



State of Rhode Island and Providence Plantations
Rhode Island Department of Children, Youth and Families

Inter-Office Memorandum

TO: Patricia Hessler, Chief of Staff
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Laura Kiesler, Division of Performance Improvement
Kerri White, Communications

FROM: Trista D. Piccola
Director

DATE: January 8, 2019

SUBJECT: Foster, Kinship, and Pre-Adoptive Family Directives

Pending further review and direction, effective immediately the following directives are to be adhered to:

1. In addition to current notification protocols, notification of a CPS investigation involving any foster, kinship, or pre-adoptive family shall be provided to the Director, Executive Counsel, Chief of Staff, Manager of the Division of Performance Improvement, and Manager of Communications within 24 hours of the family being “screened in” for a CPS investigation.
2. All CPS investigations involving any foster, kinship, or pre-adoptive family shall be reviewed and approved by the CPS Administrator.
3. Any foster, kinship, or pre-adoptive family that is the subject of a CPS investigation shall be placed on “hold” (no further placements may be made) until the resolution of the investigation. Should it be necessary to review concerns with a family in advance of the resolution of the investigation, it will be the responsibility of CPS to immediately arrange a meeting with the other managers. Other managers identified in this memo are expected to respond and participate accordingly.
4. Any foster, kinship, or pre-adoptive family that is the subject of a CPS shall be maintained on “hold” until such time that a meeting occurs between, at minimum, the managers of Licensing, FSU, and CPS and their respective staff as appropriate. The responsibility on the part of the manager for participating in the meeting may not be delegated to another without the authorization of the Director or her designee. The manager of the Division of Performance Improvement will coordinate a process and facilitate this meeting. The purpose of the meeting is to review the results of the CPS investigation and determine, by consensus, next steps. A written summary of the meeting, including date, time, attendees, and next steps, will be made available to all attendees and the Director. Any

manager or staff person attending the meeting who disagrees with the outcome and next steps is responsible for notifying the Director immediately.

5. No child or sibling group may be placed in a non-kinship foster home where other non-related minor foster children reside. Any exception to this must be authorized by the Director or her designee.
6. No variances to increase capacity in any foster, kinship, or pre-adoptive home where five minor children of any age already reside or where placement of a sibling group will increase the number of minor children of any age residing in the home shall be granted without the expressed authorization of the Director or her designee.
7. All Adoptive Home Study reports submitted to the Family Court must be reviewed and authorized for submission by the assigned Chief of Practice Standards. The Chief of Practice Standards must affix his or her signature to the report. The signature represents their agreement that the contents of the report meet the regulatory requirements and contain all necessary information for the Family Court to make an informed decision relative to granting the petition for adoption.

All managers included in this memo are expected to take the appropriate action immediately to comply with these directives.

cc: Susan Lindberg
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