

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Child and Family Services Agency**



**Administrative Issuance:** CFSA-07-04

TO: All CFSA Staff  
FROM: Audrey Sutton, Deputy Director, Program Operations  
COPY: Participating Resource Parents  
DATE: April 6, 2007  
RE: The Mockingbird Family Model Project (MFM Project)

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In order to increase quality support and respite services for resource parents, and to further secure the permanency, well-being and safety of children, the Child and Family Services Agency (CFSA) is implementing an “extended family” support model for CFSA resource parents based on Seattle’s Mockingbird Family Model. Under this model, a “Constellation” is formed out of a cluster of five (5) to ten (10) resource homes (“satellites”) and one central resource home (the “Hub home”). The Hub parent is responsible for providing various support services to the satellite parents and the foster children in their care.

CFSA believes that the Mockingbird Family Model Project (MFM) will provide foster children with a sense of safety and well-being while they form supportive relationships with caring adults who can both nurture and protect them outside of their immediate placement. In addition, the MFM Project will help CFSA to meet the following goals:

1. Support for the resource parent(s) will lead to positive outcomes, such as a reduction in the number of placements for children, and improved school attendance, class behavior and academic performance
2. Placing siblings together or in close contact with each other (unless this is not in the best interest of both children)
3. Helping children feel culturally connected with their heritage and supported in developing and maintaining their cultural identity
4. Increasing children’s connections with peers and adults, including through social and recreational activities
5. Providing children with an “extended family” through the Hub and satellite parents that will minimize placement disruptions

CFSA is testing the MFM Project in two Constellations, one in Southeast and one in Northeast. The evaluation period for the MFM Project is expected to last for at least one year. During this period, all Constellation resource homes will be CFSA non-contract resource homes, and all foster children will be served by CFSA social workers.

During the evaluation period, the foster children who will be placed in Hub or satellite homes will not include children who engage in especially risky behaviors, including a history of fire setting, physical aggression that poses a risk to self or others, a history of sexually aggressive behaviors, or acute homicidal or suicidal behaviors.

This administrative issuance outlines the roles and responsibilities of the participants in the Mockingbird Family Model Project. If you have any questions about this administrative issuance, please contact the Administrator of the Family Resource Division.

### **A. Hub Home Requirements**

*Each Hub home meets the following requirements:*

1. It shall be located in close proximity to the satellite homes in the Constellation.
2. It shall have a current license.
3. It shall be in compliance with all requirements of District law, including the provisions of 29 DCMR Ch. 60, Foster Homes.
4. Its licensed capacity shall be either:
  - a. Two children, with both slots being utilized solely for respite, or
  - b. Three children, with one slot used for the Hub home's one foster one child and the remaining two slots utilized solely for the purpose of respite
5. It shall be licensed for ages 0 to 21.

### **B. Hub Parent Requirements and Responsibilities**

A Hub parent's primary objective is to provide respite and support services to all satellite parents in the Constellation. The dedicated fulfillment of this objective is essential to the successful development of the Constellation's strong micro-community of caregivers focused on the health, safety, growth and permanence of foster children.

*A Hub parent meets each and all of the following requirements:*

1. Have experience working with foster children as a resource parent.
2. Be committed to the mission, goals and philosophy of the MFM Project.
3. Demonstrate the emotional energy, maturity, skills and experience to be an effective resource to satellite parents.
4. Be available "nearly twenty-four hours a day, seven days a week" to provide respite when needed.
5. Have a flexible schedule that can accommodate satellite parents' requests for emergency respite, and support services as needed.
6. Possess strong verbal and written communication skills.
7. Possess strong organizational skills.
8. Be able to organize, coordinate and host in a friendly manner the monthly family event or activity.
9. Be able to provide adequate supervision to promote a safe and healthy environment for children placed in her/his care.

10. Be skilled in conflict resolution and crisis management.
11. Acknowledge, be open-minded to, and support diversity, including cultural, spiritual, economic, class, different abilities and sexual orientation differences, and be able to model respectful language and behavior.

If a potential Hub parent has a criminal conviction, is identified as a possible abuser or neglecter in an open child abuse or neglect case, or is identified as the abuser or neglecter in a supported case of child abuse or neglect, CFSA shall determine whether the individual can perform the duties of a Hub parent consistent with the needs of the satellite parents and the foster children.

