42a.14. The fee or reimbursement schedule and procedures for payment of fees or reimbursements to foster and adoptive parents.

4.2.b. The agency is subject to an ~~investigation~~ review process that includes but is not limited to:

*\*Note: Not clear why this section is needed as any item in serious 2 is reviewable. In addition, non-profit agencies do not have principle owners.*

4.2.b.1 Evaluation of the quality of the program, the proposed services, and the agency's ability to carry them out effectively in the best interest of the children to be served;

4.2.b.2 Complete background information on the applicant and the principal owners, including a financial statement and character references; *\*Note non-profit agencies do not have principle owners.*

4.2.b.3 A criminal investigation bureau report for each applicant, owner and employee of the agency; and

4.2.b.4 A tuberculosis risk assessment for direct service employees prior to initial assignment.

### 4.3. Types of Licenses

4.3.a. Following application review, on-site inspection and an approved plan of correction, if necessary, the Secretary shall issue a license in one of three categories: initial license, provisional license and renewal license, if there is compliance with this rule and W. Va. Code §49-2-115.

~~4.3.b. An initial license shall be issued to agencies establishing a new service found to be in compliance with regard to policy, procedure, organization and record-keeping rules. It expires not more than six (6) months from date of issuance and may not be re-issued.~~

~~4.3.c. A provisional license shall be issued when an agency seeks a renewal license and is not in compliance with this rule, but does not pose a significant risk to the rights, well-being, health and safety of a child. It expires not more than six (6) months from date of issuance and may not be consecutively reissued unless the provisional recommendation is that of the State Fire Marshal.~~

~~4.3.d. A regular license shall be issued for up to two years, when an agency is in compliance with this rule.~~

#### 4.4. Amendment of a License.

Any license issued may be amended under the following conditions: program changes, implementing a new service, address change, change in ownership. (Wording originally indicated would eliminate the ability to pilot new program models or additional service pilots).

4.5. Renewal of a License. An agency shall submit a renewal license application form to the Secretary not less than ~~sixty 60~~, days prior to the expiration of the current license, and any additional information requested to show continuing compliance with the provisions of ~~W.Va. Code §49-3-113 et seq.~~ and this rule.

#### 4.6. Revocation of a License.

4.6.a. The Secretary may revoke an agency's license based on failure to maintain compliance with the provisions of W. Va. Code §49-2-117 *et seq.*, the requirements of this rule, the terms and conditions of its license and any plan of correction.

4.6.b. When the Secretary determines that an agency's operation constitutes a risk of harm to a child placed by that agency, he or she shall issue an order of closure terminating operation of the agency.

4.6.c. When the Secretary has revoked its license, an agency shall not operate pending administrative or judicial review, or without a court order.

4.6.d. When a license is revoked by the Secretary, he or she shall immediately direct the placement of children in the care of that agency into alternative care.

#### 4.7. Transitioning Adults.

An agency may serve children, including transitioning adults, as defined in W. Va. Code §49-1-202.

### §78-2-5. Inspections, Complaints, Plans of Correction and Waivers.

#### 5.1. Inspections.

5.1.a. An agency shall permit the Secretary unrestricted access to the agency to conduct announced and unannounced inspections of all aspects of its operation and premises.

5.1.b. An agency shall permit review of an agency's case records, corporate and financial records, board minutes and employment files as desired by the Secretary during an inspection.

5.1.c. An agency shall permit access to agency employees, members of the governing board, ~~foster or adoptive parents~~, and consumers receiving services from the agency as desired by the Secretary during an inspection ~~no less than three business days prior to~~ such request.

#### 5.2. Investigation of Complaints.

5.2.a. An agency shall provide all information requested by the Secretary and the Institutional Investigative Unit in the investigation of a complaint.

5.2.b. An agency shall limit internal assessment of an incident to ensuring the safety of the children in placement without compromising the Department's subsequent investigation.

5.2.c. For any complaint against an employee alleging sexual abuse or serious physical injury to a child in placement by the employee, an agency shall remove the employee and discontinue the employee's contact with the children until an investigation is completed and a determination is made.

5.2.d. For any complaint against a foster or adoptive parent alleging sexual abuse or physical injury to a child in placement by the foster or adoptive parent, an agency shall require immediate removal of the foster or adoptive children in that home to other appropriate care, and the agency shall ensure that the foster or adoptive parents discontinue contact with the children until an investigation is completed and a determination is made.

### 5.3. Plan of Correction.

5.3.a. After a complaint investigation, the Secretary may require an agency to submit a plan of correction ~~within thirty (30) days of the date of~~ after the receipt of the written summary of the investigation. Depending on the nature of the investigation, the Secretary may require the plan of correction to be submitted as he or she deems appropriate within a designated timeline not to exceed ~~more than 30 days.~~

5.3.b. ~~An agency shall not implement a proposed plan of correction prior to approval by the Secretary.~~

Within ~~ten (10)~~ days of notification of the Secretary's approval of a plan of correction, an agency shall implement the plan, unless the approved plan specifies a different date for implementation.

5.3.c. When the Secretary does not approve a proposed plan of correction, an agency shall submit another plan of correction within ~~7-(seven)~~ working days.

### 5.4. Waivers and Variances.

5.4.a. An agency shall comply with ~~the provisions of West Virginia Code §49-2-122 et seq., the requirements of this rule, terms of its licensure and any plan of correction,~~ all relevant requirements within in this rule unless a written waiver or variance for a specific requirement has been granted by the Secretary through a written agreement. An agency may not obtain a waiver of the requirements of this rule on the basis of the inability to achieve compliance with the rule.

5.4.b. An agency's written request for a waiver or variance from the Secretary shall include:

5.4.b.1. The specific requirement of this rule requested to be waived or varied; and

5.4.b.2. The reason or reasons for seeking a waiver or variance.

5.4.c. A waiver or variance of a specific provision of this rule may be granted by the Secretary only if the following criteria are met:

5.4.c.1. The agency has documented and demonstrated that the provision of the rule is

inapplicable in a particular circumstance, or that the agency complies with the intent of the provision in the rule in a manner not permitted by the rule;

5.4.c.2. The health, safety, and well-being of a child is not endangered; and

5.4.c.3. The waiver or variance agreement contains provisions for a regular review of the waiver or variance .

5.4.d. The waiver or variance agreement is subject to immediate cancellation if an agency fails to comply with the stated terms of ██████████ the issued waiver or variance agreement.

#### §78-2-6 . Governance.

##### 6.1. Administrative Manual Policies.

6.1.a. ~~An agency's agency shall develop and maintain policies and a detailed plan of operations procedures, including the dates of implementation, shall be written in an administrative manual that is and make them available to employees.~~

6.1.b. ~~An agency shall operate in accordance with its policies and plan of operations contained in the administrative manual procedures.~~

6.1.c. ~~Prior to applying for license renewal, an agency shall review the administrative manual to ensure continued compliance with this rule.~~

6.1.d. ~~An agency shall allow employees the opportunity to participate in the administrative manual review.~~

##### 6.2. Legal Operating Authority.

6.2.a. An agency shall establish proof of the legal authority for the operation of the agency by proof of a certificate of association or incorporation issued by the West Virginia Secretary of State confirming that an agency is organized to do business in the state and is in good standing.

6.2.b. An agency shall retain its charter, bylaws, partnership agreement, articles of association or incorporation or other documentation at its principal place of business available for inspection, including complete information about the owners, and a list of the names, addresses, phone numbers, and terms of office for the officers and governing board.

##### 6.3. Governing Board.

6.3.a. An agency shall establish a governing board or other supervisory structure whose responsibilities include:

6.3.a.1. ~~Approving policy, ██████████, and being legally accountable for the operation of an agency; Note: Not all boards are operation but may be strategic boards who would not be responsible or qualified to define and oversees services instead charging a COE or a designated person responsible for this duty.~~

6.3.a.2. ██████████ Approve a mission statement of purpose that sets forth an agency's

goals and objectives, and defines the services and programs to be offered to meet the goals and objectives;

6.3.a.3. ~~Developing~~ Approving the policies ~~relating to the operation of its services and programs and compliance with W. Va. Code §49-2-101, et seq., and this rule;~~ and ~~Note: Not appropriate for Boards to set procedures.~~

6.3.a.4. ~~Overseeing procedures to maintain and ensure compliance with the provisions of W. Va. Code Chapter 49, Article 2, the requirements of this rule, and the terms of a license or plan of correction.~~

6.3.b. The governing board shall meet at least quarterly and keep a permanent written record of the minutes of all meetings of the board and its committees.

6.3.c. The governing board shall appoint a full-time executive director or similar administrative position to manage the daily operations of an agency.

6.3.d. ~~When changing an executive director, the~~ The governing board shall notify the Secretary in writing of a change in the executive director position.

6.3.e. The governing board shall conduct an annual evaluation of the executive director-a-Ra ~~direct any necessary disciplinary actions regarding his or her job performance.~~

6.3.f. An agency shall not permit an employee, member of an employee's family, or an employee of a public agency that regulates, purchases the services of, or is responsible for placement decisions, to serve on the governing board of the agency.

#### 6.4. Standards of Ethical Conduct.

6.4.a. An agency shall develop, implement, and maintain written standards of ethical conduct for its governing board and its employees.

~~6.4.b. An agency shall not misrepresent or operate a service or program in any way that is misleading, deceptive or illegal.~~

#### 6.5. Confidentiality

6.5.a. Anyone who obtains confidential information while implementing ~~W. Va. Code Chapter 49, Article 2 (Part I) W. Va. Code §49-2-101, et seq.,~~ may disclose it only to persons demonstrating a need that is essential to this rule or as required by law.

6.5.b. An agency shall maintain the confidentiality of all records in accordance with the provisions of W. Va. Code §49-5-101 and other applicable laws.

6.5.c. An agency that maintains records ~~on computer disks or by~~ other electronic storage means shall secure them against loss, tampering, or unauthorized use in accordance with the provisions of W. Va. Code §61-3C-1 *et seq.*

6.5.d. An agency shall ~~include in the administrative manual, the policy~~ maintain policies and procedures for the disclosure, maintenance and security of its records.

65.e. An agency shall provide specific training for employees, foster parents, and adoptive parents on policy and procedures for confidentiality and information disclosure.

65.f. An agency shall obtain the written consent of the child's biological parents or guardian before a child may participate in a publicity event for the agency.

65.g. An agency shall use any photographs, audio or video recordings, or statements of a child in placement only in a manner that respects and promotes the best interests of the child and with permission of the child's biological parent or guardian.

65.h. An agency shall secure records against loss, tampering, or unauthorized use by maintaining records in an appropriate storage space and by establishing a protocol for restricting access to records to authorized employees.

65.i. An agency shall delete an individual's name and other identifying information when its disclosure may violate the right of privacy.

65.j. An agency shall delete an individual's name and other identifying information when using it for educational or research purposes.

65.k. When an agency ceases operation, it shall develop and implement a procedure for the secure storage or disposition of all of its records.

6.6. Records. ~~An agency shall maintain accurate records for the following:~~

6.6.a. Children in Placement. Each child's ~~or young adult's~~ record shall include if known or if provided:

6.6.a.1. The child's name, social security number, gender, race, biological family's religious preference, if any, and birth date ~~and birthplace~~;

~~6.6.a.2. [REDACTED]~~  
~~[REDACTED] and the date that each document was received and completed ;~~

~~6.6.a.3. A current photograph that is to be updated annually;~~

6.6.a.4. The name, address, telephone number and marital status of the child's biological parents or guardian;

~~6.6.a.5. The names, addresses, and telephone numbers of the foster or adoptive parents where the child is placed, including the dates of placement and removal;~~

~~6.6.a.6. The date of placement, name, address and telephone number of the referring agency, the name of the placing worker and his or her supervisor, and an emergency contact's name and telephone number;~~

~~6.6.a.7. The names, addresses, and telephone numbers of the medical and other professional persons directly involved in providing ongoing care for the child;~~

6.6.a.8. Information about the child's allergies, medical conditions or current prescribed medications;

6.6.a.9. The name, address and telephone number of the child's school, the name of the primary teacher or other school contact person, or the name, address and telephone number of the child's employer;

~~6.6.a.10. Information from the placing worker who referred the child to an agency, including:~~

~~6.6.a.10.A. The family assessment and social summary;~~

~~6.6.a.10.B. The child's current legal custody status;~~

~~6.6.a.10.C. A list of prior placements with dates and summaries of the discharges;~~

~~6.6.a.10.D. A copy of the child's birth certificate or other verification of a birth date;~~

~~6.6.a.10.E. Complete education, progress and health records; and~~

~~\_\_\_\_\_~~ The items listed below do not have anything to do with a placement agreement. This appear to be left when changes were made.

~~6.6.a.12.~~ 6.6.a.11. Consent forms signed by the biological parents or guardian authorizing the agency to provide all necessary services and care; and

~~6.6.a.13.~~ 6.6.a.12. An individualized strength based assessment that includes all service and treatment plans, casework activities, counseling reports, special incident reports and an aftercare plan.

