



**Foster Care Review Board**  
**Facilitator Handbook**

**Revised: August 2021**

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This handbook is provided as a framework for the tasks of a Foster Care Review Board (FCRB) Facilitator with the Iowa Child Advocacy Board (ICAB). It is Appendix 1 of the FCRB Policy & Procedure Manual. Additional information regarding the ICAB, FCRB and other resource information is noted on the final page.

## SECTION 1. RESOURCES

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The **FCRB Facilitator Handbook** resources are located in a shared Google Drive folder. The hyperlinks throughout this handbook should link directly to the resource.

Many tasks associated with facilitation are outlined below. This information is provided to give guidance and a framework to the facilitator. A facilitator with the ICAB is subject to the requirements of the contract.

## SECTION 2. PREPARATION FOR REVIEWS

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1. The ICAB supplies case materials and templates needed to conduct an FCRB meeting, including FCRB Report templates and other form templates, meeting agenda, and access to confidential case files. **Templates are shared with the facilitator.**
2. The facilitator will retrieve confidential case file information from the shared Google Drive.
3. Each FCRB is supported by a local coordinator and an administrative assistant (AA) with whom the facilitator will interact to fulfill the duties.
4. The facilitator assumes responsibility for the appropriate care and use of state-issued equipment/materials.
5. Notify the AA when additional supplies are needed.
6. It is paramount for the facilitator to be present for all FCRB meetings, and to prioritize the work of the FCRB review day over other interests. It is expected that the facilitator will schedule vacations and other time off to not interfere with FCRB meetings, as any absences from a review meeting would create a hardship for board members, families, and ICAB staff.
  - a. If a situation arises wherein the facilitator must be absent, efforts will be made to hold the meeting with either the local coordinator or perhaps another facilitator as the substitute. An emergency back-up facilitator plan has been developed for the local boards.
7. Facilitator absences:
  - a. Unanticipated absence: If a facilitator has a last-minute emergency arise which will require the facilitator to either be late for the meeting or absent from the meeting altogether, it is imperative that the local coordinator and AA be informed by direct phone contact as soon as possible. Arrangements will need to be made to provide the draft FCRB Reports to the local coordinator and AA. Depending on availability of a substitute, the meeting start time may need to be delayed or the meeting day cancelled altogether.

- b. Anticipated absence: If a facilitator must be absent due to a known situation such as a funeral, the local coordinator is to be informed by direct phone contact as soon as the conflict is known, so that options/arrangements can be discussed.
8. Meetings of FCRBs are scheduled in advance, and historically have been determined to be either full-day or half-day events based on the available foster care population. The boards are either single or multi-county. In locations where the review of all foster youth is not possible due to limited resources, selected populations to review were determined in consultation with the local courts and Department of Human Services (DHS).

The AA will email the FCRB meeting agenda to the facilitator approximately 30 days prior to the meeting, which lists the youth to prepare for by accessing case documents from Google Drive.

**Slots.** Slots for reviews will be determined by the AA, with input from the Local Coordinator as needed. Typically, a slot will be 40 minutes in length, but may vary due to: complexity of the case; number of siblings in the slot; 1<sup>st</sup> time review; approaching permanency hearing; history of IP attendance, etc. Input from the board members and/or facilitator, based on knowledge of the case via past reviews will also be taken into consideration.

Generally:

- a. for each child/sibling group differentiated by multiple involved fathers or step/mothers, confidentiality is a special concern. It is important to assure that only information that is legally available for a parent is discussed in their presence. This may require a review slot to be divided, bringing in parents separately to provide their statements and writing separate reports for each set of parents. Allowing extra slot time on the agenda for such situations is warranted. Alternatively, the AA may, in consultation with the local coordinator and board members, choose to have the child/sibling group placed into separate time slots and require separate reports.
- b. Youth 14 years and older, who are part of a sibling group, will be scheduled for an individual time slot on the agenda and require a separate report due to confidentiality issues (younger sibling information cannot be contained in the older sibling's report). It is acceptable to schedule one full review slot with subslots to address the need for a "separate time slot/report" for 14+ years.

