

Foundations Unit 6

Trainer Resources Supplementary



COLLEGE OF BUSINESS, HEALTH
AND HUMAN SERVICES
UNIVERSITY OF ARKANSAS AT LITTLE ROCK



We recognize and appreciate the hard work and willing hearts of the resource families to provide excellent parenting. We strive to create partnerships with these families that are characterized by respect and mutual information sharing.

VALUE 2

COLLABORATIVE PARTNERSHIPS WITH RESOURCE FAMILIES

GUIDING PRINCIPLES

1. Ensure cutting-edge training and supportive services for resource families.
2. Seek and create opportunities for biological families and resource families to communicate and work together for the child/youth's best interests.
3. Provide consistent communication and information sharing.
4. Be accountable and responsive to the cultural values of all families.

AGENCY PRACTICE

- Recognize unique needs of resource families.
- Support resource families to continue to expand their knowledge by tailoring training and learning opportunities to their unique needs.
- Provide ongoing assessment of needs and services for resource families.
- Exhibit clearly defined, respectful working relationships with resource families.
- Seek caregiver insight and feedback regarding the child/youth and case decisions.
- Keep child/youth safety, permanency, and well-being at the forefront.
- Discuss permanency with caregivers, resource family, and support networks initially and throughout involvement.
- Use shared decision making, with child/youth voice and well-being at the forefront.
- Engage the caregiver and resource family to bridge the relationship between the two.
- Help resource families understand workers' roles, child welfare laws, and agency policies.



KEY WORKER ACTIONS: *DO I...*

- ✓ Include resource families in family-centered meetings?
- ✓ Facilitate a relationship between the resource family, caregivers, and child/ youth's service providers?
- ✓ Connect resource families to respite resources, support groups, and mentor families?
- ✓ Connect resource families with proper information and education to provide the best health care?
- ✓ Use clearly established communication and confidentiality guidelines?
- ✓ Create detailed tasks and expectations with resource families to enhance safety, permanency, and well-being?
- ✓ Help resource families identify support networks and how they will use those networks?

KEY SUPERVISOR ACTIONS: *DO I...*

- ✓ Provide feedback to the leadership team on gaps in service and training needs?
- ✓ Include training information in group supervision and unit meetings?
- ✓ Respond timely to both resource family and worker concerns?
- ✓ Ensure that workers reach out to resource families to help link them to supportive services?
- ✓ Ensure workers are aware of resources for resource families?
- ✓ Guide workers in understanding the confidentiality guide and communication policies?

KEY AREA LEADERSHIP ACTIONS: *DO I...*

- ✓ Arrange training that includes applicable skills caregivers can use with children/youth?
- ✓ Acquire full knowledge of new practices to share with workers?
- ✓ Highlight the confidentiality guide and communication policies for staff?
- ✓ Host events for/with resource families to share and learn from each other?
- ✓ Support use of partnerships?
- ✓ Ensure access to enough cultural coaching?

KEY STATE LEADERSHIP ACTIONS: *DO I...*

- ✓ Develop and support community partnerships?
- ✓ Regularly review and update policies related to resource family needs?
- ✓ Ensure resource families have equitable avenues to share their complaints, pursue their grievances, and be open to feedback on opportunities for process improvement, while also supporting local team-level decision making?
- ✓ Seek input from resource families on policy and program development?
- ✓ Provide regular communication and trainings to resource families on new policies, initiatives, and programs?

Relatives & Fictive Kin: Identification, Notification & Assessment

Every Day Counts



If at all possible, a child's first placement in foster care should be their only placement in foster care! When we can identify safe and appropriate relatives and fictive kin, also known as kinship providers, to be that first and only placement – even better!

Research shows that kinship placements are more stable and result in improved well being for children.

When we identify a kinship placement, be transparent with the child's entire team about the process. Stakeholders and partners may not be fully aware of the steps the Division takes when identifying and approving provisional placements.

Continue reading for reminders and best practice tips regarding identification, notification, and assessment of kinship placements.



Division of Children
& Family Services

Every child in Arkansas deserves a safe,
stable family every day.

Relatives & Fictive Kin

Every Day Counts



Identification & Notification Reminders

Relatives and fictive kin are the preference.

The law and DCFS policy state that preferential consideration shall be given to relatives and fictive kin over nonrelated caregivers as long as:

- The relative or fictive kin meets all relevant child protection standards; and
- It is in the best interest of the child to be placed with the relative or fictive kin caregiver.

Law and policy require DCFS to notify kin about a child's removal.

- DCFS must notify kin about a child's removal from the parent within 30 days of coming into care.
- Check out forms CFS-323-A and CFS-323-B. These are the forms for relatives and fictive kin, respectively, that provide the notification information required by law.
- If a safety issue is identified through central registry or a criminal record check, no further assessment or notice is necessary.