6.6.b. Foster and Adoptive Parents. Each record for foster or adoptive parents shall include:

6.6.b.1. ~~An itemized list of the documents required to be maintained by this rule, and the date that each document was received and completed;~~

6.6.b.2. The names, birth dates, ~~social security numbers~~ and schools or work places for each household member, and the social security numbers of the household members over age 18;

6.6.b.3. 6.6.b.2. The address, telephone number and directions to the foster or adoptive parent's home;

6.6.b.4. 6.6.b.3. The date and ~~conditions~~ type of approval certification as foster or adoptive parents;

6.6.b.5. 6.6.b.4. A list of all placements with the child's name, dates of placement and removal, and a removal summary statement;

6.6.b.6. 6.6.b.5. Documentation and verification of the foster or adoptive parent's financial status, marital status, medical examination, and a written report of the interviews with their references;

6.6.b.7. 6.6.b.6. A narrative ~~████████████████████~~ initial home study, annual home reevaluation safety assessment and recertification;

6.6.b.8. 6.6.b.7. A letter of approval or denial from the agency including terms and conditions of the approval or denial and any other written agreements or memoranda of understanding;

6.6.b.9. 6.6.b.8. Documentation of ~~orientation~~ pre-service training and continuing training as required under this rule;

6.6.b.10. 6.6.b.9. A written statement of acknowledgment by the foster or adoptive parents that they have received a copy of the policies and procedures of the agency regarding the care and placement of a child;

6.6.b.10. WV CARES self-disclosure and consent form, a fitness determination of eligibility from the Department, and any approved variances or waivers from the Secretary;

6.6.b.12. 6.6.b.11. A completed "Statement of ~~████████████████████~~ CPS/APS" form;

~~6.6.b.13.~~ 6.6.b.12. Special incident reports, investigations of child abuse or neglect allegations, noncompliance with the agency's policies or procedures or the requirements of this rule;

6.6.b.14. 6.6.b.13. Plans of correction ; and

6.6.b.16. 6.6.b.14. The date of closure and closure summary report.

6.6.c. Employees. Each record for an employee shall include :

6.6.c.1. ~~The employee's application for employment or a resume;~~

6.6.c.2. 6.6.c.1. The employee 's position, title, job description, date of hire and date of separation from employment;

6.6.c.3. ~~Three (3) letters of reference, two (2) of which shall be professional or educational, to be obtained before an employee is hired;~~

6.6.c.4. 6.6.c.2. Documentation of credentials and certifications;-

6.6.c.5. ~~The employee's emergency notification information;~~

6.6.c.6. ~~A job performance evaluation completed at six (6) months, and copies of subsequent annual evaluations;~~

~~6.6.c.7.~~ 6.6.c.3. Reports of any actions or incidents relating to employment;

~~6.6.c.8.~~ 6.6.c.4. Verification of completion of required training, including information on the course title , date and hours of instruction, and the name of the instructor;

~~6.6.c.9.~~ 6.6.c.5. A completed "Statement of Criminal Record" form, the ~~CIB report~~ WV CARES self-disclosure application and consent form, a fitness determination of eligibility form the Department, and any approved variances or waivers from the Secretary;

~~6.6.c.10. 6.6.c.6. A Completed "Statement of [REDACTED] CPS/APS" form;~~

~~6.6.c.11. 6.6.c.7. Acknowledgment of receipt of the agency's employee manual; and~~

~~6.6.c.12. 6.6.c.8. A notice of resignation or termination from the agency.~~

~~6.6.d. Biological Parents. Each record for biological parents shall include:~~

~~6.6.d.1. The names, addresses, telephone numbers, dates of birth, social security numbers, and marital status of the biological parents;~~

~~6.6.d.2. A description of all services and programs provided to parents;~~

~~6.6.d.3. Information regarding the status of parental rights including consent to adopt, determination of paternity, relinquishment of parental rights, court orders, and revocation of consent to adopt; and~~

~~6.6.d.4. Written agreements and authorized releases regarding the extent of information disclosure between the biological parents and their child.~~

6.7. Operating Oversight.

6.7.a. Quality Assurance Program. An agency shall develop and implement a written protocol for quality assurance that monitors and evaluates the agency's services and programs and includes:

6.7.a.1. Policies and procedures necessary to maintain the highest quality care for the children in care and include employee and client participation in the quality assurance program;

6.7.a.2. Policies and procedures for correcting a practice of noncompliance with the provisions of ~~W. Va. Code Chapter 49, Article 2~~ W. Va. Code §49-2-101, et seq. and this rule; and

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.7.a.3.K.

[REDACTED] Note: Child Outcomes are addressed in contracts. Business practices are addressed through agency operations vs licensing standards for service provision. Suggest removing section.

6.7.b. ~~Emergencies and Incidents.~~ An agency shall establish an emergency telephone system that is available twenty four (24) hours a day, seven (7) days a week, and have procedures in place for:

6.7.b.1. Reporting an allegation of abuse or neglect to the director, the Institutional Investigative Unit, the placing worker and the child abuse hotline;

6.7.b.2. Reporting an emergency or an incident of harm, abuse or neglect, a suicide attempt, suspected criminal activity, juvenile delinquent activity, a medical emergency, a death, or suspected use of illicit substances;

6.7.b.3. Identifying and reporting a child who is absent without leave permission to the guardian or child abuse hotline and a law enforcement authority ~~within twenty-four (24) hours~~ immediately after determining the child cannot be located;

6.7.b.4. ~~Removing the child~~ Reporting an incident in which the child is removed from the present location and from further contact with the alleged adult offender until an investigation is complete, medical care obtained and law enforcement notified;

6.7.b.5. Submitting of a [REDACTED] written report of the emergency or incident [REDACTED] per the agency's policy ~~within forty-eight (48)~~ [REDACTED], that includes a complete description of the emergency or incident, the date and time it occurred, names of the individuals involved, precipitating factors, [REDACTED], immediate actions taken by employees or other persons and other relevant information concerning the incident;

6.7.b.6. [REDACTED] Note: Not needed as a standalone item due to this would be addressed in a Corrective Action Plan which must be approved by the Secretary.

6.7.b.7. Training employees and foster or adoptive parents in the protocol for emergencies and incidents ~~during orientation~~.

6.7.c. ~~Universal Precaution Policies and Procedures.~~ An agency shall train employees and foster or adoptive parents on the [REDACTED] procedure including:



7.2.b. Information on Liability Liability insurance coverage provided by an agency;

7.2.c. [REDACTED]

Note: As worded this violated WV CARES procedures and potential legislation. Re-wording which matches 7.4 = Background Checks. An agency shall submit an application to the WV CARES unit of the Department for each potential employee prior to the employee working with children. After receiving notification from the WV CARES unit that a background check has begun, an applicant may work on a provisional basis under direct supervision for no more than 60 days while the background check is being processed. The agency must document that it has completed the background check process for each applicant pursuant to W. Va. Code §16-49-1 *et seq.* by receipt of a fitness determination of eligibility or variance that has been granted.

7.2.d. A procedure requirement for an immediate suspension of an employee upon any felony or misdemeanor indictment charge for an a disqualifying offense against a person, public indecency, or violation of the Uniform Controlled Substances Act, W. Va. Code §60A-1-101 et seq., until the charges are resolved, and a requirement that the employee notify the director of any criminal indictment charge within twenty-four (24) hours. This procedure shall require requirement shall provide that an employee convicted of these charges shall no longer be permitted to provide direct services to children and their families.

7.2.e. A requirement for immediate suspension of an employee who is alleged to have sexually abused or otherwise injured a child pending the outcome of the investigation.

~~7.2.h.1.~~ 7.2.f A policy on the Statement of Child Abuse or Neglect History form stating that ~~Upon~~ upon employment, employees shall sign and date a statement that defines child abuse or neglect, as defined in subsection 3.6. of this rule, and outlines the employee's responsibility to report immediately any suspected incident of child abuse or neglect to the executive director or his or her designee, to the Institutional Investigative Unit, and to the Child Abuse Hotline, 1- 800-352-65 13, in accordance with W. Va. Code §49-2-801 and §49-2-803 *et seq.*; and

~~7.2.h.2.~~ An employee who is alleged to have sexually abused or otherwise injured a child shall be immediately suspended from working with any child in placement pending the outcome of the investigation;

7.2.g. A general code of conduct policy on the relationship between employees, a child in placement and his or her family including provisions:

~~7.2.i.1.~~ 7.2.g.1. That contact be case-related only as described in the child's service plan, and continue only as specified in the plan; if a child who has been discharged from the program initiates contact with an employee, the employee shall report the nature of the contact to the agency's director or his or her designee within twenty-four (24) hours;

7.2.g.2. That excursions are case-related only;

7.2.g.3. That a child ~~not~~ cannot stay overnight in the home of an employee. [REDACTED]



8.1.a. The Executive Director shall possess a minimum of:

8.1.a.1. A master's Degree in a human services field and five (5) years of experience in the human services field ; or

8.1.a.2. . A bachelor's degree in a human services field and seven (7) years of experience in the human services field .

8.1.b. Administrative and Supervisory employees, including the Assistant Director, Program Director, and Case Management Supervisor shall possess:

8.1.b.1. An advanced degree from an accredited program of social work education or a experience in a human service field and two years of direct practice experience; or,

8.1.b.2. An advanced degree from an accredited program of social work education or a comparable in a human service field and be licensed within the scope of their professional practice; or,

8.1.b.3. A Bachelor's degree in social work or a comparable human service field and two years of experience in a human services related field, at least one (1) year of which is in child welfare services.

8.1.c. Clinical and Therapeutic employees, including Physicians, Counselors Therapists, ██████████ ██████████, and Psychologists shall have valid West Virginia professional licenses in their fields and shall operate within the scope of their practice under W. Va. Code §§30-3-1 et seq., 30-14-1 et seq., 30-21-1 et seq., 30-30-1 et seq., or 30-31-1 et seq.

8.1.d. ██████████ ██████████ Homelinder shall have a bachelor's or master's degree in social work or a related human services field; or a Board of Regents degree with a concentration in Human Services courses. Homefinders will receive position specific training.

Note: Due to WV workforce issues and an extremely limited pool of applicants this position is extremely difficult to hire. With additional agency training, a larger pool of applicants could successful in this position.

8.1.e. Case Managers shall have :

8.1.e.1A Bachelor's or master's degree in social work or a related human service field; or a Board of Regents with a concentration in Human Services courses, or a advanced degree from a program of social work education or a comparable human service field .

Note: Due to WV workforce issues and an extremely limited pool of applicants this position is extremely difficult to hire. With additional agency training a larger pool of applicants could successful in this position.

8.1e2 Supervision for case managers not licensed within the scope of their practice shall be provided by a person with an advanced degree in social work or a comparable human service field who has at least two (2) years experience or has an advanced degree in social work or a comparable human service field and is licensed in their field.

8.1e3 The Department requires agency employees to obtain professional continuing

~~education or course work as specified in 8.2.d.2.~~

8.1.f. Para-Professional employees shall possess+

8.1.f.1. ~~A~~ high school diploma or GED and be at least twenty one (21) years of age;

8.1.f.2. ~~Training during the first six (6) months of employment as prescribed in this rule; and~~

~~8.1.f.3. If they provide direct services to clients, in addition to the general required training, completed client specific training on the services they provide and have documentation from the training supervisor that they are competent to deliver the services.~~

8.2. Training and Development. An agency shall develop and implement a comprehensive plan for employee orientation, ongoing training and development, and supervisory review, including performance and program evaluations.

8.2.a. Orientation Training . An agency shall require that ~~all direct care service employees involved included~~ in child placing services, within three (3) months of employment, complete ~~forty (40)~~ orientation training in areas including:

8.2.a.1. ~~The agency's philosophy, goals and objectives and mission;~~

8.2.a.2. ~~An overview of the agency's operations;~~

8.2.a.3. Licensing rules ~~;~~

8.2.a.4. ~~8.2.a.3-~~ The service planning process;

~~8.2.a.5-~~ 8.2.a.4 . A crisis intervention model that includes: Interviewing techniques,

8.2.a.6 ~~Conflict-~~ conflict de-escalation and conflict resolution,.

8.2.a.7 ~~crisis intervention and, if applicable,~~ methods of passive restraint ;

8.2.a.8 ~~8.2.a.5.~~ Mandatory reporting requirements for child abuse and neglect

Normalcy for foster children;

8.2.a.6. Reasonable Prudent Parent Standard;

8.2.a.7. Human Trafficking Prevention for foster

children/National Runaway Youth Prevention

8.2.a.9. Trauma-informed care;

8.2.a.10. Runaway youth protocols; and

8.2.a.11. First Aid and CPR Training ~~AR~~ ~~agency shall require that all employees involved in child placing services, within the first three (3)~~

~~months of employment received First Aid and CPR training appropriate to the age of the children they serve:-~~ in infant, child, and adult certification. NOTE: CERTIFICATION AND TRAINING ARE NOT THE SAME.

~~8.2.a.12.~~ An agency shall require that all employees providing direct services to clients receive initial training to include values and cultural diversity, ethics, child abuse and neglect issues, and behavior management. This group of initial trainings shall be completed within the first six months of employment. Note; Moved from 8.2.d.1

~~8.2.c. Supervised Practice~~ An agency shall have a written policy regarding supervision of personnel involved in direct service. The policy shall stipulate frequency and type of supervision based upon job position and experience of the personnel.

8.2.d. Ongoing Training.

~~[REDACTED]~~

~~[REDACTED]~~ NOTE: This belongs under Orientation Training to keep it together, moved to section 8.2.a

8.2.d.2. An agency shall require that after the first year of employment, all employees providing direct services to clients, complete a minimum of twenty-five (25) hours of training per year, ~~fifteen (15) hours of which shall be directly related to the employee's responsibilities.~~

~~8.2.e. Supervisory Review.~~

~~8.2.e.1.~~ An agency shall set a policy requiring all employees to receive regular, planned supervisory reviews through individual conferences and meetings, the frequency to be determined by the experience of an employee and the amount of consultation and guidance the employee needs.

