

EDUCATION

Policies

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Foster Care Section
Education
E #1**

EDUCATION FUNDS FOR TREATMENT FOSTER PARENTS

Introduction

The purpose of the individual education fund is to provide Anu *family services* treatment foster parents with financial assistance in obtaining education that will improve their skills as treatment foster parents.

General Policy

All licensed Anu *family services* treatment foster families are allowed an annual educational expenditure for personal educational pursuits related to improving skills as a treatment foster parent for special needs youth and related to meeting the educational objectives of Anu *family services*

Amount

The education allowance is an annually determined dollar amount per year for each family. These funds are credited to the treatment foster family on the basis of one-twelfth (1/12) of the total amount each month. At any one time the treatment foster family can draw on funds that have been earned the previous (12) twelve months. All education funds "zero-out" at the end of each fiscal year (June each year) and begin accrual at the beginning of July at the start of a new fiscal year. There is no "carry over" of education funds from one fiscal year to the next. Treatment foster parents must complete the necessary paperwork for education related expenses and submit the

form to their Anu family services social worker for approval and reimbursement.

Advances

Families can apply for advancement of education funds with approval of their social worker and the Regional Director. Up to \$200 can be advanced.

Eligible Expenses

The educational funds can be used for the following purposes:

Materials

Purchase books, journals, subscriptions, tapes or other educational materials directly related to improving one's skills as a treatment foster parent for treatment foster youth.

Memberships

Paying for memberships in organizations which have as their primary purpose, education and research to improve treatment foster parenting skills and the foster care delivery system. (Examples: National Foster Parent Association, Wisconsin State Foster Parent Association, County Foster Parent Associations).

Fees

Payment of tuition or fees will be approved for workshops, seminars or classes that will lead to improving one's knowledge about working with treatment foster youth.

Expenses

Reimbursement for expenses related to attending educational programs. This might include transportation, meals, lodging, and childcare. Anu family services reimbursement guidelines are followed in paying these expenses.

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EDUCATION REQUIREMENTS FOR TREATMENT FOSTER PARENTS

Purpose of Requirements

The Anu *family services* Board has established basic educational requirements to ensure that all families obtain needed education and to encourage uniformity in educational planning. These education standards are higher than required by Wisconsin's Treatment Foster Parent licensing code, HFS 38. This higher standard reflects Anu *family services*'s belief that education is one of the most important tools enabling Anu *family services* to provide high-quality treatment foster care. This higher standard also demonstrates the Anu *family services* commitment to continuous growth and development of the human potential. These standards are a minimum level; more can be achieved at the foster parents' discretion.

When Anu *family services* contracts with counties, the expectation is that our treatment foster parents meet the educational requirements required by Anu *family services*. These educational requirements, which include Share and Support hours, provide the necessary tools for treatment foster parents to allow them to provide appropriate treatment to the youth in their care.

Pre-Placement Education

Please refer to E #4 New Treatment Foster Parent Education.

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Ongoing Annual

Education Requirements All Anu family services treatment foster parents must participate in a minimum of 30 hours of educational programs during each education year (*July 1 to June 30*). A minimum of twenty (20) hours must be obtained in Anu family services -approved education programs. Up to six (6) hours of education hours can be obtained through reading books or utilizing audio or video tapes. An additional 6 hours may be obtained through internet courses. Please obtain approval from your Anu family services social worker prior to making use of these options to ensure you will receive education credit. A minimum of ten (10) hours must be obtained through participation in Share and Support meetings with a minimum of 5 hours participating in person at a Share and Support meeting and a maximum of 5 hours of participation in a Anu family services sponsored teleconference or on-line chat Share and Support.

In addition, all treatment foster parents must attend the Therapeutic Crisis Intervention for Family Care Providers (TCIF) course **prior to** the placement of youth with a significant history or likelihood of physical aggression or self-injurious behaviors as evaluated by the treatment team, and within six months of licensing. Until TCIF training is completed the treatment team may determine some youth are unsuitable for the home. The refresher course for Therapeutic Crisis Intervention for Family Care Providers (TCIF) must be completed a minimum of once every two years before re-licensing may occur.

Education Allowance

All licensed treatment foster families accrue education monies to be used for educational purposes. These funds must be authorized by the Anu family services social worker prior to utilization. Treatment foster parents must complete

the necessary paperwork and submit it to their Anu family services social worker.

First Aid and CPR

All Anu family services treatment foster parents must obtain First Aid and CPR training prior to licensing and maintain certification while licensed. (The specifics of this requirement are covered in "First Aid and CPR Training" policy E #3 of this manual).

