

# Foster/Adoptive Parent Recruitment and Retention Plan 2017-2019

LDSS/Agency: [Click here to enter text.](#)

Date: [Click here to enter date.](#)

Name of Person(s) Submitting Plan: [Click here to enter text.](#)

This template is designed to assist your agency in the development of a foster and adoptive parent recruitment and retention plan that is compliant with the Multi-Ethnic Placement Act of 1994 (MEPA) and New York State regulations.

The purpose of this planning template is to guide each LDSS/Agency to collect and analyze OCFS-provided and local data to illuminate both strengths and gaps in its current recruitment strategy. Once needs are determined, local districts and agencies may capitalize on existing strengths and develop a plan to address any challenges.

Before you finalize your Recruitment and Retention Plan, it is **strongly recommended** that you complete the attached planning supplement which is designed to help you refine your most important recruitment needs. All of these steps will guide your review of data, help you determine recruitment needs and plan effective strategies.

**Plans are due to your Regional Office by December 31, 2016** and are effective for three years, from January 1, 2017 through December 31, 2019. **Local districts and agencies must send an update on progress made towards their recruitment targets to their Regional Office at the 18 month mark (update will be due by September 30, 2018.)**

The Multi-Ethnic Placement Act of 1994 requires that LDSS and voluntary agencies which have a contract with a LDSS for the operation of an adoption or foster boarding home program develop a comprehensive plan for the recruitment and retention of foster and adoptive parents that reflect the racial and ethnic diversity of the children in foster care. One of the primary purposes of the Multi-Ethnic Placement Act of 1994 is to establish a “pool” of resource parents to “decrease the length of time children wait to be adopted.”

MEPA states: A State, or any other entity in a State that is involved in adoption/foster care placement and receives title IV-E funds from the Federal government, may not:

- Deny any individual the opportunity to foster or adopt on the basis of the child’s or the prospective parent’s race, color, national origin (RCNO) or,
- Delay or deny a child’s placement into foster care or adoption on basis of the child’s or prospective parent’s RCNO.

## Resources:

15-OCFS ADM-05 (date March 3, 2015)

MAPS data: <http://ocfs.ny.gov/main/reports/maps/>

NYS Innovations in Family Recruitment [www.recruit4fostercare.org](http://www.recruit4fostercare.org)

National Resource Center for Diligent Recruitment <http://nr cdr.org>

## Identify Current Recruitment Needs

Understanding the demographics of children and youth in care and the types of placements that you regularly utilize can help you plan for additional homes that you may need.

OCFS publishes Monitoring and Analysis Profiles (MAPS) each year that provide county-level data related to foster care: <http://ocfs.ny.gov/main/reports/maps/>. Counties will find it helpful to use the most recent MAPS data and/or Data Warehouse reports to complete the charts below. Information from local data sources may also be useful.

### Chart A: Ages of children/youth in care

**Purpose:** What is the age range of children admitted during a recent period or point in time? Gathering this type of information helps you understand if one age range is entering more than others.

**Data sources for counties:** MAPS data (p. 7, [Foster Care Admissions by Age, Race and Ethnicity](#)), or Data Warehouse (such as “Admissions Summary Report”), or local data

**As of date:** [Click here to enter date.](#)

Age	#	%
< 2 years		
2 - 5 years		
6 - 9 years		
10 -13 years		
14 - 17 years		
18 years & older		
<b>Total # Admissions</b>		

Is one age-range entering more frequently than others? If so, how will this impact your recruitment efforts?

What are your current strengths in recruiting homes for needed age groups? How did you accomplish this?

### Summary of Needed Homes by Age

Is it hard to find homes for particular age groups? What homes does your agency need to close gaps in needed homes? List those needs in the chart below.

