

Kentucky Foster Care Census

Roles & Responsibilities	
Personnel	Project Responsibilities
Cabinet for Families & Children (CFC)	<ul style="list-style-type: none"> • Responsible for Kentucky Foster Care Census Design and Implementation (Co-Director Dr. Ruth Huebner). • Oversight of project; fiscal responsibilities; CFC liaison (Co-Director Bonnie Hommrich). • Child data oversight and analysis (Dr. Ruth Huebner). • Support of all aspects of the project. • Responsible for support/assistance to Project Co-Directors and all involved (Travis A. Fritsch).
Eastern Kentucky Training Resource Center	<ul style="list-style-type: none"> • Oversight of project and fiscal responsibilities (Co-Director Dr. Bruce Wolford). • Management of project – match census workers, track progress of data collection. • Security of data and facility for data analysis. • Provide support/liaison to UTCs (through Donna Harmon & Steve Fox) • Receive and document data/forms from the UTCs (Dr. Don Greenwell) • Verify data and alert Dr. Huebner of questions/concerns (Designated staff person) • Training implementation (Travis A. Fritsch, Donna Harmon, & Kathy W. Frederich).
Service Region Administrator (SRA)	<ul style="list-style-type: none"> • Identify foster homes and children. • Send completed Census Forms, initial packet w/ cover letter to each foster/adoptive parent (FAP) (SRA and R&C Supervisor). • Assist the Census Takers (CTs) and the R&C Supervisors as appropriate and indicated.
Recruitment & Certification Supervisor (R & C)	<ul style="list-style-type: none"> • Complete a Child Census Form on each child. • Send completed Census Forms w/ cover letter to each foster/adoptive parent (SRA and R&C Supervisor) • Schedule visits to foster adoptive home in collaboration with the Census Takers.
UTC Directors	<ul style="list-style-type: none"> • Identify faculty liaison for KFCC course instructor of record. • Participate in project training (approx. 1 day by Director and designated data validation staff). • Oversee interviews/data management system and assist if problems with scheduling or others. • Submit report on the progress of the Census every Monday to ECU. • Validate data entered by the Census Takers from the Census Form & FAP Needs Assessment. • Secure data in locked file until it can be safely hand carried or sent by registered mail to ECU.
University Faculty (often the Public Child Welfare Certification Project Coordinator)	<ul style="list-style-type: none"> • Identify potential PCWCP students or other human service majors to recruit for course enrollment and Census Takers. Make final determination of student selection. • Disseminate recruitment materials and forms for criminal records check. • Identify faculty or initiate appropriate KFCC course offering. • Participate in KFCC training with student Census Takers as appropriate. • Facilitate Internal Review Board (IRB) procedures/approval process. • Coordinate efforts with UTC directors and local teams to facilitate KFCC. • Participate in KFCC training with student Census Takers as appropriate. • Advise and assist student Census Takers as appropriate and indicated. • Complete/participate in project evaluation.
Census Takers (CT)	<ul style="list-style-type: none"> • Enroll in course work and complete all course requirements. Required. • Collect data from 15 foster/adoptive homes. • Complete paperwork and criminal records check. • Participate in training – Sept 6 and 7; Nov. 21 and 22. • Submit times for interviews to SRA or R & C specialist or designee. • Coordinate schedule with FAP. • Arrive at home at scheduled time and follow research protocol. • Collect Child Census form. • Collect Foster/Adoptive Parent Informed Consent Signature Form. • If authorized by informed consent, conduct FAP interview and complete FAP Needs Assessment. • Enter data into Website template • Return completed Census Form, FAP Needs Assessment, and Student Census Taker Record to designated UTC weekly. • Complete evaluation form upon completion of project responsibilities. • Return KFCC evaluation form to UTC staff.