Plans for Meeting Education Requirements

Each Anu family services treatment foster parent is responsible for ensuring that they meet their individual education requirements by June 30th of each year. A report is sent from the local Anu family services office at midpoint during the education year to inform treatment foster parents of their current status.

At the time of annual re-licensing or initial licensure, the Anu family services social worker will assist the family in evaluating their educational experiences of the previous year and identifying an educational plan for the coming year.

Treatment Foster Parent Certificate Program

Anu family services provides our treatment foster parents with a comprehensive education program consisting of a standardized education curriculum for all new treatment foster parents, annual education opportunities that keep treatment foster parents up to date on developments in the field and intensive training in specific topic areas to enhance professional foster parent development.

Treatment Foster Parent Certificate Program – All treatment foster parents are enrolled in the Certificate Program at the time of licensing. Each treatment foster parent is expected to complete the 63 hours of course work within 3 years of becoming licensed. The content of this program is

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designed to provide the treatment foster parent with the information necessary to understand their role in the foster care system and to give them the knowledge and skills to provide treatment foster care within Anu family services and State of Wisconsin standards.

Specialty Certificates: Anu family services will provide educational opportunities for foster parents with their Treatment Foster Parent Certificate to engage in advanced study and earn Specialty Certificates. These programs may use multiple learning methods and may require the foster parents to do independent study components.

All training hours within these certificate programs will be valid towards your annual education requirements. (It may be that not all education hours that count for your annual hours will count towards your Foster Parent Certificate or a Specialty Certificate. Please talk with your social worker before taking a course if this is a question or concern for you.)

Senior Treatment Foster Parent Status

Treatment Foster Parents who have obtained their Treatment Foster Parent Certificate, have been licensed with Anu family services for at least 3 years and are in good standing with the agency **may** apply for Senior Foster Parent Status. The Senior Treatment Foster Parent Status results in a reduction of the required annual education to 24 hours, 18 education hours and 6 share and support hours. If the agency determines that a mandatory training is required for staff and treatment foster parents, Senior Treatment Foster Parents are required to participate in the mandated training session(s) to meet the agency requirement.

Documentation

An educational record listing all educational programs attended by the individual treatment foster parents is filed in the education section of the treatment foster parents' file. This list should include Share and Support hours, Anu family services sponsored programs and alternative education.

**Non-Compliance
Guidelines:**

Each treatment foster parent is required to complete 20 hours of education (presented by Anu family services or by another approved source) and 10 hours of Share and Supports between July 1 - June 30 each year.

If the required number of hours is not completed within the fiscal year, a Make-up Education Plan must be developed by July 30th utilizing the "Make-up Education Plan" form. Plans are developed by the Anu family services social worker and each treatment foster parent. Plans must detail how and when each treatment foster parent will be in compliance with their educational plans for the prior fiscal year. Each plan must be completed by Sept 1st of the year following the end of the fiscal year in which the hours should have been completed or further action will be taken. Action taken after Sept 1st will be written in the work plan, and will also be communicated in writing to the referring social worker.

If the requirements of the plan are not completed by September 1st, the Anu family services social worker will refer this matter for a Licensing & Policy Review (see TFP#3: Policy and Procedure for Reviewing Licensing or Policy Violations) to determine further action including remedies such as: changes in rates (e.g., reduction to a lower rate or the equivalent county rate), no new referrals/placements, or non-renewal of licensure until the work plan is completed. Other remedies may also be used to insure that the treatment foster parents are in educational

compliance; these remedies will be determined by the Anu *family services* social worker, the youth's treatment team, and referring social worker.

If requirements are not met by June 30 each year, the Anu *family services* social worker shall hold new placements; unless the education committee grants an exception.

Exceptions

A treatment foster parent desiring to request an exception to any particular educational requirement should present his or her case in writing utilizing the "Substitution/Exception Request" form by April 30th of the educational year to their Anu *family services* social worker who would present the document to the Regional Director and Education Committee. Any disagreement must be negotiated among the treatment foster parent, staff member and Education Committee for resolution.

Carry-Over Hours

Banked hours are to be used only as an emergency resource to offset failure to meet the thirty (30) hours of required education. They are not to be used as an alternative education program.

1. Up to ten (10) hours of education may be used as carry-over. The hours may be accumulated through attendance at Anu *family services* workshops or alternative educational programs in the community (approved by Anu *family services* social worker).
2. Any educational activity which receives prior approval from the treatment foster parent's Anu *family services* social worker may be used as carry-over hours. Activities that are contingent upon a placement (i.e. treatment plan meetings and reviews, psychiatrist/therapy visits, court activities, etc.) are not considered carry-over.

