



## DCF 57 Advisory Council Meeting - MINUTES

July 24, 2024  
1:00 p.m. – 3:00 p.m.  
VIRTUAL Meeting  
16 participants

### DCF 57 Advisory Council Meeting

DCF Staff			
Name	Present	Name	Present
Jamie Gennrich	x	Elaine Pridgen	x
Katie Davis	x	Shelby McCulley	
Dana Johnson	x	John Elliott	
Kristie Buwalda	x	Amy Bryant	
Mary Morse	x	Emily Erickson	x
Rob Collins	x	Jeanette Paules	x
Rachel Nili		Frances Bass	x

Member	Present	Nominating Organization
Emily Coddington	x	WAFCA
Marye Beth Dugan	x	Nehemiah Group Home
Dave Fretz		Forward Home for Boys
India Hansen		Office of Lived Experience @ DCF
Amy Rodriguez	x	DOC
Dr. Murece Johnson	x	Moe's Transitional Living Center (COA)
Lisa Netterville	x	New Hope & Destiny Home II (COA)
Caylee Nichols	x	Positive Alternatives
Audra O'Connell		Walker's Point Group Home (operate as homeless program)
Jennifer Pester		Office of Lived Experience
Jill Collins		DMCPS
Lisa Pendleton	x	WAFCA
Stephen Bedwell	x	WAFCA

### AGENDA

- I. Follow up on admission and discharge sections. No comments.
- II. PERSONNEL SECTION Questions:
  - Discussion of "fit and qualified."
    - How do you assess this as an employer? From past experience it is how an employee were emotionally able to manage caring for a youth. 57.17 – how will the agency determine this?



- *Do you utilize this as a termination reason?* Not usually used in termination determinations.
- It is very subjective and hard to determine, often times a 'check the box' requirement from licensing that has little meaning for the employment of staff.
- **TASK ASSIGNED: DCF Internal Team:** Internal decision of whether we want to define this in rule? Where does it show up in other locations? Is it in s. 48? Sometimes these large, themed definitions are cited only when trying to deny, etc.
- Is it related to the caregiver background check?
- *Should there be two separate people or roles for the program director and group home manager? Would this impact many group homes? What would be the downfalls & positives?*
  - Qualifications and educational requirements.
    - Have excluded some staff but have lots of experience.
    - UWM has some new degrees/certifications (non-profit management)
    - Would like to see if we could use years of service and not just education.
    - Lived experience.
    - Director should have a higher degree than group home manager. Should push staff to gain education. Look at ways to get degrees outside what programs we required in the past. If you are trying to get accredited, you need a certain % of staff to have degrees.
    - **FLAG:** Look at accreditation standards
    - Pros & cons to having two separate positions. Can submit exceptions to DCF. DCF frequently gets exceptions outside the cited degrees and generally approves those requests.
- *Discussed creating a staffing plan that addresses 24-hour on-site coverage at the group home. How do you currently manage situations where the census is 0? If this were added would you want it in 57.14 or in 57.21 Staff to resident ratios and supervision?*
  - Holidays and when a new facility is opening is when there is a zero level census.
  - Many facilities place an employee on-call to provide coverage.
  - When no one is present (at school or summer camp) management team is available. They have a RING doorbell and can talk to resident. Residents who have cell phones have group home manager's number.
  - **IDEA:** Each group home seems to have their own policy. We could just require that the group home has a plan in this area and place in 57.21 section.
  - If staff need to leave the premise, they call forward to a cell phone. Post a phone number on the door. The answering machine has the phone number.
- *Transportation. Do staff use their personal vehicles to transport youth? If yes, do facilities keep records of their registration or insurance? How do facilities determine if the vehicle is in "safe operating" condition?*
  - Staff usually use group home vehicles. Facilities do keep copies of insurance and driver's license on file, but usually not vehicle registration. DCF 52 requires a statement of the safe operating requirements as part of the hiring process.
  - *Does this need to be in rule or is this covered in an agency policy?* One agency believes the policy is sufficient. Others indicated that this could be included in facility agency policy.