*A Hub parent has these responsibilities:*

1. Be available nearly 24 hours a day, 7 days a week to provide respite and supportive services.
2. Maintain regular contact with the satellite parents, including planned weekly contact via phone, e-mail, or face-to-face contact.
3. Accept for respite any foster child in the satellite, provided there is a vacancy in the Hub home and the placement is consistent with the terms of the license.
4. Accept for respite a foster child who has returned to placement after being absent without permission from a satellite home.
5. Maintain a respite log that documents the date, time, and hours of respite services.
6. Organize, coordinate, and host a monthly event or activity for satellite parents and foster children, such as family meals, game or movie nights, guest speakers, and culturally relevant recreation.
7. Maintain in writing and distribute (in hard or soft copy) the monthly Constellation calendar to satellite parents and CFSA support workers.
8. Provide adequate supervision to promote a safe and healthy environment for foster children.
9. Utilize conflict resolution and crisis management skills to address problems and issues that arise for satellite parents and foster children.
10. Participate in MFM Project meetings, Family Consultation Team meetings, exit staffings and project evaluations.
11. Update and maintain confidentiality on information for all satellite parents, in addition to maintaining a copy of each *Foster Parent and Child Information Form* (see Attachment C) for each foster child within the Constellation.
12. Not request additional payments for providing respite or supportive services.
13. Contact the Foster Parent Support Worker in the event of a potential crisis, e.g., with a satellite parent or foster child.
14. Comply with all District and federal laws, including the licensing requirements as set forth in 29 DCMR Ch. 60, Foster Homes, and all policies and procedures of the MFM Project.
15. Maintain all receipts for Constellation expenses, recording such expenses and submitting the records to the Foster Parent Support Worker on a monthly basis.
16. Cooperate with any CFSA program evaluation.

17. Maintain the confidentiality of all information concerning satellite parents and foster children.
18. Report suspected child abuse or neglect in accordance with District law.

### **C. Satellite Home Requirements**

*A satellite home meets the following requirements:*

1. It shall be located in close proximity to the Hub home in the Constellation.
2. It shall have a current license.
3. It shall be in compliance with all requirements of District law, including the provisions of 29 DCMR Ch. 60, Foster Homes.

### **D. Satellite Parent Requirements and Responsibilities**

Satellite parents are licensed resource parents, dedicated to the safety and well-being of the foster children in their care. Satellite parents receive access to respite and supportive services from the Hub parent(s) within the Constellation.

*A satellite parent meets the following requirements:*

1. Experience as a resource parent and is/was in good standing.
2. Commitment to the mission, goals and philosophy of the MFM Project.
3. Be willing to accept and provide peer consultation.
4. Acknowledge, be open to, and support diversity, including cultural, spiritual, economic, class, different abilities, and sexual orientation differences, and be able to model respectful language and behavior.

*A satellite parent has these responsibilities:*

1. Comply with all District and federal laws, including the licensing requirements as set forth in 29 DCMR Ch 60, Foster Homes and CFSA practice and procedures.
2. Work cooperatively with the Hub parent(s) and peer satellite parents.
3. Maintain regular contact with the Hub parent and satellite peers, including by having a planned weekly contact, involvement with Constellation meetings, trainings, and/or other social activities.
4. Provide adequate supervision to promote a safe and healthy environment for children placed in his/her home.
5. Encourage foster children to engage and participate in Hub home activities.
6. Contact the Foster Parent Support Worker in the event of a potential crisis, including with a foster child.
7. Participate in MFM project meetings, Family Consultation Team meetings, exit staffings, and project evaluations.
8. Attend any additional training established by CFSA for the MFM Project.
9. Cooperate with any CFSA program evaluation.

10. Maintain the confidentiality of all information concerning the Hub parent(s), satellite parents and foster children.
11. Report suspected child abuse or neglect in accordance with District Law.

### **E. Removal from the MFM Project**

*A Hub or satellite parent is removed from the MFM Project under the following circumstances:*

1. The resource parent's license is suspended or revoked in accordance with 29 DCMR Ch. 60.
2. Renewal of the license is denied in accordance with 29 DCMR Ch. 60.
3. The license has expired, including an expiration after one year due to a failure to comply with the requirements of 29 DCMR § 6028.7.

*A Hub or satellite parent may be removed from the MFM Project if the resource parent fails to comply with all District and federal laws, and all policies and procedures of the MFM Project.*

If, while serving as a Hub or satellite parent, the individual has a criminal conviction, is identified as a possible abuser or neglecter in an open child abuse or neglect case, or is identified as the abuser or neglecter in a supported case of child abuse or neglect the Agency will determine whether the Hub or satellite parent can continue to participate in the MFM Project.

*A Hub or satellite parent may request to be removed from the MFM Project through the following procedures:*

1. Providing the Foster Parent Support Worker with a written statement of intent to discontinue participation in the MFM Project; the date of discontinuance shall be at least 30 from the date of the letter of intent.
2. Relinquishing all documents concerning the MFM Project to the Foster Parent Support Worker within 5 business days of the exit staffing, including but not limited to both of the following types of documentation:
  - a. All past and present *Foster Parent and Child Information forms* (See Attachment C.)
  - b. All past and present MFM Project-related documentation related to foster children and/or satellite or Hub parents
3. The Foster Parent Support Worker shall provide a letter to the Hub or satellite parent advising her/him of their discontinuance in the MFM Project within thirty (30) days of the exit staffing.

