**REVIEW OF ROLES/RESPONSIBILITIES OF SFC PROVIDERS**

It may have been some time since you have read/studied the pre-service document, “Roles & Responsibilities of SFC Providers” which is part of the SFC Program’s Pre-Service Manual. This module offers opportunity for a review of some of those responsibilities and expectations to your Person in Placement (PIP) and allows you to self assess your work as a Specialized Family Care Provider (SFCP).

**Roles & Responsibilities to the Person in Placement**

**Home, Housekeeping Standards & Safety**

* Home must be kept in good repair at all times, in compliance with SFC program standards.
* Home shall be maintained in a clean, hazard free and orderly manner, both inside and out. There should be no unnecessary clutter which could be a safety concern.
* Sleeping facilities must meet all SFC standards which include adequate space, including closet space, appropriate bed and linens.
* Bathrooms must meet SFC standards which include being clean and free from odor.
* Furniture, carpets and accessories shall be sanitary, in good condition, comfortable and free from odors.
* Garbage/trash shall be collected and disposed of properly.
* Regulations regarding pool safety must be followed.
* Fire drill exercises occur monthly.

**Food and Nutrition**

* At least 3 nutritionally balanced meals per day shall be served with no more than a 14 hour span between the evening and breakfast meals. Between meal snacks that adhere to any special diets as prescribed by a licensed physician are to be available to PIP.

**Clothing & Personal Belongings**

* SFCP are required to provide each PIP with clean, well fitting, attractive and seasonal clothing appropriate to age, sex and individual needs and comparable to their own clothing and community standards.
* The PIP shall be suitably dressed at all times and given assistance, when needed, in maintaining good body hygiene and grooming, with all necessary supplies provided.
* Assistance with laundry or minor repair of clothing shall be given when necessary.
* Replacement of the initial supply of clothing shall be made when necessary.
* SFC parents shall send all personal clothing and belongings with the PIP when they leave the SFC home.

**Discipline and Supervision**

* Punishment of a physical nature, including hitting on the body in any manner, or any punishment that subjects PIP to verbal abuse, ridicule, or intimidation is strictly prohibited.
* Threats of removal from the home, humiliating words or acts, screaming at the PIP in anger, verbal abuse, derogatory remarks about the individual or his/her biological family, keeping an individual out of school or day programming, denying meals or food, closing or locking an individual in a closet, shed, room or inside or outside of the home or fondling or any form of sexual abuse is not acceptable.
* Simple understandable rules shall be established by the SFCP. These rules shall set forth specific expectations for behavior and reward appropriate behavior.
* Discipline shall be related to the developmental stage of the PIP and within the individual’s abilities to comply.
* The PIP shall be given a time out for a short period of time, if necessary, to help him/her gain control.
* Behavior problems shall be treated individually and privately. If there is an assessment of a PIPs pattern of unacceptable behavior, the SFCP should be involved and cooperate in carrying out the specific positive behavior support plan for the PIP after they have been trained on the plan.
* Positive behavior support should be used when treating behavior problems.
* Denial of mail, phone calls and/or visits with family members will not be used as a disciplinary measure.
* SFCPs are not to use or permit the use of any form of physical restraint unless they have been trained by a certified trainer and have been certified by the trainer as having

required knowledge and skills to use this technique. This crisis intervention method is used only as a last resort.

* Each PIP shall be supervised at all times unless otherwise specified on their Individual Program Plan.
* SFCP will not allow children under the age of 12 years to operate an All-terrain vehicle.
* SFCP will assure that PIPs, age 12 years and older, do not operate All-terrain vehicles without a certificate of completion of a vehicle rider awareness course as offered or approved by the Commissioner of Motor Vehicles. During operation of the vehicle protective gear must be worn and the activity closed supervised by an adult.