~~8.2.e.2.~~ An agency shall require a supervisor to complete performance evaluations for each employee after the first six (6) months and annually thereafter. The evaluation shall include goals and objectives for the employee, be signed and dated by the supervisor and employee and give the employee an opportunity to respond in writing.

8.3. Contracted Professional Services.

8.3.a. An agency shall verify that all contracted professional services are certified or licensed in the service they are providing, according to W. Va. Code §30-1-1 ~~et seq.~~

8.3.b. An agency shall develop and implement a written agreement with contracted professionals who provide direct services to a child in placement describing the specific services to be provided.

8.3.c. An agency shall require that a contracted professional providing direct services to a child in placement provide written reports to the child's case manager documentation of services.

8.4. Volunteers.



9.1.a. Equal access to services regardless of age, marital status, race, religion, ethnicity, gender, disability, or sexual orientation;

9.1.b. Services consistent with identified needs in the least restrictive environment available;

9.1.c. Interdisciplinary, therapeutic services that meet a child's physical, emotional, social, educational and financial needs;

9.1.d. Active participation and respect as an individual during the delivery of services process;

9.1.e. Reasonable privacy; and

9.1.f. Contact between a child and his or her biological family is not restricted as a means of punishment or in any way except as specified by court order or documented in the child's service or treatment plan. Visits shall take place during hours different from an agency's business hours when the family cannot visit during those hours, and shall be arranged and take place with the prior knowledge of the foster or adoptive parents.

9.2. A ~~child~~ child receiving services from the Agency shall have in addition to the rights in subsection 9.1. of this rule, the following:

9.2.a. Adequate shelter, food and clothing;

9.2.b. Education and training;

9.2.c. Services necessary to promote safety, permanency and well-being;

9.2.d. Adult guidance, support and supervision;

9.2.e. Freedom from abuse, neglect, and exploitation; and

9.2.f. Full and reasonable communication with his or her attorney, clergyman, and an authorized representative of the placing agency or of the court of record, including visits, correspondence, and telephone calls. ( for example: a call/visit may or may not be appropriate in the middle of the night)

9.3. An agency shall develop and implement policies practices to ensure that a child in placement's maximum health and safety needs are met including receiving:

9.3.a. The level of supervision required in the service plan as guided by reasonable and prudent parent standards;

9.3.b. Appropriate medical screening, diagnosis, and treatment on a regular basis; and

9.3.c. A minimum of the following routine medical, dental, and vision examinations and treatment, as proscribed, and emergency medical and dental treatment, as needed:

9.3.c.i. An initial general medical examination by a physician ~~thirty (30)~~ days before placement or within ~~thirty (30)~~ days after placement and routine medical examinations after that as recommended for the child's age. In addition, children placed by the Department shall be treated in accordance with the Sander' s Consent Decree, which is an agreed order between the Department and the court to provide

medical care to children in the Department's custody, and the Health Check requirements available through the Department Office of Maternal and Child Health ; Note: Sander's Consent Decree must be provided to the Child Placing Agencies by DHHR.

~~9.3.e.2.~~ For children with extraordinary medical needs, unless a medical examination can be documented within the previous 30 days or the child was discharged from an inpatient facility, the child is examined by a physician within 72 hours after initial placement, and the physician documents that the child can be appropriately cared for in a home setting;

9.3.e.3. Immunizations as recommended by the American Academy of Pediatrics ;

~~9.5.C.3.9.3.c.4~~ For a child ~~two~~(2) years and older, an examination by a dentist ~~6-months before placement will be scheduled~~ within thirty (30) days after placement, and after that a semiannual examination by a dentist and follow-up treatment as needed; ~~and~~

~~9.3.e.4.~~ 9.3.c.5. For a child four years and older, an eye screening by an optometrist will be scheduled within 30 days after placement and follow up as indicated by Health Check requirements;

9.3.c.6. Any treatment or aids prescribed including eyeglasses, a hearing aid, and a prosthetic or corrective device

9.4. ~~Children with Extraordinary Medical Needs. Before accepting a child with an extraordinary medical need beyond routine and preventive medical care, an agency shall ensure that:~~

~~9.4.a. Unless a medical examination can be documented within the previous thirty (30) days, the child is examined by a physician within seven (7) days before initial placement, and the physician documents that the child can be appropriately cared for in a home setting;~~

~~9.4.b~~ 9.3.c.7. The physician documents in the child 's record, complete orders for medication, treatment, diet, range of motion programs, habilitation, and special medical or developmental procedures needed;

~~9.4.c.~~ 9.3.c.8. The foster or adoptive parents receive all of the training necessary to care for the child prior to placement or as soon as possible in the case of an emergency placement;

~~9.4.d~~ 9.3.c.9.The foster or adoptive parents maintain a daily medication log for each child that includes the name of the medication, ~~why it was prescribed~~, the physician who prescribed it, the dosage, the administration schedule, the potential side effects and any change in the medication that the physician makes;

~~9.4.e.~~ 9.3.c.10. Medication is administered for therapeutic reasons only and under the following provisions:

~~9.4.e.1.~~ 9.3.c.10.A. A physician shall examine the child before prescribing a medication, and he or she is the only one who can alter the medication or medication level;

~~9.4.e.2.~~ 9.3.c.10.B. The child's parents or guardian may revoke consent for a medication at any time , and upon revocation the administration of the medication shall cease immediately unless titration is needed at the direction of the physician;

~~9.4.e.3. 9.3.c.10.C.~~ When the parents or guardian or child revoke consent, an agency shall inform the prescribing physician; ~~if the prescribing physician reports that it is necessary for the well being of the child, an agency shall seek a court order to have it continued~~ the agency shall relay the recommendation by the physician to the Department; and

~~9.4.e.4. 9.3.c.10.D.~~ An agency shall establish procedures for medication errors in dosage, administration or adverse side effects that include contacting the prescribing physician and documenting the incident;

~~9.4.f. 9.3.c.11.~~ The agency shall ensure that psychotropic medication is administered in accordance with the following:

~~9.4.f.1. 9.3.c.11.A.~~ The parents or guardian of a child, and a child fourteen (14) years or older unless the child is documented to be lacking the capacity for informed consent, shall give prior written informed consent for the use of a psychotropic medication; and

~~9.4.f.2. 9.3.c.11.B.~~ The child's foster or adoptive parents and primary case manager shall receive training related to the psychotropic medication, its expected results, its potential side effects, and an agency's policies regarding its use;

~~9.4.f.3. 9.3.c.11.C.~~ A child ~~fourteen (14)~~ years or older who refuses to take medication three (3) consecutive times shall be considered to have revoked consent;

~~9.4.f.4. 9.3.c.11.D.~~ When consent is revoked, the administration of medication shall cease immediately unless titration is needed at the direction of the physician; and

~~9.4.e.5. 9.3.c.11.E.~~ When the parents or guardian revoke consent, an agency shall inform the prescribing physician; ~~if the prescribing physician reports that it is necessary for the well being of the child, an agency shall seek a court order to have it continued~~ the agency shall relay the recommendation by the physician to the Department.

## 9.5. Religious Preferences.

~~9.5.a. An agency shall develop and implement a written description of its religious orientation, if any, policies and procedures, if applicable, and shall provide the information to the child and his or her biological parents or guardian upon admission.~~

~~9.5.b. An agency shall inform the child and his or her biological parents or guardian about the foster parents' religious preferences, if any, prior to placement; and~~

Upon a child's admission, an agency shall determine the religious preference of the child, if any, and the child's parent or guardian. The agency shall ensure the opportunity for the child to attend the religious service of his or her choice if he or she expresses one.

## 9.6. Multiethnic Placements.

~~9.6.a. In placement or adoption decisions, an agency shall not consider race, color or national origin unless it is part of an individualized determination that the facts and circumstances of a particular~~

case require the consideration of race, color or national origin in order to advance the best interests of the child and in accordance with applicable federal law and policy.

~~Considerations of race, color or national origin shall be in accordance with applicable federal law and the policy guidance of the Office of Civil Rights of the U. S. Department of Health and Human Services. Consult 60 Federal Register 20,272 (April 25, 1995) or <http://www.os.dhhs.gov/procorg/ocr/acf.htm>.~~

9.6.b. An agency shall ensure that a child at his or her discretion, has the opportunity to participate in cultural and ethnic activities significant to his or her heritage .

~~9.6.c. In accordance with the Multiethnic Placement Act of 1994 as amended by the Removal of Barriers to Interethnic Adoption Act of 1996, an~~ An agency shall not delay or deny a child's foster care or adoptive placement on the basis of the child's or the prospective parent's race, ethnicity, color, or national origin.

9.6.d. An agency cannot deny any individual the opportunity to become a foster or adoptive parent on the basis of the prospective parent's or the child's race, color, ethnicity, or national origin.

9.7. Behavior Management and Discipline. An agency shall provide policies and procedures for foster or adoptive parents to use as guides in disciplining a child ~~and shall explain them to the agency employees, the placing worker, the child, the foster or adoptive parents, and the biological parents or guardian and behavior management.~~

9.7.a. Appropriate methods of discipline include:

9.7.a.1. An emphasis on discipline with kindness and understanding, using positive feedback and rewards to reinforce good or improved behavior ;

9.7.a.2. Simple, clear, understandable and consistent household rules;

9.7.a.3. Measures appropriate to the developmental level of the child that help him or her develop self-control and learn responsibility for his or her own actions;

9.7.a.4. That only a parent or other prior approved adult care-giver is permitted to discipline the child;

9.7.a.5. . That measures are administered close to the time of the child's act or behavior for teaching purposes and if time out is used, that it be for a reasonable period of time;

9.7.a.6. That crisis intervention skills and techniques be used according to agency policy only, including provisions:

~~9.7.a.6.A~~ . That passive physical restraint be used only after receiving training on the agency approved method of restraint; and *NOTE: Passive physical restraint in Foster Care is NOT BEST Practice and should NOT be occurring.*

~~9.7.a.6.B~~ That the foster or adoptive parents report to their designated supervisor who will document the use of crisis intervention skills and technique passive physical restraint and submit an incident

report to the director or his or her designee for review within ~~twenty fo:1r (24)~~ 24 hours of the intervention or the next working day after the intervention. *NOTE: Passive physical restraint in Foster Care is NOT BEST Practice and should NOT be occurring.*

9.7.b. Inappropriate Methods of Discipline. An agency shall develop and implement policies and procedures that ensure that a child is not disciplined with cruel , harsh, unusual or unnecessary punishment, and shall develop and implement a description of those measures and methods that are not permitted, including but not limited to the following:

9.7.b.1. Any type of physical hitting, spanking, slapping or other type of physical punishment inflicted in any manner upon the child's body;

9.7.b.2. Threats of removal from the foster or adoptive home;

9.7.b.3. Any acts, verbal abuse, or emotional abuse that humiliates , shames, disgraces, ridicules, belittles, or destroys a child's sense of dignity or self-worth including any remarks made about the child's biological parents or family;

9.7.b.4. Keeping a child out of school;

9.7.b.5. Denying food, clothing, shelter or bedding;

9.7.b.6. Closing or locking a child in any enclosed space;

9.7.b.7. Denying mail, telephone calls or visits with biological family members, unless it is related to section paragraph 9.1.f.1. of this rule;

9.7.b.8. Withholding a program service or a provision in the service plan; or

9.7.b.9. Administering a medication that has not been prescribed.

9.7.c. An agency shall ensure that behavior problems are treated individually and privately. If there is a consistent pattern of unacceptable behavior, an agency shall develop a separate behavior management plan to be added to the child's service plan.

#### 9.8. The Child's Financial Resources.

9.8.a. An agency shall ensure that money earned, received as a gift, or given as an allowance is the child's personal property.

9.8.b. An agency shall ~~not place conditions on a child's money unless they are specified in the service plan~~ use reasonable and prudent parent standards to assist the child in making decisions regarding spending or saving the child's money.

9.8.c. An agency shall not require a child to pay for his or her care or services ~~unless it is specified in the child's service plan.~~

9.8.d. An agency shall maintain a separate account for each child 's financial resources and return the resources upon the child's discharge.

9.9. Clothing.

9.9.a. An agency shall ensure that each child has adequate, well-fitting and seasonal clothing appropriate to his or her ~~age~~ and individual needs, shall allow the child choice in the selection of the clothing, and shall replenish the wardrobe as necessary.

9.9.b. At the time of placement and at the time of discharge, an agency shall take an inventory of the child's clothing and personal possessions.

**§78-2-10. Placement Plans and Procedures.**

10.1. Referrals.

10.1.a. An agency shall ~~shall~~ may accept referrals from persons or organizations that have an interest in the welfare, security or treatment of the child and the child's family, and that have authority to make the referral.

10.1.b. An agency shall ~~shall~~ may develop and implement policies and procedures for determining if a referral is appropriate for the services the agency offers, and for accepting a voluntary referral from a child or a child's biological parent.

10.1.c. ~~When an agency offers placement services to biological parents, it shall provide counseling to preserve the family unit, including alternatives to placement, and document the counseling.~~

10.2. Intake. An employee designated by the agency shall be responsible for:

10.2.a. Conducting an intake interview with the child, the child's biological parents or guardian, or the foster or adoptive parents to determine the need for services;

10.2.b. Providing orientation to the agency, including an overview of the placement process, the child assessment process, and identifying which agency employee is responsible for each activity ;

10.2.c. Coordinating the child assessment process with the child, the child's biological parents, and the placing worker;

10.2.d. Introducing the child and his or her family to the case manager assigned to them by the agency; and

10.2.e. Participating in the service planning process.