### **F. The Role of the Foster Parent Support Worker**

A Foster Parent Support Worker shall be assigned to the Hub parent and to each satellite parent. The Foster Parent Support Worker for the Hub parent shall also be the support worker for the Constellation.

*At a minimum, the Foster Parent Support Worker has the following responsibilities:*

1. Provide generalized support for the Constellation at large.
2. Attend monthly meetings between the Hub parent and satellite parents.
3. Maintain information on vacancies.
4. Work with the Placement Services Administration to get appropriate placements.

5. Provide assistance to the Hub parent, including provision of forms, to identify activities and training topics that meet the specific needs of the Constellation.
6. Participate in monthly Constellation meetings and activities, and monthly visits to satellite homes.
7. Maintain and upkeep of a Constellation file, including the following documentation:
  - a. Respite log data on services provided to satellite parents
  - b. Originals of all *Foster Parent and Child Information Forms* (see Attachment C)
  - c. Documentation on monthly Constellation activities
  - d. Pertinent case information on foster children participants in the MFM Project
8. Monitor the Hub parent's monthly stipend activities and receipts.
9. Facilitate all Family Consultation Team Meetings, and/or other efforts to address placement disruptions or problematic issues within the Constellation.
10. Serve as a liaison between the Placement Office and the Satellite homes for all placement decisions.
11. Maintain open communication with the assigned social worker and all relevant CFSA personnel.
12. Provide notice to the CFSA social worker that a child on their caseload will be a participant in the MFM Project.
13. Provide information on and explanations of the MFM Project to the CFSA social worker.

### **G. Family Consultation Team**

The Family Consultation Team addresses all issues related to a placement, particularly in an effort to preserve the placement. Solutions may be individually based on a particular child's needs, the needs of the resource parent, or the needs of the Constellation as a whole.

1. The following individuals are members of the Family Consultation Team:
  - a. The foster child's CFSA social worker
  - b. The resource parent's Foster Parent Support Worker
  - c. The Foster Parent Support Worker's supervisor
  - d. The resource parent
  - e. The Hub parent, if not the resource parent and when appropriate
2. A Family Consultation Team meeting may be requested by any Team member, by asking the Foster Parent Support Worker for the Hub parent to arrange the meeting.
  - a. The meeting will be held within 3 business days.
  - b. Pending the meeting being held, there shall be immediate contact between CFSA and the Hub parent to address the issues.
  - c. The Hub parent takes steps to stabilize the situation.
  - d. If there is a threat to health, safety or welfare, all regular steps required by rule or policy will be taken in addition to the Family Consultation Team meeting.

3. The Family Consultation Team meeting is facilitated by the resource parent's Foster Parent Support Worker.

## **CONFIDENTIALITY AND PRIVACY**

In the course of performing their duties, the Hub and satellite parents receive identifying information, including but not limited to protected health information, from CFSA and from other resource parents in the Constellation. CFSA provides identifying information concerning the satellite parents and foster children in the Constellation. The satellite parents may receive identifying information from a peer satellite parent, Hub parent or foster child.

A Hub or satellite parent maintains the confidentiality and privacy of all identifying information concerning a satellite parent or foster child in accordance with the confidentiality law and privacy rule. Except as otherwise provided by law, the Hub or satellite parent may only transmit individually identifying information about the child, the child's family, or the satellite parent as follows:

1. As necessary to report suspected child abuse or neglect
2. To CFSA and its representatives (such as support worker and child's social worker)
3. As authorized by CFSA in order to provide treatment or services to the foster child
4. As necessary for the provision of medical, mental health, or educational services to the foster child

A Hub parent maintains all individually identifying information in locked and secure storage. A satellite parent maintains all individually identifying information in secure storage.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**RESOURCE PARENT AGREEMENT**  
**MOCKINGBIRD FAMILY MODEL PROJECT**  
**SATELLITE PARENT**

This Resource Parent Agreement for the Mockingbird Model Project Satellite Parent (Agreement) is entered into between \_\_\_\_\_ (Satellite Parent[s]) and \_\_\_\_\_ the District of Columbia Child and Family Services Agency (CFSA). The provisions of this Agreement are in addition to the requirements of District and federal law, including but not limited to 29 DCMR Ch. 60, the confidentiality law, the privacy rule and the Health Insurance Portability and Accountability Act of 1996.