Ongoing searches for kin are equally important.

- Even once a placement is secured, DCFS continues ongoing searches for kin.
- The more kin who are identified, the more people there are to support family throughout the case and contribute to the child's well-being.
- Even if there are kin who cannot be involved early on in a case, circumstances can change. If reunification doesn't happen, kin may later be interested in adoption, serving as a TYS sponsor, or serving as a guardian for youth 18 and older who lack capacity to make decisions on their own.
- If you're not having success identifying kin for a child, consider referring them for a Compact FIND or Seneca Family search. Call Kinship Connect Program Manager, Ed Wallace, at 501-396-6233 for more information.

Relatives & Fictive Kin

Every Day Counts



Best Practice Tips: Identification & Assessment

Share the steps taken to locate and identify relatives and fictive kin.

- Sometimes this is as easy as exploring suggestions from the parents and children.
- If parents or children are not able to provide suggestions right away, don't forget to ask follow-up questions such as *"Who do you call when you're having a bad day?"*; *"Who is at your table for the holidays?"*, or *"Where do you go on the weekends?"*
- Some actions listed on the CFS-150: Unable to Locate Checklist can also be used to locate relatives and fictive kin. Talk with your supervisor.
- A final option may be a Compact FIND or Seneca Family Search referral. For more information, contact Kinship Connect Program Manager at Ed.Wallace@dhs.arkansas.gov

If there are questions from other parties to the case about the provisional home, ask the resource staff who approved the home to attend staffings to answer questions.

Another option may be to share information collected on the CFS-450: Prospective Provisional Resource Home Information and Questionnaire and CFS-446: In Home Consultation Visit Report. This can be provided by the local resource team.

Be prepared to explain that DCFS can request Alternative Compliances (ACs) for certain Minimum Licensing Standards and waivers for DCFS policy requirements for non-safety issues/requirements.

- Not sure about the AC or policy waiver process? Talk to the resource staff for your area or see Appendix 7 in the DCFS Policy Manual.
- What is considered a "non-safety" standard may vary depending on the age of the children placed in the home and other factors. Be ready to explain why we requested an AC or policy waiver, if applicable, for each family.

If parties to the case express concerns about placement decisions, they can raise those concerns up the chain of command to the Area Director and, if questions remain, the Assistant Director of Community Services.

Supporting Relatives and Fictive Kin Every Day Counts



Relatives and fictive kin, or kinship providers, play a huge role in making sure Every Day Counts.

That is why we want to support them in every way we can! What does support to kinship providers look like? Here are just a few examples:

Encourage them to attend AR Kinship Connect Training sessions as soon as they are invited. They should attend each session as scheduled so they will not have to worry about scheduling make-up sessions and can obtain full resource home approval (and associated monthly board payment) more quickly.

Conduct frequent check-ins to assess what is working well, what they are worried about, and what needs to happen next.

- Check-ins should include a mix of phone calls and in-person visits from both the caseworker and resource worker.
- These are especially important in those first few weeks of placement but should happen throughout the time the children are placed there.

Make sure we give kinship providers a copy of [PUB 15: A Relative's Guide to the Arkansas Child Welfare System](#).

Ensure kinship providers have access to the [Resource Parent Portal](#):

<https://dhs.arkansas.gov/dcfs/CHRISPWP/Default.aspx>.

- The portal allows resource parents to have 24-hour access to information such as placement dates for children placed in the home, DCFS contact information, Medicaid numbers, links to DCFS forms and policy, and direct deposit set-up.
- Make sure they know about the direct deposit option! Direct deposit avoids lost warrant issues. Reissuance of a paper warrant takes 30-90 days.

Supporting Relatives and Fictive Kin Every Day Counts



For those who may be struggling financially:

- The Division may be able to approve certain purchases for kinship providers. Speak with your supervisor and make requests as appropriate.

For placements at risk of disrupting, discuss service options:

- Set a staffing for the whole team to talk through the issues and possible solutions.
- Intensive Family Services or Intensive In Home Services may be an option to stabilize the placement. The In-Home Services Program can approve these on a case-by-case basis. Contact 501-910-6477 for more information.

Encourage them to try out the Kinship Support Group facilitated by 366 Gathering. This is a monthly meeting open to relatives and fictive kin statewide.

- The Kinship Connect Program Manager sends out the invitation to all relatives and fictive kin in the state, but don't hesitate to remind them about this opportunity.
- Relatives and fictive kin parents can get 2 CEU hours for attending.

If you have any questions or need to brainstorm about other ways to support our relative and fictive kin homes, please reach out to our Kinship Connect Program Manager, Ed Wallace, at Ed.Wallace@dhs.arkansas.gov

You are identified by a parent or caregiver as a relative or fictive kin who might provide a resource home to help keep a child safe.

