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Preschool Services

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Phalos Haire
Approved by: Phalos Haire, Director

Partner Oversight

Overview

Purpose The purpose of this policy is to describe the oversight tasks associated with our partners with whom we have a Memorandum of Understanding (MOU).

Reference The policies and regulations referenced are:

- FIRE Grant

Policy Overview PSD requires quarterly reports from their MOU partners as to the quality and quantity of services provided.

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Memorandum of Understanding (MOU)

Introduction A Memorandum of Understanding (MOU) states explicitly what is required of the partner, whether it be services or resources.

Policy PSD requires quarterly reports from their MOU partners as to the quality and quantity of services provided.

Children & Family Services Children and Family Services (CFS) will provide services to children who PSD refers. This includes support for families whose children have been removed or who have open cases to receive the services they need for reuniting families.

CFS will provide quarterly reports to PSD to evaluate the quality of services being delivered.

Department of Child Support Services The Department of Child Support Services (DCSS) will provide case management services to Head Start/Early Head Start parents/caregivers. This includes assistance in paternity, opening a case, order establishment, and collection services.

DCSS will provide quarterly reports to PSD to evaluate the quality of services being delivered.

Workforce Development Department The Workforce Development Department (WDD) will provide services the Head Start/Early Head Start parents/caregivers. This includes job training, apprenticeship programs, job search support, and community job fair events.

WDD will provide quarterly reports to PSD to evaluate the quality of services being delivered.



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FIRE Recruitment

Overview

Purpose The purpose of this policy is to actively inform families within our county of the availability of services and encourage them to apply for the Fatherhood Family Focused, Interconnected, Resilient, and Essential (FIRE) program administered by Preschool Services Department (PSD).

Reference The policies and regulations referenced are:

- FIRE Grant

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Recruitment Basics

Policy Recruitment for the FIRE Program is ongoing throughout each program year so PSD maintains 140 fathers per year are enrolled.

Waitlist Program Generalists are required maintain a waitlist to for program workshops offered to all participating fathers.

Use of data Recruitment is technology and data driven. Program Generalists take the lead in ensuring all data necessary for management to analyze effective recruiting practices is entered into ChildPlus and nFORM.

This data includes number of families with an adult male related to the household, telephone numbers, email addresses, and other recruitment activities.

Focus Recruitment efforts are focused on:

- Families who have an adult male related to the household, and
 - Memorandum of Understanding (MOU) partners including:
 - Child Support Services (CSS),
 - Children and Family Services (CFS), and
 - Children’s Network,
 - First 5 San Bernardino, and
 - Workforce Development.
-

Responsibilities

- Case Manager** The Case Manager:
- Completes the FIRE Program Recruitment Tracking form located under Management in ChildPlus.
 - Enters the following parent information:
 - Home address,
 - Email address, and
 - Father Name.
-

- Data Administrator** The Data Administrator is responsible for:
- Monitoring data entry in nForm, and
 - Track 003 submissions
-

- FIRE Program Coordinator** The FIRE Program Coordinator is responsible for:
- Reviewing referrals from partnering MOU agencies including:
 - Child Support Services (CSS),
 - Children and Family Services (CFS),
 - Children’s Network,
 - First 5 San Bernardino,
 - Workforce Development,
 - Training Generalists on program benefits and ensuring information needed to recruit for the program is provided,
 - Tracking enrollment to ensure enrollment goals are met by end the program year, and
 - Monitoring recruitment efforts.
-

- ERSEA Manager** The ERSEA Manager is responsible for:
- Analyzing sibling data and referral source data in ChildPlus
 - Approving 003 requisitions for recruitment materials
-

Recruitment Activities

Places to make a presentation

Presentations will be made at collaborating MOU agencies and PSD sites.

Places to advertise

The following are examples of places and ways to advertise:

- Bus signs,
 - Mass/Community mailings,
 - Social Media,
 - Electronic Billboards, and
 - Flyer/pamphlet/brochure distribution at collaborating MOU agencies.
-

Data to use

The following are examples of data to use:

- ChildPlus 4024 – Participants and Adult Males in Family Grid Report, and
 - ChildPlus 2031 - Recruitment Age Eligible Children.
-

Partners

The following are partnering MOU agencies to collaborate with for recruitment:

- Child Support Services (CSS),
 - Children and Family Services (CFS),
 - Children’s Network,
 - First 5 San Bernardino, and
 - Workforce Development.
-



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Child Maltreatment

Overview

Purpose In accordance with State Law, all employees hired by PSD on or after January 1, 1985 are required to sign a statement indicating that they will comply with the provisions of Penal Code (PC) section 11166.5

Reference The policies and regulations referenced are:
• Penal Code: § 11166.5, 11172 (a)(b)(c)(d)

Policy overview A person who fails to report child abuse is guilty of a misdemeanor and is punishable by county jail for no more than six months or by a fine of not more than \$1,000.00, or both.

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Reporting Child Abuse

Policy

A person who fails to report child abuse is guilty of a misdemeanor and is punishable by county jail for no more than six months or by a fine of not more than \$1,000.00, or both.