***Policy statement***

1. It is the policy of CFSA to protect the health, safety and welfare of each child who is in foster care, and to plan for the child's timely permanency. CFSA believes that it is in the best interest of the child in foster care to be placed in the least restrictive, most family like environment, with a licensed resource parent, when that can promote the child's health, safety and welfare. The relationship between CFSA and the resource parent is a partnership in which the child's best interests are the primary focus.
2. The Mockingbird Family Model Project (MFM Project) uses a resource family support model that creates an "extended family" to provide support and resources for foster children and their resource parents. Under this model, a cluster of resource parents (called "Satellite parents") and one central resource home (the "Hub home") jointly form a "Constellation". The Hub home provides respite and supportive services to the Satellites. Foster children that participate in a MFM Project structure are more likely to experience a sense of safety, permanence and wellbeing and to have opportunities to form relationships with caring adults outside of their immediate placement who can both nurture and protect them.
3. CFSA believes that the MFM Project will help CFSA meet the following goals:
  - a. Support for the resource parents will lead to positive outcomes, such as a reduction in the number of placements for children, and improved school attendance, class behavior and academic performance.
  - b. Placing siblings together or in close contact with each other (unless this is not in the best interest of both children).
  - c. Helping children feel culturally connected with their heritage and supported in developing and maintaining their cultural identity.
  - d. Increasing children's connections with peers and adults, including through social and recreational activities.

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- e. Providing children with an “extended family” through the Hub and Satellite parents that will minimize placement disruptions.

### ***Definitions***

4. The following definitions apply to this Agreement:

- a. **Confidentiality law:** The requirements and restrictions contained in federal and District law concerning access to child welfare information, including DC Code §§ 4-1302.03, 1302.08, 1303.06 and 130-3.07.
- b. **Constellation:** The Hub home (parent) and the Satellite homes (parents) to whom the Hub home provides respite and supportive services.
- c. **Constellation calendar:** A monthly calendar maintained by the Hub parents that shows all Constellation meetings, social events and activities, respite use and availability, vacation plans, holidays, and other relevant events.
- d. **Exit staffing:** A meeting held to address the closure of a Hub or Satellite home.
- e. **Family Consultation Team:** A team which meets as needed to address specific issues, concerns or needs of a resource parent or the foster child(ren) in the home.
- f. **Foster Parent Support Worker:** The CFSA worker who is assigned to a resource parent to provide support by advising on issues and concerns, advocating on the resource parent’s behalf within CFSA, and assisting in resolving problems and concerns.
- g. **Health information:** Any information, whether oral or recorded in any form or medium, that is created or received by a health care provider (including CFSA), and relates to the following situations:
  - 1) Past, present, or future physical or mental health or condition of an individual
  - 2) Provision of health care to an individual
  - 3) Past, present, or future payment for the provision of health care to an individual
- h. **Health Insurance Portability and Accountability Act of 1996 (HIPAA):** Public Law 104-191, which protects an employee’s ability to take health insurance from job to job, protects the privacy of certain health information, and is implemented through federal regulation (45 CFR Parts 160 and 164).
- i. **Hub parent:** The resource parent of a Hub home who provides respite and supportive services for the Constellation.
- j. **Individually identifying information:** Information that either identifies an individual or can be reasonably believed to be able to be used to identify the individual.
- k. **License:** A license to operate a foster home issued in accordance with 29 DCMR Ch. 60, Foster Homes.
- l. **Monthly activity stipend:** A monthly payment provided to the Hub parent to defray the costs of monthly constellation social events and activities.
- m. **Peer Satellite parent:** Each Satellite parent in relation to every other Satellite parent.

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- n. **Privacy rule:** The requirements and restrictions contained in 45 CFR part 160 and part 164, subparts A and E, as modified by any District of Columbia laws, including the Mental Health Information Act of 1978, that may have preemptive effect by operation of 45 CFR part 160, subpart B.
- o. **Project evaluation:** A written tool developed and used by CFSA to evaluate the efficiency and effectiveness of the MFM Project in meeting its goals.
- p. **Protected health information (PHI):** Individually identifying health information concerning a CFSA client, such as a foster child or her/his parent.
- q. **Resource parent:** An individual who is licensed under 29 DCMR Ch. 60 to operate a foster home; also referred to as a “foster parent”.
- r. **Respite:** A service designed to provide short-term care relief to a resource parent. During the respite care period, a Satellite parent is temporarily relieved of daily parental responsibilities for the foster child(ren) in order to rest and refresh while the foster child(ren) is placed with the Hub parent.
- s. **Satellite home:** A resource home that is a member of a Constellation.
- t. **Satellite parent:** A resource parent of a Satellite home.
- u. **Social worker:** The CFSA social worker assigned to a specific foster child.
- v. **Supportive services:** Services provided by the Hub parent, including respite, parent peer support and training, and child-centered activities.

### ***Satellite Parent Requirements***

5. In addition to complying with all requirements of District law, including the provisions of 29 DCMR Ch. 60, Foster Homes, and CFSA policy and practices, the Satellite parents agree to the following requirements:
  - a. Be committed to the mission, goals and philosophy of the MFM Project.
  - b. Participate in planning for and attend activities and programs of the Constellation.
  - c. Maintain regular contact with the Hub parent, including planned weekly contact with peer Satellite parents.
  - d. Work cooperatively with the Hub parent and peer Satellite parents.
  - e. Provide adequate supervision to promote a safe and healthy environment for foster children.
  - f. Participate in MFM Project meetings, Family Consultation Team meetings, exit staffings, and project evaluations.
  - g. Acknowledge, be open to, and support diversity, including cultural, spiritual, economic, class, different abilities, and sexual orientation differences, and be able to model respectful language and behavior.
  - h. Attend any additional training established by CFSA for the MFM Project.

