

Placement Coordinators Office (PCO)

(Revised 09/12/19)

[Introduction](#)

[Policy](#)

[Newly-Approved RFA Homes](#)

[Resource Home Status](#)

[Resource Homes that are Maxim Providers](#)

[Alignment with SET Values](#)

Introduction

Placement Coordinators are social workers who assist staff with matching children to available Resource Families (RF), such as Resource Family Approval (RFA) homes or Licensed Foster Family Homes (LFH) in San Diego County. They:

- authorize the use of approved homes.
- track home vacancies.
- provide SWs with information about RF homes.
- answer questions from RF.
- maintain records of RF complaints.
- place and remove “holds” (see Foster Home Hold) on RF homes.
- coordinate with (RFA)/Foster Home Licensing Units, as needed.
- process RF home assessment and evaluation forms.
- answer questions about foster home liability coverage (see Foster Parent Insurance).
- conduct Quality Parenting Review (QPR)[s](#) of resource homes.
- maintain RF training records and track training hours.
- maintain a list of respite providers that are RFA or LFH.

Policy

SWs will always contact the PCO for authorization before considering placing a child into a LFH or RFA home.

NOTE: If a change of placement takes place into a RF as result of the inability to find a respite care provider and the plan is for the child to return to his/her original placement, the home must be cleared by PCO before a child is placed back in the home.

Newly-approved RFA homes

The Placement Coordinator’s Office (PCO) will limit the number of placements that will be allowed for newly approved RFA Homes.

All new RFA homes will be approved to capacity based on the total number of children in the home. However, the Placement Coordinator’s Office will limit all new RFA homes to two (2) children at a time for the first year of approval.

**Newly-approved
RFA homes (cont.)**

The PCO PSS may make an exception under special circumstances or to accommodate a sibling set. However, the family must not have any concerning placement history and be willing to work with a Grossmont College Foster and Adoptive Kinship Caregiver Education (FAKCE) caregiver mentor.

The exception is not on going for other children. Once an exception is made to allow more than two in the home, it reverts to two placements after the specific child (ren) have left the placement.

The PCO will expand the limit by one (1) child each year (the anniversary date being the date of approval); i.e.:

- Newly approved home = 2 placements at a time.
- Home approved for one year = 3 placements at a time.
- Home approved for two years = 4 placements at a time.

Applicants that have had a foster home license in the past and are now applying under RFA, may have an expanded limit based on the total number of years of past licensure, i.e., if the applicant was licensed for two years previously, then the PCO may allow additional capacity if requested and assessed as appropriate by PCO.

The PCO can never expand the limit past what Resource Family Approval (RFA) or FHL has listed as the total approved capacity.

NOTE: Capacity increases also apply to current LFH's.

**Resource Home
Status**

The PCO's authorization for placement will depend on a resource home's status. A licensed or RFA approved home will not show on the Vacancy list until they achieve placement ready status.

Resource homes are approved without completing CPR & First Aid, but are not allowed to have placements until they complete this requirement. Once they meet the placement requirements, they are considered placement ready.

NOTE: Resource homes on HOLD are not available for new placements (see Foster Home Hold PM file).

**Resource Homes
that are Maxim
Respite Providers**

Maxim Respite providers that are RFA approved or a Licensed Foster Home (LFH) must be in good standing with their approval/license in order to provide respite services.

PCO will complete the following duties when working with Maxim Respite:

- Verify that the respite provider is a RFA or LFH.
 - Verify that the respite provider is in good standing.
 - Update current list of respite providers that are RFA or LFH, when provided by Maxim.
 - Send Maxim Respite, HOLD notices of RFA/LFH coded as respite providers.
-

Alignment with SET Values

This policy aligns with SET [Value 1](#) as it recognizes that the safety of children and youth is the priority and responsibility of everyone involved. In addition, it supports SET [Value 3](#), as it ensures that focus remains on the well-being of children and youth while they are in care.