Kinship Resource

Relatives



Grandparents, stepparents, aunts, uncles, cousins, siblings, and half-siblings over 21.

Fictive Kin

Adults over the age of 21 who had a close, positive relationship with a child before the child needed to come into care.



You are contacted by DCFS & a home visit is scheduled

Background Check



DCFS brings forms for your background checks to see if you or your family members have a history that would prevent you from becoming a resource parent.

At the home visit

Visual Inspection



DCFS does a visual inspection of your home to see what minimum standards you meet and where you might need to make changes to come into compliance.

Placement



If background checks and visual inspections are okay, the child is placed in your home.

If an area does not meet standards DCFS may ask for an "alternative compliance."

Approval



State-level checks with results can be completed same day.

FBI Checks Initiated – may take several weeks for results but placement can still occur before these results are back.

You are now a Provisional Resource Home

You will get a monthly board payment for each child. The amount varies based on child's age. You will also receive:

Child
Care

Medicaid

Clothing
Voucher

Next Steps



You are referred to the 12-hour ARKinship Connect training through MidSOUTH or another training provider.



A detailed home study is initiated while you are in training. The goal is that training and the home study are completed within 30 days of when you start training.



If DCFS approves the home study, there is a final walk through to open your home as a fully approved relative or fictive kin resource home.

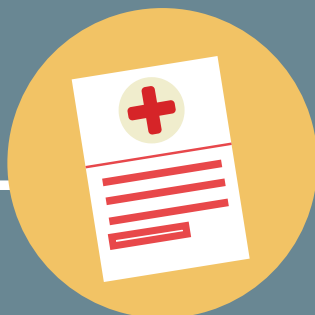


If all steps are completed in 6 months, board payments go until the child leaves your home. If not done in 6 months, board payments stop until steps are complete.

Monthly board payments can be expected no later than the 15th of the month following approval. Payments will be pro-rated based on the child's time in your home. Consider signing up for direct deposit to access your board payment more quickly!

Board payment amounts:

Ages 0-5	\$451
Ages 6-11	\$484
Ages 12-14	\$517
Ages 15+	\$550



Last Step

You will also need to complete First Aid/CPR Training within six months of being opened as a provisional resource home but this does not have to be completed in order for you to start receiving your monthly board payment for the children placed in your home.



KIDS WAITING FOR ADOPTION

PRIMARY FOCUS

At DCFS, we have one primary value that drives every decision we make.

Every child in Arkansas deserves a safe, stable family every day.



ADOPTION MYTHS

There are lots of myths about adoption. Many people believe they have to be rich or live in a big home or that they need to be a perfect family.

You'll see below that these are not true, but another myth needs attention first.

Some people believe that teens don't want or need to be adopted due to their age, or that they're too troubled to be a part of a family.

Teens want and need a home and a family just as much as any child, if not more. Raising a teen is hard, especially one who comes from a hard place, but the reward is incredible. Just ask any of our foster parents!

COMMON ADOPTION MISCONCEPTIONS

No Relatives Allowed?

Relatives absolutely can adopt their family members. In fact, it's our primary goal! And relatives are considered for adoption throughout a child's time in care.

Traditional Two-Parent Families Only?

Single parents may become adoptive parents, and so can same-sex couples.

Have questions?

Phone: 501-682-8770

Facebook: @archildwelfare

Is Adoption Expensive?

No

Adopting from foster care is almost entirely FREE. The only thing you'll need to pay for is a physical exam and a new birth certificate.

Do I need to be perfect?

No

"Perfect" is found in all kinds of shapes and sizes. Maybe you're the perfect fit in your own way for a kid in care.

Do I need a fancy home?

No

People from all kinds of backgrounds and circumstances become amazing adoptive parents. Let's talk about how to get started!

KIDS IN FOSTER CARE

PRIMARY FOCUS

At DCFS, we have one primary value that drives every decision we make.

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MOST URGENT NEEDS

While we need foster homes for all of our kids in foster care, we especially need homes for teens and for sibling groups.

Why Teens?

Every child comes to us from some sort of traumatic experience. Teens feel this more than others, and they need extra support and guidance.

Why Siblings?

Siblings were family before they came into foster care. They have the right to remain a family while in foster care.

Scope of the Need

On any given day, there are thousands of kids in foster care in Arkansas, and not nearly enough foster families for them all.

Homes are Best

Kids in foster care do better in homes, not facilities. We need caring, patient, and flexible foster families who can provide temporary care to kids while we work to get them safely back home to their original families as quickly as possible.

Have questions?

Phone: 501-682-8770

Facebook: @archildwelfare

MOST

children enter foster care because of parental substance abuse and neglect.

