



## **Red Mountain Family Services, Inc.**

♦ PO Box 67197 ♦ Albuquerque, N.M. ♦ 87193-7197 ♦ phone 505.994.0364 fax 505.994.0384

In order to preserve and maintain quality treatment foster care for each Treatment Foster Child (TFC) placed with Red Mountain Family Services, Inc. (RMFS), each licensed Treatment Foster Parent (TFP) must read, comprehend, and sign this contract on a yearly basis. Comprehension of the responsibility of the Treatment Foster Parent is of the utmost Importance, and non-compliance or breach of this contract will lead to disciplinary action including, but not limited to, revocation of the Treatment Foster Parent's license to provide treatment foster care through Red Mountain Family Services, Inc.

### **PAY PARTICULAR ATTENTION TO THE AREAS HIGHLIGHTED IN RED BEFORE SIGNING THIS DOCUMENT.**

CYFD Regulations 7.20.11.29 B.10 TFC Services: Prior to approval in the program, Treatment Foster Parents are provided with a written list of duties detailing their responsibilities. A written professional development plan is placed in the Treatment Foster Parent's record.

We thank you for your vocation and service as a RMFS Treatment Foster Parent.

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## Treatment Foster Parent Job Duties and Responsibilities

1. Treatment Foster Parents applying for treatment foster parent homes shall adhere to all applicable statues and regulations of CYFD and RMFS. Treatment Foster Parents are expected to understand and comply with Agency and State regulations pertaining to treatment foster care and children in treatment foster care. All RMFS Treatment Foster Parents have been given copies of the CYFD Licensing Regulations (Child Placement and Licensing and Certification), and have signed an acknowledgment of receipt of the Regulations. By signing this contract, the RMFS Treatment Foster Parent understands this responsibility.
2. Treatment Foster Parents agree to ensure the safety, permanency, and well being of any child taken into their care. The position of a Treatment Foster Parent is a serious and long term commitment. Treatment Foster Parents understand that the placement in Treatment Foster Care Services is temporary, except when adoption by the Treatment Foster Parents has become the permanency plan. Treatment Foster Parents understand that once a Treatment Foster Child is placed in their home, and after seventy two (72) hours have passed, the Treatment Foster Child becomes an official permanent placement in their home. In the event the Treatment Foster Parent loses their TFP license, the RMFS Treatment Team must agree upon unplanned discharges of TFCs.
3. Treatment Foster Parents shall maintain Agency and The New Mexico Children, Youth and Families Department's standards of confidentiality, privacy practices, and HIPPA requirements. By signing this contract, the Treatment Foster Parent understands this responsibility.
4. The Treatment Foster Parents are considered **front-line treatment intervenors**. The family living experience is the basic service to which individualized treatment interventions are added. Treatment Foster Parents are responsible for meeting the TFC's basic needs, and must provide daily care and

supervision at all times. TFCs are not to be left in the care of others not associated with RMFS. This requirement is discussed in the initial training for all Treatment Foster Parents, and during the home study process.

5. Treatment Foster Parents shall respond appropriately, and in a timely manner, to all directives given by RMFS Staff. Treatment Foster Parents are expected to administer emergency interventions and/or PRN medication, immediately and at the direction of RMFS Staff.
6. The Treatment Foster Parents shall actively participate in the treatment planning process, and implement specific provisions of said treatment plan. The Treatment Foster Parents will work as a team and not circumvent the process by working only with certain members of the team or on their own. Treatment Foster Parents are professionals, and expected to act as such in their dealing with all Treatment Team members, including RMFS Staff, Therapists, Medical Professionals, and Custody Holders. Additionally, any concerns a Treatment Foster Parent has, should be addressed by a RMFS Staff member, not a person outside of the agency. It is expected that RMFS Treatment Foster Parents will communicate regularly and at all times with RMFS Staff. Additionally, any concerns a Treatment Foster Parent has, will be addressed with a RMFS Staff member and/or a RMFS Supervisor. All concerns and/or complaints will be addressed first with the RMFS Management System.
7. The Treatment Foster Parents will obtain approval by RMFS Staff and the Treatment Team before instituting any type of reward system in the home. Treatment Foster Children never need to “earn” basic need items, it is expected that those will be provided by the TFP as part of their care for the TFC. Treatment Foster Parents will not permit a TFC to have money in their possession.