- i. Contact the Foster Parent Support Worker in the event of a potential crisis, including with a foster child.
- j. Report suspected child abuse or neglect in accordance with District law and ¶¶ 7 – 11 of this Agreement.
- k. Cooperate with any CFSA program evaluation.
- l. Maintain the confidentiality of all information concerning the Hub parent(s), Satellite parents and foster children.

***CFSA Responsibilities***

- 6. The following tasks are part of CFSA’s responsibilities:
  - a. Place a child in the Satellite home only if there is a vacancy in the Satellite home and the placement would be consistent with the terms of the license and the policy and procedures of the MFM Project. This includes, but is not limited to, not placing a child who engages in especially risky behaviors, such as a history of fire setting, physical aggression that poses a risk to self or others, a history of sexually aggressive behaviors, acute homicidal or suicidal behaviors, or has been diagnosed with a major psychiatric disorder.
  - b. Provide additional training for Satellite parents.
  - c. Provide the Satellite parents with the names and telephone numbers of the Foster Care Support Workers for the Hub and peer Satellite parents, as well as the names and telephone numbers of the CFSA social workers for all foster children in the Constellation.
  - d. Provide support to the Satellite parents, including if the Satellite parents requires assistance with a foster child.

***Suspected Child Abuse or Neglect***

- 7. The Satellite parents shall report suspected child abuse or neglect in accordance with the requirements of District law.
- 8. If the Satellite parents have reason to believe that a foster child may have been subjected to child abuse or neglect, the Satellite parents shall immediately notify
  - a. the Child Abuse and Neglect Hotline (Hotline) (202-671-SAFE), and
  - b. the Foster Parent Support Worker
- 9. The notification to the Hotline shall include informing the Hotline that the child is a foster child and providing the name, address, and telephone numbers of the Satellite parents.
- 10. If there is an investigation of suspected abuse or neglect involving the Satellite home or Satellite parents, CFSA shall
  - a. cease making any placements into the Satellite home, and
  - b. remove a foster child in the Satellite home if the CFSA child protection services social worker, or other CFSA social worker, determines that the child is in imminent danger.

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11. If the report of suspected abuse or neglect involving the Satellite home or Satellite parents is substantiated, CFSA shall determine whether to terminate this Agreement.

### ***Confidentiality and Privacy***

12. In order to provide foster care services to the foster child placed in their home and to perform the duties required as a Satellite parent in the Constellation, CFSA shall provide identifying information, including but not limited to PHI to the Satellite parents concerning the foster children. Confidentiality and privacy are respected for all information.

13. In addition to the information identified in ¶12 above, and in the course of performing her/his duties, the Satellite parents may receive identifying information, including protected health information, from a Satellite parent, Hub parent or foster child. Confidentiality and privacy are respected for all information.

14. The Satellite parents shall maintain the confidentiality and privacy of all identifying information concerning a Satellite parent or foster child CFSA clients in accordance with the confidentiality law and the privacy rule. Except as otherwise provided by law, the Satellite parents may only transmit individually identifying information about the child, the child's family, or the Satellite parent to the following:

- a. As necessary to report suspected child abuse or neglect
- b. To CFSA and its representatives (such as support worker and child's social worker)
- c. As authorized by CFSA in order to provide treatment or services to the foster child, and
- d. As necessary for the provision of medical, mental health, or educational services to the foster child

15. The Satellite parents shall maintain all individually identifying information in secure storage.

### ***Termination of Agreement***

16. This Agreement terminates

- a. one year after signing, unless renewed in writing by the signature of the Satellite parents and of CFSA, and
- b. automatically, if the Satellite parents' license to operate a foster home is revoked, or renewal is denied, or is otherwise terminated.

17. The Satellite parents may terminate this Agreement by providing written notice to the Foster Parent Support Worker. Except in an emergency, at least 30 days notice is required to terminate the Agreement.

18. CFSA may terminate this Agreement, in whole or in part, if CFSA determines that such a termination is in CFSA's best interest by providing written notice to the Satellite parents specifying the extent of the termination and the effective date.

19. The Satellite parents may not appeal the termination of the Agreement. The Satellite parents retains all rights to an appeal as set forth in District or federal law, including but not limited to the right to appeal licensing actions under 29 DCMR Ch. 60, and the right to appeal the removal of a foster child under DC Code § 16-2320(g).