For example, the agenda may look like this for a sibling set or group that includes a youth 14+.

9:00 - 9:50 JONAS SIBLINGS  
 9:00 - 9:25 Samuel Jonas  
 9:25 - 9:50 Jenna Jonas

- c. Siblings under age 14 in different levels of care (eg, foster home, institution, etc) will be reviewed in the same slot, and can be included in the same FCRB Report.
- d. Individual youth/sibling cases in which the court has issued a "No Contact" order between parents will require separate slots and separate FCRB Reports that reflect only information related to the specific parent;

- e. If the “No Contact” order is between the child and parent(s), a review slot will be scheduled for the youth separate from the parents. DHS, GAL, FSRP, placement and any provider working with the child will be invited to the child’s review. When a case has a no contact order between the child and parent(s), the AA shall consult with the FCRB Program Manager for scheduling and report distribution. Note: the agenda may include a time buffer between reviews where no contact is ordered.
9. Review the available case documents to become thoroughly familiar with the case. Frequently, additional documents will arrive at ICAB after the case files have been mailed or delivered to board members. This requires the AA to notify the facilitator and board members via an email of the specific new documents available on Google Drive.
10. Prior to the meeting day, complete a **draft** FCRB Report for each slot or youth.

For previously reviewed youth, the prior report may be used as a guide (although this practice is discouraged); **however, it is imperative that dates are updated throughout the report, Findings and Interested Parties notified of the review are updated from the prior review.** Complete as much information as possible based on the documents available. Be sure that drafts are ready (hardcopy or on computer) for use at the meeting. During the child’s review, information will be added or changed to the draft, based upon updates and statements. At the conclusion of the review, specific information in the draft copy is read aloud by the facilitator, to assure that the information was captured accurately and that all required areas of discussion and the legal findings have been addressed.

11. Updates and statements at a child’s review may be verbal, written, or from a recording. The facilitator may be required to read letters, emails or faxed reports, or play recorded statements during the review.. **All written and recorded statements are included or summarized in the FCRB report as OTHER INFORMATION PROVIDED FOR THIS REVIEW.**
  - a. **Note:** If a foster home is sequestered for the child’s safety [per DHS, documentations or other information], foster family members are introduced and referred to by first name only, both at the meeting and in the FCRB Report. It is important to preview all recordings / faxed reports provided for statements, and to delete any reference to the family surname prior to presentation at a review.
12. The facilitator is to arrive at the meeting site in adequate time to prepare for the meeting. Pre-meeting tasks may include making coffee, placing signs, arranging the meeting room and waiting area, greeting the arriving board members, and checking for messages.

## SECTION 3. FACILITATING THE MEETING

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1. A meeting quorum consists of 3 Board Members. *In the event that only two board members are able to participate in a review, the facilitator will announce to the interested parties (IPs, who are persons with legal standing for the child) that a quorum is not present, but that updates will be taken and any recommendations made by the FCRB are tentative until discussed and approved by at least one additional board member.*

In the event that only one or no board members are available for a review, the facilitator will inform IPs in attendance of the situation, apologize for the inconvenience, and inform that the review will be rescheduled. The facilitator will make immediate direct phone contact with the AA or local coordinator regarding the lack of board members in attendance, so that steps can be taken to either achieve adequate numbers of board members for the meeting or cancel the remainder of the reviews.

2. The meeting begins with Administrative Business. It is important to close the meeting room door to assure privacy/confidentiality. Administrative Business may include announcements, discussion of the agenda, anticipated absences, updates, ensuring that Lead Questioner (LQ) duties for any absent board members are reassigned to a present board member [generally the chairperson], and determining conflicts of interest that may have been noted by board members. If a conflict exists in a case the facilitator will ask for the board member to step out during the review.
3. Previewing the first case of the day immediately follows with the LQ sharing information to the board members from the LQ Worksheet. The information is to familiarize the board members with the case particulars. The worksheet information is to be largely completed by the LQ from information in the case file materials. As additional or corrected information comes from statements, the LQ updates the worksheet. The facilitator also distributes any late-arriving written information regarding the pending review, and alerts the board members to any recorded reports to be played during the review.
4. The facilitator goes to the waiting area to greet the IPs. (A list of the IPs and their relationship to the child is provided to the facilitator by the AA). It is advisable for the facilitator to take the list along to the waiting area, to identify the IPs present. Ask the DHS caseworker to verify the information on the IP list (update incorrect addresses, add missing parties, note parties that are no longer involved and need to be removed from the notification list). It is general practice to then return to the meeting room, if time allows, to inform the board which IPs are present.