8. Treatment Foster Parents will work with the Treatment Team to maximize the likelihood that all services are provided in a culturally competent and proficient manner. Treatment Foster Parents are expected to support culturally inspired activities with TFCs, and are expected to encourage TFCs to care for, participate in, and learn about their culture. Should any questions arise, Treatment Foster Parents should seek assistance with this requirement from their assigned Treatment Coordinator.
9. The Treatment Foster Parents, unless contraindicated, shall assist the TFC in maintaining contact with the TFC's family, and actively work to support and enhance these relationships. Working with family members of the TFC may include taking the child to visits, adoption events, and helping family members learn how to care for and manage their child. The TFPs must commit to and make sure all TFCs have telephone contacts and visits as recommended by the treatment team. The New Mexico Children, Youth, and Families Department is required to work with each TFC's family in their foster care system. RMFS expects all RMFS Treatment Foster Parents and RMFS Staff to be part of this process, and understand the importance of working together.
10. The Treatment Foster Parents will systematically record information, and document TFC behavior and activity regarding significant events related to the treatment plan. Documentation occurs on a daily basis at a minimum, and more often, in response to the occurrence of significant events. Progress notes are turned in on a weekly basis, every Monday for the previous seven (7) days. **IE: every Monday treatment foster care parents will submit progress notes from the previous Monday-Sunday period. The New Mexico Children, Youth and Families Department require that all documentation be completed on time. If paperwork is not received on time, the**

**reimbursement check will be held. If this occurs the TFP will be notified five (5) days prior to the distribution day of reimbursement checks to allow adequate time to complete and submit the requested paperwork. The purpose of turning in daily progress notes is to provide feedback about how the TFC is progressing, and to determine the safety and well-being of each child. It is also expected that the RMFS Medication Administrative form will be turned in the first business day of each month. Treatment Foster Parents are required to turn in required documents for each TFC placed in their home. These documents must be relinquished in a timely fashion. Examples of such documents are: report cards, dental visits, optical visits, yearly physicals, inventory of assets (lists of the TFC's wardrobe), and the like. These documents are important because they represent the TFC in the home is receiving all the medical care and school support that they require.**

11. Treatment Foster Parents are expected to follow all directions in administering prescription and non-prescription medications to TFCs. Treatment Foster Parents will **immediately** notify the Treatment Coordinator of any medication issues with the TFC. When the RMFS office is closed, Treatment Foster Parents are expected to immediately notify the **On-call Staff** about any medication issues, and leave a message for the Treatment Coordinator.
12. The Treatment Foster Parents must report all serious incidents to the agency, consistent with agency policy and certification requirement. The Treatment Foster Parents will report all incidents **immediately** to the agency or use the on call system if necessary. Serious incidences include, but are not limited to threats and/or incidents of self-harm, indication of harm to others, running away, therapeutic time out, therapeutic hold, school involvement, substance abuse, law enforcement involvement and medical emergencies. Delays in reporting serious incidences will reflect on the overall performance of the Treatment

Foster Parents, and may result in disciplinary action taken against the Treatment Foster Parent.

13. The Treatment Foster Parent's home must have one Treatment Foster Parent readily accessible at all times and able to physically be present, if necessary, to meet the TFC's emotional and behavioral needs, and respond to the TFC's school for parental attention.
14. The total number of TFCs placed in a two parent treatment foster care home, Level I and Level II is limited to three (3). The total number of TFCs placed in a single parent treatment foster care home cannot exceed two (2). Total number of children in the home, including biological children, is no more than six (6).  
**This requirement is not negotiable UNLESS there is a consideration of placing a sibling group into the TFC home.**
15. The Treatment Foster Parents must ensure that there are blocks on all telephones, sex and party lines, TVs, pay per view pornography ensuring adult lock/guard is active, computers, ensuring password lock computer is on, pornography, and inappropriate sites, etc. Treatment Foster Parents will not be reimbursed for expenses incurred if they do not follow these procedures. TFPs must keep car keys in a safe place and ensure that the home is safe with regard to sharp objects, medications, etc. Appropriate home insurance coverage must be maintained in case of property damage by a TFC. The TFP will not be reimbursed for expenses incurred if they do not have proper coverage.
16. Treatment Foster Parents should set clear rules, boundaries, and expectations for all children in the home. Children should be treated fairly regardless of other children in the home such as biological children, treatment foster care placements, adoptive placements, or respite placements. Treatment Foster Parents understand that they must treat the TFC in their home with unconditional love, care, and respect. TFCs shall be treated equal to other

children living in the home, and should not be viewed as less than any other person in the home. TFCs shall be treated as a member of the family and no action(s) displayed by Treatment Foster Parents should display otherwise. It is understood that TFCs will have different rules regarding their supervision, bed times, school issues, etc.