2 OUT OF 3

kids in foster care leave care to go back home or to a relative.



40%

of kids in foster care are placed with a relative while in care.

DCFS GOALS AND SERVICES

PRIMARY FOCUS

At DCFS, we have one primary value that drives every decision we make.

Every child in Arkansas deserves a safe, stable family every day.

REPORTING ABUSE & NEGLECT

Please call the Child Abuse Hotline at
1-800-482-5964.

It is staffed 24 hours a day, 7 days a week.



Investigations

All reported claims of child abuse and neglect are investigated. If the claims are found to be true, DCFS engages the family to bring the child to safety and stabilize the family.



Differential Response

This program is designed to help families who are experiencing low-risk child abuse and neglect. The program provides families with short-term services that improves their circumstance and prevents the need for more intensive engagement.



In-home Services

In-home services are services provided in the home of the family and are designed to keep children safely in their homes.



Foster Care

In the event a child cannot be kept safely in the home, DCFS must place the child in a foster home. When it is safe to do so, the child will be reunified with family in the home.

Adoption

When a child cannot be safely reunified with family, DCFS aims to find a safe, stable, and permanent family for the child through adoption.

Adulthood

If adoption is not appropriate, DCFS works with teens in foster care to prepare and support them during their transition to adulthood.

IN A YEAR DCFS INVESTIGATES
nearly **30,000**
claims of child abuse or neglect.

DCFS works with roughly

5,000

families in Differential Response interactions each year.

DCFS cares for nearly

7,000

kids in foster care.