Any special considerations (eg, taking statements of estranged parents separately) should be determined in advance. As a precaution, a plan is to be developed between the facilitator and chairperson(s) to deal with situations in which “No Contact” Orders are in force, to keep the parties separated before, during and following the review event as much as possible.

5. For a person *without* legal standing (eg. legislator, minister, friend) to participate in the meeting, the following must occur:
  - a. all IPs in attendance must agree to the participation and complete the FCRB [Release Form](#), and

- b. the person without legal standing must complete the FCRB [Confidentiality Form](#).
  - c. If all IPs present do not agree with the participation, the facilitator will consult with the chairperson. If it appears that the person has information of value for the child's review, the board may choose to hear that persons' statement by bringing all parties into the meeting at the same time, then explaining that the person in question has a statement to make regarding the foster child(ren). The person is then given a few minutes to state their information, but no questions are taken nor any confidential information discussed in their presence. Once the person leaves the room, the review begins. Interested parties and board members may then choose to discuss the previous information, and it may be referenced in the "read back" and FCRB Report. The Release Form and Confidentiality Form is not completed for this type of scenario as no confidential information is shared with the individual.
6. Parent partners are invited to reviews as a person providing a service to the parent. The Parent Partner Program Policy prohibits their parent partners from sharing information at foster care reviews due to confidentiality concerns. The board members may need to be reminded to not ask questions of a parent partner; **however, if a parent partner shares information, it should be taken and included in the FCRB report from a parent partner.**
7. Interveners and Attorneys for Interveners
- a) If an intervener is a person identified in Code Section 237.20, 4. a., the person(s) will be notified and invited to attend a local foster care review.
  - b) If an intervener is not a person identified in Code Section 237.20, 4. a, the person(s) will not be notified and invited to attend a local foster care review; however, the FCRB AA will request written statements from the intervener and intervener's counsel.
- a) It is the facilitator's discretion as to whether to summarize or provide quotes from written statements provided by an intervener and/or counsel for an intervener. Facilitators can use discretion with the written statements if it is too lengthy to summarize, presents translation issues or is handwritten and difficult to read. Facilitators shall consult with the program coordinator to make an exception and allow the AA to attach the correspondence to the FCRB Report.
    - *Document receipt of written statements in the board report on page 1 for Other Information Provided For This Review.*
    - *Also document on the last page that the Intervener and Intervener's Counsel were invited to provide written statements.*
- For example, last page under NOTIFIED OF THIS REVIEW AND RECEIVING A COPY, add a section:

**INVITED TO PROVIDE WRITTEN INFORMATION BUT NOT RECEIVING A COPY OF THIS REPORT FROM THE FCRB OFFICE: John Doe (Intervener) and Sally Jones (Intervener's Attorney)**

8. A successful review is respectful, includes all mandated FCRB Report elements, and is focused on child safety, permanency, and outcomes. It can be significantly enhanced by the tone created during the initial contact with the IPs.
9. When the board members are ready, the facilitator escorts the IPs to the room. Once all participants are seated for the meeting, the facilitator **invites the individuals to introduce themselves by stating, "Thank you for coming today. Let's start with introductions. I'm (insert name) and will be facilitating today. Please state the preferred name you would like to be referred to during this review and in the report, as well as your relation or role in this case."**
  - Next, the facilitator ensures that introductions of all attendees **and board members** are made.
  - During introductions, the facilitator and board members model the behaviors of respect, attentiveness, and courtesy expected of all participants.
  - The chairperson will read the Announcement to Interested Parties.
  - The chairperson then turns to the LQ to begin the child's review process.

