

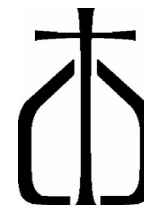


# The Communication Link

Catholic Charities

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## New Policy on Smoking in Resource (Foster) Homes

(Printed by DCS Request, Bolded for Easy Reference)

October 1, 2009

**From:** James W. Payne, Director  
Angela Green, Deputy Director Practice Support  
Dave Judkins, Deputy Director of Field Operations  
Indiana Department of Child Services

**Subject:** Smoking in Resource Homes

**DCS-09-20**

The Indiana Department of Child Services (DCS) is committed to partnering with families and communities to provide safe, nurturing, and stable homes for children under DCS care and supervision. In fulfilling our mission, it is important to ensure that children under DCS care and supervision are not exposed to second-hand smoke.

This administrative letter outlines recent revisions to policy regarding smoking in resource homes. Below is a summary of the changes **effective January 1, 2010**.

In order to better protect children under DCS care and supervision from the dangers associated with exposure to second-hand smoke, **DCS requires resource parents to abstain from exposing children under DCS care and supervision to second hand smoke.**

**Resource parents must not purchase tobacco products for any child in DCS care**, as it is illegal for children under 18 to consume or have cigarettes. **If a resource parent discovers a child under DCS care and supervision in possession of tobacco products, then he or she should contact the child's Family Case Manager (FCM) as soon as possible.**

Resource parents or household members who smoke must do so in an area where children under DCS care and supervision are not exposed to second-hand smoke. **If a resource parent or household member must smoke inside his or her home, smoking should be limited to rooms where windows can be opened and/or air purifiers can be used. Smoking should not occur in the immediate living area of the resource parent's home and again, cannot be done in the presence of children under DCS care and supervision. Smoking is prohibited in the child's sleeping area(s). Resource parents and DCS staff must refrain from smoking in vehicles while transporting children in DCS care and supervision.**

Updates will be made to Chapter 8 Out-of-Home Services and Chapter 12 Foster Family Home Licensing to reflect these important changes.

If you have any questions regarding the information presented in this administrative letter, please address them to the DCS policy mailbox at [dcspolicy@dcs.in.gov](mailto:dcspolicy@dcs.in.gov).

Sincerely,  
James W. Payne, Director  
Department of Child Services

**PRE-REGISTRATION**  
**IS REQUIRED FOR ALL CLASSES!**

TO REGISTER, USE THE FORM ON PAGE 4, CALL, OR E-MAIL ROBIN AT LEAST 5 DAYS PRIOR TO THE CLASS  
(PHONE: 422-5625 EXT. 223) (E-MAIL [robins@mchsi.com](mailto:robins@mchsi.com))

YOU MUST PROVIDE THE FOLLOWING INFORMATION OR YOU WILL NOT BE REGISTERED:

1. YOUR NAME      2. ADDRESS      3. PHONE #      4. TRAINING TITLE & DATE

### Training Opportunities

Reminders will be mailed or e-mailed only for classes **4** hours in length or longer.  
SN Classes are special needs topics but may be attended by any DCS foster parent.

#### **First Aid and Universal Precautions (A Licensing Requirement: No In-service Hours)**

**Note:** First Aid is valid for three years. Universal Precautions is required initially & at re-licensing.

Sat., Oct. 24 <sup>th</sup>	Location Change - Allen Co. DCS	UP: 9:00 a.m.	FA: 9:45 - 11:00 a.m.
Tues., Dec. 2 <sup>nd</sup>	Catholic Charities, Fort Wayne	UP: 6:00 p.m.	FA: 6:45 - 8:00 p.m.

#### **Adult & Pediatric CPR (A Licensing Requirement: No In-service Hours)**

**Note:** CPR taken with us is valid for 2 years. The expiration date is noted on your certificate.

Sat., Dec. 5 <sup>th</sup>	Children's Cottage, Fort Wayne	9:00 a.m. to 2:00 p.m.
Sat., Jan. 9 <sup>th</sup>	Children's Cottage, Fort Wayne	9:00 a.m. to 2:00 p.m.

#### **Adoption Support Group & Training Sessions (2 Hours)**

These sessions will be held on the following dates from 6:00 to 8:00 p.m. at the First Assembly of God Christian Center, 1400 W. Washington Center Rd., Fort Wayne (Door 15 - Room 37 B). The December session will include a carry-in snack potluck so bring your favorite treat to share!

Thurs., Nov. 12 <sup>th</sup>	Homework Hassles: Helping Your Child to "Git er Done"
Thurs., Dec. 10 <sup>th</sup>	Preserving A Child's History Through Life Books

#### **Childhood Asthma: Recognizing the Signs & Knowing Treatments (2 SN Hours)**

On Wed., Nov. 16<sup>th</sup>, from 9:30 to 11:30 a.m. at Villa of the Woods (Off Paulding Beside Bishop Luers) Vicky Lacy of the Allen County Asthma Coalition will be presenting this informative session relevant to all foster parents as this is a common medical issue in foster children. Asthma is a condition that often requires immediate medical intervention and the use of breathing devices. This training will teach how to be both proactive & preventative.