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3. Each Anu family services treatment foster parent's carry-over hours are identified on the listing of all education programs attended in the education section of the treatment foster parents' file.
4. Carry-over hours may be used at any time within the twelve (12)-month period after which they are earned. The need for an exception to this requirement may be approved upon mutual agreement of the family's Anu family services social worker, the Regional Director, and education committee. **In all cases, however, treatment foster parents must annually meet the training hours required for state licensing and for Council on Accreditation standards, exclusive of any previous year carry-over.**

*Attachment: Make-up Education plan, Substitution/Exception Request Form,
Treatment Foster Parent Certificate Program and Specialty Certificate Program.*

Approved by Anu family services Board of Directors on 09/25/08

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FIRST AID AND CPR CERTIFICATION

Purpose of Policy	The purpose of this policy is to ensure that every Anu family services treatment foster parent has basic skills at meeting emergency medical needs of youth in placement.
CPR and First Aid Training	Every Anu family services treatment foster parent shall obtain training from a certified instructor in CPR and First Aid prior to their licensing. It is required that each treatment foster parent maintain active certification in CPR and First Aid. <u>Any venue approved for certification or recertification of CPR and First Aid by the American Heart Association or the American Red Cross will also be valid for Anu family services certification or recertification.</u>
Education Hours	Participation in a CPR or First Aid course does count as hours toward meeting the annual individual education requirements or the requirement for pre-service hours (30) prior to the first placement. It is recommended that Anu family services consider scheduling convenient opportunities for updates; however, locating training is the responsibility of the Anu family services treatment foster parent.
Non-Compliance	Parents not meeting these requirements will have their per diem reduced as outlined in the policy section of individual education requirements.
New Families	New families must meet this requirement prior to licensure and provide proof of this training.

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Purpose of Training

To insure that treatment foster parents and staff attend CPR and First Aid to insure the safety of youth in our care.

Guidelines for Maintaining

Certification:

Effective July 1, 2005, all Anu family services treatment foster parents must maintain current certification in First Aid and CPR; unless a waiver is obtained from a medical professional. In the circumstances that a treatment foster parent receives First Aid and CPR re-certification as part of their employment, a copy of that re-certification documentation or a letter from the employer documenting the re-certification and date is sufficient for First Aid and CPR certification documentation within this policy.

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EDUCATION FOR NEW TREATMENT FOSTER PARENTS

***Purpose of New Foster
Parent Education***

The purpose of the Anu family services New Treatment Foster Parent Education program is to provide newly licensed Anu family services families information about the agency philosophy, personnel, and management as well as selected parenting skills. At the end of the New Treatment Foster Parent Education program, it is the goal that new families will be prepared to become fully participating members of the Anu family services organization.

Pre-Placement Education Before receiving a youth for placement, all treatment foster parents must participate in 30 hours of competency-based training as required by COA standards. These hours **may** include pre-placement and licensing visits, Share and Support, and Anu-approved education programs. These hours **must** include New Treatment Foster Parent Education and CPR/First Aid delivered by a certified instructor.

New Foster Parent

Education Requirements All newly licensed Anu family services families must attend the Anu family services New Treatment Foster Parent Education program and complete a CPR/First Aid class delivered by a certified instructor. If currently certified, the treatment foster parent will provide documentation to the Anu family services social worker, and the treatment foster

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parent will not have to repeat the initial First Aid/CPR training. The New Treatment Foster Parent Education program involves three (3) hours of agency orientation with the licensing social worker plus nine (9) hours of classroom time in a structured New Treatment Foster Parent Education Program

All newly licensed Anu *family services* families must also complete the Non-Violent Crisis Intervention training within six months of being licensed and/or prior to the placement of a youth with a known history of physical aggression or restraint.

Families who join Anu *family services* without previous foster parent experience must also meet additional requirements as outlined in HFS 56 and HFS 38.

When a new family comes into Anu *family services*, the mandatory annual thirty (30) hours of education for that educational year will be reduced by 2.5 hours per month for every month previous to their being licensed. Calculation for pro-rated hours begins on July 1. Attendance at the Share and Support meetings remaining to be held in their unit is also recommended. The Share and Support minimum requirement is also pro-rated, although new families are encouraged to attend as many as possible. New families will be subject to all other Anu *family services* educational requirements upon licensure.

***New Treatment Foster Parent
Education Leaders***

New Treatment Foster Parent Education is conducted by Anu *family services* treatment foster parents, social workers, and administrative staff. New Treatment Foster Parent educators have been trained in facilitating the program.