## **SECTION 4. TAKING STATEMENTS AND UPDATES**

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1. The focus of the review is on the DOMAIN AREAs, which are located in section "B" of the case permanency plan **or in APPLA cases, the domain areas are contained in the Transition Plan which should be in Part C of the case permanency plan.** The LQ will proceed by using the LQ Worksheet.

**NOTE:** If the child and/or parents are present, information is taken from them first. If the information moves to topics that are potentially damaging or concerning for the child, the facilitator or a board member will determine if the child should be present; the facilitator will assure that steps are taken for the child to remain accompanied if removed from the review meeting.

2. The facilitator will have readied any recorded statements or letters, which are introduced into the review prior to discussion of the first DOMAIN AREA. The facilitator's responsibilities include taking notes for the "read back" for use in the written FCRB Report, and helping to guide the review session so that it is completed in a timely fashion. **The facilitator assures that all DOMAIN AREAs are addressed.** Prompt board members to ask questions for any remaining domain areas. It is important that each IP is given the opportunity to discuss issues and to provide input.
3. Occasionally the complexity of issues/information causes the review meeting to run behind the scheduled agenda. If so it is important for the facilitator or a board member to step to the waiting area and inform the IPs who have gathered for the next review. Adjustments in the length of scheduled breaks or lunchtime may be needed to again return to schedule.



4. Following the discussion time, the facilitator provides the “read back” of information from the draft FCRB Report. **The read back is to be organized and arranged by DOMAIN AREA.** Any corrections or clarifications by the IPs or board members are to be noted in the draft FCRB Report.
5. If applicable, the facilitator next reads back any recommendations from the child’s previous final FCRB Report, and asks the IPs for a status update. Depending on the information received, the facilitator will ask the board whether to mark the prior recommendation as “Achieved”, “Not Achieved”, “Ongoing” or “No longer applicable”.
6. The facilitator states “The permanency goal for this child is (goal) by (date). Does the FCRB support the plan to achieve this goal?” If the majority answers “no”, determine why and include the preferred goal on the draft FCRB Report. Next the facilitator asks the board members for any recommendations for DHS, or for anyone else associated with the case. Recommendations are written into the draft FCRB Report.
7. The review is concluded with the chairperson and/or facilitator thanking the IPs for coming to the review. Toward the end of the review, the facilitator will pass out a [comment card](#) and invite the parties to complete and to place it in the envelope. Once the parties leave, the board focuses attention on the next agenda item.
8. The above process is repeated through the final case. At the time designated on the agenda for board continuing education, the facilitator will deliver the in-service training which has been prepared for that meeting. The facilitator will be thoroughly familiar with the material to maximize the learning opportunity for the board members.
9. After the final review, the facilitator administrative tasks include:
  - a. Reviewing the comment cards. The chairperson will read the results to the Board Members.
  - b. Assuring that forms including [FCRB Hours and Miles Tracking Sheet](#), [Chair Meeting Summary](#) and [Facilitator Meeting Summary](#) are fully completed
  - c. Assisting in any needed reassignment of LQs for the next scheduled meeting
  - d. Thanking the board members for their volunteer service
10. Following adjournment of the meeting, the facilitator re-sets the room to its previous condition (local protocol may vary). Tasks include gathering signs, returning any keys and alerting facility staff that you are leaving the building.

## **SECTION 5. DELIVER VOLUNTEER CONTINUING EDUCATION**

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1. Facilitators are required by contract to deliver in-service training to board members when scheduled on the board day agenda.
2. For each board day, facilitators receive \$40 payment for administrative tasks which includes delivering training when scheduled.
3. Board members are required to receive and complete 6 hours of ongoing training each calendar year.
4. The ICAB Training Specialist and planning team have developed an annual training calendar to provide consistent training to all board members statewide. Therefore, facilitators who work with multiple coordinators and boards will have the same training to deliver to the boards.
5. ICAB staff members are working hard to develop training materials that clearly outline the learning objectives or outcomes, provide guidance on how to deliver the content and how the content is applied to the role of the board member. The reading materials, worksheet for volunteers and evaluation are accessed through a Google Classroom. Facilitators do not have to pass out or collect any materials pertaining to continuing education.
6. If you identify specific training needs of the board or individual members, include notes on the Facilitator Meeting Summary so staff can assess and plan accordingly.
7. Training topics will take from 30 – 60 minutes to deliver to board members. Local coordinators and administrative assistants will schedule training accordingly to fit with the board schedule and will take into consideration boards that meet every other month versus monthly.