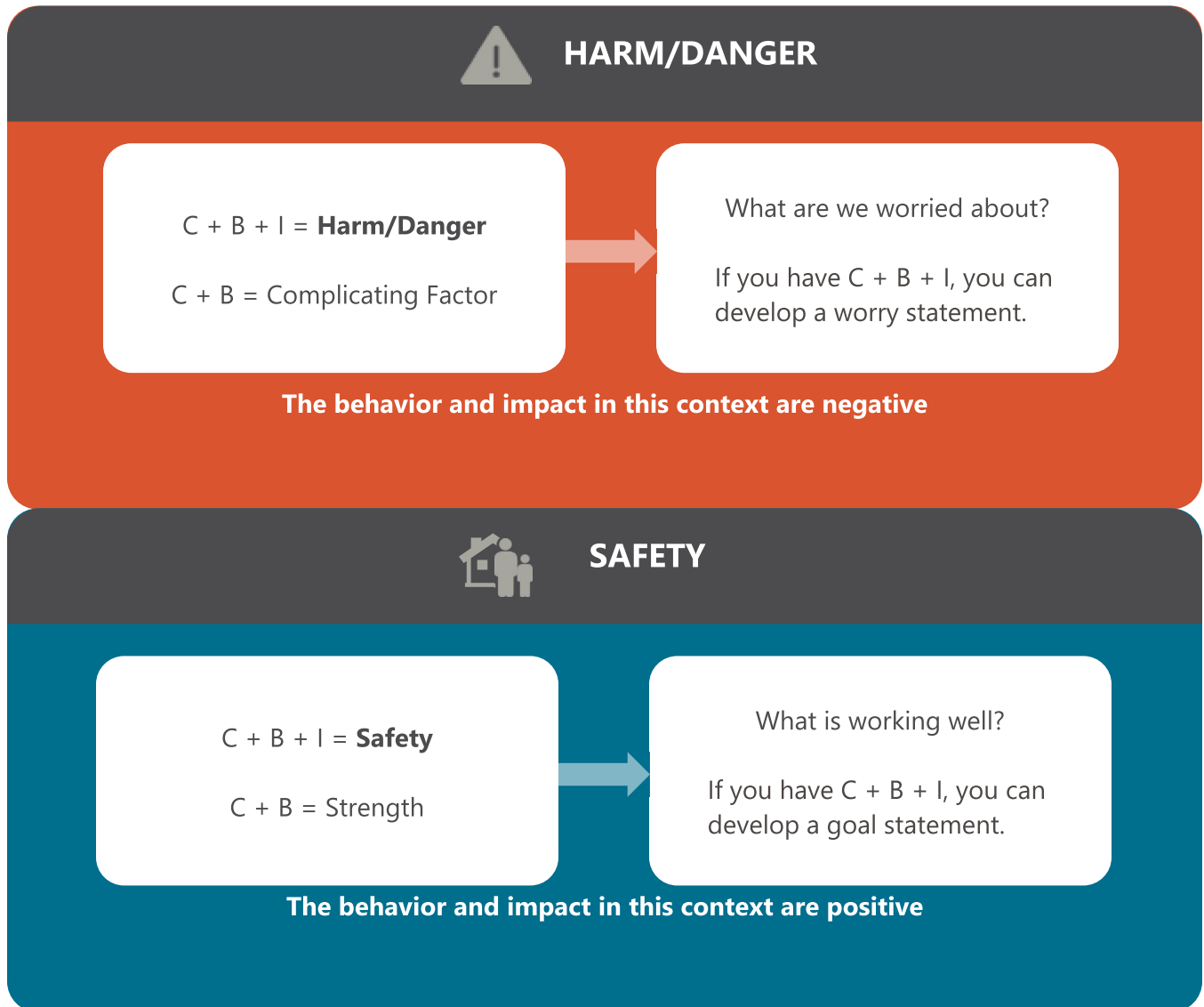
DCFS finds nearly

1,000

kids adoptive homes in a year.

C + B + I AND THE RULE OF THREE

Caregiver/Child or Youth + Behavior + Impact on the child = Harm/danger or safety



QUESTIONS THAT HELP SURFACE IMPACT

- When caregiver is doing X, where is the child? Can you tell me more about that?
- How often does X happen? In what context? Then what happens?
- Where else does the child display the behaviors? Who has seen this happen? Can we talk to them?
- When the caregiver is doing X, is there someone else there to keep the child safe and cared for?
- What does the new caregiver behavior look like? How has the impact on the child changed?
- What makes you feel confident that the protective actions will continue? Who else helps?

SOP DEEP DIVE MODULE 1

THINGS TO TRY: RESOURCE AND ADOPTION

Challenge yourself by choosing one of the ideas below and TRY IT ON. Consider sharing your chosen activity and outcome with your supervisor, field instructor, or deep dive leader.

THREE-COLUMN MAP

Think about a resource family or child that you work with and try one of the ideas listed below:

- Jot down a quick list of things that are working well for the resource family or child, and begin your next home visit by highlighting the family's or child's strengths.
- During your next home visit, ask the resource family or child to share two things that they are worried about. Remind them that their worries are important to the agency and we want to partner in success with them.
- Together with the resource family or child, create two actionable items that need to happen next.

SAFETY SCALE

- As you are conducting a home visit with a child on your caseload, pause and ask them, "On a scale of 0 (unsafe) to 10 (very safe), how safe do you feel about returning home, or how safe do you feel in your resource home?"
- Immediately follow up by asking what would make them feel safe enough to move the number up by one.
- Consider posing a similar question to the resource parents: "On a scale of 0 (unsafe) to 10 (very safe), how safe do you feel [child's name] would be if they were to return home today?" or "On a scale of 0 to 10, how safe do you feel the other children are in your home given [child's name's] angry outbursts."

LABELS MATTER

In this reflective exercise make a mental or physical note of every label you or your coworkers attach to the resource families or children we work with, such as "crazy foster parent" or "runaway teenager." Next, consider the impact the label could have on the family's level of success. Do you notice any biases?

CAREGIVER + BEHAVIOR + IMPACT ON CHILD

Thinking about three resource families or children on your workload, can you summarize the resource families' or child's behavior and impact on the child or other children in the home? How helpful can sharing this information be?

APPRECIATIVE INQUIRY

- The next time a resource parent contacts you about having a difficult day, ask them to share something positive that happened that day or something that happened recently that makes them proud, or something that they feel like went well. Share your appreciation for all they are doing to make the placement successful.
- Ask your co-worker what work challenges they have recently overcome? Remind your coworker of your appreciation for them. In return, consider telling them about something challenging that you have overcome.

SOLUTION-FOCUSED QUESTIONS

Try one of the following solution-focused questions the next time you engage with a family on your caseload.

- **Exception:** "Can you tell me about a time that you didn't feel like life was chaotic or things were controllable? Tell me what was going on."
- **Position:** "What would the foster child say is their favorite thing about your home?"
- **Scaling:** "On a scale of 1 to 10, how confident are you about the circle of support that we've developed together?" "How likely are you to call on your support network?"
- **Coping:** "I can imagine how frustrating this can be. Can you tell me what you do to calm down when you need a break?" "How do you practice self-care when you are at your breaking point?"
- **Preferred-Future:** "Describe what you want your family to look like in three months." "With all children remaining in your home, what would a preferred week look like?"

SOP DEEP DIVE MODULE 2

THINGS TO TRY: RESOURCE AND ADOPTIONS

Challenge yourself by choosing one of the ideas below and TRY IT ON. Consider sharing your chosen activity and outcome with your supervisor, field instructor, or deep dive leader.

TIPTOEING INTO THE COLLABORATIVE ASSESSMENT AND PLANNING (CAP) FRAMEWORK

Reflecting on your three-column map, recall the three questions below.

