

**SERVICE STANDARD**  
**INDIANA DEPARTMENT OF CHILD SERVICES**  
**HOMEBUILDERS®**  
**Effective 10/1/2016**

**I. Services Description**

HOMEBUILDERS® is an evidence-based program designed to strengthen families in order to prevent unnecessary out-of-home placement or return children from foster care, group care, psychiatric hospitals, or correctional institutions. Families served by this intensive, in-home, family therapy model have children in imminent risk of placement, or have children in placement who cannot be reunified without intensive services. The presenting problems may include child abuse, neglect, family conflict, juvenile delinquency, and child or parental developmental disabilities and/or mental health problems. Established in 1974 in Washington State, the HOMEBUILDERS® model has been implemented across the United States and internationally.

The underlying philosophy of HOMEBUILDERS® is that it is best to raise children in their own family. Out of home placement is traumatic for children, and does not teach families how to keep their children safe in the future. In addition to this basic philosophy, a set of clearly articulated values and beliefs guide how therapists treat family members and how interventions are structured. Primary among these are the beliefs that all people can change and that many problems are the result of skill deficits. The program minimizes barriers to service, uses specific strategies to enhance family member motivation and participation in treatment, and teaches skills designed to improve family functioning and change the environment to diminish stress.

**II. Model Fidelity**

The HOMEBUILDERS® model has a clearly defined site development process including a set of standards to guide program implementation and clinical practice, and an ongoing training and quality enhancement system to ensure model fidelity and continually improve service delivery. All HOMEBUILDERS® provider will be required to follow the HOMEBUILDERS® standards, and deliver and implement services according to the Homebuilder Standards, unless otherwise addressed in this standard. The HOMEBUILDERS® standards can be accessed at:

<http://www.institutefamily.org/pdf/HOMEBUILDERS-Standards-3-0.pdf>

**III. Program Expectations**

1. Contracted providers for the HOMEBUILDERS® services will adhere to the HOMEBUILDERS® standards and fidelity measures, unless otherwise addressed in this standard.
2. Worker must be dedicated to intensive cases only; no mixed caseloads; only 2 cases at a time, but may have 1 or 3 for a short period of time. For example, when a reunification case is being added as a third case with low intensity services being provided during 15-30 days prior to the child coming home. Another example may be when a family is in the final stages of service and the high intensity of the service is no longer needed.

3. Cost of providing services to the family includes training expenses of the provider. Therefore, contracted providers of Homebuilder® services must agree to participate in all required HOMEBUILDERS® trainings.
4. The provider of HOMEBUILDERS® services will collaborate with the local DCS office to determine appropriateness of referrals.
5. Contracted providers of HOMEBUILDERS® services will cooperate and participate in all on-site evaluations conducted by DCS or the Institute for Family Development.
6. Contracted providers of HOMEBUILDERS® services will cooperate and participate in all quality assurance and/or QUEST activities as directed by the Institute for Family Development.
7. For reunification cases, the child should be returned to the home within 30 days of referral. During this time period the provider should insure regular visitation is occurring between the parent and child in the home. The provider should also use this time to work with the parents to address issues regarding the child's return, for example the child's transition into school.
8. Providers will utilize the CFTM when transitioning from intensive service provision. The worker should use the CFTM to assist in identifying additional service needs and in resolving issues that arise following the removal of intensive services. This should include helping to assess child safety and family functioning outside of the intensive service period.
9. HOMEBUILDERS® Services will be delivered in teams consisting of 3-5 workers and one supervisor. Direct workers are full time and cannot have mixed caseloads. Indiana has determined the following team locations as indicated in Table 1. Twelve (12) teams will be developed as shown in Table 1 which also lists the region(s) where workers will be located, number of workers, number of supervisors, minimum number of families to be served by each team, and the maximum funding amount per team.

**Table 1**

2015-2016 HOMEBUILDERS®					
Team	Team Location (DCS Region)	Number of direct workers on each team	Number of Supervisors	Minimum number of families served	Maximum funding amount per team
1	<b>Region 1 Team</b>	<b>3</b>	<b>1</b>	<b>54</b>	<b>\$324,000</b>
2	<b>Region 2 and 3 Team</b> <i>Region 2</i> <i>Region 3</i>	<b>5</b> <i>1</i> <i>4</i>	<b>1</b>	<b>90</b>	<b>\$540,000</b>
3	<b>Region 5 Team</b>	<b>5</b>	<b>1</b>	<b>90</b>	<b>\$540,000</b>
4	<b>Regions 6 and 7 Team</b> <i>Region 6</i> <i>Region 7</i>	<b>3</b> <i>2</i> <i>1</i>	<b>1</b>	<b>54</b>	<b>\$324,000</b>
5	<b>Region 8</b>	<b>5</b>	<b>1</b>	<b>90</b>	<b>\$540,000</b>
6	<b>Regions 9, 10 and 11</b> <i>Region 9</i> <i>Region 10</i> <i>Region 11</i>	<b>5</b> <i>1</i> <i>2</i> <i>2</i>	<b>1</b>	<b>90</b>	<b>\$540,000</b>
7	<b>Regions 12 and 13 Team</b> <i>Region 12</i> <i>Region 13</i>	<b>4</b> <i>2</i> <i>2</i>	<b>1</b>	<b>72</b>	<b>\$432,000</b>
8	<b>Regions 15 and 18 Team</b> <i>Region 15</i> <i>Region 18</i>	<b>4</b> <i>2</i> <i>2</i>	<b>1</b>	<b>72</b>	<b>\$432,000</b>
9	<b>Regions 16 and 17 Team</b> <i>Region 16</i> <i>Region 17</i>	<b>4</b> <i>3</i> <i>1</i>	<b>1</b>	<b>72</b>	<b>\$432,000</b>