## SECTION 6. BOARD FOLLOW UP

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1. It is extremely important to make the local coordinator immediately aware of any special occurrences or concerns that a facilitator may have from the meeting. The facilitator may “debrief” with the local coordinator by phone, e-mail or in person. The Facilitator Summary form is used to report routine information. The facilitator is responsible to assure safe return of confidential documents, forms and materials to the AA.
2. The FCRB Reports are submitted (using the supplied ICAB header and local footer) by email or shared drive to the designated ICAB editor.
  - o Contract facilitators have five (5) calendar days following the meeting to submit the reports by email to the designated ICAB editor.
  - o Staff facilitators have five(5) working days to submit the reports by email to the designated ICAB editor.
3. The designated ICAB editor will proofread/edit the FCRB Reports within 2 working days from the original due date (5 calendar or 5 business days), and the facilitator will email or share the final, corrected FCRB Reports to the AA (and cc: editor and coordinator) within 12 calendar days following the meeting.
4. Assure that any contact information changes regarding IPs that are discovered during the review day are included in the Facilitator Summary or noted on the returned Interested Party lists so that the FCRB database can be updated.

## SECTION 7. WRITING FCRB REPORTS

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1. **There are two (2) resources that provide guidance on the expectations for completion of the FCRB Reports**
  - [Checklist for editing reports](#)
  - [Process and Report Writing Guide](#)
2. It is important to write the information provided at the review in a manner that is easily understood by those individuals included in the FCRB audience which includes judges, DHS workers, attorneys, parents, youth 14+ years old, placements and a variety of providers.
3. It is the facilitator's responsibility to ensure that the report is written as completely and concisely as possible while including all of the pertinent information provided during the review. This includes ensuring:
  - a. All dates are accurate in the report
  - b. Accurate identification on of the individuals who attended or provided other information for the review
  - c. Placement changes for the child/ren **for the reporting period** are accurately documented
  - d. All findings are answered; for any with a "no" or "unk" response, a comment is added so the reader knows why the board answered the way they did
  - e. Each domain or section area contains direct information provided; no domains or sections are removed from the template.
  - f. All written or recorded messages are inclu
  - g. Barriers are identified and documented in the report.
  - h. Status of Prior Recommendations have a status (e.g., no longer applicable, achieved, not achieved, continued, etc.)
  - i. Recommendations For This Reporting Period are listed; ensure that the board makes recommendations to address any findings marked "no" or "unk" as well as recommendations to address identified barriers.
  - j. Commendations are included if provided by the board; commendations should only be given when an Interested Party has gone above and beyond his/her role.
  - k. Include Post Review statements if information is provided by the local office after the conclusion of the review.
  - l. Update the parties that were notified of the review by using the current Interested Party (IP) sheet provided by the administrative assistant.
  - m. If Interveners (who are not the child's current placement) are involved – 1) include their written narrative in the Other Information Provided section of the report and 2) add intervener and intervener's attorney to the last page as being invited to provide written statements. [Interveners and Interveners' Attorney(s) do not receive a copy of the FCRB report directly from FCRB but the attorney will obtain it through the court's EDMS].
4. The FCRB report is the final work product that showcases the board's review of the case; it is important that all reports are as accurate as possible and professionally written.

