



Little City Foundation

Policies & Procedures

Subject:	CHILDBRIDGE – BIOLOGICAL PARENTS’ RIGHTS	Policy # CB 26
Approved:	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"><i>Sharon E. Jammes</i></div> <div style="text-align: center;">Issued: 10/99</div> <div style="text-align: center;">Last Revised: 03/20</div> <div style="text-align: center;">Page: 1 of 3</div> </div>	

Date Reviewed

12/04
02/05
08/07
03/21
03/22

PURPOSE

The purpose of the Biological Parent’s Rights policy is to ensure that parents whose children receive services in the Foster Care and Adoption Program are aware on their rights regarding services, and to ensure that no abuses occur regarding violation of their rights.

SCOPE

This policy applies to biological parents of foster and pre-adoptive children receiving services in the Foster Care and Adoption Program.

POLICY

It is Little City Foundation's policy to provide each biological parent with a written statement of biological parent’s rights which will be explained in a language fully understood by him/her.

PROCEDURE

The Statement of Biological Parent’s Rights will be provided during the initial meeting after admission of the child into the program. The parent will attest by signature and date that he/she received a copy of the statement and fully understands its contents. The original will be retained in the child’s record. Annually, during a six-month staffing, the Biological Parent’s Rights form will be provided and reviewed, and the parent will attest by signature and date that he/she received a copy of the statement and fully understandings its contents. Each staff member will be provided with a copy of these rights, which will be reviewed with staff periodically. Copies of the rights statement will be available upon request at the program office for review or clarification.

STATEMENT OF BIOLOGICAL PARENT’S RIGHTS

1. Each biological parent has the right to be informed of the nature and availability of services provided by the agency and has a right to access all services and resources which are applicable to his/her needs.
2. Full use of services will be provided consistent with the biological parent's needs and in accordance with staff evaluation. This includes the right to the delivery of high-quality services, including adequate and humane care.
3. Services will not be denied based on culture, age, gender, sexual orientation, religious/spiritual practices or beliefs, marital status, language, physical or mental disability, or criminal record unrelated to present level of dangerousness.
4. All services provided by Little City Foundation will be available regardless of a person’s source of financial support or ability to pay.



5. Each biological parent has the right to visit his/her child as written in the policy set forth by the Department of Children and Family Services (i.e., if the permanency goal is return home, the parent is allowed to see the child weekly).
6. Each biological parent has the right to discuss the services he/she is receiving, his/her service plan and progress with appropriate staff. Information will be provided to the parents in sufficient time to facilitate decision making.
7. Each biological parent has the right to attend the Service Plan Staffing held at least once every six months and to participate in the development and review of his/her service plan and his/her child's service plan.
8. Each biological parent has the right to access to his/her current service plan and his/her child's service plan.
9. Each biological parent has the right to know the potential benefits and hazards of his/her service plan prior to the initiation of such plan.
10. Each biological parent has the right to access of his/her clinical record, including all protected health information in the record, in the presence of an agency staff member qualified to interpret any contents, when necessary. Parents may correct the record by attaching a statement of disagreement in the record. Each parent may request to copy protected health information. Requests to amend any personal healthcare information must be submitted in writing to the HIPAA Compliance Officer. This request to amend personal health care information may be denied under certain circumstances.
11. Each biological parent has the right to an accounting of how the agency has disclosed his/her protected health care information made in the six-year period prior to the request.
12. Each biological parent has the right to privacy and confidentiality regarding all records and participation in the program as stipulated in Chapter 2 of the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110) and Little City Foundation's confidentiality policy. Information gained about the parent is confidential and will not be disclosed or transferred to any public or private agency without the consent of the parent, except as required by law.
13. Each biological parent has the right to decline services or a specific part of a service and a right to be informed of the consequences of such.
14. Each biological parent has the right to present grievances, appeal decisions with which they disagree and/or submit complaints. A record of such grievance, appeal or complaint and the response thereto shall be maintained by the agency. (Please see the grievance procedure for information on how to formally present a disagreement).
15. Each biological parent has the right to contact the Department of Children and Family Services to get information on service appeals at the address and telephone number below. Little City Foundation staff shall offer assistance to biological parents in contacting this agency.



Bureau of Quality Assurance
Department of Children and Family Services
State of Illinois Center
100 West Randolph Street, Suite 6-200
Chicago, IL 60601
Telephone (312)814-5540

16. Biological parents shall not be denied, suspended, or terminated from services or have services reduced for exercising any of their rights.
17. Each parent has the right to timely investigation and resolution of alleged rights infringements.