#### **Kosciusko Co. Support Group Training & Meeting:** **Preserving A Child's History Through Life Books (2 Hours)**

This session will be held from 6:30 to 8:30 p.m. on Tues. Dec. 1<sup>st</sup> at the Winona Lake Grace Brethren Church, 1400 Kings Highway in Winona Lake (near Grace College). We'll be having our annual carry-in cookie/snack potluck so bring your favorite treat to share!

#### **SAVE THE DATE!!!**

The 37<sup>th</sup> Annual Indiana Foster Care and Adoption Conference will be held in Indianapolis on Nov. 19, 20, & 21. One, two or three days may be attended. Credit will be given based upon sessions attended. Watch your mail for a brochure from IFCAA or visit their web site at [www.ifcaa.org](http://www.ifcaa.org).

### **Northeast Indiana Autism Awareness Conference (5 SN Hours)**

If you are currently or willing to work with a child with autism then this conference is for you! It is presented by the Steuben County Autism Support Group & Easter Seals ARC of Northeast Indiana and will include 3 main sessions and two workshops with topics ranging from dealing with the day to day behavior at home, social issues for pre-school to adulthood, IEP and the 504 Plan, and Casein Free Gluten Free Diets.

Also included are special workshops for siblings, teachers, grandparents and those who have a spouse with Asperger's Syndrome.

**Date:** Sat., Nov. 7<sup>th</sup>      **Time:** 9:00 a.m. to 3 p.m.      **Place:** Trine University Best Hall  
(Registration Starts at 8)      Off Route 20, Angola, IN

**Cost:** \$20.00 (Includes Buffet Lunch) with check made payable to Promise Land Community, Inc.

**To Register or Ask Questions About the Conference Contact One of the Following People:**

Lee Ann Snyder at 260-668-0402 or via e-mail at [scautismsupportgroup@verizon.net](mailto:scautismsupportgroup@verizon.net)

Cynthia Church at 260-499-0359 or via e-mail at [mdchurch5@verizon.net](mailto:mdchurch5@verizon.net)

### **Say Yes to No (1.5 Hours Per Session)**

Say Yes to No is a powerful parenting tool developed by Dr. David Walsh and his team at the National Institute on Media and the Family. Say Yes to No empowers parents to set boundaries and expectations for their children. Say Yes to No teaches communities why it is important that children learn the word "no" and how to deal with being told "no." Say Yes to No give practical ways to tell children no. Finally, it also shows how when implemented consistently, Say Yes to No helps children realize the value of "yes."

According to The National Institute on Media and the Family: "Over the last decade, screen time has been the most significant lifestyle change for our kids. Children are exposed to over one million Yes messages a week, with an average of 44.5 hours spent in front of a screen per week. Dr. Walsh paints a powerful picture of how Yes media messages screaming "More, Easy, Fast and Fun" undermine the critical character traits kids need to succeed in school and life. With warmth, experience and humor, Dr. Walsh argues that learning how and when to say no is crucial to raising healthy, self-reliant kids." Our youth in foster care deserve to be healthy and self-reliant!

Join Megan Kelly, a trained Say Yes to No Facilitator, and other parents at A Hope Center (3630 Hobson Rd. Fort Wayne 46815) every Wednesday at noon from Nov. 4<sup>th</sup> through Dec. 23<sup>rd</sup> to learn about this valuable tool. To register for these sessions you must call 260-422-3544. To receive training credit you must have a Foster Parent Training Credit Form (available on the Catholic Charities' web site) signed at each session you attend.



### **Alternative In-service Training Policy**

Up to 4 hours (8 if licensed special needs) of annual in-service training credit may be earned **per training year** by foster parents who review state approved resources and submit a completed Alternative Training Verification Form that answers questions about that review. One form must be completed for each item reviewed; a form must be completed by each person who reviews the item; forms may not be submitted as a couple; and forms may not be written for someone else without prior approval. An **updated** approved resource list and the verification form can be found on the foster care page of the Catholic Charities' web site at [www.ccfwsb.org](http://www.ccfwsb.org). Be sure to print and complete all pages. Completed verification forms must be submitted to Robin Springstead at 315 E. Washington Blvd. Fort Wayne, IN 46802 for credit review.

## TRAINING REGISTRATION FORM

To register via mail, just complete the following information about yourself, your spouse or companion (if applicable) and the training you would like to attend and then return it to the address at the bottom. **These must be received at least one week prior to the first class date.**

### 1st Person

Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Your e-mail address: \_\_\_\_\_

Agency that maintains your license: \_\_\_\_\_

Training Topic: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Training Topic: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Training Topic: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

### 2nd Person

Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Your e-mail address: \_\_\_\_\_

Agency that maintains your license: \_\_\_\_\_

Training Topic: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Training Topic: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Training Topic: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to:**

**Robin Springstead  
Catholic Charities  
315 E. Washington Blvd.  
Fort Wayne, IN 46802**

### ***Editor Contact Information:***

***Robin Springstead***

***FAKT Program Coordinator***

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Fort Wayne, IN 46802

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1-800-686-7459 Ext. 223

**Fax:** 260-422-5657

**Web Site:** [www.ccfwsb.org](http://www.ccfwsb.org)

**E-mail:** [robins@mchsi.com](mailto:robins@mchsi.com)