## SECTION 8. GENERAL INFORMATION

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1. Appearing before a FCRB can be an intimidating experience, especially for a foster child and family members. Emotions can run high, and feelings of vulnerability and hostility are occasionally expressed. The facilitator must remain alert to the emotional states of IPs, and intervene as appropriate.
2. Dealing with threats, violence or other safety concerns: Sometimes written reports or other information supplied by DHS or other sources indicates that a person or persons invited to participate in a child's review has a past history of violence. In such instances, it is prudent for the local coordinator to consult with the facilitator and the chairperson to determine whether to alert local law enforcement of the time and location of the review, for quick intervention if needed.
  - a. Occasionally a review situation may produce an overt or perceived threat to the welfare of persons involved in the review setting. Threatening or violent behavior is not to be tolerated. The facilitator is to inform the person of the need to demonstrate control of their behaviors; if that is not workable, the person can be dismissed from the review, or the review cancelled altogether.
  - b. Safety is a primary concern for all participants, and prudent action by the facilitator and board members is expected. Devising a safety plan in advance (eg, arrangement of the room to allow unobstructed exit, available cell phone for dialing 911) is advised.
  - c. A weapons policy and board safety policy have been added to the FCRB Program and FCRB Member P&P manuals.
3. Building rapport with the board members, caseworkers, foster families, agency representatives, attorneys, and others is essential to successful facilitation. Lunchtime and breaks offer opportunities to engage board members. It is important to acknowledge their efforts with sincere appreciation for their service.
4. If an expected DHS caseworker has not arrived timely for the start of a review, it is advisable to call the DHS office to determine the reason. In consultation with the chairperson, a decision is then made whether to continue, delay, or reschedule the review. Factors to consider include other IPs present, completeness of CPP, and the status of the case.
5. During the review meeting day, it is important to assure that confidential case material, including facilitator and board members' notes, is protected at all times. During lunchtime or any breaks away from the meeting room, lock the room or take other measures to maintain confidentiality.
6. Occasionally, inclement weather or meeting facility issues will arise.
  - a. Cancellation of FCRB meetings, due to inclement weather.
    - i. For weather-related issues, the local coordinator will consult with the facilitator and chairperson to make a determination about delaying or canceling an FCRB meeting day.

- ii. If a change is determined to be necessary, the local coordinator will inform the AA who will immediately notify the board members and IPs about the delay/cancellation.
    - iii. The local coordinator/AA will also notify the meeting facility about the cancellation.
  - b. Cancellation of FCRB meetings due to meeting facility issues.
    - i. If the facility used for the FCRB meeting is closed on the day of the meeting with little notice, the facilitator will consult with the local coordinator to determine whether another convenient, alternate facility is available. If no facility is available, the
    - ii. Facilitator will notify the board chairperson and the FCRB meeting will be cancelled.
    - iii. Local coordinator will inform the AA who will immediately notify the board members and the IPs about the cancellation.
  - c. Rescheduling a cancelled FCRB meeting.
    - i. When a meeting day is cancelled, the local coordinator will determine a new date for the reviews to be held after checking with the board members, meeting location and facilitator about availability. The local coordinator will notify the AA of the new date.

## SECTION 9. FACILITATOR INVOICE AND PAYMENT

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1. The AA will complete and email to the facilitator the Facilitator Invoice based on the meeting agenda and/or other activities to be compensated. The form is divided into 3 sections:
  - a. Youth Reviewed
  - b. Review Day Board Support / Consultation Services
  - c. Travel Payment

The form will calculate the payment based on information input to reflect activity. The goal for each board meeting is to have a full complement of slots, which is 4 per half-day board and 7 per full-day board. If the number of filled slots is increased or decreased due to the particular circumstances of the day, the AA will consult with the local coordinator, and the facilitator will be informed via the agenda. Unless otherwise indicated in the contract, each time slot (to include subslots) will be paid at the specified rate regardless of the number of reports that are required for that time slot.

- \$50 for a regular case review slot
- \$40 for a TPR case review slot
- \$40 for an APPLA case review slot

In addition, the facilitator will be paid \$40.00 for each meeting day for such tasks as room preparation, delivery of training, gathering files, collecting data, etc. Facilitators will be reimbursed at the rate of \$.39 / mile round trip from their domicile to the meeting site.

2. The facilitator will return all summaries/forms, comment cards, and the completed and signed Facilitator Invoice to the AA following the FCRB meeting within five (5) working days. Upon receipt of the post-review board materials and the designated ICAB editor-approved FCRB Reports for filing/distribution, the AA will initial the invoice and mail it to the state office AA for processing.