- What are we worried about?
- What is the impact on the child (harm)?
- What is working well?

CULTURAL CONSIDERATIONS

Thinking about a resource family or child on your caseload, jot down a quick list of identities pertaining to the resource family or child.

- How do the resource family or child's identities affect their hierarchy of needs, family system, and experiences?
- How can you improve your engagement and grow your cultural responsiveness while working with the resource family or child?

TRY ON THE LANGUAGE

In your next case consult with your supervisor, field trainer, or coach, see if you can identify the following two CAP Framework concepts within a current resource or adoptions case with a new allegation.

- Is it harm or a complicating factor? Why?
- Is it safety or a strength? Why?

DEFINING HARM

- Try to construct a harm statement (reason for involvement) for an investigation on your caseload. Share the harm statement with the resource family during your next contact.
- Does your harm statement match why *they* think the agency is involved?

If the CAP Framework is for preventing a disruption:

- Has this family identified enough network members to help mitigate their worries if the child remains in their care? Do those people understand the harm/worries and complicating factors to determine how they could help?
- Has the child's voice or resource parent's voice been captured in the CAP Framework? What else could you do to include their perspective?

GOAL!!

Consider a resource family or child on your caseload. Imagine what you would need to see to feel comfortable closing the case.

- What would permanency look like? Are there any worry statements about permanency?
- What does the child want their permanency to look like?
- How would you know the resource family or child had reached their goal?
- Share your thoughts with the resource family or child and assess level of agreement.

GRAY AREAS

- Is there anything that is confusing or unknown about the family or that would be beneficial to know more about?
- Come up with two clarifying questions and ask them at your next visit.

DEEP DIVE MODULE 3 THINGS TO TRY: RESOURCE AND ADOPTIONS

Challenge yourself by choosing one of the ideas below and TRY IT ON. Consider sharing your chosen activity and outcome with your supervisor, field instructor, or deep dive leader.

HARM AND DANGER STATEMENTS

When you are writing your next court report, consider including a harm, worry, and goal statement that you developed with the family.

WORRY STATEMENTS

- Thinking about a case on your caseload, jot down a quick list of worry statements pertaining to the child's safety.
- Sort the statements by safety focus, permanency focus, and well-being focus.
- Determine whether you have adequate worry statements. Ask yourself, Is this a balanced assessment? Do we *need* this case to continue? How can we move this child to achieving permanency faster?

TRY ON THE LANGUAGE

In your next case consult with your supervisor, field trainer, or coach, see whether you can verbalize the worry and goal statements within a current resource family's situation.

- What are we worried that will happen if DCFS goes away?
- How will we know when we can close the case? What does safety (presence of protection) look like?

GOAL

Invite a family on your caseload to write the goal statement down on a piece of paper and hang it in plain sight within their home. Return to the goal statement time and time again throughout your engagement with the family.

CHILD'S VOICE

Try the Three Houses activity during your next home visit. Be intentional with your time and allow space for child to tell you about their world. Use open-ended questions.

- *House of Good Things*: "Can you tell me something that you love about your home?" "what makes you feel good or safe at home?"
- *House of Worries*: "What in your home makes you sad?" "Sometimes things make us feel angry or upset—is there anything in your home that makes you feel like that?"
- *House of Hopes and Dreams*: "What would your life or home look like if all of your worries were gone?" "What do you want your forever family to look like?"

Try the Safety House the next time you are creating an immediate safety plan with a family. Review the five key concepts:

- *The Inner Circle*: Who lives in the safety house?
- *Within the Walls*: What do we like about the safety house?
- *The Safety Network*: Who can visit the safety house? (Circle of Safety and Support)
- *The Rules Roof*: What rules do we need to ensure everyone is safe? How should the adults behave?
- *The Path to Safety*: A scaling question to determine how safe the child feels.

DEEP DIVE MODULE 4 THINGS TO TRY: RESOURCE AND ADOPTION

Challenge yourself by choosing one of the ideas below and TRY IT ON. Consider sharing your chosen activity and outcome with your supervisor, field instructor, or deep dive leader.

REFLECT

Take a moment to reflect on your last visit with a family. Think about something you did or said during your engagement that you feel really good about.

- Was there a moment when you wish you had done something differently?
- Now, reflect on how the family experienced the home visit. What would they say they appreciated most? Is there something that they wished had been done differently?
- Are you aware of how the child reacted and/or feels? What did you do well to engage the child? How could you use your time even more intentionally in the future to help the child feel heard?

LISTEN TO THEIR VOICE

Thinking about a family that you're working with, ask yourself the following questions, and rate them on a scale of 1 to 10. Identify the families or children that you feel you know the least about.

- "How well do I know how this family or child feels?"
- "Am I preparing the family well enough to know and understand the child's triggers?"
- "How well do I know how this family or child feels and sees in their world?"