10.3. Written Service Agreement. Upon placement of a child, an agency shall develop and implement a written, signed, and dated service agreement between the child's parents or guardian and the agency that shall include:

10.3.a. Specific services to be provided;

10.3.b. A description of the fees or reimbursement;

10.3.c. A list of the planning team members;

10.3.d. Signed consent and authorization forms when necessary for the delivery of services, including to obtain medical and dental care, for travel, for the release of information, and to obtain photographs and audio or video recordings of the child;

10.3.e. Responsibilities of the child, the biological parent or guardian, the primary case manager, the foster parents or the adoptive parents during the service delivery; and

10.3.f. A description of the conduct or activity by the child or family that may result in the agency's discontinuing services to them.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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*Child assessment. An agency shall complete a detailed narrative child assessment prior to developing the Master Service Plan. The assessment shall be inclusive of the removal history, placement history, social history, developmental history, educational history, medical history, psychological history, visitation plans, and discharge planning period.*

10.5.m. The date and signature of the employee completing the child assessment; and

[REDACTED]

10.6. Match Summary.

[REDACTED]  
[REDACTED]  
[REDACTED] Note: This information will be captured on the placement log and therefore a separate summary is not necessary.

10.7. [REDACTED] Note: This section can only be performed by the WVDHHR; therefore should be removed.

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

10.8. [REDACTED] Note: Child Placing Agency does not have child prior to placement.

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

10.9. Planning Team.

10.9.a. An agency shall utilize a planning team to develop a service plan for a child's foster care.

10.9.b. The planning team [REDACTED] members to be invited: the child as appropriate to his or her level of understanding, the parents or guardian, the family's case manager, the placing worker, the child's attorney, professionals working with the child, and other individuals significant in the child's life that have an interest in the child.

10.9.c. An agency shall ensure that any plan developed from the Multi Disciplinary Team process assists in the development of the service plan, and any service plan developed by the agency shall not conflict in any manner with the Child's Case Plan. Note: Child Placing Agencies do not receive the Child's Case Plan. The Child Placing Agency must be invited to the MDT.

[REDACTED] See information under Service Plans in red comments provided.

[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

§78-2-11 . Transfers and Discharges.

11.1. An agency shall develop and implement a protocol for transferring a child from one foster or adoptive home or placement to another within the agency that includes:

11.1.a. Documentation of the circumstances causing the move;

11.1.b. [REDACTED];

11.1.c. ~~A procedure for obtaining supervisory and planning team approval for the new placement~~  
~~[REDACTED]~~; Document notification to the Department; who then notifies the planning team (MDT) as required by W. Va. Code §49-4-608;

~~11.1.d. A procedure for notifying the planning team, specifically the child's guardian, of the new placement. Notification shall occur not less than forty eight (48) hours prior to a transfer, under W. Va. Code §49-4-608; or in an emergency transfer situation, not less than forty eight (48) hours after the placement, under W. Va. Code §49-4-608.~~

11.1.e. A provision that a child six (6) months and older shall have a minimum of one (1) visit with the new foster parents prior to placement when the placement is not an emergency;

11.1.f An account of the child's understanding of and response to the transfer; and

~~11.1.g. A provision that prior to the child's placement, the new foster or adoptive parents, excluding respite, shall be given a copy of the child's current service plan and the child's social, medical, psychological and school history;~~

~~11.1.h. A provision that the planning team shall amend the child's service plan within ten (10) working days of the transfer; and~~

~~11.1.i. A provision that when a child is transferred more than three (3) times in a year, excluding planned respite time that does not exceed fourteen (14) days as documented in the child's service plan, the~~

agency shall provide the following information to the child's placing worker, as required under W. Va. Code §49-4-608

~~11.1.i.1. A written summary of the transfers, including reasons for the moves; and~~

~~11.1.i.2. Plans to prevent further transfers that are not in accordance with the child's service plan.~~

11.2. An agency shall develop and implement a written protocol for transferring a child to a placement outside of the agency's program.

11.3. An agency shall develop and implement a written protocol for terminating the placement of a child in a foster home after eighteen (18) months, and the protocol shall be in accordance with W. Va. Code §49-4-111.

[REDACTED] Notes: Although Child Placing Agencies complete a discharge plan from the beginning, this information is rarely known by the Child Placing Agency; therefore this cannot be completed. This responsibility should lie with the WV DHMR worker and the MDT.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] An agency shall develop and implement a written protocol for unplanned discharges a request for removal from the agency's care that are not in the child's service plan. For a [REDACTED] request for removal other than an emergency, an agency shall give a minimum of ten (10) working days notice of the discharge to the placing worker, or his or her supervisor [REDACTED]

11.6. An agency shall develop and implement a written protocol for emergency discharges that includes the following provisions:

11.6.a. An emergency discharge shall occur only when a child's behavior may present a danger to himself or herself or others;

11.6.b. The identification of employees designated by the agency to have the authority to assess the child's status and to recommend an appropriate alternate placement;

11.6.c. [REDACTED] Note: WVDHHR approves emergency removal and discharge.

11.6.d. [REDACTED] Note: If emergency placement is arranged outside of the agency, this is the WVDHHR responsibility. Agency staff have no legal authority to do so.

[REDACTED]

11.6.f. An agency shall document the emergency discharge in the child's case record within twenty~~24~~ hours of the discharge.

11.7. On the day of a planned discharge an agency shall document the following information in the child's record:

11.7.a. The return by the agency of the child's personal items, prescribed medication and dosage instructions, and personal records including the child's birth certificate, and social security card, ~~and school records~~; and

11.7.b. The name, relationship to the child, and address of the person or agency receiving physical custody of the child upon discharge, if known.

11.8. Within ~~thirty~~ 30 days of the date of a child's discharge, an agency shall complete a written discharge summary that includes the following information:

11.8.a. The name, address, telephone number and relationship of the person or agency to which the child was discharged, if known;

11.8.b. The date ~~and time~~ of the child's discharge;

11.8.c. The reason for the child's discharge;

11.8.d. A summary of all services provided during placement;

11.8.e. An account of the child's growth and accomplishments during placement;

[REDACTED]

Note: This section is referencing planned discharges.

**§78-2-12 . The Agency's Responsibilities to Foster and Adoptive Parents.**

12.1. An agency shall develop and implement a ~~written description~~ handbook of the responsibilities of foster and adoptive parents to the child, to the child's family and to the agency. The handbook shall state the necessary policies, procedures, laws and forms.

12.2 . An agency shall develop and implement a policy practice detailing its responsibilities to foster and adoptive parents included in the service agreement between the agency and the foster or adoptive parent and the handbook. ~~The practice~~ shall require the agency to :

12.2a Provide to the foster or adoptive parents a copy of the handbook that describes the responsibilities of the foster or adoptive parents and the agency in the placement of a child;

12.2b Provide that the agency's emergency telephone on-call system be operational at all times;

12.2 .c. Inform foster or adoptive parents about the agency' s grievance procedure;

12.2.d. Provide complete information about a child's background, his or her current physical, mental, emotional and behavioral functioning and any special needs prior to placement, ~~if known.~~

12.2.e. Involve foster or adoptive parents on the child 's service planning team and provide them a copy of the child's ~~initial plan of care~~ initial plan of care and all subsequent plans;

12.2.f. Provide ongoing training, guidance and support, including crisis support;

12.2.g. Provide periodic respite care for a child in a foster care placement;

12.2.h. Provide complete information about the procedures to be followed when an allegation of child abuse or neglect, or a complaint of noncompliance with licensing rules or agency policy is made;

12.2.i. Maintain the confidentiality of records according to agency policy and procedure;

12.2.j. Provide foster or adoptive parents access to their own record with the exception of reference letters and reference interviews;

12.2.k. ~~Agency will have a practice regarding coverage of loss or damage.~~ Agency will have a practice regarding coverage of loss or damage.

12 .2.1. Give foster or adoptive parents ~~ten~~10 working days notice prior to removing a child when the agency receives notice from the Department, unless it is an emergency situation;

12.2.m. Inform adoptive parents of the child's legal status prior to and upon the final adoption; And ??? Legal status would be "able to be adopted", adoption occurs at the hearing which the adoptive parents must attend.

122n. Inform adoptive parents of the legal procedures involved in adoption under W. Va. Code-Chapter 48, Article 22 §48-22-1 *et seq.*

**§78-2-13 . Foster and Adoptive Parents' Characteristics and Criteria.**

13.1. Personal Characteristics.

[REDACTED]

13.1.c. Newly approved foster and adoptive parents shall be ~~not less than twenty-one (21) years of age and not more than 65 years of age unless a waiver is granted by the Secretary, age 18 or older.~~

13.1.d. Prior to approval, each foster and adoptive parent shall provide the agency with a written or recorded detailed personal history in his or her own words which may include:

- 13.1.d.1. Childhood and family experiences, including those with extended family;
- 13.1.d.2. Education and employment history ;
- 13.1.d.3. Important life experiences;
- 13.1.d.4. Values, ideals, religious beliefs, if any, and practices;
- 13.1.d.5. Health history, including use of drugs or alcohol;
- 13.1.d.6. Hobbies and interests; and
- 13.1.d.7. Parenting or child care experience.

13.1.e. At the time of consideration by an agency, foster and adoptive parents shall disclose and sign a release of information detailing any current or previous experience with other licensed agencies or the Department, ~~and if they are currently providing services to more than one (1) licensed age noy, shall detail the responsibilities to each person and agency in a written statement. Foster and adoptive parents may only be certified with one agency at any given time.~~

13.2. Health Considerations.

13.2.a. Prior to approval, foster and adoptive parents shall provide the agency with the following health documentation:

13.2.a.1. An initial medical exam report from a physician for the foster and adoptive parents and all other household members certifying they are in good health, free of communicable diseases, and have had a tuberculin risk assessment or skin test. When TB results are positive, documentation of a



~~██████████ If foster or adoptive parents are, or a single foster or adoptive parent is, employed outside the home, the agency shall approve a plan for the care and supervision of the child during work hours, ██████████~~

### 13.6. Background Checks.

~~13.6.a. Prior to approval, all adult household members over the age of 18 shall complete a CIB and a "Statement of Criminal Record" form, submit an application to the WV CARES unit of the Department for a criminal background check and a search of Department records of substantiated findings of abuse or neglect.~~

~~13.6.b. Prior to approval, all adult household members shall complete a "Statement of Child Abuse or Neglect History" form and a signed release of information authorizing the Department to verify the information. All offenses committed by current juvenile household members must be reported on a continual basis. These offenses shall be considered in determining the suitability of the home.~~

~~13.6.c. An agency shall not approve a home for foster care or adoption in which a household member has any convictions other than minor traffic violations. Special circumstances may allow a waiver to be granted by the Secretary. ██████████~~

~~██████████ Note: This does not comply with Normalcy and Prudent Parent standards. This does not allow for a youth to go to a friend's home, have an overnight visit with a friend, a babysitter to watch a child while a parent runs to the store.~~

### 13.7. Transportation. An agency shall require that:

13.7.a. Foster and adoptive parents have reliable transportation available.

13.7.b. All vehicles used to transport children be maintained in safe running operating condition and in compliance with state law.

13.7.c. Foster and adoptive parents show proof that the vehicles used to transport children are covered by liability insurance and that all licensed drivers are included in the insurance policy.

13.7.d. Foster and adoptive parents ██████████ will ensure that anyone who will transport children has a valid driver's license.

13.7.e. Foster and adoptive parents use safety seats and seat belts when transporting children.

### **§78-2-14 . Foster and Adoptive Parents' Agreement with an Agency.**

14.1. Foster and adoptive parents shall enter into a cooperative agreement with an agency that includes the provisions that foster and adoptive parents shall:

14.1.a. Permit an agency and designated Department employees to conduct announced and unannounced home visits and permit access to children in the Department's custody upon request;

14.1.b. Maintain the records and other documentation required by an agency;

- 14.1.c. Promptly notify an agency concerning any change in the family's circumstances;
- 14.1.d. Immediately notify an agency about any hospitalization, surgery, accident, serious illness, death, arrest or detention by a law enforcement agency of a child, or about any other unanticipated incident involving the child placed in their home;
- 14.1.e. Follow an agency's policy on discipline and on confidentiality of the child's records;
- 14.1.f. Document their understanding of an agency's policy on child abuse or neglect;
- 14.1.g. Notify an agency not less than **ten (10)** days before requesting the voluntary removal of a child, unless there is an emergency or other circumstance that necessitates the immediate removal of a child;
- 14.1.h. *When possible*, Give an agency not less than thirty (30) days notice when requesting the voluntary closure of their home; and
- 14.1.i. Inform an agency of a charge, arrest or indictment of any adult household member within ~~twenty-four (24)~~ hours of the occurrence.

**§78-2-15. Safety Requirements for Foster and Adoptive Homes.**

15.1. An agency shall ensure that the physical facilities of a foster or adoptive home present no health or safety hazards, and that they are sufficiently clean and comfortable to ensure the well-being and respect of the family in the community. Cosmetic damages shall not be considered health or safety hazards so long as the damage does not affect the safety or wellbeing of a child.

15.2. An agency shall ensure that all approved homes have an indoor and an outdoor recreation area free of unsanitary or hazardous items and each home has toys available to **children that** are appropriate for their ages.