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Information Presented The Anu *family services* Board of Directors has determined that certain items should be covered in the agency orientation. These items include:

- Anu *family services* history and background
- Legal basis for organization
- Treatment foster care philosophy
- People involved with Anu
- Types of children served
- Agency organization
- Licensing and re-licensing
- Placement process
- Treatment planning process
- Treatment plan reviews
- Foster parent reports
- Data privacy
- Foster parent per diem
- Initial clothing allowance
- Education allowance
- Respite
- Medical payment
- Insurance coverage
- Risks involved in treatment foster care
- Education requirements
- Role of birth parents
- Abuse/neglect in foster care

Parenting Skills Topics: In addition, selected parenting skills topics include, but are not limited to:

- Allegation of Abuse in Foster Care
- Separation, Attachment, Grief and Loss
- Child Development
- Working with Birth Families
- Behavior Management
- Cultural Awareness

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Completion Agreement

At the end of the program, the new Anu family services treatment foster parents must sign a statement that they have completed the Anu family services New Treatment Foster Parent Education program. This must be filed in the treatment foster parent's file.

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NON-Anu *family services* EDUCATION

Definition

Alternative education is educational programs which are not sponsored by Anu , This might include attendance at seminars, workshops, and classes or independent readings, or viewing of materials.

**Completing
Alternative Hours**

Alternative education hours can be earned through the following methods:

1. Attending an alternative education program of an equal number of hours through classes, seminars and workshops offered in the community.
2. Accomplishing an alternative education program through reading or listening to tapes and submitting written summary reports.
3. Participating in a maximum of 6 hours of on-line training.

Approval

To meet educational requirements, the alternative education program must be approved by either the Anu *family services* social worker or the Anu *family services* Education Committee. All alternative education must be planned with the treatment foster family's social worker. Documentation on the alternative education form is required and filed in the treatment foster parents' file.

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UNIVERSAL PRECAUTIONS

**Purpose of
Policy**

The purpose of this policy is to ensure that all Anu family services treatment foster parents have basic skills in universal pre-cautions to reduce the risk of exposure to blood borne pathogens.

Definition

Universal precautions means protecting oneself from exposure to blood or body fluids through the use of disposable gloves, cleaning blood and body fluid spills with soap, and disinfecting the contaminated area with a pre-mixed bleach solution. A kit of antiseptic hand wipes, disposable gloves and 1 one-way valve CPR mask will be provided for the treatment foster parents by the agency. It is also recommended that a similar kit be placed in each vehicle to be available as needed.

Significant contagious diseases such as various forms of Hepatitis and Human Immunodeficiency Virus (HIV). The most common methods of spreading HIV and various forms of Hepatitis are through having sex with an infected individual and using contaminated needles to inject drugs. Other ways of contracting these diseases include: coming into contact with someone's blood including menstruation, sharing razors, sharing toothbrushes, and body-piercing or tattooing with non-sterile equipment.

Blood borne pathogens **cannot** be transmitted by sharing rest-rooms, bathroom fixtures, drinking fountains, hugging, meals, or by mosquitoes, working or studying together, swimming pools, shaking hands, or eating food prepared by infected persons.

Training

Every Anu family services treatment foster parent shall obtain annual training in universal precautions. Training may consist of a videotape and verification of reviewing the statement of universal precautions.

Education Hours

Universal precautions training does count as hours towards the annual individual education requirements.

**New Treatment
Foster Parents**

New treatment foster parents shall obtain the Universal Precautions training within six months of joining Anu family services

Hepatitis B Vaccine Recommendations

Anu family services encourages treatment foster parents to get vaccinated against Hepatitis B. The Hepatitis B Vaccine is available through your local physician's office and may be available at your local public health department. Contact your local health department for vaccine availability, risks and other information regarding Hepatitis B.

**Precautions For Treatment
Foster Parents**

- Whenever blood and body fluids are present, treatment foster parents are urged to follow the American Red Cross standard procedures for Personal Protective Equipment (PPE): a barrier (preferably disposable

gloves) should be used to minimize exposure of the attending person while the injury is attended to. If gloves are not present, a thick layer of paper towels or cloth can provide some form of barrier; however, it is not a leak proof barrier.

- Place waste in a plastic zip-lock bag for disposal.
- To remove gloves: take right hand and grab palm of the left glove, pull the hand out of the glove, and take the left forefinger and place it at the wrist of the glove and turn it inside out and dispose in a plastic bag.
- Secure bag and place in the trash.

Hand washing is the single most effective means of preventing the spread of disease.

