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25.00 PROGRAM AUTHORITY

Federal: PL 96-272

State: RCW 74.13.020, 74.14A. 020
WAC 388-15-010, 388-15-130, 388-15-150

25.10 POLICY

25.11 Purpose of Service and Statement of Philosophy

Home Based Services (HBS) provide Division of Children and Family Services (DCFS) social workers with funding for short-term services to safely prevent child out-of-home placements and reunify families, whenever possible.

Home Based Services are based on the following assumptions:

A. A safe and permanent family is critically important to a child's health and development.

B. Short-term, problem-focused interventions can prevent the need for placement without "fixing" all family problems.

C. If supportive services are provided many families can make positive changes.

D. Outreach to client's homes is one of the most effective ways to accurately assess family needs and to engage families in services.

E. Effective interventions need to creatively build on family strengths to meet needs that each family identifies as most critical.

F. Families need to be understood within their cultural context. Awareness and respect for a family's cultural lifestyle and values is necessary for service effectiveness.

25.20 PROGRAM STANDARDS

25.21 Home Based Services Standards

A. Goal specific

HBS are designed to prevent or remediate problems which result in out-of-home placement.

B. Short-term

The service focus is on behavioral and/or environmental change. Each HBS case service plan shall be designed to achieve goal attainment within approximately 90 days. Longer term services, when needed, can be used in combination with HBS intervention.

C. Family based

HBS shall support independent family functioning and empower family members by drawing on their own definition of problems and preferred solutions.

D. Culturally sensitive

1. Services shall be provided by ethnically competent staff, whenever possible.

2. Services shall be delivered in a manner that is compatible with the client's environment, language, concept of time, cultural and spiritual beliefs.

3. Services shall be sensitive to:

a. Cultural differences in decision making.

b. Life events, including minority status experience, immigration, etc.

c. Traditional and non-traditional resources existing within the community.

E. Accessible

Services should be adjusted to family scheduling, transportation, language and cultural needs. Barriers to services should be minimized and family needs responded to in a timely manner.

25.22 Home Based Services Description

HBS shall be provided in the home and as part of a comprehensive case plan involving other DCFS and community services whenever possible. HBS may include:

A. Basic Needs:

Basic need services are case specific services and resources designed to meet critical unmet family needs (e.g., food, clothing, shelter, furniture, health, utilities, transportation).

B. Caretaking:

Caretaking services means child care to enable parents to pursue rehabilitative or essential services, or to allow for respite from parenting.

C. Paraprofessional:

Paraprofessional services include a variety of support services which strengthen the family's ability to adequately meet the health, safety and emotional needs of their children.

D. Parent Training:

Parent training is designed to help parents obtain a basic understanding of child development and to develop realistic expectations about their child's behavior, including specific techniques for child rearing and alternative ways of handling behavior.

E. Professional:

Professional services include counseling and evaluation services which resolve critical family problems related to the risk of out-of-home placement. Counseling services must focus on behavior change within the family rather than on individual pathologies. Evaluations must provide an assessment of family strengths and deficits, including an assessment of the safety of the child in the family and identification of needed support and treatment.

F. Mileage Reimbursement:

When travel is necessary for the delivery of HBS, mileage payment shall be at the current state rate.

25.23 Home Based Services Eligibility

A. For HBS, the "family" means the:

1. Family of origin (one or both biological parents),
2. Family of relatives (not limited to specified degree),
3. Adoptive families, and
4. Foster families, when

The intent of HBS is to maintain or reunify a permanent or long-term stable home for the child.

B. Active DCFS cases with a child at risk of placement, or currently in out-of-home placement, are eligible for HBS when:

1. The family is willing and able to cooperate with a HBS case service plan,

2. The HBS case service plan will allow the child to be safely maintained in the home, or safely returned to the home within approximately three months, and

3. The family's needs cannot be effectively met by other services.

C. HBS are provided without regard to income.

25.24 Regional Responsibilities

A. Regions shall establish written policies which further define:

1. HBS authorization procedures,

2. Length of service and funding limitations,

3. The correct use of delegated General Authorities and contracts for the purchase of goods and services, and

4. HBS plan monitoring and case review responsibilities, and time frames.

B. Regions shall assess local resource availability and needs. Where there are gaps in services or barriers to their delivery, regions will negotiate with local agencies and/or qualified individuals to provide needed services.

