



TURNING POINT FAMILY CARE
PO BOX 789, WASHINGTON, UT. 84780
VOX: 435.674.7421 FAX: 435.674.3175

Policy and Procedures

1. Foster parent is to provide 24-hour supervision. Foster parent must know where youth is at all times.
2. Foster parent is responsible to complete a background check yearly with TPFC.
3. Foster parent is responsible to be CPR and First Aid certified. Foster parent is also responsible to keep the certification updated and submitted to TPFC.
4. Foster parent is responsible for having a medical done on them once a year. See the office for the proper form.
5. Foster parent is responsible for setting up appointments for therapy, based on the therapist's schedule, and transport youth to and from therapy.
6. Foster parents must keep all receipts to account for the youth allowance. The original receipts are to go in the out-of-home-book. A copy should be sent with the monthly paperwork. Youth must sign the allowance form each month. If youth works, there must be a log that accounts for where the money is going. It can be the same as the youth allowance form. Youth must save 80% of paycheck.
7. If a youth runs away, foster parent must contact Program Manager, Clinical Director, and the police immediately.
8. An incident includes but is not limited to harm to self, accidents, runaway, breaking the law, major rule breaking, and medical concerns. If you are not sure if something is an incident that requires a written report, it is better to ask than not to do one. Turning Point staff (Program Manager and Judy, Clinical Director) must be notified of the incident as soon as it happens. Foster parent is responsible to fill out an incident report and submit it to Turning Point within 24 hours of the incident.
9. Foster parents are required to attend at least 9 out of 12 trainings (both spouses attending at least 3 together). Make sure you sign the role.
10. **ALL** medication (youth & family members) must be under lock & key and inaccessible to youth in the home. Medication should be logged daily and turned in at the end of the month. If youth does not take medication simply write "NONE" on the medication form and hand it in. Foster parents need to be aware of how much medication is in the home and who is taking it so that there is not a question of whether or not a youth had been taking more or less of their or anyone else's medication.
11. At any time or for any reason a youth sees a medical professional, a health visit report must be filled out and signed by a physician. This report needs to be turned into Turning Point within 24 hours of the visit. Please make sure that all the top information is filled out such as date of visit, name, address and number of physician, Medicaid #, and youth's birth date. If the visit is due to an accident or harm to self, foster parent needs to call Program Manager and Clinical Director immediately.
12. Foster parent needs to be aware of and following all Turning Point rules.



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13. If foster parent is going out of town or state with the youth, the foster parent needs to contact Turning Point of plans and have permission for the youth to go. Permission from Turning Point must be obtained. Turning Point will notify the caseworker of such events.
14. If foster parent is in need of respite, it is their responsibility to find a family to take their youth and work out financial issues. Turning Point must approve respite request. Turning Point needs to be notified of who, where, when, and why.
15. At any time a youth is in respite their Medicaid card needs to go with them.
16. If a youth threatens that they are going to harm his/her self it must be taken seriously. Call the Clinical Director immediately. Have youth sign a No Harm Contract.
17. Foster parent needs to have emergency numbers in their car.
18. After a visit with family youth must fill out a home visit debriefing form and foster parent must submit that form with the monthly paperwork.
19. All homes and vehicles must have updated first aid kits in case of emergency.
20. Foster parents are not allowed to physically touch the youth. No form of physical, emotional, verbal or sexual abuse will be tolerated.
21. All paperwork must be completed and handed in by the 3rd of the month (for the month previous) or your check at the end of the month can be delayed.

I have read all of the above policy and procedures. I understand them and will follow them.

Parent

Date

Parent

Date