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**HUB PARENT**

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***Policy statement***

1. It is the policy of CFSA to protect the health, safety and welfare of each child who is in foster care, and to plan for the child's timely permanency. CFSA believes that it is in the best interest of the child in foster care to be placed in the least restrictive, most family like environment, with a licensed resource parent, when that can promote the child's health, safety and welfare. The relationship between CFSA and the resource parent is a partnership in which the child's best interests are the primary focus.
2. The Mockingbird Family Model Project (MFM Project) uses a resource family support model that creates an "extended family" to provide support and resources for foster children and their resource parents. Under this model, a cluster of resource parents (called "Satellite parents") and one central resource home (the "Hub home") jointly form a "Constellation". The Hub home provides respite and supportive services to the Satellites. Foster children that participate in a MFM Project structure are more likely to experience a sense of safety, permanence and wellbeing and to have opportunities to form relationships with caring adults outside of their immediate placement who can both nurture and protect them.
3. CFSA believes that the MFM Project will help CFSA meet the following goals:
  - a. Support for the resource parents will lead to positive outcomes, such as a reduction in the number of placements for children, and improved school attendance, class behavior and academic performance.
  - b. Placing siblings together or in close contact with each other (unless this is not in the best interest of both children).
  - c. Helping children feel culturally connected with their heritage and supported in developing and maintaining their cultural identity.

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- d. Increasing children’s connections with peers and adults, including through social and recreational activities.
  - e. Providing children with an “extended family” through the Hub and Satellite parents that will minimize placement disruptions.
4. The Hub parent is key to the development of a strong micro-community of caregivers focused on the health, safety, growth, and permanence of foster children, while engaging in resource parent support. Through these efforts, resource parents will be retained and placement stability of foster children will be enhanced.
  5. The Hub parent’s primary objective is to provide respite and supportive services to Satellite parents.

### ***Definitions***

6. The following definitions apply to this Agreement:
  - a. **Confidentiality law:** The requirements and restrictions contained in federal and District law concerning access to child welfare information, including DC Code §§ 4-1302.03, 1302.08, 1303.06 and 130-3.07.
  - b. **Constellation:** The Hub home (parent) and the Satellite homes (parents) to whom the Hub home provides respite and supportive services.
  - c. **Constellation calendar:** A monthly calendar maintained by the Hub parents that shows all Constellation meetings, social events and activities, respite use and availability, vacation plans, holidays, and other relevant events.
  - d. **Exit staffing:** A meeting held to address the closure of a Hub or Satellite home.
  - e. **Family Consultation Team:** A team which meets as needed to address specific issues, concerns or needs of a resource parent or the foster child(ren) in the home.
  - f. **Foster Parent Support Worker:** The CFSA worker who is assigned to a resource parent to provide support by advising on issues and concerns, advocating on the resource parent’s behalf within CFSA, and assisting in resolving problems and concerns.
  - g. **Health information:** Any information, whether oral or recorded in any form or medium, that is created or received by a health care provider (including CFSA), and relates to the following situations:
    - 1) Past, present, or future physical or mental health or condition of an individual
    - 2) Provision of health care to an individual
    - 3) Past, present, or future payment for the provision of health care to an individual
  - h. **Health Insurance Portability and Accountability Act of 1996 (HIPAA):** Public Law 104-191, which protects an employee’s ability to take health insurance from job to job, protects the privacy of certain health information, and is implemented through federal regulation (45 CFR Parts 160 and 164).
  - i. **Hub parent:** The resource parent of a Hub home who provides respite and supportive services for the Constellation.

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- j. **Individually identifying information:** Information that either identifies an individual or can be reasonably believed to be able to be used to identify the individual.
- k. **License:** A license to operate a foster home issued in accordance with 29 DCMR Ch. 60, Foster Homes.
- l. **Monthly activity stipend:** A monthly payment provided to the Hub parent to defray the costs of monthly constellation social events and activities.
- m. **Peer Satellite parent:** Each Satellite parent in relation to every other Satellite parent.
- n. **Privacy rule:** The requirements and restrictions contained in 45 CFR part 160 and part 164, subparts A and E, as modified by any District of Columbia laws, including the Mental Health Information Act of 1978, that may have preemptive effect by operation of 45 CFR part 160, subpart B.
- o. **Project evaluation:** A written tool developed and used by CFSA to evaluate the efficiency and effectiveness of the MFM Project in meeting its goals.
- p. **Protected health information (PHI):** Individually identifying health information concerning a CFSA client, such as a foster child or her/his parent.
- q. **Resource parent:** An individual who is licensed under 29 DCMR Ch. 60 to operate a foster home; also referred to as a “foster parent”.
- r. **Respite:** A service designed to provide short-term care relief to a resource parent. During the respite care period, a Satellite parent is temporarily relieved of daily parental responsibilities for the foster child(ren) in order to rest and refresh while the foster child(ren) is placed with the Hub parent.
- s. **Satellite home:** A resource home that is a member of a Constellation.
- t. **Satellite parent:** A resource parent of a Satellite home.
- u. **Social worker:** The CFSA social worker assigned to a specific foster child.
- v. **Supportive services:** Services provided by the Hub parent, including respite, parent peer support and training, and child-centered activities.