Our agency currently needs:	Target # in 18 months	Target # in 3 years
<i>(Example) To increase foster/adoptive families for teens age 13 and over</i>	<i>5 new families</i>	<i>10 new families</i>

## Charts B and C: Race/ethnicity of children/youth in care and foster homes

**Purpose:** What is the race/ethnicity of children admitted during a recent period or point in time? What is the race/ethnicity of your foster homes? MEPA requires that you maintain a pool of foster/adoptive parents that reflect the children/youth placed in care. Gathering this type of information helps you compare your current children/youth placed in care with your current pool of foster/adoptive families. **Note:** This data may be helpful in informing your agency’s work to address disproportionality.

**As of date:** [Click here to enter date.](#)

**Data sources:** MAPS (p. 7, [Foster Care Admissions by Age, Race and Ethnicity](#)), Data Warehouse report (such as “Foster Care Roster by District”), or local data

<b>Chart B:</b> Race/Ethnicity of Children	#	%
Caucasian/White		
African American		
Hispanic/Latino		
Native American/ Alaskan Native		
Asian		
Other (incl. 2 or more races)		
Unknown		
<b>Total # Children</b>		

**Data sources:** Data Warehouse report (such as “Current Active Certified Foster Homes and Parents by Race/Ethnicity of County \_\_\_\_” or “Facility Detail Report”), or local data

<b>Chart C:</b> Race/Ethnicity of Foster Homes	#	%
Caucasian/White		
African American		
Hispanic/Latino		
Native American/ Alaskan Native		
Asian		
Other (incl. 2 or more races)		
Unknown		
<b>Total # Homes</b>		

Are children of one (or more) race/ethnicity entering more frequently than others? How do your current homes reflect the race/ethnicity of children coming into foster care? How will this information impact your recruitment efforts?

What are your current strengths in recruiting homes that reflect the race/ethnicity of children coming into care? How did you accomplish this?

**Summary of Needed Homes by Race/Ethnicity** Based on your data and responses, what are your current challenges and strengths? What homes does your agency need to close gaps found in your data thus far?

<b>Our agency currently needs:</b>	<b>Target # in 18 months</b>	<b>Target # in 3 years</b>
<i>(Example) To increase the number of African American homes</i>	<i>4 new families</i>	<i>8 new families</i>

## Chart D: Use of kinship foster care (approved relative homes)

OCFS supports the use of kinship care as a critical strategy for finding homes that best meet children’s needs. Approved relative homes (also called “kinship foster homes”) provide continuity with the child’s culture and create permanency with family members.

**Local districts:** How many children are in your local district’s custody and where are they placed?

**Data sources:** MAPS (p. 11, In Care, Facility Type by Placement) or Data Warehouse (such as “In Care Summary” report)

**Voluntary agencies:** How many children are in your agency’s care and where are they placed?

**Data source:** the agency’s data system

**Number of children in custody/care:** [Click here to enter number.](#)      **As of date:** [Click here to enter date.](#)

### Types of Placements

	< 11 YEARS		11+ YEARS		Totals	
	#	%	#	%	#	%
<b>Foster Boarding Homes (non-kin)</b>						
<b>Approved Relative Homes</b>						
<b>Congregate Care#</b>						
<b>Other (includes SILP*)</b>						
<b>Total # In Care</b>						

# Congregate Care includes Agency Operated Boarding Home, Group Home, Group Residence and Institution

\* Supervised Independent Living Program

Based on the chart above, **what percent of children/youth are in Approved Relative Homes** [Click here to enter %](#)

Do you intend to increase the rate in which you use kinship care? If so, how many more children/youth (by percentage) would you like to place in kinship family foster care over the next three years? Note below.