15.3. For sleeping, an agency shall ensure that:

- 15.3.a. Each child shall have an individual bed that is not a cot or roll away bed;
- 15.3.b. A maximum of four **(4)** children may share a bedroom;
- 15.3.c. A child shall not share a bedroom or a bed with an adult, or a child of the opposite sex. A child less than two years old may temporarily share a bedroom only after the agency has obtained the written approval of the Department;
- 15.3.d. A child's bedroom may not be used for any other purpose; and-
- 1 5.3.e. A child's bedroom located in the attic or basement shall meet the same standards as all bedrooms in the home and
- 15.3.f. Notwithstanding the above, a dedicated sleeping space as appropriate for the child's needs and age shall be permitted so long as it is similar to the sleeping spaces for other household members.

15.4. An agency shall ensure that the foster or adoptive home has an operative telephone which may be a land-line or cellular service; ~~alternative devices such as citizen band radios and cellular telephones~~; must be approved prior to use. In the event having a telephone is contrary to a family's religious beliefs, the agency shall ensure that emergency situations can be adequately addressed and that appropriate contacts can be made with the family and the child in a timely manner.

15.5. An agency shall ensure that household items including cleaning supplies, toxic or flammable materials, medicines, and non-refrigerated alcoholic beverages that may be hazardous to a child are stored in areas inaccessible to children.

15.6. An agency shall ensure that weapons, related attachments and ammunition are stored in a locked container inaccessible to children.

15.7. An agency shall ensure that electrical and fire prevention safety inspections by the agency require :

15.7.a. That a home has a fire escape plan that includes a diagram of the rooms, the escape routes, and an outside meeting place;

15.7.b. That all age appropriate children will be walked through the fire escape plan and route with the foster or adoptive parent within ~~twenty-four~~ (24) hours of placement;

15.7.c. That a battery operated smoke detector be located near a child's bedroom;

15.7.d. That a fire extinguisher of a minimum of ~~five~~ pounds be located in the kitchen;

15.7.e. That outlets and plug-in extensions, and kitchen, heating and other electric appliances have standard UL approved safety features and be clear of combustible materials ;

15.7.f. That electrical circuits be protected by a maximum ~~twenty~~ (20) amp fuse or circuit breaker; and conform to reasonable safety standards; and

15.7.g. That an operative flashlight be easily accessible for emergency lighting.

15.8. An agency shall ensure that all mobile homes under consideration for placement homes are manufactured after 1976.

15.9. An agency shall ensure that non-municipal water used in a home is tested and determined to be safe .

15.10. An agency shall ensure that children are not housed in detached housing or unapproved rooms.

15.11. An agency shall ensure that hot water heaters have a safety valve and supply sufficient hot water to adequately meet household requirements.

15.12. An agency shall ensure that all animals owned by the foster or adoptive parents that come in contact with a child in placement are vaccinated as required by state law.

**§78-2-16 . Comprehensive Home Study.**

16.1. An agency shall conduct a comprehensive written home study with the prospective foster or adoptive parents and all household members prior to placing a child in the home including a minimum of one ~~(1)~~ individual in-person interview for each parent and two ~~2~~ joint interviews.

16.2. . An agency shall write a narrative report on the home study that lists the contact dates , times, locations and participants, and is signed and dated by the agency employee who conducted it and the agency director, or his or her designee.

16.3. The study shall describe and evaluate aspects of the home and family and shall include:

16.3.a. The composition of the household and intra -family relationships;

16.3.b. . The family ' s attitudes, values and level of understanding of child development and sex education;

16.3.c. The family decision making process, including descriptive examples;

16.3.d. The manner in which the family handles conflict, stress, and frustration, including descriptive examples;

16.3.e. Individual and family hobbies, recreation, community activities, and social life;

16.3.f. . The family's values and attitudes and how they relate in the community and to religious, ethnic and cultural differences;

16.3.g. Each parent's personal history, attitudes, feelings, and values;

16.3.h. The parent's financial situation;

16.3.i. The parent's motivation to become foster or adoptive parents;

16.3.j. . The family's attitudes about having a foster child in the home, and about a foster child's biological parents and family ;

16.3.k. An account of discipline methods discussed with the family including:

16.3k1. Methods acceptable to the agency; and

16.3k2. The family's attitude about discipline and their past experiences with discipline methods;

1 6.3.1. A summary of the agency's discussion of the multiple aspects of foster child care including the circumstances surrounding placement of a child in foster care, the family's expectations of a foster child's presence in the home, anticipated problem situations and coping skills, and possible reactions of the child placed;

16.3.m. An assessment of the adoptive parent's ability and willingness to make a lifetime commitment to the adopted child, and their understanding of the legal rights of the adopted child;

16.3.n. A summary of the agency's discussion with the adoptive parents about who would become the adopted child's guardian if both of the adopted parents died;

16.3.o. An account of the agency's discussion with the adoptive parents about open adoption;

16.3.p. The agency's discussion with the adoptive parents about health insurance coverage for the adoptive child before the adoption is finalized;

16.3.q. The agency's discussion with the adoptive parents about adopting a child with special needs, subsidies and the availability of community resources; and

16.3.r. A statement of the number, ages and gender of children desired by the foster or adoptive parents.

16.4. The home study shall identify the foster or adoptive parents' strengths, attributes, abilities, weaknesses, potential problem areas, or concerns as the basis for approval.

16.5. The home study shall make a recommendation regarding the number, ages, and gender of children for which the home may be approved for placement and any other special conditions or circumstances that may apply.

**§78-2-17. Approval or Denial of a Foster or Adoptive Home for Placement .**

All employees who participated in the home study process shall be involved in the approval or denial of the home for placement, shall set the conditions or circumstances of the approval or denial, and shall notify the family in writing of one of the following:

17.1. Notification of Approval. An agency shall provide foster or adoptive parents with a certification of the approval of their home for placement, including the names of the foster or adoptive parents approved, the home address, the date of approval, the number, ages, and gender of children for which approval is given, and any other conditions placed on the approval. The certification expires ~~one~~ (1)-year three years from the date of issuance unless it is revoked;

17.2. Notification of Denial. An agency shall provide foster or adoptive parents with written notification of the denial that includes the reason for the denial; or

17.3. Notice of Revocation. An agency shall provide foster or adoptive parents with written notification of revocation of the status of approval that includes the revocation date and the reason for the revocation.

**~~§78-2-18. Approval or Denial of an Adoptive Home for Placement.~~**

~~An agency shall provide adoptive parents with written notification of the approval or denial of their home for placement, including the date of approval or denial, the number, ages, and gender of children for which approval is given, any other conditions for approval identified in the home study, or the reason for denial.~~

**§78-2-10. Evaluations Re-Certification for Approved Foster and Adoptive Parents.**

19.1 18.1. For Foster Parents. An agency shall re-evaluate foster or adoptive parents annually, three years and complete a narrative summary that includes:

19.1a 18.1.a. The names, ages, and lengths of stay of the children placed with the foster or adoptive parents and the children ' s reasons for leaving;

19.1.b 18.1.b. An assessment of the foster or adoptive parents' ability to implement the children' s service plans and any changes in the family's circumstances;

19.1.c 18.1.c. An assessment of the foster or adoptive parents' attitudes on foster care, the foster child's biological family, and the agency;

19.1.d 18.1.d. An assessment of the foster or adoptive parents' strengths and weaknesses;

18.1.e. A Criminal History Background Check;

19.1.e 18.1.f. A recommendation Requirements for any changes in the conditions of approval;  
and

19.1.f 18.1.g. The dates and signatures of the employee who wrote the evaluation re- certification and the agency director or his or her designee.

19.2 18.2. An agency shall renew a foster or adoptive family's certificate of approval upon the successful completion of the annual-evaluation re-certification process.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] -Note: This is not clear. How long is the period of time a child has not been placed with the family? Not necessary. Why would you not re-certify this family on a 3 year schedule.

18.4. An agency shall complete an annual safety assessment for each foster or adoptive parent that includes:

18.4.a. Documentation of 15 hours of in-service training completed;

18.4.b. Home environment check;

~~18c~~ Documentation of an emergency response plan updated annually;

~~18d~~ Review of any investigation of the family or the home;

~~18e~~ Review of any corrective action plan or any non-compliance issue;

~~18f~~ Review of any changes in the home or with the family, including but not limited to financial or employment status, home composition, home structure and environment, and health issues.

~~§78-2-20.~~ §78.2.19. Training for Foster or Adoptive Parents.

19.1. For Approved Foster or Adoptive Parents.

19.1.a. As a condition of approval, an agency shall require that each foster parent participate in specified approved pre-service training curriculum.

19.1.b. An agency shall develop and implement a written plan for the orientation, annual in-service training, and child-specific training for foster or adoptive parents.

19.1.c. An agency shall document in the foster or adoptive parents' record the date, subject and ~~brief description of the training~~, its duration, the format of the training and the name and title of the training instructor, if applicable.

19.1.d. Prior to the placement of a child, the agency shall complete foster parent orientation training on the placement process, the agency's services and programs, legal aspects of foster care, the agency's discipline policies, behavior management, crisis de-escalation and intervention, and first aid training, including cardiac pulmonary resuscitation, normalcy, reasonable prudent parent standards, and the dangers of trafficking. *Note: Clarification needed CPR training or certification?*

19.1.e. In addition to orientation training, an agency shall provide foster or adoptive parents with a minimum of ~~fifteen~~ 15 hours of ongoing training during the first year of approval.

19.1.f. ~~Each year.~~ After after the first year of approval certification, an agency shall provide foster or adoptive parents with a minimum of ~~twelve~~ 12 hours of ongoing annual training in addition to training in first aid and cardiac pulmonary resuscitation, as required.

~~- -~~ 19.1.g. An agency shall provide child-specific training to assist foster or adoptive parents in implementing a child's service plan or a specific treatment objective.

~~20.2. For Approved Adoptive Parents.~~

~~20.2.a.~~ As a condition of approval, an agency shall require that each adoptive parent participates in a specified training curriculum.

~~20.2.b.~~ An agency shall develop and implement a written plan for the training of adoptive parents, including pre-placement training and child-specific training.

~~20.2.c.~~ An agency shall document in the adoptive parents' record the date, subject and brief description of the training, its duration, and the name and title of the training instructor.

~~20.2.d.~~ An agency shall develop a program specific training curriculum.

~~§78-2-21~~, §78-2-20, Foster or Adoptive Child Placement and Home Closure Information.

20.1. Presentation of a Child to Prospective Foster or Adoptive Parents. An agency shall develop and implement a written protocol best practice model for the presentation introduction of a child to the prospective foster or adoptive parents for planned placements that includes the following provisions:

20.1.a. Prior to proceeding with the placement, the agency shall give a complete non-identifying description of the child with all available information to the prospective foster or adoptive parents;

20.1.b. Upon request, the agency shall have a profile available for the prospective foster or adoptive parents;

20.1.c. The agency shall set a time frame for a decision by the prospective foster or adoptive parents about proceeding with the placement; and

20.1.d. The agency shall document this process in the child's and the prospective foster or adoptive parents' records.

~~Emergency Child Placements in Prospective Foster Care~~. An agency shall establish a protocol for emergency placements.

20.2.b.  Note: This is an emergency placement. The Child Placing Agency has little to no information regarding the child.

20.2.c. An agency shall document the emergency placement process in the child's and the foster or adoptive parents' record.

20.3. Involuntary Closure of a Foster or Adoptive Home. An agency shall establish a protocol for the involuntary closure of a foster home that includes the following provisions:

20.3.a. A set of conditions, circumstances, and reasons for closure;

20.3.b. Specific procedures to follow;

20.3.c. That written notification be provided to the foster or adoptive parents; and

20.3.d. Complete documentation of the process by the agency in the foster or adoptive parents' record.

~~§78-2-22~~, §78.2.21, Services to Biological Parents in Private Adoption Only.

21.1. An agency shall ensure the protection of the legal rights of a child's biological parents to whom services are provided under a protocol that requires the agency to follow the procedures set forth in W. Va. Code §48-22-101, et seq.:-

~~22.1.a. Comply with W. Va. Code §48-22-1, et seq., and document that the biological parents have been fully informed about their legal rights;~~

~~22.1.b. Follow a specific policy for the voluntary relinquishment of a child according to W. Va. Code Chapter 48, Article 22 and~~

~~22.1.c. Follow a specific policy for releasing information about the child, the child's biological parents, and the child's adoptive parents according to W. Va. Code Chapter 48, Article 22.~~

~~22.2. An agency that accepts custody of a child from the biological parents, whether or not the child is placed for adoption, shall ensure that the following services are provided to the biological parents:~~

~~22.2.a. Counseling regarding the reasons for considering adoption planning for the child;~~

~~22.2.b. A complete information presentation about alternatives to adoption in an objective and noncoercive manner;~~

~~22.2.c. Assistance in obtaining prenatal, maternity and postpartum care, health education, family planning services, and nutrition services; and~~

~~22.2.d. Assistance in separating from the child, in accepting the permanence of the decision, and in determining immediate plans in their lives.~~

21.2. An agency shall maintain records for biological parents. Each record for biological parents shall include:

21.2.a. The names, addresses, telephone numbers, dates of birth, social security numbers and marital status of the biological parents;

21.2.b. A description of all services and programs provided to parents;

21.2.c. Information regarding the status of parental rights including consent to adopt, determination of paternity, relinquishment of parental rights, court orders, and revocation of consent to adopt; and

21.2.d. Written agreements and authorized releases regarding the extent of information disclosure between the biological parents and their child.

