

Big Bend Community Based Care Policy & Procedure

Series:	1100: Human Resources	
Policy Name:	Foster Adopt Conflicts of Interest	
Policy Number:	1129 B	
Origination Date:	09/22/09	Revised: Board Meeting of 12/13/2018
Regulation:	65C-13.025, F.A.C.	

Policy

Big Bend Community Based Care, Inc. (BBCBC), recognizes the importance of recruiting and retaining quality foster and adoptive parents for children in care. As they already work in the social services field, employees of BBCBC and BBCBC's subcontracted provider agencies may possess knowledge and skills that would make them strong candidates for foster and/or adoptive parenting. However, there may be an inherent conflict of interest in being a BBCBC, *DCF, CLS, GAL, Judiciary*, subcontracted provider agency employee, another service provider or a foster or adoptive parent for children in BBCBC custody.

It is the policy of BBCBC that employment in the field should not, in and of itself, preclude an individual from becoming a foster or adoptive parent, given that the person meets all other standards required for licensure pursuant to 65C-13, F.A.C., and that conflict of interest can be avoided given careful consideration of approval of and placements into the home. The Procedure outlined in this Policy should be followed in order to mitigate any conflict of interest that may arise when an employee of BBCBC, *DCF, CLS, GAL, Judiciary*, subcontracted provider agency employee, another service provider or a foster or adoptive parent. *NOTE: The procedure described below can be applied at any time there is a need for an outside, unbiased, professional review, e.g., an adoption denial or multiple families expressing interest in the same child, a request for a change to a Maintenance Adoption Subsidy rate, etc.*

For the purposes of this Procedure, "employee" is defined as employees of BBCBC and their immediate family members; employees of BBCBC subcontracted case management, foster home management, adoptions, group care, shelter and independent living providers; and immediate family members of BBCBC, *DCF, CLS, GAL* and subcontracted providers in the aforementioned categories. "Immediate family members" are defined as parent, sibling or child, and/or any current household members.

If an employee, or any individual identified as a potential conflict, applies to become a licensed foster parent, then review by the Licensure Conflict Review Committee is required.

Procedure

A. Foster Home Licensure.

- [Conditional Statement.]** Employees may be licensed as out-of-home caregivers as long as the following are met:
 - No conflict of interest exists that could result in preferential treatment concerning the placement and movement of children placed in the potential licensed foster/adoptive home.
 - On the condition that the Licensure Conflict Review Committee determines that no conflict is found, the study can be completed by the contracted licensing child-placing agency within the

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employee's service area (provided any necessary waivers are obtained to comply with 65C-13, F.A.C.).

- c. Children from within the community of the applicant may be placed in the home upon licensure.
- d. The licensing agency will provide specific training on conflict of interest *and* confidentiality so that applicant(s) understand how to practice ethically and maintain professional boundaries. The foster parents will be informed of any restrictions identified by the Licensure Conflict Review Committee.

2. Recommended steps for Licensure Conflict Review Committee.

- a. The licensing agency will notify the QPI specialist in writing within forty-eight (48) business hours when a potential conflict is identified and in need of review. The notification will include a brief summary of the reason the case is considered a conflict.
- b. The QPI Specialist will schedule a meeting within two weeks with the Foster Home Management provider and with the Licensure Conflict Review Committee. The Committee is comprised of the BBCBC Operations Manager, Intake Placement UM Director, QPI Specialist, Program Directors and Program Managers, Licensing Supervisor and Licensing Counselor, Case Management representative(s), GAL representative(s), DCF representative(s).
- c. After committee discussion, the BBCBC Operations Manager, Intake Placement UM Director, and the QPI Specialist will vote to make a final determination. These members will also assign needed tasks to move forward. BBCBC's CEO and COO will be notified.
- d. The QPI Specialist will provide a written summary to each committee member and schedule any additional meetings as needed.
- e. The Foster Home Management agency will provide the QPI Specialist updates every two (2) weeks as to the status of the tasks assigned until the process is completed.
- f. The QPI Specialist will keep Operations Manager informed of updates and outcomes.