**Medical Care**

* SFCP shall be responsible for obtaining medical care from a licensed physician in case the PIP encounters an accident, acute illness or emergency medical situation.
* SFCP will keep an on-going record of the entire PIPs medical treatment, including routine and emergency appointments, medications prescribed and any conditions needing follow-up medical attention. This list shall be maintained at all times and quickly available upon request.
* SFCP shall be responsible for transporting or arranging transportation to medical appointments for the PIP.
* All sickness and accidents causing injury to the PIP must promptly be reported to the Service Coordinator, FBC Specialist, the person’s guardian or Health Care Surrogate and Medley Advocate (if assigned to the PIP).
* SFC Incident Report is to be completed immediately after an incident has de-escalated and faxed or mailed to FBC Specialist.
* SFCP shall give PIP prescribed medications and any over the counter medications only with a physician’s or dentist’s prescription or authorization and shall dispense only the exact dosage of medication prescribed.
* All medications in the home, either prescription or over the counter, must be stored in places inaccessible to the PIP. This may entail use of a locked box.
* Medications must have child-proof caps.
* Prescription medications shall be in original containers which are labeled with the individual’s name, prescription number and directions for dosage.
* Pillboxes are not approved for storage of medications.
* Medication Administration training must be completed by all adults in the home who may administer medication.
* SFCPs are expected to use universal precautions when dealing with any spill of blood or other bodily fluid. *Universal Precautions* training is to be reviewed annually.
* CPR and First Aid certifications must be kept up to date.
* First Aid supplies are to be available and stored in a place easily accessible to adults in the home.

**Care & Welfare Standards** –

* Although PIP shall not be denied right to rest periods, he/she shall be encouraged to use other areas of the home and to take part in social activities.
* PIP shall not be denied the right to privacy, however, must be monitored 24 hours per day in accordance with their needs.
* PIP shall not be housed in unapproved rooms
* SFCPs , their families, and visitors shall not smoke in the SFC home while PIPs, including respite individuals, are present.

**Daily Living**

* The SFCP shall provide appropriate opportunities for activities that stimulate the growth and development of the PIP.

**Education**

* SFCPs are expected to cooperate with the local Board of Education to carry out goals established in a school age PIP’s IEP (Individualized Education Plan).

**Financial**

* When the PIP or SFC family chooses to dine out in the community, the meal shall be the responsibility of the SFCP as payment has already been received for 3 meals per day through the room and board payment.
* Cost of liquid nutritional supplements for adults prescribed by a licensed physician are included in the cost of the monthly room and board payments, unless cost is more than half the cost of the monthly room and board payment, in which case other resources may be available.
* An allowance shall be provided for the PIPs discretionary spending at a rate set by the treatment team.
* There shall be no demands that PIP’s allowance money be spent on family activities initiated by SFC providers
* PIP shall not be expected to spend personal allowance money for items covered by room and board payment, such as meals, shampoo, soap, etc. and on items the PIP cannot take with them when they leave the home.
* PIP’s personal funds should not be spent on items used in common areas such as television for the common living area or washer and dryer that service entire family.
* Issues regarding funding for PIP are discussed and resolved by the treatment team and legal guardian.

**If Representative Payee:**

* PIP must have separate checking account set up for the person and allow FBCS to review the records monthly.
* Monies must be spent in reasonable and ethical fashion, allowing enough money in account for medical co pays, without allowing total in account to exceed $2,000.
* All monies of the PIP are to be spent in a manner that directly benefits him/her.

**Confidentiality**

* All written and verbal personal information and documentation about a PIP and his/her family are to be treated in a confidential manner.
* SFCPs who are not legal guardians do not have the right to sign consents for the PIP to be photographed for publication in print or the electronic media. This is the responsibility of the legal guardian.

**Roles & Responsibilities to the Person in Placement’s Family**

* SFCP should engage in cooperative interaction to encourage a positive relationship between the PIP and the biological family when this has been recommended by PIPs treatment team.
* SFCP shall participate in the development of a visitation plan to allow PIPs and their family members, as well as former foster providers and friends, to visit and communicate in accordance with the plan.

**Roles & Responsibilities to the Agency**

* SFCPs must be present for all scheduled home visits or cancel the appointment with good reason in a timely enough manner so that the visit can be rescheduled. Failure to keep scheduled appointments or continually cancelling home visits without good reason may result in closure of the SFC home and removal of the individual.
* SFCPs shall participate in required training. Training includes maintaining current CPR and First Aid certifications. Annual review of the EPSDT and OSHA training is required. A total of 24 hours of approved training is required annually.
* SPCP musts notify the FBCS in a timely manner of all scheduled treatment team meetings for PIPs.
* SFCPs shall attend and participate in all treatment team meetings by informing the team members of any changes in the individual’s status, including but not limited to any critical incidents or accidents.
* SFCP will inform team members of any emergency situations and share information about the problems regarding the PIP as well as any progress the PIP has made.
* SFCP is to comply with re-certification requirements, maintaining a file of updated documents, as they become available, to expedite the recertification process.