

	<p>Department of Human Services CHILDREN, ADULTS & FAMILIES</p> <p>CLIENT SERVICES MANUAL I</p> <p>ISSUED BY: Program Operations EFFECTIVE DATE: July 1, 2001</p>	<p>NUMBER: I-D.5.1</p> <p>SECTION: D. Counseling/ Treatment Services</p> <p>SUBSECTION: 5. Parent Training Services</p>
<p>SUBJECT: 1. Managing the Parenting Program/Parent Training Services</p>		

Interpretation: Parenting Program Coordinator,
Family-Based Services

Approval: _____
Assistant Administrator,
Program Operations

REFERENCES: CF 253, "Parenting Program Referral"
CF 228, "Travel Expense Detail Sheet"
CF 294, "Administrative Expense Voucher"
CF 308, "Plan/Service Authorization"
Child Welfare Policy I-D.5, "Parenting Program"

PURPOSE

The purpose of these procedures is to describe how the parenting program is to be managed including service provision standards, service processing and appropriate use of group expense fund. Persons providing this service may be referred to as parent trainers, parenting consultants, parenting educators or parenting specialists. This document refers to them as parenting consultants.

PROCEDURE

(1) Referral and Service Authorization Process:

(a) The service worker will complete a referral form and route to the parenting consultant or contractor. The branch may use a form of their choice or the CF 253, Parenting Program Referral;

(b) The service worker shall ensure that all referrals made to the parenting program are done so in good faith, (i.e.: a plan to return the child home or to maintain the child at home is in place and any issues which may preclude an in-home placement have been addressed in the client's service plan and disclosed to the parenting consultant or contractor);

(c) When the parenting services are provided by a contractor, service workers shall ensure that a DHR 2100 or DHR-CF 2100 or other SOSCF approved release of information form has been signed by the referred client so that an exchange of information regarding the client can take place between agencies;

(d) If there are concerns by the parenting consultant or contractor regarding the referral, or if the service is deemed inappropriate by the parenting consultant, the worker will be consulted;

(e) When the family begins the parenting program, the parenting consultant notifies the caseworker and fills out a Plan/Service Authorization, CF 308. The person letters of all participants (including children) are listed;

(f) The parenting consultant will maintain attendance records;

(g) The parenting consultant will provide a written and/or verbal report (according to the expectation of branch management) on family progress when the family terminates service, and when requested by the caseworker, or when the parenting consultant deems it appropriate. Any schedule for regular progress reporting will be established in consultation with parenting consultants and branch management. These reports should be included in the case materials which are sent to the Citizen Review Board.

(2) Workload Expectations for Parenting Consultants. Branches allocated parenting consultant positions shall assure that the parenting consultants and supervisors meet the following standards:

(a) Each full-time parenting consultant will:

(A) Provide services to an average of 24-30 families per month;

(B) Conduct at least three parenting program group sessions weekly;

(C) Conduct individual parenting programs as needed with a maximum of four families;

(D) Use the Parenting Program Core Curriculum Manuals as a primary resource guide;

(E) Arrange child care for children of the attending parents when necessary during parenting program sessions;

(F) Attend in-service training sessions.

(b) Supervisor requirements for the parenting program are:

(A) The supervisor will attend an adequate number of parenting program sessions (minimum of two sessions per year) in order to assist the parenting consultant's development and identify skill needs;

(B) The supervisor is encouraged to attend quarterly in-service training sessions;

(C) In addition, the supervisor will carry out these responsibilities:

(i) Hold formal supervisory conferences;

(ii) Consult with branch staff on the promotion and appropriate use of the service;

(iii) Promote and encourage referring caseworkers to attend parenting program staffings, and/or consult with parenting consultants regarding client progress;

(iv) Participate in staffings for families enrolled in the parenting program as needed; and

(v) Assure that services are opened and closed appropriately on CF 308s.

(3) Miscellaneous Parenting Program Expenses. The parenting program service is expected to require some expenditure for miscellaneous supplies or services considered valuable for group development or individual family need. When parenting services are provided by SOSCF branches, the following guidelines should be followed.

(a) Service and Supply Budget (Branch S&S).

(A) Appropriate use of funds. The expenditure of parenting program services and supply funds is for the purpose of enhancing the training process. It can be used for the following:

(i) To provide coffee and/or occasional refreshments;

(ii) To provide activity supplies;

(iii) To provide audio/visual materials, written materials or special presentations; and/or

(iv) To provide other materials or information which are directly related to conducting group meetings, with approval of the parenting consultant supervisor.

(B) Allocation of funds. Funds will be allocated for the biennium to the service and supply budget of each office which provides a parenting program. The allocation will be based on a monthly rate for each full time parenting consultant. If the position is less than full time, the budget allocation will be in proportion to the position authority allocated.

(b) Parenting Program Budget.

(A) Appropriate use of funds. The expenditure of Parenting Program Purchased Service Funds is for the purpose of enabling low income families to attend parenting groups. These funds may be used for the following:

(i) To provide child care (see (3) (c) (A) (i));

(ii) To provide transportation;

(iii) To rent facilities for parenting groups.

(B) Parenting Program Purchased Service Funds will be divided among branches according to need and historical usage. These funds are divided among the branches according to need and historical usage. The parenting consultant will commit these funds with the prior approval of the

person designated to monitor the branch budget (office manager and/or branch manager).

(c) Parenting Program Budget-Accessing Procedures.

(A) Child care:

(i) Child care providers working at the parenting group site must be operating under a current contract with the agency. The parenting consultant or other branch-designated staff person will direct contract requests to the Contracts Office, Central Office, SOSCF.

(ii) Client-Parents who arrange their own child care may be reimbursed for child care costs. The amount of reimbursement must be agreed upon by the parenting consultant and client-parents and should be based upon the prevailing cost of child care in the community.

(B) Transportation.

(i) Bus tokens may be purchased with a purchase order supplied by the local branch. Branches purchasing bus tokens using the S&S budget should request reimbursement from the Parenting Program Budget;

(ii) Mileage may be reimbursed at the current rate (see the SOSCF Travel Reimbursement policy, III-B.2.2.2) for SOSCF-OPEU represented staff. Taxi service may also be reimbursed. The parenting consultant will complete the Travel Expense Detail Sheet (CF 228), ensuring that the parent's name and address are recorded on the form. A signed statement from the parent certifying that the miles charged were traveled to attend the parenting group must be attached to the CF 228. Receipts must be attached to the CF 228 for taxi fare reimbursement.

(C) Room Rental. One time only, or short-term room rental may be paid on a purchase order charged against the cost center of the Parenting Program Budget. Ongoing arrangements for room rental should be made through a contractual agreement through SOSCF Contracts Office.

Repealed