GO ONE STEP FURTHER

With the families you feel you know the least about in mind, consider which ones would benefit from a Three Houses Interview, a Safety House Interview, or an empathetic conversation.

- Consider completing an interview with what worked well in previous placements in mind.
- Complete the Three Houses activity to gain insight into how the family or children feel about home visits and DHS's presence.

SEEK OUT THE CHILD'S VOICE

Try the Three Houses activity during a victim or sibling interview. Be intentional with your time and allow space for the child to tell you about their world. Use open-ended questions.

- **House of Good Things:** "Can you tell me something that you love about your home?" "what makes you feel good or safe at home?"
- **House of Worries:** "What in your home makes you sad?" "Sometimes things make us feel angry or upset—is there anything in your home that makes you feel like that?"
- **House of Hopes and Dreams:** "What would your life or home look like if all of your worries were gone?"

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- **The Path to Safety:** A scaling question to determine how safe the child feels.

COLLABORATE WITH CAREGIVERS

With the child's permission, appropriately share the child's completed Three Houses activity or Safety House Interview with the caregivers involved. Collaborate and reflect with caregivers about what the child is telling us to determine worry and goal statements. Share at your next staffing or consultation.

SOP for Resource

- ❖ Resource Worker assesses a kinship home for placement of a relative or fictive kin:
 - Use Harm and Worry Statements provided by (or co-created with the investigator) to help orient the kin to the situation and have discussions to determine if the potential placement is going to be a good fit for the needs of the family.
 - Use SOP tools ([EcoMap](#), [Circles of Safety](#), [Support Network Grid](#)) to evaluate and develop a support network for the kinship placement.
 - Use the child's [Support Network Grid](#) (from investigator or co-created with the investigator) to orient kin to the child's network and needs for maintaining existing connections. This can be done in context of discussing need for transportation and coordination of logistics for the child's education, medical appointments, and family time.
- ❖ Resource Worker completes an In-Home Consultation (IHC) with a prospective resource home:
 - Use the [EcoMap](#) to help the family identify their supports. Help the family develop supports necessary to ensure they have an adequate network (RFSS) to support the needs of their changing family dynamic.
 - Use the Collaborative Action Plan ([CAP](#)) [Framework](#) when developing collaborative family plans with the family and network.
- ❖ Resource Worker is asked about a placement to meet the needs of a specific child:
 - Ask the child's FSW for (or co-create with if not already completed) the child's:
 - [Support Network Grid](#) to become familiar with the child's network and needs for maintaining connections. Identify any relationships that need developed and maintained for a resource family to have a solid support network while caring for the child. Identify logistical barriers to placement with a given resource family.
 - Harm and Worry Statements and [Three Houses](#) activity which can be used to understand the child's wishes and needs from a resource family.
- ❖ Resource Worker learns a new child has been placed in a resource home:
 - Use the [Three Houses](#) with the child as necessary to determine what the child's worries and dreams are while in the resource placement.
 - Use the Three Column Map (containing the Three Questions) and [Solution Focused Questions](#) with the resource family to find out how the placement is going and what supports the resource family needs to maintain the placement going forward
 - Use Worry Statements to help orient the resource family and support network when worries and needs for the child arise, to include the child's needs for a support network and maintaining existing connections for the child
- ❖ Resource Worker completes a quarterly visit or resource home visit:

SOP for Resource

- Use the [three-column map](#) with the family and child to collaborate about how things are going (for the family and the child), if there are any worries with the placement (family dynamic, child's behaviors, etc.), and make additional plans moving forward
- Continue using Solution Focused Questions and the Three Column Map to work collaboratively with the resource family, child, and necessary network supports (the child's network and RFSS)
- Use the [Safety House, and Harm Statements](#) as communication tools if worries for child safety arise
- Apply the Resource Provider Safety Assessment (located in Data Collection System/DCS) if any immediate safety threats are identified (this will be county/area specific in terms of whether resource workers initiate investigations involving a resource home)

Section 400 – RESOURCE

DCFS Internal Procedure 400: Resource Home Inquiries and Initial Screening

06/2022

See DCFS Policy VII-B: Resource Home Recruitment and Retention regarding overarching directives related to this topic. Specific operational procedures for staff related to recruitment and retention of resource homes follow below.

The general recruitment and promotion of the need for resource homes is shared by all DCFS staff. However, once traditional resource parent applicants submit a formal inquiry via www.fosterarkansas.org, the DCFS Centralized Inquiry Unit then takes responsibility for initial response to those inquiries, screening, and background check processing. Initial screening and background check processing for provisional relative or fictive kin resource parents are handled at the local county level.