#### **IV. Compensation and Risk Sharing**

Contracted providers of HOMEBUILDERS® services will be paid a monthly flat rate of \$9,000 per direct worker on the team. Estimated cost of each team is included in Table 1 above. New hires and staff that resign will be paid a per diem for the number of days on staff for the month at \$300/day. The flat rate is based on the team serving the number of families indicated in Table 1 (18 families per direct worker). It is expected that in most circumstances, a direct worker will be able to serve 18 families each year of the contract. However, there are some cases, when this is not possible, due to staffing turnover or other circumstances. For this reason any families served by supervisors will also count toward the team's target number of families to be served. Please note: New supervisors are required to carry a small caseload as part of their Homebuilder® training.

Families are considered fully served after 4 weeks with a minimum of 38 or more hours of direct face to face service.

When cases close prematurely a partial credit will be given for those families served.

- A family will be considered partially served at 0.75 for 3 full weeks (21 days) of service if the direct worker has met with the family at least 11-15 times with a minimum of 30 hours of face to face contact.
- A family will be considered partially served at 0.50 for 2 full weeks (14 days) of service if the direct worker has met with the family at least 6-10 times with a minimum of 20 hours of face to face contact.
- A family will be considered partially served at 0.25 for 1 full week (7 days) of service if the direct worker has met with the family at least 3-5 times with a minimum of 10 hours of face to face contact.

If the team does not serve the number of families indicated, the provider will reimburse the Department of Child Services:

- \$3,000/per un-served family
- \$2,250/per .75 un-served family
- \$1,500/ per .50 un-served family
- \$750/per .25 un-served family.

For reunification cases with a pre-reunification phase, service hour requirements detailed above will be evaluated in 2 distinct phases of the intervention.

1. In the pre-reunification phase, defined as the time period prior to the child's return home, and
2. in the intensive phase, defined as the time period following the date the child is returned home.

The hours will not be evaluated as a sum, but in reference to the phase the hours of service were provided. If a family meets the service hour requirements in both phases, this would count as 2 served cases.

The funding allocated per team includes all costs associated with the delivery of the Homebuilders® model service. This includes but is not limited to all supervision costs, emergency funds to meet the specific needs of the family, travel costs, interpreter services, court testimony and direct worker costs, and all administrative overhead.

The state reserves the right to impose sanctions on the provider up to and including termination of the contract, for failure to provide ample staff and service provision or for failing to follow the HOMEBUILDERS® Standards.

## **V. Target Population**

Families served by this intensive, in-home, family therapy model have children in imminent risk of placement, or have children in placement who cannot be reunified without intensive services.

In addition, services must be restricted to the following eligibility categories:

- 1) Children and families who have substantiated cases of abuse and/or neglect and will likely develop into an open case with IA or CHINS status.
- 2) Children and their families which have an Informal Adjustment (IA) or the children have the status of CHINS or JD/JS.
- 3) Children with the status of CHINS or JD/JS and their Foster/Kinship families with whom they are placed.

## **VI. Goals and Outcomes**

All HOMEBUILDERS® provider will be required to follow the HOMEBUILDERS® Model and meet HOMEBUILDERS® fidelity measures. These Fidelity measures can be accessed at: <http://institutefamily.org/pdf/HOMEBUILDERS-FidelityMeasures-Abridged-2-3.pdf>

## **VII. Qualifications**

### **Direct Worker**

Master's degree in social work, psychology, marriage and family therapy, or related human service field or a Bachelor's degree in social work, psychology, sociology, or related human service field with at least 2 years of direct social service experience.

### **Supervisors**

Master's degree in social work, psychology, or marriage and family or related human service field with a current license issued by the Indianan Social Worker, Marriage and Family Therapist or Mental Health Counselor Board as one of the following; 1) Clinical Social Worker, 2) Marriage and Family Therapist, 3) Mental Health Counselor or Master's degree in social work, psychology, marriage and family, or related human service field and three years experience in child welfare or related human services.

## **VIII. Billable Unit**

### **Monthly Flat rate per direct worker:**

Homebuilder® services will be paid a monthly flat rate. The flat rate is \$9,000 per month per direct worker as indicated in the Compensation and Risk Sharing section of this standard.

## **IX. Case Record Documentation**

Case record documentation for service eligibility must include:

- 1) A completed, signed, and dated DCS/ Probation referral form authorizing services
- 2) HOMEBUILDERS® assessment, service and service summary will be utilized.

- 2) Documentation of regular contact with the referred families/children
- 3) Written reports no less than monthly or more frequently as prescribed by DCS/Probation. Monthly reports are due by the 10<sup>th</sup> of each month following the month of service, case documentation shall show when report is sent.
- 4) Copy of DCS/Probation case plan, informal adjustment documentation, or documentation of requests for documents given to DCS/Probation

#### **X. Service Access –**

All services must be accessed and pre-approved through a referral form from the referring DCS/Probation staff. In the event a service provider receives verbal or email authorization to provide services from DCS/Probation an approved referral will still be required. Referrals are valid for a maximum of two (2) months unless otherwise specified by the DCS/Probation.

#### **XI. Adherence to the DCS Practice Model**

Services must be provided according to the Indiana Practice Model. Providers will build trust-based relationships with families and partners by exhibiting empathy, professionalism, genuineness and respect. Providers will use the skills of engaging, teaming, assessing, planning and intervening to partner with families and the community to achieve better outcomes for children.