**Note:** The State of Iowa pays all authorized claims within 60 days of receipt by the Department of Administrative Services. Note: Facilitator Invoices cannot have claims which span different fiscal years.

3. If the facilitator fails to submit FCRB Reports, forms or other requirements from a FCRB meeting in a timely and accurate manner, the Facilitator Invoice for that meeting will be held by the AA until such time as the requirements are fully met. Any questions/concerns from the facilitator with regard to invoice pay are to be directed to the local coordinator.
4. Occasionally the facilitator will be required to attend orientation or other meetings for ICAB (separate from the facilitation of FCRB meetings) which are listed under Consultation Services on the Facilitator Invoice. The facilitator will be paid at the rate of \$20.00/hour for the number of hours on the agenda. Travel is compensated at \$.39/mile round trip from their domicile. Again, the facilitator will be required to sign the Invoice. Note: The AA may choose to add the Consultation Services to a Facilitator Invoice prepared for submission for a FCRB meeting, to reduce paperwork/steps. Travel time for meetings is not compensated.
5. FCRB In-Service Training.
  - Six hours of in-service training is required for each board member annually.
  - Training will be built into the schedules to meet this minimum, and held at such times as most workable for the ICAB and the board members (such as in conjunction with a lunch break).
  - Training materials are provided by the state training specialist and/or the deputy program administrator for FCRB; the AA will copy any needed materials for distribution to the board members and facilitator and build the time into the agenda; and
  - the facilitator will deliver the training when scheduled on the agenda.
6. If a filled slot on the agenda is cancelled within 5 calendar days of the FCRB meeting, the facilitator will be paid \$25.00 for preparation/time and inconvenience. If an FCRB meeting day is cancelled due to weather or other emergency and is not rescheduled, the facilitator will be paid at a rate of \$25.00 per filled agenda slot to compensate for preparation/time and inconvenience. The facilitator will not be compensated for Review Day Board Support for cancelled meeting days, but may be paid for mileage to return case files, etc. as may be required

## SECTION 10. ELECTION OF FCRB CHAIRPERSON / VICE-CHAIRPERSON

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1. Annually (generally during December) every FCRB will hold an election for the positions of chairperson and co-chairperson. The facilitator is to preside over the election process. Below is a suggested format.
2. The facilitator distributes the position descriptions of [Chair/Co-Chair Responsibilities](#) and reads aloud the following:

Foster Care Review Boards hold an election each year, to allow for a change in the leadership of local boards. Today you will be asked to vote to elect a chairperson and a co-chairperson. The newly elected leaders will take over at the beginning of the next FCRB meeting. It is not required that the present leadership be removed, but holding the election allows for change.

- Ask that any board member unwilling to serve make that known before voting.
  - Pass out paper “ballots” [eg, post-it notes].
  - Ask the board members to write one name only. The most-named board member will be the chairperson, 2<sup>nd</sup> most-named will be the co-chairperson. The facilitator tallies the votes, and announces the new chairperson and co-chairperson. Determine a tie-breaker if necessary.
3. Include the results in the Facilitator Meeting Summary form.

## SECTION 11. FACILITATOR EVALUATION AND FEEDBACK

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It is important for the facilitator to meet the needs of the board members and to complete the requirements in the contract with ICAB.

- To assist with this process, evaluations will be completed at least annually, and more often as desired by ICAB.
- The forms used to help compile information are the [Board Member Assessment of Facilitator Services](#) and the [Staff Assessment of Facilitator Services](#).
- Results will be shared with the facilitator by the local coordinator.
- This is intended to help maximize performance and satisfaction with the services under contract.



## SECTION 12. ADDITIONAL RESOURCES

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1. [FCRB Program Policy and Procedures Manual](#)
2. Iowa Department of Human Services operating procedures are located at <http://dhs.iowa.gov/policy-manuals> The Policy Manuals link provides instructions for DHS employees and vendors under contract to DHS on the administration of DHS programs
3. Code of Iowa chapter 237.15 and following speaks to FCRB requirements