**§78-2-23. §78.2.22. Department Adoption.**

22.1. Foster or Adoptive Parents' Role In Adoption Planning. If a child is in the placement with a foster parent, an An agency shall include the foster or adoptive parents in the child's adoption planning team by:

22.1.a. Explaining the foster or adoptive parents' role in the adoption process;

22.1.b. Informing them of all plans for the child, including the child's placement planning; and

22.1.c. Providing support to them after the child has been placed in an adoptive home.

### §78-2-23 Private Adoption

#### 23.1 Presentation of Background Information.

23.1.a. When presenting a newborn child's background information to the prospective adoptive parents, an agency shall follow a written protocol that includes the following provisions:

~~23.2.a.1.~~ 23.1.a.1. Prior to proceeding with an adoptive placement, an agency shall provide prospective adoptive parents with a complete verbal and written description of all available information on the biological parents' family histories and the prenatal care received by the biological mother;

~~23.2.a.2.~~ 23.1.a.2. If the agency practices open adoption, the agency shall prepare a preplacement agreement to be signed by the biological parents and the prospective adoptive parents that identifies the amount of initial or ongoing contact, and written policies and procedures defining each party's role; and

~~23.2.a.3.~~ 23.1.a.3. An agency shall establish time frames for a decision by the prospective adoptive parents about proceeding with the adoptive placement.

23.1.b. When presenting an older child's background information to the prospective adoptive parents, an agency shall follow a written protocol that includes the following provisions:

~~23.2.b.1.~~ 23.1.b.1. Prior to proceeding with an adoptive placement, an agency shall give a complete and accurate verbal description of the child to the prospective adoptive parents;

~~23.2.b.2.~~ 23.1.b.2. An agency shall show photographs or videos of the child to the prospective adoptive parents;

~~23.2.b.3.~~ 23.1.b.3. An agency shall provide a written summary including all information available about the child to the prospective adoptive parents;

~~23.2.b.4.~~ 23.1.b.4. An agency shall arrange a meeting between the child's foster parents or other caretakers and the prospective adoptive parents if appropriate to discuss the child's day-to-day behavior; and

~~23.2.b.5.~~ 23.1.b.5. An agency shall establish time frames for a decision by the prospective adoptive parents about proceeding with the adoptive placement.

23.1.c. When presenting information about the prospective adoptive parents to the child an agency shall follow a written protocol that includes the following provisions:

23.2.e.1. 23.1.c.1. The agency shall present information to the child about the prospective adoptive parents by using a scrapbook created by the prospective adoptive parents about themselves; and

23.2.e.2. 23.1.c.2. The agency shall encourage the child's foster parents to be active partners in this process.

23.2 Adoption Placement Planning. An agency shall establish a protocol for placement planning that includes the following provisions:

23.2.a. Placement planning shall be guided by the needs of the child and visits prior to placement for a child older than infancy shall occur over a minimum of a two- to three (3) week period; and

23.3.1. 23.2.b. The agency shall contact the prospective adoptive parents during and after the parents' visits with the child to discuss concerns, needs and successes of the child and the adoptive parents.

### 23.3. Intercountry Adoption Services.

23.3.a. An agency offering intercountry adoption services shall establish a written protocol that describes the process for handling intercountry placement and placement disruptions that provides for the well-being of the child, including an alternate placement plan.

23.3.b. An agency offering intercountry adoption services shall establish a written protocol that complies with the United States immigration laws and the laws of the sending country and protects the rights of the child and biological parents.

23.3.c. The agency shall seek legal counsel when necessary.

### §78-2-24. Services Provided for Private and Department Adoptions. Ask Melinda and Patty to review

24.1 Adoption Placement Services. An agency shall establish a protocol for placement services that includes the following provisions:

24.1.a. An agency shall provide the child's school records, medical history, and immunization records to the adoptive parents upon placement;

24.1.b. The agency and the adoptive parents shall sign the adoptive service agreement upon placement; and

24.1.c. The agency shall document the services offered or already provided to the child and the adoptive parents in the child's and adoptive parents' records.

24.2 Adoption Support Services Following Placement .Note: is this private? This is confusing.

24.2.a. An agency shall develop and implement a written description of the support services offered following placement, which that includes:

~~23.5.a.4~~ 24.2.a.1. The goals of the support services;

~~23.5.a.2~~ 24.2.a.2. The rights and responsibilities of the agency and of the adoptive parents following placement;

~~23.5.a.3~~ 24.2.a.3. The subsidies that may be available;

~~23.5.a.4~~ 24.2.a.4. Time frames for contact and visits following the placement that shall include:

~~23.5.a.4.A~~ 24.2.a.4.A. An initial telephone contact within ~~seventy two (72)~~ hours of placement and an initial visit within one ~~(4)~~ week of placement;

~~23.5.a.1.8~~ 24.2.a.4.B. A minimum of ~~six (6)~~ visits during the placement, at least four ~~(4)~~ of which are in the home of the adoptive parents;

~~23.5.a.4.C~~ 24.2.a.4.C. In a two-parent family, both parents involved in at least three ~~(3)~~ visits;

~~23.5.a.4.D~~ 24.2.a.4.D. Additional visits on a frequency determined by the needs of the child and the adoptive parents;

~~23.5.a.5~~ 24.2.a.5. Visits with all household members, and the child shall be observed during each visit; and

~~23.5.a.6~~ 24.2.a.6. If the child is old enough to carry on a conversation, an interview with him or her in private during each visit;

- 24.2.b. An agency shall continue to provide support services for a minimum of ~~six~~ months or longer until permanent placement of the child is achieved; if the child is in the adoptive home as a foster care placement, the period of support services can include the time spent in the adoptive home in foster care;

~~23.c~~ . An agency shall provide a final visit with the adoptive family to review the adoption process prior to finalizing the adoption.

~~23.d~~ An agency shall document all activities during the placement period in the child's and adoptive parents' records.

24.3 Disruption of an Adoptive Placement. An agency shall establish a protocol to follow when a disruption in an adoptive placement is being considered or appears imminent that includes a requirement that the agency:

24.3.a Train employees to recognize the circumstances that can lead to the disruption of an adoptive placement;

23.6.b 24.3.b. Specify the roles and responsibilities of the agency and the adoptive parents during the process of disruption and the planning for a subsequent placement for the child;

24.3.c. Offer counseling to the child according to his or her needs in dealing with the disruption; and

23.6.d. 24.3.d. Document the planning and services provided during a disruption in the adoptive parents' and child's records.

24.4 Placement of the Child After Disruption. An agency shall establish a protocol to follow for subsequent placement after a disruption of the adoptive placement that includes the agency:

24.4.a. Making every effort to find another adoptive placement for the child and doing everything possible to assist and support the child in adjusting to a new placement;

24.4.b. Giving complete information about the child to subsequent foster or adoptive parents prior to their making a decision to proceed with the new placement that includes:

23.7b.1. 24.4.b.1. The nature of the disruption, the extent of the difficulties that resulted from the disruption and the child's reaction to the disruption;

23.7b.2. 24.4.b.2. When possible, a meeting with the previous adoptive parents to learn about the child; and how separation and loss might affect a child's behavior ; and

24.4.c. Documenting the planning and services provided during a placement after disruption in the subsequent foster or adoptive parents' and child's records.

24.5 Finalization of the Adoption. An agency shall establish a written protocol that conforms with W. Va. Code Chapter 48, Article 22 §48-22-1, et seq., for the finalization of an adoption that includes the following provisions:

24.5.a. A description of the process of finalizing an adoption;

- 24.5.b. A description of the roles and responsibilities of everyone involved in finalizing an adoption; and

24.5.c. The written consent of a child ~~twelve (12) years~~ or older to the adoption.

24.6 Post-Legal Adoption Services. An agency shall establish a protocol for the post-legal adoption services it offers, that includes the following provisions:

24.6.a. Adoption subsidy assistance;

24.6.b. Counseling assistance for adoption issues, including search and contact ;

24.6.c. Information about the biological family and birth history;

24.6.d. Education and support services for adoptive families ;

24.6.e. Referrals for needed community services; and

24.6.f. Information and counseling concerning the Mutual Consent Adoption Registry.

~~23.10. Intercountry Adoption Services.~~

~~23.10.a. An agency offering intercountry adoption services shall establish a written protocol that describes the process for handling intercountry placement and placement disruptions that provides for the well-being of the child, including an alternate placement plan.~~

~~23.10.b. An agency offering intercountry adoption services shall establish a written protocol that complies with the United States immigration laws and the laws of the sending country and protects the rights of the child and biological parents.~~

~~23.10.c. The agency shall seek legal counsel when necessary.~~

~~§78-2-24. §78-2-25. Transitional Living Services Program, Supervised Setting for Children Living Independently.~~

~~25.1. An agency shall develop and implement a manual of policies, procedures and forms for transitional living services, that will be provided to children transitioning from foster care, available to all employees that includes the following:~~

~~25.1.a. The information and documentation required under this licensing rule;~~

~~25.1.b. The date of implementation, review and revision of each policy, procedure or form; and~~

~~24.1.c. The reviews and revisions of the policies, procedures, and forms when required for legislative changes or a minimum of every five (5) years, and a provision that an agency encourage employees to participate in the review and revision process.~~

~~25.2. An agency shall operate in accordance with its written policies and procedures.~~

~~25.3. An agency shall establish eligibility criteria for transitional living services that include:~~

~~25.3.a. Policies and provisions developed by an agency based on Department requirements that specifies the services that will be provided to children transitioning to adulthood;~~

~~24.3.b. 25.3.b. Age requirements for child or young adult sixteen (16) years of age for receiving transitional living placement services, seventeen (17) years of age, but not more than 26 years of age for training-based living arrangements and not more than twenty-one (21) years of age for scattered-site living arrangements;~~

~~25.3.c. Written permission from the child's his or her parents or guardian for a child less than eighteen (18) years of age to enter a transitional scattered-site living arrangement;~~

~~21. d. 25.3.d. A written service agreement with a child or young transitioning adult entering a transitional living arrangement, and an alternate placement plan for a child or young adult who is unsuccessful in an independent living arrangement;~~

25.3.e. A determination by an agency that a child or yo1:1Rq ad1:1lt has lived in a stable placement for three (3) months immediately preceding consideration shown that he or she is stable, mature and responsible enough for entry into a the determined level of transitional living arrangement;

25.3.f. A written life skills assessment by an agency of a child's or yo1:1Rq ad1:1lt's life skills prior to placing him or her in a transitional living arrangement and renewed annually; and

24.3.g. 25.3.g. Attendance or completion A written transition plan developed with the child that identifies either a ½ educational or training program, or either QI employment or pursuance of employment by the child or young adult in transitional living.

25.4. An agency shall develop, approve and maintain in the case record assist the child in the development of a monthly budget for each child or young adult that outlines income, savings, and expenditures.

25.5. The Department agency and child shall approve a roommate determine if a roommate is appropriate for a child or yo1:1Rq ad1:1lt prior to placement in transitional living settings. The roommate must be able to support his or herself and contribute at least one-half of the living expenses for the scattered-site setting.

25.6. An agency shall provide additional specific, service training to employees providing transitional living services prior to their direct work with a child or young adult.

25.7. An agency shall outline face-to-face contact and hours spent with a child or yo1:1Rq ad1:1lt in a transitional living services setting in a section in the service plan that includes: meet the child's needs and program level.

24.7.a. ~~A range of two (2) to five (6) face-to-face contacts in the child's or young adult's residence per week; and~~

24.7.b. ~~A range of four (4) to six (6) telephone contacts per week between a child or young adult and an assigned agency employee.~~

25.8. After a child or yo1:1Rq ad1:1lt is in transitional living placement, an agency shall assess the child's or yo1:1Rq ad1:1lt's progress in acquiring basic living skills at a minimum of once every six ~~to~~ months.

25.9. An agency shall develop and implement policies and procedures to ensure that any child or yo1:1Rq ad1:1lt in transitional living setting receives training and guidance on appropriate health screening and services, including medical and dental screening and services.

25.10. An agency shall develop policies and new procedures for assisting child in searching for an appropriate the dwellings dwelling that will be used for transitional as a scattered-site living setting that includes the following: provisions that ensure:

21.10.a. 25.10.a. That an agency assist a child or yo1:1Rq ad1:1lt to find a §. safe, affordable dwelling residential home, apartment or trailer that complies with the State Fire Code and applicable health and building codes;

~~24.10.b. That a dwelling complies with the State Fire Code and applicable health, zoning and building codes;~~

~~24.10.a.~~ 25.10.b. ~~That a dwelling~~ A residential home, apartment or trailer that has a working telephone or other means of communication in an emergency, aR4 indoor cooking and an appropriate water source for cooking, cleaning and bathing facilities;

~~24.10.d. That a dwelling is recognizable as residential accommodations;~~

~~24.10.e. That a dwelling does not house more children or young adults in a transitional living program than the number the dwelling can accommodate, and the number of transitional living residents in a single apartment does not exceed two (2); and~~

~~24.10.f. That a child or young adult is not placed in a transient or overnight facility such as a rescue mission, motel, nonresidential hotel, emergency shelter, or tourist home.~~

~~24.11.~~ 25.11. ~~An agency shall ensure the provision of emergency services to child or young adult while in transitional living that include~~ develop policies for assisting the child in emergencies and develop a plan that includes the following:

~~21.11.a.~~ 25.11.a. ~~A~~ twenty-four (24) hour a day, seven (7) day a week access to emergency services;

~~24.11.b.~~ 25.11.b. ~~A plan developed by the agency and child for emergency medical care and emergency evacuation;~~

~~24.11.c. Training by the agency prior to or upon placement on how to use the agency's emergency telephone answering system; and~~

~~24.11.d. An agency employee designated to respond in person to the child or young adult within forty-five (45) minutes of the child's or young adult's call for assistance.~~

~~24.12.~~ 25.12. ~~The planning team shall establish a minimum length of time to~~ agency shall develop policies and protocols on how it will determine the child's or young adult's level of successful functioning in the transitional living program setting before he or she may be discharged.