### ***Hub Parent Requirements***

- 7. In addition to complying with all requirements of District law, including the provisions of 29 DCMR Ch. 60, Foster Homes, and CFSA policy and practices, the Satellite parents agree to the following requirements:
  - a. Be committed to the mission, goals and philosophy of the MFM Project
  - b. Be available nearly 24 hours a day, 7 days a week to provide respite and supportive services
  - c. Maintain regular contact with the Satellite parents, including planned weekly contact with each Satellite parent.
  - d. Accept for respite any foster child in the Satellite, provided there is a vacancy in the Hub home and the placement is consistent with the terms of the license.

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- e. Accept for respite a foster child who has returned to placement after being absent without permission from a Satellite home.
- f. Maintain a placement log of all respite placements.
- g. Organize, coordinate, and host a monthly event or activity for Satellite parents and foster children.
- h. Maintain in writing and distribute the Constellation Calendar to Satellite parents and CFSA.
- i. Provide adequate supervision to promote a safe and healthy environment for foster children.
- j. Participate in MFM Project meetings, Family Consultation Team meetings, exit staffings, and project evaluations.
- k. Utilize conflict resolution and crisis management skills to address problems and issues that arise for Satellite parents and foster children.
- l. Acknowledge, be open to, and support diversity, including cultural, spiritual, economic, class, different abilities, and sexual orientation differences, and be able to model respectful language and behavior.
- m. Not request additional payments for providing respite or supportive services.
- n. Attend any additional training established by CFSA for the MFM Project.
- o. Contact the Foster Parent Support Worker in the event of a potential crisis, including with a foster child.
- p. Maintain a monthly expense report addressing use of the monthly activity stipend and submit it to the Foster Parent Support Worker.
- q. Report suspected child abuse or neglect in accordance with District law and ¶¶ 9 – 13 of this Agreement.
- r. Cooperate with any CFSA program evaluation.
- s. Maintain the confidentiality of all information concerning the Hub parent(s), Satellite parents and foster children.

### ***CFSA Responsibilities***

- 8. The following tasks are part of CFSA's responsibilities:
  - a. Provide the Hub parents with a room and board payment of thirty dollars and ninety-two cents (\$30.92) per day, per licensed bed capacity slot, which will be used solely for respite care. This payment will be made beginning November 1, 2006, and continue for as long as the Hub parents are in compliance with the terms of this Agreement. In addition to providing financial support for the care of any foster child placed in the Hub home for respite care, the room and board also pays the Hub parents to remain immediately available for the placement of a foster child in the foster home for respite care.

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- b. Provide the Hub parents with a monthly activity stipend of two hundred and fifty dollars (\$250).
- c. Place a child in the Hub home only if there is a vacancy in the home and the placement would be consistent with the terms of the license and the policy and procedures of the MFM Project. This includes, but is not limited to, not placing a child who engages in especially risky behaviors, such as a history of fire setting, physical aggression that poses a risk to self or others, a history of sexually aggressive behaviors, acute homicidal or suicidal behaviors, or has been diagnosed with a major psychiatric disorder.
- d. Provide additional training for Hub parents.
- e. Provide the Hub parents with the names and telephone numbers of the Foster Care Support Workers for the Hub and peer Satellite parents, as well as the names and telephone numbers of the CFSA social workers for all foster children in the Satellite.
- f. Provide support to the Hub parents, including if the Hub parents requires assistance with a Satellite parent or a foster child.

### ***Suspected Child Abuse or Neglect***

- 9. The Hub parent(s) shall report suspected child abuse or neglect in accordance with the requirements of District law.
- 10. If the Hub parents have reason to believe that a foster child may have been subjected to child abuse or neglect, the Hub parents shall immediately notify
  - a. the Child Abuse and Neglect Hotline (Hotline) (202-671-SAFE), and
  - b. the Foster Parent Support Worker
- 11. The notification to the Hotline shall include informing the Hotline that the child is a foster child and providing the name, address, and telephone numbers of the Hub parents.
- 12. If there is an investigation of suspected abuse or neglect involving the Hub home or Hub parents, CFSA shall
  - c. cease making any placements into the Satellite home, and
  - d. remove a foster child in the Satellite home if the CFSA child protection services social worker, or other CFSA social worker, determines that the child is in imminent danger.
- 13. If the report of suspected abuse or neglect involving the Hub home or Hub parents is substantiated, CFSA shall determine whether to terminate this Agreement.

### ***Confidentiality and Privacy***

- 14. Through providing respite and supportive services, the Hub parents shall assist in identifying services needs or resources for the foster child. In addition, as part of their duties, the Hub parents may provide direct services to the foster child, or secure treatment or direct services for the child. Confidentiality and privacy are respected for all information.
- 15. In order to perform their duties, including those listed in ¶14 above, CFSA shall provide identifying information, including but not limited to PHI, to the Hub parents concerning the

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Satellite parents and foster children in the Constellation. Confidentiality and privacy are respected for all information.

