

The First Thirty Days of a Foster Placement

Upon placement of a child into a foster home

When a child is placed into a foster home, AzDCS will provide the foster parent with a signed copy of the **Notice to Provider**.

When a child is placed into a foster home, the foster parent needs to make sure that all of his or her questions are answered. The foster parent should also let the AzDCS caseworker know if a car seat is needed, if a clothing allowance is needed for the child, or if child care is needed.

Within 72 Hours of a child *coming into foster care*

When AzDCS removes a child from the home and places the child into foster care, AzDCS usually facilitates a Team Decision Making (TDM) meeting. AzDCS may elect to do any of the following:

- file a petition and leave the child in the current placement
- file a petition and place with extended kin
- file an in-home petition and place with the parent
- place back in the home

Within 5-7 days of a child *coming into foster care*

When AzDCS removes a child from the home and places the child into foster care, AzDCS makes a Rapid Response referral immediately. Within 72 hours of the referral, Behavioral Health Rapid Response should contact the foster parent to conduct intake, assess the child's needs, and enroll the child into a behavioral health network. Foster parents need to be open with the Rapid Response team, and communicate any and all concerns regarding the behavioral health of the child. Rapid Response is there to help the foster parent deal with the child's behaviors and the impact this may have on the foster family.

Within 5 days of placement into a foster home

The foster parent must **enroll child into an appropriate school**.

The foster parent should ask the AzDCS caseworker if there are **any pending appointments** that have already been scheduled for the child (i.e. Child Family Team, medical/dental, visitation, medication reviews, counseling, sibling visits, court hearings, Foster Care Review Board Hearings, or case plan staffings). If so, record the date, time, location, and any other pertinent information about these appointments.

In addition to the Notice to Provider, which is provided upon placement, the AzDCS caseworker will also provide items from the **placement packet** that were not available at the time of placement.

The AzDCS caseworker will provide the following, as available, within 5 days of placement:

- **AzDCS contact information**
 - name, email and phone number for the AzDCS caseworker, including an after hours phone number
 - name contact information for the AzDCS caseworker's supervisor
- medical information and special needs
 - **CMDP medical insurance number** (or other medical insurance number if DDD)
 - **Medical Summary Report** (printed from AzDCS information system)
 - immunization records (from [AZ State Immunizations Info System \(ASIS\)](#))
 - NOTE: Foster parents can obtain immunization records by contacting ASIS and sending in a form with the Notice to Provider <https://asiis.azdhs.gov>
 - special needs and health/dental conditions
 - behavioral and mental health concerns, including any diagnosed conditions
- **the following blank forms** (click the links to download these forms online):
 - [Allowance Signoff Ledger \(FC-128\)](#)
 - [Basic Wardrobe Checklist \(FC-010\)](#)
 - [Child's Contact Record \(FC-127\)](#)
 - [Child Information Guide \(FC-130\)](#)
 - [Notice of the Rights of Children and Youth in Foster Care \(FSC-1037A\)](#)
 - [Purchase Ledger \(FC-126\)](#)
 - [Significant Incident \(FC-122\)](#)
- information about the case
 - current **case plan**
 - **minute entries** setting future dependency hearings
 - most recent **FCRB report**, if applicable
- information about any pre-scheduled visitation or appointments
 - contact and visitation arrangements between the child, child's parents and siblings, family members, other relatives, friends, and any former foster parents
 - planned appointments and other agency involvement
 - what the kinship/foster care family is expected to provide
- information AzDCS knows about the child's history
 - birth certificate for youth age 16 and older
 - **reason the child was placed into foster care**
 - history of abuse or neglect that may affect the child's behavior or needs
 - **previous placement information** (if applicable)
- information AzDCS knows about educational history and needs
 - name of **school and school district** child last attended (if applicable)
 - educational history and special needs (if known)

- information AzDCS knows about the child's daily living needs
 - **Child Information Guide filled out by the previous placement** (if applicable)
 - daily routine
 - food and activity preferences
 - cultural practices, traditions, values and religious involvement
 - sexual orientation
- general information about Arizona foster care
 - services available through [Comprehensive Medical and Dental Program \(CMDP\)](#)
 - [Comprehensive Medical and Dental Program \(CMDP\) Member Handbook](#)
 - [AzDCS Discipline Guidelines](#)
 - information about the availability of daily personal and clothing allowances and other special payments to support the child's needs (see [rate schedule](#))
 - Information about Arizona's seatbelt and child restraint system requirements Arizona ([ARS §28-907](#), [ARS §28-909](#)), which in most cases require:
 - Each person **under the age of 16 years old** (regardless of where seated) **and** each person **in the front seat** (regardless of age) must have the lap belt properly adjusted and fastened, and if a shoulder belt is also available, that also must be properly adjusted and fastened.
 - Each child **under 8 years old** who is under 4 feet 9 inches must be properly secured in a child restraint device that meets [federal standards](#).
 - Drivers can receive a citation if a passenger under 16 years old is not properly secured in an appropriate seatbelt or car restraint device. Passengers age 16 or older can receive a citation for not being properly secured in a seatbelt.

Within 30 days of placement into a foster home

The foster parent must schedule and obtain a comprehensive medical examination by a physician within 30 days of placement. The medical examination must meet the Title XIX Early Periodic Screening Diagnosis and Treatment (EPSDT) for each child.

The foster parent must schedule a dental examination for each child age 3 years or older within 30 days of placement unless there is documentation from AzDCS of a dental examination within the past 30 days.

The foster parent must identify who will be the child's primary care physician, and notify CMDP within 30 days of placement.

The foster parent must provide the results of medical, dental and other examinations to the AzDCS caseworker within ten (10) business days from the date of the examinations.

Once per month thereafter

The AzDCS caseworker must have a face-to-face visit with the child and the caregiver **at least one time per calendar month**. The face-to-face visits with the child and the caregiver must occur in the child's foster placement for a majority of the time. If the child is verbal or able to communicate through other means (such as through writing, an augmentative communication device, sign language, etc.), the AzDCS caseworker must spend part of at least one visit per month alone with the child.