

COLORADO DEPARTMENT OF HUMAN SERVICES 1575 SHERMAN ST., DENVER, COLORADO 80203-1714 AGENCY LETTER	NUMBER: CW-10-33-I
	CROSS REFERENCE NUMBER:
DIVISION OR OFFICE: CYF	DATE: October 18, 2010
PROGRAM AREA: Child Welfare – CW	CHILD WELFARE DIVISION DIRECTOR: David Menefee
TITLE: County Review of Child Placement Agencies Family Foster Care Home Studies, Family Assessments, and Background Information TYPE: I – Information	DEPUTY EXECUTIVE DIRECTOR: George Kennedy

Intended Audience:

Child welfare directors, administrators, supervisors, caseworkers, and child placement agencies.

Purpose:

To update county departments and child placement agencies about the review of information regarding foster parents who are certified by child placement agencies.

Background:

In 2000 three legislative interim committee hearings were held regarding safety of children in certified county department and child placement agency (CPA) family foster care homes. Rules were adopted effective September 8, 2000. Agency letter CW-00-48-I was issued December 29, 2000 regarding the safety rules. The rule regarding review of child placement agency family foster care information continues to be in effect and the information is provided below.

Information:

Prior to a county department placing a child or youth in a family foster care home certified by a CPA, the agency must allow the county department access upon request, to the following information about the foster parent(s) as required in Section 7.710.42, C (12 CCR 2509-8):

- Original written family assessment;
- Home study (now the Structured Analysis Family Evaluation-SAFE); and
- Background checks of the foster parent(s).

In addition the following must be sent to the placing authority:

- Updates to the family assessment;
- Home study (now SAFE updates); and,
- Background checks.

Authority to review information about the foster parent(s) prior to out-of-home placement in a CPA family foster care home is also provided in Section 7.304.61, B (12 CCR 2509-4). In addition, at any time *after* the placement of a child or youth in out-of-home care, the county department has the same right to review the information as authorized in Section 7.500.2, F (12 CCR 2509-6).

Child placement agencies in Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson Counties may request that information be reviewed at their offices. If this is not feasible, a county department may request that the information be marked "confidential" and mailed, faxed, or scanned and sent via email to them. If the information is mailed or faxed, it may only be reviewed, no copies may be made and the information must be returned to the CPA within three (3) working days of receipt or destroyed at the county department. If the documents are scanned and emailed, the files must be permanently deleted. The information may not be copied and maintained at the county department.

Good practice dictates that if a county department requests information, the information must be treated as confidential and shared with individuals only on a "need to know basis" where the information is critical for the other individual to evaluate safety regarding the placement of a child or youth in the foster home.

Effective Date:

Upon Receipt

Supersedes:

Similar information in CW-00-48-I that was issued December 29, 2000

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