



Administrative Policies and Procedures: 16.11

Subject:	Shared Resource Homes
Authority:	TCA 37-5-106 TCA 37-4-201 et seq., Adoption and Safe Families Act, and the Social Security Act
Standards:	DCS 3-100, 3-300, 3-301, 3-302, 3-303, 3-304, 3-305
Application:	DCS Foster Care and Supervisory Staff and Private Provider Staff

Policy Statement:

The TN Department of Children's Services (DCS) and active, contracted Private Providers may agree to share resource homes for DCS children. Specific agreements must be documented in writing and signed by the DCS Regional Administrator/designee and the Director of the Private Agency/designee.

TN Resource Homes identified through the ICPC process as a proposed placement for children who are in the custody/guardianship of another State or agency may be a current approved resource home under DCS policy or may be an approved resource home through a private provider or may be a shared resource home as defined in this policy and subject to application of this policy.

Purpose:

Having stable placements is a critical element to help reduce the impact of trauma children experience when they must be separated from their birth families. In cases where a child's presenting level of needs decrease over time, it is best practice that placement changes do not occur. It is also very important to keep siblings together whenever possible. Sharing homes is a way to collaborate with partners and preserve sibling connections when children in sibling groups have varying levels of individual needs and is a way to provide more continuity of care to children.

Procedures:

A. Shared Home Rules

1. Private Provider homes may be used as shared homes due to the special needs of the child being placed in the home. Individual situations (such as the need for sibling placements) can be reviewed by the Team Coordinator of the Resource Parent Support Unit or Central office as needed.
2. A resource home must not provide placements for both DCS and another private provider without a written agreement delineating the responsibilities of all parties involved and approved by the Regional Administrator/designee and the Director of the Private Agency that will share the resource home (see [Protocol for Re-Activation or Re-Classification of Resource Homes](#)).
3. Because of the intensity of needs of children/youth referred to Private Providers, families must not provide care for children in DCS custody and more than one Private Provider at a time.

B. Shared Home Approval Process	<ol style="list-style-type: none"> 1. The Department or the Private Provider resource family home, that originally approved the resource home, must provide a copy of the family’s home study case file to DCS or the sharing agency, to be reviewed for compliance with all areas outlined in this policy, DCS policy, 16.3, Desired Characteristics of Resource Homes and DCS policy, 16.4 Resource Home Approval. 2. The results of the home study review will be documented in the resource home case file along with the recommendation of the staff reviewer. The team leader or Private Provider supervisor should also note their recommendation and will secure the approval of the Regional Administrator/designee and the Private Provider Director. 3. If both DCS and the Private Provider agree that the resource home may be shared, the appropriate DCS employee, in the county where the resource family resides, will be responsible for completing all fiscal procedures to ensure the family can receive their resource home board payment via ChiPFinS. These homes must be paid the same rate structure as any other DCS resource home. Special or extraordinary resource home board rates must be requested and approved by the appropriate DCS staff in accordance with DCS Policy 16.29, Resource Home Board Rates. 4. In cases of ICPC financial responsibility, for a child/youth placed into TN with an approved resource home, is the responsibility of the sending state. TN DCS is not responsible to provide resource home board payments.
C. Documentation	<p>If both DCS and the Private Provider agree that the resource home may be shared, the DCS FSW will ensure that the resource home is entered into the resource home section of TNKIDS as a shared home. During the length of the shared agreement, DCS will be responsible for entering all documentation into TNKids. DCS will add the resource family to the Regional resource home list and submit information to Resource Exchange for Adoptable Children in Tennessee (REACT) database if the home is identified as a pre-adoptive home.</p>
D. Shared Home Maintenance	<ol style="list-style-type: none"> 1. The child casework responsibilities will remain with the Private Provider staff or DCS Family Service Worker (FSW) that is responsible for each child. 2. The home study re-assessment will be the responsibility of the Private Provider to ensure that the family continues to meet all the requirements outlined in DCS Policy 16.8, Responsibilities of Approved Resource Homes and the requirements of the private agency. 3. An approved re-assessment through a Private Provider would mean continued approval as a DCS resource home as well. The Private Provider must provide DCS with copies of the family’s annual re-assessments upon completion. 4. The re-assessment will be the responsibility of the Private Provider because the training requirements are greater for therapeutic homes and a shared home would have to maintain their approval with the private agency as well as DCS.

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Forms:	<u>CS-0672 Shared Home Authorization</u>
Collateral Documents:	<u>Protocol for Re-Activation or Re-Classification of Resource Homes</u>