17. The Treatment Foster Parents must complete the initial training requirements to be licensed as a Treatment Foster Parent, and must complete all yearly training requirements of twenty four (24) hours per person, per licensed year. Treatment Foster Parents are responsible for ensuring that all training is completed each licensed year. All trainings must be relevant to treatment foster care and approved by the Treatment Foster Parent Liaison. A \$100 training stipend is available for each licensed Treatment Foster Parent each year.
18. In order to maintain the TFP license every year, the TFP must keep agency required documents up-to-date, such as car insurance, home owners or renters insurance, and pet vaccinations, along with keeping up-to-date on training hours. RMFS requests that the Treatment Foster Parent be responsible for such training. Please note that RMFS will send reminders of this requirement to the Treatment Foster Parents.
19. Treatment Foster Parents are expected to set up safety measures in their homes in order to keep each TFC safe, and minimize any property damage that may occur. If property damage occurs, the Treatment Foster Parents are expected to report the damage immediately to the TFC's Treatment Coordinator. Treatment Foster Parents will complete an incident report within twenty four (24) hours of the property damage incident. The Treatment Foster Parent is then required to obtain three (3) bids and/or estimates, and turn the estimates into Red Mountain Family Services, Inc.

20. Each treatment foster home that has a swimming pool, either above or below ground, must have insurance coverage for their pool, and a safety plan for the use of the pool, including hot tubs, trampolines, three-wheeled vehicles, four-wheeled vehicles, horses, and any other items that can be construed as posing a danger to the TFC. It is the responsibility of the Treatment Foster Parents to report this information each year. Please note all pools and hot tubs are required to be adequately fenced or secured to prevent the access of children when not accompanied by adults. The use of three or four wheeled vehicles by a child must have the legal guardian's approval in writing, and the child must wear a safety helmet. This provision includes horses. Use of a trampoline requires the safety net be around the trampoline at all times. Adults must supervise all activities, at all times. For further clarification, refer to Red Mountain Family Services, Inc.'s Policy and Procedure for Swimming Pools and Hot Tubs.
21. Treatment Foster Parents will ensure the safety of a TFC when transported in a motor vehicle. All motor vehicles used for transportation of the TFC will have factory installed doors with child locks, and child locks in use when transporting the TFC in said motor vehicle. All motor vehicles used for TFC transportation will have insurance coverage, and only driven by adult individuals with a valid driver's license. All children requiring child seats will be transported using child seats at all times.
22. Treatment Foster Parents understand that they cannot smoke (including electronic cigarettes) in the home or in any vehicle used to transport TFCs. All Treatment Foster Parents are expected to fill out a Smoking Form, and if an adult in the home smokes they are required to detail for the Agency, when and where they will smoke, and the plan for continued supervision of TFCs.
23. Therapeutic leave will be available to each Treatment Foster Parent each



month. Each Treatment Foster parent will be allowed two (2) days of paid leave each month in order to provide relief and support. All therapeutic leave should be approved and planned with the assigned Treatment Coordinator and the Treatment Foster Parent Liaison. However, therapeutic leave is not an entitlement or a requirement, and will be granted based upon the best interests of the TFC. All respites exceeding three (3) nights require Treatment Team approval, and Custody Holder approval, with final approval by the Executive Director. **Respite is also subject to availability.**

**Additional information about RMFS therapeutic leave requests:**

1) therapeutic leave does not accumulate; TFPs are allowed two (2) days per month; if the two days are not utilized, the TFP will lose the time, **no exceptions**; and

2) The Children, Youth, and Families Department must follow Federal Guidelines for children in foster care, which require that children in foster care cannot be on or in respite more than five (5) days a year. Foster children, who are out of their foster home or treatment foster home for more than five (5) days, are considered changing their placement. These Federal Guidelines are based on the belief that foster children or Treatment Foster Children should perform all activities with their Foster or Treatment Foster Parents including travel. The Federal Guidelines are based on considerable documented data that foster children who move from home to home are often unstable, and thus, are more likely to not graduate from high school, bear children too early, etc. RMFS attempts to cooperate with all Treatment Foster Parents who plan on extensive travel plans (often these plans are for out of the USA and CYFD cannot approve TFC children going on such trips). In addition to these two items, RMFS is required to notify ALL Custody Holders of all respite and travel plans made for each RMFS TFC. This notification must be in writing, and it is the responsibility

of the assigned RMFS Treatment Coordinator to complete.