Definition of Child Care Custodian

A Child Care Custodian is required to report abuse.

A Child Care Custodian includes:

People who work directly with children

- Head Start staff
- All Teachers
- Certificated personnel employees of any public or private school
- Licensed day care workers
- Employees of a child care institution including foster parents, group home personnel and personnel of residential care facilities
- Social workers
- Probation officers

People who are in administration

- Administrators of community care facilities licensed to care for children
 - Administrators of a public or private day camp
 - Supervisors of child welfare and attendance
 - Administrative officers
 - Licensing workers or licensing evaluators
 - Public assistance workers
-

Reporting deadlines

You are required to make a report to a child protective agency immediately or as soon as practically possible by telephone, and prepare and send a written report within 24 hours of the incident.

Liability

A Child Care Custodian is not civilly or criminally liable for reporting child abuse unless it can be proven they made a false report and knew that the report was false.

Continued on next page

Reporting Child Abuse, Continued

Photographs A person who is required to take photographs of a suspected victim of child abuse or causing photographs to be taken without parent consent or for disseminating the photographs with the reports is not liable.

This immunity from liability does not cover any other use of the photographs.

Providing access for CPS A person who gives Child Protective Services access to a child who is the victim of abuse or suspected abuse is not liable for providing access to the child.

Legal action Although there is immunity from liability, it does not eliminate the possibility that actions may be brought against the Child Care custodian.

Legal fees You may present a claim to the State board of control for reasonable attorney's fees incurred in any action against you based on making a report required or authorized by PC section 11166.5.

You may submit a claim if:

- The court dismissed the action
- The Child Care Custodian who reported prevails in the action

Attorney fees will not exceed:

- An hourly rate greater than the rate of the California State Attorney General
- Total of \$50,000

This does not apply if a public entity provided for the defense.

Employee Signature Page

11172: a

No childcare custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by this article.

Any other person reporting a known or suspected instance of child abuse shall not incur civil or criminal liability as a result of any report authorized by this article unless it can be proven that a false report was made and the person knew that the report was false.

No person required to make a report pursuant to this article, nor any person taking photographs at her or her direction, shall incur any civil or criminal liability for taking photographs of a suspected victim of child abuse, or causing photographs to be taken of suspected victim of child abuse, without parent consent, or for disseminating the photographs with the reports required by this article.

However, the provisions of this section shall not be construed to grant immunity from this liability with respect to any other use of photographs.

11172: b

Any childcare custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who, pursuant to a request from a child protective agency, provides the requesting agency with access to the victim of a known or suspected instance of child abuse shall not incur civil or criminal liability as a result of providing that access.

Continued on next page

Employee Signature Page, Continued

11172: c

The legislature finds that even though it has provided immunity from liability to persons required to report child abuse, that immunity does not eliminate the possibility that actions may be brought against those persons based upon required reports of child abuse.

In order to further limit the financial hardship that those persons may incur as a result of fulfilling their legal responsibilities, it is necessary that they not be unfairly burdened by legal fees incurred in defending those actions.

Therefore, a child care custodian, medical practitioner, nonmedical practitioner, or an employee of a child protective agency may present a claim to the State Board of Control for reasonable attorney's fees incurred in any action against that person on the basis of making a report required or authorized by this article if the court has dismissed that action upon a demurrer or motion for summary judgment made by that person, or if he or she prevails in the action.

The State Board of Control shall allow that claim if the requirements of this subdivision are met, and the claim shall be paid from an appropriation to made for that purpose. Attorney's fees awarded pursuant to this section shall not exceed an hourly rate greater than the rate charged by the Attorney General of the State of California at the time the award is made and shall not exceed an aggregate amount of fifty thousand dollars (50,000.00)

This subdivision shall not apply if a public entity has provided for the defense of the action pursuant to Section 995 of the Government Code.

11172: d

Any person who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist, as required by this article, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000.00), or both.



**Employee
signature**

This confirms that I have knowledge of and will comply with the provisions of Penal Code section 11166.5.

Signature of Employee

Date



Phalos Haire
Approved by: Phalos Haire, Director

FIRE Grant Case Management

Overview

Purpose The purpose of this policy is to outline the policies and procedures for maintaining a FIRE Grant case.

Reference The policies and regulations referenced are:

- FIRE Grant

Policy Overview The Case Manager will:

- Complete 8 visits with the Head Start Participant within the program year.
- Evaluate needs and goals through assessments.
- Engage the participant in parenting workshops, healthy relationship activities, and economic stability programs.
- Track attendance in the Nurturing Father Program.

