

FOSTER PARENT RECRUITMENT & RETENTION PLAN

Goals: Ensure that children and youth are placed in the least restrictive and most appropriate placement; Improve organizational effectiveness regarding placement, resource development, retention, and placement matching; and increase the average length of retention of Foster Parents during the licensing process for at least 5 years.

Process:

1. Review past and current recruitment plans to ensure plan is responding to trends.
2. Identify and collaborate with DCFS, POS agencies on combined activities.
3. Submit one plan per year.

Technical assistance is available from the Department of Children and Family Services, Recruitment and Resource Development Division.

I. AGENCY INFORMATION

Name and Address of POS Agency:			
Time Period Plan Covers:			
Agency Director		Email Address	
Contact Person(s)	Position	Email Address	Phone Number

II. AGENCY PROFILE

In this section, use data from both the permanency and licensing division to develop a picture of the children and families in which you serve. The picture will help identify specific gaps and needs in your specific community. The gaps and needs within your area will establish the target populations to which you need to recruit. Example population include: teenagers; sibling groups; specialized youth, and youth with disabilities.

- A. Data provided by the Permanency Division
 1. Characteristics of children in care (i.e. age, gender, race, ethnicity, and living arrangement).
 2. Characteristics of children entering and exiting care.
 3. Total number of homes licensed by your agency.

- B. Data provided by the Licensing Division
 1. Number of prospective foster/adoptive parent inquiries
 2. Number of foster/adoptive inquiries w/license application completed.
 3. Number of foster/adoptive parent inquiries who attended an orientation.
 4. Average length of time to complete a licensure from inquiry.

C. Reasons for closure of foster care homes during previous fiscal year:

	FY_____	FY_____
Closure Reasons	Number of Homes Closed	Number of Homes Closed
Adoption		
Hold (Agency/GAL/Inactive)		
Death of Licensee		
Lack of Response		
Moved		
Refusal to Renew		
Revocation/Administrative Close		
Voluntary		
Total		

Voluntary Reason Breakdown	FY_____	FY_____
Problem with the Agency/Worker		
Burn out due to demands/stress		
Not enough room in the home		
Special Investigation		
Allegations of child abuse/neglect		
Family needs		
Frustration with system		
Income Barriers		
Relative child moved/Returned home		
Retirement		
Adoption/Guardianship		
Staff Turnover		
Other		
Voluntary Total		

D. This section offers the opportunity to review and evaluate how your agency is moving foster/adoptive inquiries into the licensing process. Agencies need to actively maintain contact with prospective foster/adoptive parent inquires to initiate the licensing process. Tracking of potential foster and adoptive family inquiries:

	FY_____	FY_____
Number of Inquires received via 800-572-2390		
Number of Inquiries received through DCFS Website		
Number of Inquires received directly to agency/ Licensing Unit		
Number of Orientations completed		
Number of Inquiries who attended an Orientation		
Number of Inquiries that moved to licensing phase with applications		
Average length of time to complete a licensure from initial inquiry		

IV. PRE/INSERVICE TRAINING

A. Previous Plan/Year

This section provides the foundation to build a training plan by listing specific trainings provided and the number of attendees. Discussed what has and has not worked in the past.

Training Topic	Number of this Training Offered	Number of Attendees

B. Current Plan/Year

List trainings planned to assist in recruitment and retention of adoptive and foster care families. Include training topics and the number of times the training will be offered. Agencies may provide and attach pre-existing schedules if all training opportunities are in a brochure/booklet/schedule.

Planned Training Topic	Number of this Training is being Offered

V. RETENTION PLAN

A. Previous Plan/Year

This section provides a foundation to build a retention plan that describes areas utilized that assisted in retention of adoptive and foster care families. List specific retention activities and identify what has worked in the past and what had not worked in the past.

Retention Event	Successful or Improvement Needed	List Barriers and factors to overcome barriers or factors in the success of the retention initiative

B. Current Plan/Year

Strategies for retention need to be based on the needs of foster and adoptive parents. Retention strategies need to include the involvement of licensed foster families and the use of satisfaction surveys to receive comments and recommendations from foster parents. Some retention activities should include development and/or utilization of respite programs, development and/or utilization of adoptive, foster, and fictive kin family support groups, foster parent mentors, and the development and/or utilization of newsletters. One item per line.

List Activities and Events planned that will assist in Retaining Adoptive and Foster Homes

VI. COLLABORATIVE EFFORTS IN RECRUITMENT AND RETENTION

Collaborative Efforts	Participating Agencies
Faith Communities/Service Organizations	
Community Based Organization	
Advisory/Support Groups	
Corporate Support	
DCFS/POS Agencies	
Other	

VII. UNRELATED/RELATIVE FOSTER HOMES

A. Review of Previous Plan/Year

Number of Relative Licensed	Number of Unlicensed Relatives	Number of Relative 402 Waivers

B. Current Plan/Year

Population	Strategies	Goal of # Relative Homes to be Licensed
<i>Increased Number of Licensed Relatives</i>		

C. Review of Previous Plan/Year

Number of Unrelated Licensed	Number of Unrelated Foster Homes	Number of Unrelated 402 Waivers

D. Current Plan/Year

Population	Strategies	Goal of # Relative Homes to be Licensed
<i>Increased Number of Licensed Relatives</i>		

VIII. DETAILED BUDGET

A. Attach a detailed budget plan for the agency’s Foster Parent Recruitment & Retention Plan allocation.

Any questions, please contact Deborah Kennedy, Associate Deputy of Agency Performance Team (APT) Monitoring, at (309) 794-3500 or Deborah.Kennedy2@illinois.gov

Please email plans attached to yearly Foster Parent Implementation Plans to Agency’s identified APT monitor.

Agency’s Licensing Supervisor

Date

Agency’s Program Manager/Director

Date

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