24. Treatment Foster Parents are expected to ensure that all belongings of a TFC will leave the home when the child leaves. This includes items purchased by the Treatment Foster Parents, regardless of monetary value (i.e., bike, video gaming system, stereo, iPod, etc.). The TFPs will use the RMFS Inventory of Assets form to document all of the TFC's needs.
25. Treatment Foster Parents shall abide by the rules set forth in the RMFS Weapons Agreement, and never have a weapon, or a loaded weapon in the presence of a TFC.
26. Treatment Foster Parents shall NOT text while driving a motor vehicle nor talk on their portable device while driving. A hands free device is a requirement. If a TFP is cited by a police officer for use of their cellular telephone while driving, texting or communicating in any way on a cellular phone, the TFP will immediately report the citation to a RMFS Supervisor. At that time, an assessment will be made regarding the citation. The results of the assessment can include revocation of the RMFS TFP's license. RMFS will be responsible for collecting all of the documentation if such an accident occurs.
27. Treatment Foster Parents are required to notify RMFS immediately regarding any type of involvement with law enforcement, any new criminal offense, felony or misdemeanor arrest, charge, or conviction. This requirement is part of the Children, Youth, and Families Department-Licensing and Certification Regulations. In regards to a DWI citation, a TFP must notify the RMFS Executive Director and Clinical Director immediately so an assessment can be performed that will ensure that the TFCs are safe in the home. Regarding a second DWI, no matter the length of time between the two offenses, the RMFS Executive Director will automatically move to process and revoke the TFP's license. Treatment Foster Parents are required to report any abuse or neglect

referrals (reports made to SCI and/or CYFD) alleged against them within twenty four (24) hours of the referral. Failure to report these incidents could result in the suspension and/or termination of the Treatment Foster Parent's license.

28. Prior to hiring or contracting with prospective Treatment Foster Parents, RMFS verifies that it has requested and reviewed the prospective parent's substantiated reports of abuse or neglect, if any, and previous foster parent records, if any, and determined that such history does not disqualify the prospective parents from becoming Treatment Foster Parents. RMFS will request information regarding any previous treatment foster care services or regular foster care experience applicant families may have experienced.
29. Treatment Foster Parents are to complete twenty four (24) hours of yearly training before their annual license and assessment date. A letter will be sent along with a hard copy to the Treatment Foster Parents informing them of how many hours they have completed and how many hours they have left to complete. The Treatment Foster Parent Liaison will give the Treatment Foster Parents methods for obtaining more training, such as online class (maximum of 5 hours of training), books (maximum of 4 hours of training), and movies (maximum of 4 hours of training). Any TFP who is not up-to-date with training requirements will be re-licensed for the next year, as long as they complete a plan to "catch up" on their training, which will be done with TFP Liaison. If the same TFP fails to complete the annual required training a third time, then serious consideration will be made regarding the revocation of their TFP license. Only serious and extraordinary circumstances will prevent the TFP from having the TFP license revoked.
30. Treatment Foster Parents understand that they cannot be concurrently licensed or certified by more than one licensing entity. The TFP must surrender all other licenses prior to being licensed with Red Mountain Family Services, Inc. Each

RMFS Treatment Foster Parent understands they will reveal all work they have completed at any other foster care or treatment foster care agency.

31. Treatment Foster Parents shall read and sign the Red Mountain Family Services, Inc. (RMFS) Sexual Harassment Policy and Procedures when they are completing the initial requirements for licensing. Treatment Foster Parents at RMFS (policy and procedure is in the initial treatment foster parent application packet).
32. Treatment Foster Parents shall read, sign, and follow the RMFS Policy and Procedures for the use of alarms in their homes when TFCs are placed with them. This Policy and Procedure is located in the RMFS training notebook and reviewed in the initial training for all TFP applicants.
33. Treatment Foster Parents agree by signing this Treatment Foster Parent Job Duties and Responsibilities Contract, that home study may be provided to CYFD, Custody Holders or any other legal entity that has rights pertaining to a TFC for review in cases where potential placement is possible. Treatment Foster Parents agree by signing this Treatment Foster Parent Job Duties and Responsibilities Contract that they approve RMFS and CYFD to share all information pertaining to the treatment foster care family. This is a requirement of licensure as outlined in the CYFD Licensing Requirements for Foster and Adoptive Homes Section 8.26.4.12; Assessment Process for Foster and Adoptive Home License subsection F9, page 5
34. Treatment Foster Parents understand that if their license is not renewed, terminated, or revoked they will be expected to submit all outstanding progress notes, MAR forms, etc., return all items belonging to any TFC, and their TFP license in order to obtain their final compensation check.

**Signature(s):** By signing this document, the Treatment Foster Parent(s) have read, understood, and agreed to fulfill the requirements and responsibilities of a Treatment Foster Parent.

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Treatment Foster Parent (Parent One)

Dated this \_\_\_\_\_ day of \_\_\_\_\_

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Treatment Foster Parent (Parent Two)

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Red Mountain Family Services, Inc., Staff

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Document copy given to Treatment Foster Parent (date and initials of RMFS Staff)