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The Role of the Case Manager

Purpose of the Case Manager

The purpose of the Case Manager is to establish a one-on-one relationship with the Participant so that the Participant:

- Receives the resources and activities they want and need out of the program.
 - Has a contact in the program to navigate questions and program requirements.
 - Completes the program successfully.
-

Case Management responsibilities

The Case Manager is responsible to:

- Process the application and assess access to the program.
 - Support career development for the participant
 - Listen to the Participants goals, wants, and needs.
 - Establish a trusting relationship with the Participant.
 - Maintain attendance records.
 - Conduct 8 visits during the program period.
 - Assist the Participant in:
 - Establishing goals
 - Overcoming obstacles
 - Celebrating achievements
 - Maintaining attendance
 - Engaging in activities and using resources
 - Contacting resources and community support
-

Eligibility

Policy

To establish eligibility, the Participant must meet all of the following conditions:

- Be 18 or older, and
 - Be a resident of San Bernardino County, and
 - Have a child age 5 or under, and
 - Be eligible to enroll in the Head Start or Early Head Start program.
-

Eligibility for HS/EHS

A Participant must be *eligible* to the Head Start or Early Head Start program; they are not required to *enroll*.

Eligibility is based on one of the following:

- Child already enrolled in Head Start or Early Head Start
 - Homelessness
 - Receiving CalWORKs or SSI
 - Having a child in Foster Care
 - Meeting the low income requirement
-

Participant's relationship to the child

The Participant does not have to be the biological father to be eligible for the program.

For example, participants can be one of the following, but not limited to:

- A family friend who is a Father figure to the child
 - A family member who is a Father figure to the child such as an Uncle or Grandparent
 - A Mother
 - A Step Father
-

Case Management Visits

Policy

The Case Manager will conduct 8 visits with the Head Start Participant during the program year.

A non Head Start Participant receives case management services via referrals and community partners and the 8 visits are not required.



What is a visit?

A visit is an exchange between the Case Manager and Participant, which can be conducted in person or via a digital format such as Zoom, or FaceTime.

Timeframe for a visit

A visit should be at least an hour or as long as needed to address concerns, needs, and progress made.



How to conduct the first visit

The first visit is important to the working relationship of the Case Manager and Participant. It is vital to listen to the Participant and establish trust.

Step	Action
1	Engage the Participant with a friendly greeting.
2	Explain an overview of the what the first visit will include: <ul style="list-style-type: none"> • Assessment requirement • The Nurturing Fathers Program Workshop cohort assignment • Overview of resources and programs • Issuance of the Chromebook • Approximately how long the visit will take
3	<ul style="list-style-type: none"> • Explain the purpose of the assessment and the amount of time it will take. (see Assessment Policy) • Administer the assessment.
4	<ul style="list-style-type: none"> • Review the assessment with the Participant and help them to establish an initial goal. • Encourage the Participant to make attendance in the Nurturing Father Program a goal.
5	Explain to the Participant the programs and resources offered. <ul style="list-style-type: none"> • Parenting classes • Healthy Relationship activities • Economic Stability programs, workshops, and referrals

Continued on next page

Case Management Visits, Continued

How to conduct the first visit, continued

Step	Action
6	Ask the Participant “Are you interested in any of the programs or resources we discussed?” <ul style="list-style-type: none"> • If Yes, give them a referral to the program/resource/activity. • If No, tell them to think about it for the next visit.
7	Issue the Chromebook.
8	Establish an appointment for the next meeting.



How to conduct a visit after the initial visit

Use the following to conduct a visit after the initial visit.

Step	Action
1	Engage the Participant with a friendly greeting.
2	Ask how about their progress since the last meeting.
3	Review the Participant’s goals: <ul style="list-style-type: none"> • Celebrate goals achieved. • Discuss any obstacles to achieving goals. • Create new goal or milestones as needed.
4	Ask about attendance in the Nurturing Fathers Program: <ul style="list-style-type: none"> • Discuss any obstacles to attendance. • Celebrate attendance with the Participant.
5	<ul style="list-style-type: none"> • Review program options and resources. • Ask if the Participant is interested in any particular resource. • Offer suggestions of resources that may help the Participant.
6	Ask if there is anything else the Participant would like to discuss.
7	Conclude the visit with: <ul style="list-style-type: none"> • A reminder about the next Nurturing Fathers workshop. • A review of steps agreed upon to meet goals. • Establishing an appointment for the next meeting.

Attendance

Policy

Each Participant is required to attend 12 out of the 13 (90%) of the Nurturing Fathers workshops to complete the program.

Tracking attendance

Coordinate with the Nurturing Fathers workshop facilitators to establish attendance for the participant each week.

If the participant...	Then ...
Attended the workshop this week	Update the attendance form as 'present'.
Did not attend the workshop this week	<ul style="list-style-type: none"> • Call the Participant and offer a make-up session with another cohort. • Ask about obstacles to attendance and offer resources to help.
Did not attend the workshop or the make-up session	<ul style="list-style-type: none"> • Update the attendance form as 'absent'. • Call the Participant to establish what the obstacles to participation are and offer resources to help. • Offer another make-up session.



What if a participant 'drops out'?

If a participant does not attend more than once:

1. Call the Participant to establish the obstacles to participation.
2. Offer resources to eliminate the obstacles.
3. Offer the Participant early enrollment in the next new cohort available.

There are no 'leave of absence' provisions for attendance. If the participant cannot attend for more than 1 session and cannot make up sessions, the participant must re-enroll in the next available cohort.

Re enrollees

A re enrolled Participant:

- May use their prior application for the new session.
 - Is not entitled to any additional equipment that they have already received.
-