- *Should there be a requirement in rule to have a performance evaluation conducted, on each employee, by the facility – and document?*
  - 1 person said it does not need to be a licensing rule. Staff are asking for evaluations.
  - Someone else felt it should be a licensing rule. Push facilities towards excellence.
  - Accreditation also requires evaluation.
  - Tie to principles of nurturing care and we evaluate performance based on those areas.
  - *How prescriptive does the rule need to be?*
    - **TASK ASSIGNED: DCF Internal Team:** Look at COA & CARF to see what is required
  - *What is the expectation from county child placing agencies and Department of Corrections on evaluations of staff being required?*
    - *How much do you want your business practice dictated?*
    - *Would like a review process and a more formal review of standards that each group home is meeting?*
    - DOC likes to see the evaluations in the files. But have more Illinois placements. Evaluations are part of contract compliance. Would work with an agency if they did not do evaluations but think it is good for a group home to conduct as a natural business model.
- Office of Legal Counsel is researching if the use of volunteers can meet staffing ratios. (5) *Relief help. Wondering if we could add volunteers. If we can't add "volunteers" should we delete "Relief help"?*
  - No comment

**Considering the following changes: What are your reactions to the potential changes in the personnel section?**

- Remove "sponsoring agency" in DCF 57.
- Add in the ability to attend a technical school for a certificate or associate degree.
- Add in new position of case manager.
- Describe what "day to day" activities are for a group home manager.
  - Left to the discretion of the group home
- Move the defibrillator to CPR training 57.16(2)
- Required Staff section update regarding qualifications.
- Clarify requirements for fingerprinting.
- Add requirements for rehiring staff.
- Define "applicant" in 57.15 and remove physician's assistant. Instead using medical provider as it is a broader definition.
- Divide out what the applicant is responsible for and the licensee in 57.15.
- ORIENTATION. Within the first 40 hours of employment.
- Added the required core competencies requirement.



## REVIEW PHYSICAL ENVIRONMENT AND SAFETY

- *What portions of 57.40 physical plant and environment present challenges to you?*
  - NO COMMENT
- *Are your facilities more than 2 stories high? If yes, how do you address exiting the building?*
  - Previously there were more 3 story homes.
  - Have a fire escape door with ladder.
- *What issues if any do you have re: water and sewer?*
  - No concerns with the current rule.
- *What are your opinions on square footage requirements? Do you need rule to require at least 200 square feet of living space for each resident?*
  - Rule not statute re: size of the room
  - Leave room size more open ended
  - **TASK ASSIGNED: DCF Internal Team:** Can this be an area where the department grants an exception?
- *Bedroom requirements. 57.40(6)(b). What things do you consider when making room assignments?*
  - No more than two youth shall be placed in a room together.
  - DOC requires that they be noticed about any youth sharing a room
  - New group home locations often allow for single rooms.
  - Some of the physically older homes have larger bedrooms so there is room sharing.
  - Instead of providing a size requirement for the bedroom limit it to the number of youth per room.
  - The fire department/city ordinance determines how many people can occupy a home but not all jurisdictions have an occupancy ordinance.
  - Room assignments: A few youth who identify as transgender, who are transitioning, have had their own rooms. *If there is room sharing, how would you address room sharing? Do you use gender identity or gender assigned at birth?* An example was provided about looking for placement of a female transitioning to a male, and therefore wanted to be placed in a male group home. Licenses say male vs. female (boy vs. girl). Group homes often charge more in their daily rate, a higher single bedroom rate to make up for the inability for a youth to share or increase their census. Rule does not allow youth who commit sexual offenses to room share.
  - Facilities review treatment plans and the referral to determine where the best location/fit for the youth's room assignment.
  - DOC does some screenings for abuse & victimization  
<https://www.prearesourcecenter.org/node/1695>
- *Would you like 57.33 added into 57.40 so all sleeping and bedroom requirements were in one location?*



- 57.33 combine all of the bedroom requirements.
- *Do residents use a "study" area?* NO

Next meeting August 28, 2024, 1pm to 3pm.

NOTE: We are on track with the project timeline.

ADJOURNED 2:54 PM

DRAFT