~~25.13.~~ 25.13. ~~The~~ agency shall develop policies and procedures on developing ~~aftercare~~ plans for children prior to discharge.

~~25.14.~~ 25.14. ~~The agency shall develop a grievance procedure for expressing and resolving the child's complaints or concerns.~~

~~25.15.~~ 25.15. ~~The agency shall provide employees and children placed in a scattered-site setting or receiving transitioning services an opportunity to participate in the review or revision process of policies, protocols or procedures.~~

~~§78-2-25. Community Re-entry Program.~~

~~25.1. For children placed in a community re-entry program, an agency shall develop an operating manual, made available to employees and to applicants seeking employment that includes:~~

~~25.1.a. The policies, procedures and forms for the plan of operation;~~

~~25.1.b. A complete and detailed description of the range of services offered and the process for implementing them;~~

~~25.1.c. The information and documentation required to be compiled by this licensing rule;~~

~~25.1.d. The date of implementation, review or revision of the policy, procedure or form; and~~

~~25.1.e. A description of the grievance procedure for expressing and resolving complaints or concerns.~~

~~25.2. An agency shall review and revise the policies, procedures and forms for the community re-entry program when required by legislative changes or at the time of application for a license or license renewal.~~

~~25.3. An agency shall provide employees and children or young adults placed in a community re-entry program an opportunity to participate in the review or revision process.~~

~~25.4. An agency shall operate in accordance with its written policies and procedures.~~

~~25.5. An agency shall implement eligibility criteria and policies defined by the Department for the community re-entry program that include:~~

~~25.5.a. A child or young adult shall be a minimum of sixteen (16) and not more than twenty-one (21) years of age;~~

~~25.5.b. During placement in a re-entry setting, a child or young adult shall have a comprehensive evaluation to determine vocational interests, aptitude, basic life skills and psychological and social potential for self support;~~

~~25.5.c. A child or young adult in a community re-entry program shall be involved in an educational or training program, life skills classes, counseling, and psychological evaluations;~~

~~25.5.d. A scheduled plan for free time shall include, but is not limited to, community service, job preparation, driver's education, or basic living skills development;~~

~~25.5.e. A child or young adult in a community re-entry program shall be in the custody of the Department and referred by a Department employee;~~

~~25.5.f. The Department shall approve roommates of children or young adults in community re-entry settings before placement; and~~

~~25.5.g. An agency shall provide an alternate placement for the child or young adult who does not meet the level of success as determined by agency criteria.~~

~~25.6. An agency shall develop and implement policies to ensure that medical, dental and mental health services are provided to children and young adults in the community re-entry program as required by the Child's Case Plan and the Health Check Program, including health screening, preventive care and emergency medical services.~~

~~25.7. An agency shall provide to the children or young adults in the community re-entry program, his or her parents or guardian, and the placing worker a copy of the agency's policies and procedures regarding re-entry including a written description of the roles and responsibilities of all parties involved in the placement.~~

~~25.8. An agency shall keep accurate, complete, and up-to-date records on each child or young adult in placement.~~

~~25.9. The minimum age of direct care employees for the community re-entry program shall be twenty-five (25) years of age.~~

~~25.10. An agency shall develop a protocol to provide onsite supervision to children and young adults twenty-four (24) hours a day seven (7) days a week by designated employees, and additional support services as required for children or young adults with certain identified behaviors to ensure their health and safety.~~

~~25.11. An agency shall ensure that a dwelling in the community re-entry program:~~

~~25.11.a. Is hazard-free and functional inside and around its premises;~~

~~25.11.b. Is equipped and maintained in a manner that reflects the agency's positive regard for children and young adults in placement, and is suited to a child or young adult's individual needs;~~

~~25.11.c. Does not include a transient or overnight type facility, including rescue missions, motels, hotels, emergency shelters, and tourist homes;~~

~~25.11.d. Complies with applicable state and local fire, safety, zoning, building, and health codes;~~

~~25.11.e. Is equipped with a working telephone with emergency numbers posted by it, a first aid kit, and safe and secure storage for medication and toxic substances.~~

~~25.12. An agency shall establish a written protocol for dealing with emergencies, shall train employees, children or young adults in emergency protocol, including the use of the agency's emergency telephone service and procedures prior to or at the time of placement, and shall document the training in the employees and children's records.~~

#### **§78-2-26 . Grievance Procedure.**

An agency shall develop and implement a written grievance procedure for children and foster, adoptive, and biological families . The procedure shall be written in clear and simple language and shall include at least the following provisions:

26.1. An agency shall ensure that children and their biological families can express concerns or make complaints without fear of retaliation;

26.2. The grievance procedure shall ensure due process; and

26.3. The child's primary case manager shall explain the procedure to the child and his or her biological parents or guardian upon admission and obtain written acknowledgment that an explanation of the procedure has been provided.

**§78-2-27 . Administrative Due Process.**

Any person aggrieved by an order or other action by the Secretary based on this rule, or W. Va. Code §49-2-105 may make a written request to the Secretary within thirty 30 days in accordance with the Division Department of Health and Human Resources rule, "Rules of Procedure for Contested Case Hearings and Declaratory Rulings," 64CSR1, a copy of which may be obtained from the Secretary of State.

**Robertson, April L**

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**From:** jomoses@ysswv.com  
**Sent:** Sunday, July 14, 2019 8:29 AM  
**To:** Robertson, April L  
**Subject:** [External] 78CR52

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April

I have only one question for clarification in this rule.

Reg 3.44 defines a transitioning adult age being 18-21. Reg 25.3.b speaks to age requirements for transitional living placement services being 17-26. What's the difference?

Thank you

john

John Moses  
CEO  
Youth Services System  
87-15<sup>th</sup> ST  
POBOX 6041  
Wheeling WV 26003  
Office Phone 304-218-2828

## **Robertson, April L**

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**From:** Chapman, Cammie L  
**Sent:** Sunday, July 14, 2019 11:55 AM  
**To:** Robertson, April L; Watts, Linda; Bertelli Coleman, Christina M; Barno, Laura S  
**Subject:** FW: [External] regulations

It seems that the WV Child Care Association doesn't want to make a public comments, they want a meeting. Can we do this after the deadlines?

Cammie L. Chapman, Esq.  
Associate General Counsel, DHHR  
304.558.3648 (office)  
304.533.0017 (cell)

**From:** Renee Ellenberger <rellenberger@nyap.org>  
**Sent:** Friday, July 12, 2019 12:58 PM  
**To:** Chapman, Cammie L <Cammie.L.Chapman@wv.gov>  
**Cc:** Robin Renquest <rrenquest@pressleyridge.org>; Gwen Davis <gdavis@myblueprints.org>  
**Subject:** [External] regulations

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Cammie, As members of the WV Child Care Association committee to review the proposed child placing Title 78 legislative rule series 2, we are reaching out to offer to meet with you to discuss possible unforeseen implication concerns and suggestions we have. We know much effort has been put forth into the current revisions by DHHR and would like to be a support in the process for reviewing comments for consideration. If you would like to schedule a time/date we will work to accommodate your schedule Thanks

Renee J. Ellenberger-Brady MSW/LGSW

Executive Director

National Youth Advocate Program

14 East Grafton Road Suite C

Fairmont, WV 26554

304-363-4237 Office

304-266-1131 Cell

304-333-2210 Fax

## Robertson, April L

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**From:** Amy Rickman <arickman@necco.org>  
**Sent:** Friday, July 12, 2019 2:05 PM  
**To:** Robertson, April L  
**Subject:** [External] Necco response on Child placing rules  
**Attachments:** Necco comments on child placing rule.docx

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April,

Here is Necco's response to the Child placing rules out for public comment. Please let me know that you received my response if you don't care.

Have a wonderful weekend and thank you,

Amy

Amy Kennedy-Rickman, MA, LPC  
Necco WV Executive State Director  
p: 304-733-0036 | f: 304-736-4835 c: | 304-638-6050  
1000 5th Ave Suite 250 | Muntington, WV 25701  
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**NECCO COMMENTS SUBMISSION  
CHILD PLACING AGENCIES LICENSURE  
78CSR2**

3.16 - The number of children permitted in a household should read six (6) instead of five (5). Further, as this is written, it could be interpreted that this many children are permitted to be placed in a home in addition to any biological children residing in the home.

3.20 - The definition of incident needs to be reworded as the sentence is not grammatically correct. Suggested change: Incident- An act, or series of acts or behaviors, that place a child or others at risk.

3.7 – Remove the word “investigation” and foster family group homes” are not defined in this rule; either provide a definition or include descriptors in this section

4.2.b.3. This still uses “criminal investigation bureau” instead of having the new WV Cares language.

4.3 The full definitions of initial license, provisional license, and renewal license has been removed from this section and therefore there is no distinction for the differences between these licenses the Secretary shall issue.

5.1.c Permitting access to the individual listed within 3 business days of the request seems unreasonable for many reasons (vacations, court appearances, some governing board members may be in a different state, etc.) Suggestion to allow for alternate means of access such as by telephone or other appropriate means.

5.2 Suggestion to place appropriate time constraints on the IIU process. This process places foster and adoptive homes on ‘hold’ until the process is complete, and agencies are waiting up to six month or longer to receive finalized written reports on the outcomes of the investigation. Also, for instances in which an employee may be part of an allegation- this needs to be completed in an expedited manner to not disrupt the workflow of the agency and the caseload affected.

6.6.a.4 Compliance issue for agencies as they are rarely provided this full information on the biological Parents.

6.6.a.6 replace “and an emergency contact’s name and telephone number” to WV Centralized Intake Hotline contact number.

6.7.b.5. Suggestion to change (48) hours to (24).

7.2.b – Add Professional to Liability insurance coverage to clarify.

7.2.d. Clarification on “suspension” is needed. Does this mean removed from all agency work or can The employee be taken off a caseload and put on “desk duty?” Further, can the disqualifying Offense be more clearly outlined directly in the rule.

7.2.e. Maybe use - Sexual abuse, abuse or neglected

7.2.h.1. Remove “the employing agency’s director shall provide a reference.” This appears to be in Direct conflict with some work laws pertaining to what information employers can release and

Could become a big liability. Agencies would follow the same process for any foster parent of collecting references and can request a regular employment reference.

7.3 Employee Manual – should say policies – corrected in another area – most of us aren't doing "manuals" anymore – using online.

8.1.b (1, 2 and 3) – can we say a human services degree or a bachelor's/master's degree and some amount of years in the field – maybe 5 for supervisors. (DHHR staff do not have to have human services degree and experience should account for something in this time of work force development issues)

8.1.d. Remove the requirement for a license for Homefinders. Agencies strongly desire this change as This has become a serious issue for agencies due to lack of licensed workers in the workforce And the agreement with Concord has been helpful but does not fully fix the issue as many Cannot afford the courses and those agencies who work along the border lines often hire Workers who live in other states (i.e. Ohio, PA, etc.) and the out of state tuition is unaffordable. There could be additional standardization put in place requiring Homefinders to have specialized Training or certification for their role in home safety.

8.1.e.1 what it says now or a bachelor's degree in any field with 4- or 5-years experience in the field.

9.3.c.2. Shouldn't the department have this medical examine done to ensure care can be done in the home before placing in foster care?

9.3.c.10.A. While this language does include "prescribing a medication" this has been interpreted Differently among licensing specialists and some are including over the counter medications In this requirement. This is a conflict with normalcy and prudent parenting standards. Suggestion to include language that OTC medications may be dispensed by foster parents Through use of prudent parenting standards.

9.3.c.10.c is the same as 9.3.c.11.e

9.3.c.11.d is shorter – but the same as 9.3.c.10.b

9.7.a and b Appropriate methods of discipline and inappropriate methods – entire section – is this something to be listed in rule or better in policy?

10.2 Intake, 10.3 Written Service Agreement, 10.4 Intake Service Plan, 10.5 Child Assessment, 10.10 Master Service Plan, 10.11 Service Plan review – these areas – can they state that we need to do them – like the short paragraph on 10.6 Match Summary – but not define out exactly what should be in them? As providers – we are the experts in these areas – seems strange to have this listed out in rule. Could better be covered in DHHR policy or in our contracts.

12.2.k. Agencies should not be responsible to carry liability or loss coverage for each certified foster Parent- this is unreasonable. However, agencies could be responsible for developing a policy Identifying how it will assist with coverage of costs for loss or damage for specific events.

12.2.l. Agencies cannot guarantee they can provide 10 days-notice to our foster or adoptive parents.

Court orders or decisions made by MDT or individual DHHR workers often occur immediately. Or if there are safety issues that removal needs to occur immediately.

13.2.c. Suggestion to add in language that the agency should discontinue or close a certified-foster or Adoptive parent if their health, behavior, or emotional or psychological make-up may endanger the well-being of a child.

13.7.e add per state laws or in line with state laws – something like that

13.7.d – how is this to be done? This isn't in line with prudent parenting – somehow needs modified.