Clean and disinfect environmental surfaces:

- **Whenever cleaning and disinfecting environmental surfaces, in which blood and body fluids are present, disposable gloves, protective goggles, and mask should be used;**
- **Use disposable paper towels or other disposable materials to remove blood and body fluids prior to disinfection. Place soiled materials in plastic zip-lock bag for disposal. Sharp objects (broken glass, needles, etc.,) should be placed into hard plastic containers or sturdy cardboard box to decrease the risk of further injury;**
- **Thoroughly wash hands by wetting the hands and wrists with water and lather with soap, rubbing front and back of hands and wrists for at least 30 seconds – paying particular attention to fingertips, nails, and jewelry. Rinse under running water from wrists to fingertips. Dry hands with paper towels. Use paper towels to turn off faucet because dirty hands turned the faucet on.**

- If running water and soap are not immediately available, a waterless antiseptic cleaner may be used until hands can be thoroughly washed. Note: the uses of antiseptic cleaners are not a substitute for hand washing.
- Clean surface with hot soapy water and rinse.
- Disinfect the affected area with a bleach/water solution 1:3 parts. (The affected surface being disinfected should remain wet for 10 minutes.) Allow to air dry.

Disinfection of Rugs:

- Wear goggles, mask, and protective gloves when handling contaminated rug.
- Apply sanitary absorbent agent, (available at safety supply stores); baking soda may also be used but is not as effective, let dry and vacuum.
- If necessary, remove excess using a disposable scraper (such as cardboard, etc.) and dustpan. Disinfect dustpan after use.
- Apply rug shampoo (with a germicidal detergent) with a brush and re-vacuum.
- Dispose of non-reusable cleaning equipment or clean as noted above.

Laundry Instructions for Clothing Soiled with Body Fluids:

- Wear goggles, mask and protective gloves when handling the contaminated laundry.
- Wash contaminated items separately from all other laundry.
- Recommended laundry temperature is 160 degrees Fahrenheit for 25 minutes.

- **If the material is bleachable also add ½ cup non-chlorine bleach to the wash cycle.**

Human Bites:

Human bites in which the skin is broken shall be treated as a blood borne pathogens exposure. The affected person should immediately be taken to the emergency room for treatment and an exposure form completed.

Each home should have a universal precautions kit including:

- disposable gloves
- pre-mixed bleach/water solution 1:3 parts
- CPR mask with a one-way valve
- Protective goggles
- Protective mask
- Plastic zip-lock bags
- Antiseptic hand cleaner

Post-Exposure Evaluation And Follow-up

Based on current medical information, any of the following occurrences is an 'exposure incident':

1. Transmission of blood, or 'other potentially infectious material' into a body orifice.
2. Exchange of blood during the accidental or intentional infliction of a penetrating wound including a needle puncture.
3. Blood or other potentially infectious material exchanged into the eye, an open wound, an oozing lesion, or where a significant breakdown in the skin has occurred.
4. Exposure to saliva as the result of a bite during the course of which skin is broken.

Reporting:

Should an exposure incident occur, contact your Anu family services social worker.

- Complete Anu family services Exposure Form and give a copy to hospital staff and your Anu family services social worker.
- Evaluation and follow-up may be conducted at most hospital emergency rooms (note: clinics do not have the process in place).
- Hospital follow-up must be within 1-2 hours of initial exposure.
- The hospital will document the routes of exposure, how the exposure occurred and the source.
- The hospital will administer post-exposure care and recommendations as appropriate.

Consent for Testing:

- If there has been an 'exposure incident', the source shall be informed of the incident and tested for HIV and various forms of Hepatitis after consent is obtained.
- For HIV testing, a youth over the age of 14 can give consent. For youth younger than 14, consent will be sought from the youth's parent/guardian. Consent will be in writing. It will be discussed with the youth that the purpose of the testing is to determine if the treatment foster parent may have been exposed to HIV and that the results of the testing will be maintained in confidentiality and released only to those named on the consent.
- If the source refuses consent for HIV testing or tests positive, the foster parent shall be evaluated clinically and by HIV antibody testing as soon as possible. Additionally, the treatment foster parent will be advised to report and seek medical evaluation of any acute febrile illness that occurs within 12 weeks of exposure. HIV seronegative

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parents shall be retested 6 weeks post-exposure and on a periodic basis thereafter (12 weeks, 6 months, 12 months).

- If the source refuses consent for various forms of Hepatitis testing or test positive, follow-up procedures shall be taken for the treatment foster parent exposed. The types of procedures depends upon the immunization status of the treatment foster parent, (i.e. whether Hepatitis-B vaccination has been received and antibody response is adequate). All follow-up will be in accordance with the current recommendations of the U.S. Public Health Department.
- Due to possible emotional trauma following an exposure incident, treatment foster parents can be referred to the Member Assistance Program (MAP).