C. Regions shall develop and monitor contracts for services funded by HBS and shall ensure that all such contracts contain language which:

1. States the consequences of non-compliance.

2. Permits non-traditional, culturally relevant interventions and providers.

3. Clearly specifies allowable/billable activities and service limitations for the contractor.

4. Requires that contractors begin to provide services only after receiving confirmation of HBS authorization.

5. Requires contractors to develop and maintain specific record keeping activities, including narrative recording or progress summaries which clearly document the nature and extent of the service provided to each client.

6. Requires at least monthly progress reporting to DCFS.

7. Provides clear and accurate billing instructions.

25.30 SERVICE PROCEDURES

25.31 Home Based Services Procedures

A. Requests for HBS can be made by any DCFS social worker.

B. Requests for Home Based Services funding shall be made according to regional HBS policy.

C. Each HBS case must have a HBS case service plan which shall include a family assessment. The family assessment includes:

1. The family's history of identified problems and attempted solutions,

2. The family's current strengths and deficits, including the most serious placement risk factors,

3. Each family member's willingness and ability to participate in services, and

4. The family's capacity to benefit from short-term intervention.

D. Working with the family shall include:

1. Determining the family's view of problems and potential solutions.

2. Identifying available support and/or treatment resources.

3. Developing a HBS service contract with the family. All HBS service contracts must identify:

a. Specific (objective, behavioral, measurable) service goals,

b. The responsibilities of each participant in the plan (DCFS, family members, provider),

c. Time frames for (re)evaluation, and

d. Consequences when goals are (not) achieved.

4. Regular evaluation of progress with the family and modification of the case service plan as needed.

E. HBS case service plans shall not replace DCFS foster care, home support specialist, parent aide or other DCFS services.

F. Documentation of services authorized are forwarded to the service provider prior to the delivery of services. Documentation is also kept in the DCFS client file.

25.32 Payment Procedures

A. Special Purchase HBS (SSPS code 2510)

Services authorized under this code are case specific basic needs resources or reimbursement for mileage provided by a non-contracted provider. This code is used to purchase goods and services per the delegation of General Authorities under RCW 43.19 and cannot be used to purchase services that should be contracted per RCW 39.29 (see regional guidelines). Special purchase HBS will be paid using a one-time payment process as explained in the SSPS Basics Section 20.15-A. One-time payments involve these steps:

1. Staff must use the Social Service Authorization, DSHS 14-154/159 to authorize expenditures. A provider number must be obtained prior to authorization.

2. The Special Instructions section of the DSHS 14-154/159, or other suitable documentation of authorized services must contain a clear description of the services purchased. Documentation of authorized services must be provided to the vendor. Example: "$150.00 is authorized for the purchase of second-hand bunk beds for the recipient family."

3. Staff terminate the service showing that the service was provided. The termination codes which should be used are: 1A, 2A, 1B or 2B. The use of any other codes prevent payment. A signed receipt/ billing statement must be attached to the file copy of the DSHS 14-154/159 or other documentation. The social worker must ensure that payment is not provided until documentation of service is received.

4. No invoice is printed.

5. A warrant is issued to the vendor for the exact amount entered in Item 43 after the service end date has passed.

B. Contracted HBS (SSPS code 2540)

Services authorized under this code are paid by invoiced payments as explained in the SSPS Basics Section 20.15 D. The social worker must ensure that a contract is in place for these services prior to payment authorization. This includes the following steps:

1. Staff can authorize expenditures for up to three months on the DSHS 14-154/159. The social worker must ensure that service is provided before payment is made to the provider.

2. The Special Instructions section of the DSHS 14-154/159, or other suitable documentation of authorized services must contain a clear description of the services purchased. Documentation of authorized services must be provided to the vendor. Example: A maximum of $175.00 per month is authorized for the purchase of up to five hours of in-home counseling at a rate of $35.00 per hour, for up to three months."

3. By the third working day of the month following the month of service, the vendor will receive an invoice which reflects authorized amounts.

4. The vendor validates the invoice by entering the actual units of service delivered in boxes 15 and 16, and by signing the red payee signature (rates/units of services provided may not exceed the authorized amounts and contract limits).

5. The vendor must forward the signed invoice to:

   Data Control
   OB-11
   Olympia, WA 98504