15.8 – mobile homes before 1976 – can something be added here unless they have done work to improve the home and have windows that open for escape? With inspection required? (fire marshals will not do this type of inspection – would have to be a contractor or something)

18.4.a. This is listed in the next section that it must be done, and it is only 15 hours in the first year and 12 hours every year after. Clarify what documentation of this is – can we just write in a list of what trainings and hours they have had?

25.1 Agency should develop policies – not a manual as most are online now.

**Robertson, April L**

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**From:** Melinda Waterman <mwaterman@myblueprints.org>  
**Sent:** Wednesday, July 3, 2019 4:17 PM  
**To:** Robertson, April L  
**Subject:** [External] FFTA Comment Submission for 78CSR2  
**Attachments:** FFTA 2019 Comment Submission for 78CSR2.docx

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and are expecting the content. – WV Office of Technology

Dear April,

Good afternoon, enclosed with this e-mail please find the submissions for public comment in regards to Child Placing Regulations 78CSR2. Within this submission is questions, comments, and/or recommendations that the FFTA would like to see occur with the proposed regulations.

Thank you for your review of our submission and should any questions or clarifications arise for our group, please feel free to contact me as the acting Chapter Chair for the group.

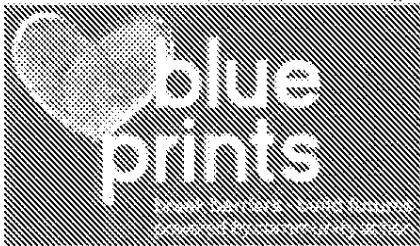
Sincerely,

*Melinda (Meredith) Waterman, MA*

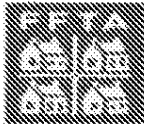
**WV State Supervisor**  
**WV FFTA Chapter Chair**

103 Euclid Drive  
Parkersburg, WV 26104  
(304) 422-3159  
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(304) 363- 5863

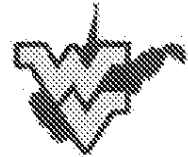
[mmeredith@myblueprints.org](mailto:mmeredith@myblueprints.org)



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July 3, 2019

RE: SUBMISSION FOR PUBLIC COMMENT FOR CHILD PLACING REGULATIONS 78-CSR-2

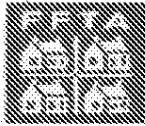
Dear Committee Members;

The WV Chapter of FFTA met for a review of the proposed changes to the Child Placing Agencies Licensure. Enclosed, please find the comments, questions, and/or proposed changes as agreed upon by the FFTA group comprised of:

- B & T
- Bethany
- Blueprints
- BUMFS
- Children's Home Society
- Genesis
- KVC
- NECCO
- Potomac Center
- Pressley Ridge
- WV Youth Advocate Program

We appreciate your review and consideration of our comments and proposals. Should you have any further questions for the group pertaining to our submission, please feel free to contact the Chapter Chair- Melinda Waterman, MA with Blueprints at [mwaterman@myblueprints.org](mailto:mwaterman@myblueprints.org).

Sincerely,  
Melinda Meredith, MA  
WV State Supervisor  
WV FFTA Chapter Chair



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**FFTA COMMENTS SUBMISSION  
CHILD PLACING AGENCIES LICENSURE  
78CSR2**

**3.7 Remove the word "investigation."**

"foster family group homes" are not defined in this rule; either provide a definition or include descriptors in this section.

**3.16 The number of children permitted in a household should read six (6) instead of five (5). Further, as this is written, it could be interpreted that this many children are permitted to be placed in a home in addition to any biological children residing in the home.**

**3.20 The definition of incident needs to be reworded as the sentence is not grammatically correct. Suggested change: Incident- An act, or series of acts or behaviors, that place a child or others at risk.**

**3.22 This can become a compliance issue for agencies as they do not routinely receive copies of a DHHR written Safety Plan or Case Plan and therefore cannot properly incorporate it into the Intake Service Plan.**

**3.24 Is "Multidisciplinary Treatment Team" now the new title for Multi Disciplinary Team (MDT). If so, this new terminology should be used consistently throughout 78CSR2.**

**3.35 Remove "health" as developmentally appropriate activities could include health.**

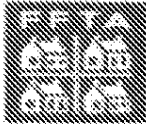
**3.41 This can become a compliance issue for agencies as they do not routinely receive copies of a DHHR written Safety Plan or Case Plan from an MDT process and therefore cannot properly incorporate it into the Intake Service Plan.**

**4.2.b.3. This still uses "criminal investigation bureau" instead of having the new WV Cares language.**

**4.3 The full definitions of initial license, provisional license, and renewal license has been removed from this section and therefore there is no distinction for the differences between these licenses the Secretary shall issue.**

**5.1.c Permitting access to the individual listed within 3 business days of the request seems unreasonable for many reasons (vacations, court appearances, some governing board members may be in a different state, etc.) Suggestion to allow for alternate means of access such as by telephone or other appropriate means.**

**5.2 Suggestion to place appropriate time constraints on the IIU process. This process places foster and adoptive homes on 'hold' until the process is complete and agencies are waiting up to six months or**



longer to receive finalized written reports on the outcomes of the investigation. Also, for instances in which a employee may be part of an allegation- this needs to be completed in an expedited manner so as to not disrupt the workflow of the agency and the caseload affected.

**5.3.c.** Suggested changes: "When the Secretary provides written notification that a proposed plan of Correction is not approved, an agency shall submit another plan of correction within seven Working days of this notification.

**6.5.a** Suggestion to rewrite this to be more clarifying; this appears to be missing key language Surrounding proper use of Authorizations and Releases of Information.

**6.6.a.4** Compliance issue for agencies as they are rarely provided this full information on the biological Parents.

**6.6.a.6** replace "and an emergency contact's name and telephone number" to WV Centralized Intake Hotline contact number.

**6.6.b.6.** This needs to be reworded as it reads like this is only one document that encompasses all three Rather than them each being their own stand alone narrative or narrative addendum.

**6.7.b.5.** Suggestion to change (48) hours to (24).

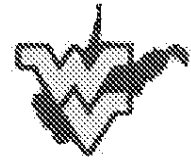
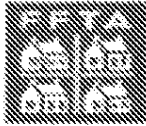
**7.2.d.** Clarification on "suspension" is needed. Does this mean removed from all agency work or can The employee be taken off a caseload and put on "desk duty?" Further, can the disqualifying Offense be more clearly outlined directly in the rule.

**7.2.h.1.** Remove "the employing agency's director shall provide a reference." This appears to be in Direct conflict with some work laws pertaining to what information employers can release and Could become a big liability. Agencies would follow the same process for any foster parent of collecting references and can request a regular employment reference.

**7.3** Remove the terminology "manual." Many agencies utilize on-line documentation and may not Create a paper "manual" or may capture policies in their handbook.

**8.1.b.** Recommendation that this section be redone to be the minimal standards required such as: "Administrative and Supervisory employees, including the Assistant Director, Program Director, and Case Management Supervisor shall possess a minimum of a Bachelor's Degree in Social work or a comparable human service field and two years of experience in a human Services related field, at least one year of which is in child welfare services."

**8.1.d.** Remove the requirement for a license for Homefinders. Agencies strongly desire this change as This has become a serious issue for agencies due to lack of licensed workers in the workforce; the agreement with Concord has been helpful but does not fully fix the issue as many



Cannot afford the courses and those agencies who work along the border lines often hire Workers who live in other states (I.e. Ohio, PA, etc) and the out of state tuition is unaffordable. There could be additional standardization put in place requiring Homefinders to have specialized Training or certification for their role in home safety if this is desired.

**8.2.d.1.** This is blending language of ongoing training and 6 month orientation training requirements and this should be separated. Suggestion to create 8.2.12 that could read "20 additional hours of training in values and cultural diversity, ethics, child abuse and neglect issues, and behavior management within the first six months of employment." Then 8.2.d.1. would become the language under 8.2.d.2 pertaining to the ongoing training requirements.

**8.4.b. and 8.4.c.** Suggestions for these to pertain only to volunteers who may work independently and alone with children. Many agencies may partner with churches or bring in volunteers for one specific event in which they are working alongside of our workers and are not alone with children.

**9.3.c.2.** Agencies are concerns with being able to reach compliance with this as the DHHR often does Not provide a 40/40A or medical card information in a timely manner for this appointment to Be achieved within 72 hours. Most doctors will not accept the children in for a visit without Payment information. Therefore, suggestion to have this read the appointment occurs within 72 hours of the DHHR providing the necessary payment information or place a requirement that DHHR staff are required to provide these documents within 24 hours.

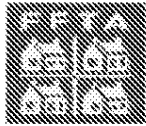
**9.3.c.10.A.** While this language does include "prescribing a medication" this has been interpreted Differently among licensing specialists and some are including over the counter medications in this requirement. This is a conflict with normalcy and prudent parenting standards. Suggestion to include language that OTC medications may be dispensed by foster parents Through use of prudent parenting standards.

**9.6.c. and 9.6.d.** Both of these should include "gender and sexual orientation"

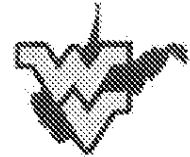
**10.2, 10.3, 10.4, and 10.5** Suggestion for all 4 of these areas be less prescriptive and only have language That the agency is responsible for having a policy or procedure for completing an intake, written Service agreements, intake service plans, and child assessments. Specific requirements for these Areas do not belong in legislative rule and could be included in our contracts.

**10.10.c.5.** Agencies do not feel that they can provide an accurate targeted date for reaching the Permanency plan. Unless there is a specific reunification or adoption date identified, agencies Feel that they have to provide a general time frame that is not specific or meaningful.

**11.1.c.** Notification to the planning team should be the responsibility of the DHHR worker. Agencies Should not be the party responsible for discussing transfers or discharges with biological Parents or their attorneys.



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**11.1.e.** "adoptive" is spelled incorrectly.

**11.4** Agencies believe this is an unreasonable expectation to place on them; this appears to be tasks most appropriately suited for the MDT planning team and these are largely ran by DHHR workers. Agencies often do not know specific information pertaining to where the child is being discharged to and therefore cannot include it in a plan nor can they transfer records. The new agency would utilize a Release of Information signed by the DHHR to request and obtain records on the child from the agency they came.

**11.6.a** This language is too restrictive. There may be emergency discharges that have to occur for Reasons other than a child's behavior. In example, changes to a foster parent's circumstances Or household (convictions, house fire, flooding, etc) or death of a foster parent, etc.

**11.6.c.** The DHHR should be responsible for notifying the biological parents of the child's discharge from A program or placement.

**12.2.k.** Agencies should not be responsible to carry liability or loss coverage for each certified foster Parent- this is unreasonable. However, agencies could be responsible for developing a policy Identifying how it will assist with coverage of costs for loss or damage for specific events.

**12.2.l.** Agencies cannot guarantee they can provide 10 days notice to our foster or adoptive parents. Court orders or decisions made by MDT or individual DHHR workers often occur immediately.

**13.2.c.** Suggestion to add in language that the agency should discontinue or close a certified foster or Adoptive parent if their health, behavior, or emotional or psychological make-up may endanger the well-being of a child.

**15.4** Misspelling of the word "devices"

**18.4.a.** This needs to be written more clearly to identify documentation of 15 hours in their first Year of certification and documentation of 12 hours thereafter.

**78.2.21** This title should read "Services to Biological Parents in Private Agency Adoption Only."

**78-2-23** This title should read "Private Agency Adoption"

**78-2-25** Agencies recommend that the section on transitional living services be removed from the child Placing agency rules as we do not provide these services and are therefore not bound to these Regulations surrounding these services. Further, it was previously discussed that these youth Would be referred to as transitional adults not children.

**Robertson, April L**

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**From:** snderr8459 <snderr8459@aol.com>  
**Sent:** Friday, June 28, 2019 4:51 PM  
**To:** Robertson, April L  
**Subject:** [External] 78 CSR 2 public comment  
**Attachments:** Screenshot\_20190628-152000\_Drive.jpg

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and are expecting the content. -- WV Office of Technology**

Regarding training requirements for new employees, under section 8. 2. d., it would be beneficial to add specifically "trauma" and "the Adoption and Safe Families Act" as subjects required for training in the first 6 months of employment.

Why?

All children entering foster care have suffered some form or degree of trauma. We continue to learn more about the effects of trauma with the development of the ACEs study, and having some basic knowledge of what causes trauma in children and what effects trauma has on a person should be a requirement for agency employees as their job description entails that they will be working with traumatized individuals on a daily basis.

The Adoptions and Safe Families Act is federal law that was passed to provide guidance and clarification to a complicated foster system, however, many mistakes happening in WV cases today have to do with ignorance of these policies. All agency employees should be aware of the basic, governing rules set forth by the Adoption and Safe Families Act. These include a 15 month legal timeframe as well as defining aggravated circumstances in cases that do not require reasonable efforts to be made by the department for reunification. The Adoption and Safe Families Act is an important foundation for ALL employees to understand the necessity for timely permanency planning for children. It emphasizes that the child's safety is the paramount concern, which all involved in this system have a duty to never lose sight of. Requiring training on the Adoption and Safe Families Act policies to new employees will bring positive reform to this system through truly informed employees that can better advocate for the children in these cases.

Thank you for your time,

Stephanie Holmes  
WV foster and adoptive parent

Sent via the Samsung Galaxy S7 active, an AT&T 4G LTE smartphone