16. In addition to the information identified in ¶3 above, and in the course of performing their duties, the Hub parents may receive identifying information, including PHI, from a satellite parent or foster child. Confidentiality and privacy are respected for all information.
17. The Hub parents shall maintain the confidentiality and privacy of all identifying information concerning a Satellite parent or foster child CFSA clients in accordance with the confidentiality law and the privacy rule. Except as otherwise provided by law, the Hub parents may only transmit individually identifying information about the child, the child's family, or the Satellite parent to the following:
  - a. As necessary to report suspected child abuse or neglect
  - b. To CFSA and its representatives (such as support worker and child's social worker)
  - c. As authorized by CFSA in order to provide treatment or services to the foster child, and
  - d. As necessary for the provision of medical, mental health, or educational services to the foster child
18. The Hub parents shall maintain all individually identifying information in locked and secure storage.

### ***Termination of Agreement***

19. This Agreement terminates
  - a. one year after signing, unless renewed in writing by the signature of the Hub parents and of CFSA, and
  - b. automatically, if the Hub parents' license to operate a foster home is revoked, or renewal is denied, or is otherwise terminated.
20. The Hub parents may terminate this Agreement by providing written notice to the Foster Parent Support Worker. Except in an emergency, at least 30 days notice is required to terminate the Agreement.
21. CFSA may terminate this Agreement, in whole or in part, if CFSA determines that such a termination is in CFSA's best interest by providing written notice to the Hub parents specifying the extent of the termination and the effective date.
22. The Hub parents may not appeal the termination of the Agreement. The Hub parents retains all rights to an appeal as set forth in District or federal law, including but not limited to the right to appeal licensing actions under 29 DCMR Ch. 60, and the right to appeal the removal of a foster child under DC Code § 16-2320(g).

The provisions of this Agreement are in addition to any requirements set forth by District or federal law, including but not limited to, 29 DCMR Ch. 60.

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# **Child and Family Services Agency**

## **FOSTER PARENT & CHILD INFORMATION FORM MOCKINGBIRD PROJECT**

### **Foster Parent Information**

1. **Name of Foster Parent(s):**
2. **Address:**
3. **Phone Number:**
4. **License Capacity and Gender-Age Preference:**

### **Child Information**

1. **Name of Child:**
2. **Faces ID:**
3. **Date of Birth:**
4. **CFSA Social Worker and Number:**
5. **Date and Reason Child Came in Care:**
6. **Date of Placement:**

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- 7. **Concerns and/or Identified Needs:**
- 8. **Current Services and/or Medications:**
- 9. **Recommended Services Not in Place:**
- 10. **Number of Placement(s):**
- 11. **Name of School:**
- 12. **School Adjustment (Positive or Negative):**
- 13. **Biological Family Involvement:**

**Foster Parent Support Worker**

14. \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Date**



**SAMPLE  
CONSTELLATION  
CALENDAR**

**Child and Family  
Services Agency**

January 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 <b>Darnell's 16th Bday</b>	4	5 <b>Michael, Jordan &amp; Malika visiting</b> 6-11pm (pizza & games)	6 <b>TG, VG overnight</b> (drop off at 4:00pm)	7 <b>TG, VG overnight</b> (pick-up at 6:00pm)  Jamal visiting (8-- noon)
8 <b>Call families about upcoming activity</b>  Check in with Vera's family.	9 <b>Gorma's 9th B-day-call</b>	10	11 <b>Pick-up Esharey &amp; Donte after school for mid-week support for Vera</b>	12	13	14 <b>Gorma visiting 9--9</b>  <b>(invite Tatiana)</b>  Go to Aquarium
15 <b>Shaquia &amp; Laquiece overnight visit (5pm - drop off at school by 9:00)</b>	16 <b>Reminder call to families about Friday's activity / check-in with everyone</b>	17	18 <b>Pick-up Esharey &amp; Donte after school for mid-week support for Vera</b>	19 <b>TG, VG visit 3:30-8:00</b>	20 Monthly Activity Dinner & Re-Charge for year Info Night Kid Activity: Make Planners	21  <b>X</b>  No Respite Hub out of town
22 Check in with Vera  <b>X</b>  No Respite Hub out of town	23  <b>X</b>  No Respite Hub out of town	24	25 <b>Esharey &amp; Donte overnight visit</b> Drop off at school in morning	26	27	28 Call all kids to see how they are doing with their daily planners
29	30 <b>Michael, Jordan &amp; Malika 8-9pm visit</b> <b>Prepare Monthly Paperwork</b>	31				

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Mockingbird Family Model  
Pilot

RESPITE LOG

**Child and Family  
Services Agency**

Respite Log - Sign in Sheet for Hub Home

Month \_\_\_\_\_

Youth/Child's Name	Date In	Time In	Adult Signing in Child/Youth	Date Out	Time Out	Adult signing out child/Youth	Total time in respite
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

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