## Summary of Kinship Needs

<b>Our agency currently needs:</b>	<b>Target # in 18 months</b>	<b>Target # in 3 years</b>
<i>(Example) To increase the number of children placed in kinship family foster care</i>	<i>Increase percentage of children placed in approved relative homes by 2%</i>	<i>Increase percentage of children placed in approved relative homes by 5%</i>

## Chart D: Placing siblings together

**Purpose:** Keeping children together in care with their brothers and sisters is a crucial priority. In New York State, siblings may only be separated if placing them together is contrary to the safety, health or welfare of one or more of the children. Siblings may well be the longest-standing relationships people have throughout their lifetimes, and a critical source of emotional support for children in foster care. Recruiting for families to care for sibling groups is a common need in many jurisdictions. Data about your sibling groups helps you to determine your current recruitment needs.

**As of date:** [Click here to enter date.](#)

**Data source:** MAPS (p. 8, Foster Care Characteristics, Siblings in Foster Care), or local data

Note: In MAPS, % is calculated as a percentage of all siblings in a sibling group of the same size.

Group Size	Separated		Partly Separated		Intact		Total # Sibling Groups by Size
	#	%	#	%	#	%	
Sibling group of 2							
Sibling group of 3							
Sibling group of 4 or more							
Totals							

Look at the number of sibling groups that are separated or partially separated. Do you have sufficient homes for sibling groups to keep them intact?

What are your current strengths in recruiting homes for sibling groups? How did you accomplish this?

## Summary of Sibling Placement Needs

Based on the data and your responses above, what does your agency need to do to place more sibling groups together? Capture those needs below.

Our agency currently needs:	Target # in 18 months	Target # in 3 years
<i>(Example) To increase the number of sibling groups placed together in care</i>	<i>Increase the number of sibling groups placed intact by 3%</i>	<i>Increase the number of sibling groups placed intact by 6%</i>

## Recruitment and Retention Plan

From the Summary Charts on previous pages, identify the needs that you plan to address in your three year recruitment and retention plan.

- You may choose the top 3-5 priorities or select them all.
- Add any other identified needs from your local data.
- Consider: Does the data accurately capture the placement trends you are likely to see in the future? What additional factors must be taken into account to meet the needs of children/youth you expect to serve over the next three years?
- Before you finalize your plan, it is **strongly recommended** that you complete the attached planning supplement which is designed to help you further refine your most important recruitment needs.

Copy your recruitment priorities onto the Recruitment and Retention Plan below. Identify strategies you will employ to find and keep these homes. Set measurable targets for the three year plan and for the first 18 month period. Note: For proven strategies, see: [www.recruit4fostercare.org](http://www.recruit4fostercare.org).

### **Example**

***Our agency currently needs foster/adoptive families for teen boys age 13 and older***

*More examples of recruitment needs:*

*To increase the percentage of youth placed in kinship family foster care*

*To increase the number of sibling groups placed together in care*

*To increase the number of homes with stay-at-home parents to care for tox-screen positive infants*

### **Example Key Strategies**

List strategies to be used to reach your target

1. *Build a partnership with the local high school administrators, teachers and PTA to recruit foster/adoptive parents who have experience with teenagers*

2. *Support newly certified foster parents caring for teens with mentoring from experienced foster parents*

3. *Enlist the help of experienced foster parents currently caring for teens to discuss the benefits of fostering teens with foster parents who currently care for younger age groups*

**Target # in  
18 months**

*5 new  
families*

**Target # in  
3 years**

*10 new  
families*

### **Our agency currently needs:**

### **Key Strategies**

List strategies to be used to reach your target

1.

2.

3.

**Target # in  
18 months**

**Target # in  
3 years**

→ Continued on next page

**Our agency currently needs:**

<b>Key Strategies</b> List strategies to be used to reach your target	<b>Target # in 18 months</b>	<b>Target # in 3 years</b>
1.		
2.		
3.		

**Our agency currently needs:**

<b>Key Strategies</b> List strategies to be used to reach your target	<b>Target # in 18 months</b>	<b>Target # in 3 years</b>
1.		
2.		
3.		

**Our agency currently needs:**

<b>Key Strategies</b> List strategies to be used to reach your target	<b>Target # in 18 months</b>	<b>Target # in 3 years</b>
1.		
2.		
3.		

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