400.1 General Recruitment of Traditional Resource Applicants

06/2022

When asked about how to apply to serve as a resource parent staff, all DCFS staff will:

- A. Refer anyone inquiring about becoming a resource parent to www.fosterarkansas.org.
- B. Provide a brief overview of the inquiry process to prospective resource parents.
 - 1) PUB-17: Road to Fostering can assist in providing talking points for this overview.


400.2 Centralized Inquiry Unit Response to Traditional Resource Applicant Inquiries

06/2022

The designated Centralized Inquiry Unit staff will:

- A. Enter information documenting all activities with the family beginning with applicant status (inquiry) to the approval process in the Division information system. This includes all appropriate Provider Screens – General Information Tabs, Household Members/Requirements Tabs, Contacts Screen, Preferences Tab, and Services Details Screen.
 - 1) Respond to all phone and internet inquiries within three (3) business days of receiving the assignment from the inquiry site. Give a brief explanation of the county foster care needs and explain the resource parent assessment process.
- B. If moving forward with the process, provide the family with Resource Packet 1 within one (1) business day after initial contact is made. Resource Packet 1 will consist of:

- 1) A letter that:
 - a) Thanks the family for their interest;
 - b) Identifies a contact person; and
 - c) Indicates the date, time, and location of the next information meeting in their county or, if applicable, a neighboring county that is hosting prospective resource parents from surrounding counties.
 - 2) CFS-316: Request for Child Maltreatment Central Registry Check Instructions (form electronically generated per the Central Registry Request instructions);
 - 3) CFS-341: Certification of Absence of Criminal Record;
 - 4) CFS-342: State Police Criminal Record Check or instructions for electronically generating the CFS-342;
 - 5) CFS-419: Resource Family Support System Information;
 - 6) CFS-593: Arkansas State Vehicle Safety Program Additional Requirements for DCFS Drivers;
 - 7) VSP-1: Authorization to Operate State Vehicles and Private Vehicles on State Business;
 - 8) VSP-2: Authorization to Obtain Traffic Violation Record;
 - 9) Arkansas State Vehicle Safety Program Manual;
 - 10) CFS-401: Current Household Information Sheet;
 - 11) CFS-405: Worksheet for Social Security Benefits;
 - 12) CFS-406: Family Financial Worksheet;
 - 13) CFS-407: Employment Information Sheet;
 - 14) CFS-415: Reference for Resource Family;
 - 15) CFS-419: Resource Family Support System Information;
 - 16) CFS-455: Request/Consent for Department of Health Services;
 - 17) Road to Fostering Infographic; and,
 - 18) Inquiry to Adoption Flowchart.
- C. Upon receipt of completed forms, route all background check forms to applicable units.
- 1) See DCFS Internal Procedure 400.3: Background Check Processing for Traditional Resource Applicants for specific instructions.
 - 2) If all checks clear, provide Resource Packet 2 to the family. Resource Packet 2 will include:
 - a) Cover letter;
 - b) CFS-363: Resource Parent Applicant Smoking Certification;
 - c) CFS-484: Landlord Notification of Potential Tenant Foster Care Services;
 - d) CFS-404: General Medical Report;
 - e) PUB-30: Resource Parent Handbook;
 - f) Instructions for Online Pre-Service Training;
 - g) PUB-23: Foster Care Court Process Infographic; and,

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- h) PUB-24: Resource Home Visit Guide Infographic.
 - 3) If all checks are not clear, consult with Centralized Inquiry Unit Manager regarding next steps in terms of whether:
 - a) Inquiry must be deleted, and provider number closed due to specific background check result information; or,
 - b) If Centralized Unit Inquiry staff may gather additional information from the family to determine, in consultation with the applicable Resource Worker and Resource Worker Supervisor, if the family is interested in and eligible to pursue an alternative compliance or policy waiver request, as applicable. See Appendix 8: Alternative Compliance and Policy Waiver Protocol.
 - D. Attempt to contact the family to follow-up if the completed forms have not been received within ten (10) calendar days of sending them to the family.
 - E. If the Centralized Inquiry Unit Worker is unable to contact the family after three (3) attempts (combination of phone and email):
 - 1) Send an email to the family informing them that the Centralized Inquiry Unit Worker has attempted to contact them and will not be contacting them further, but also welcoming the family to contact the Centralized Inquiry Unit if they are still interested in becoming a resource home; and,
 - 2) Delete the inquiry in the Division's information system and close the provider number (Centralized Inquiry Staff may reopen the provider number if the family decides to resume the application process in the future).


400.3 Background Check Processing for Traditional Resource Applicants

06/2022

The Centralized Inquiry Unit will:


- A. Submit the signed CFS-593: DCFS Arkansas State Vehicle Safety Program, VSP-1: Authorization to Operate State Vehicles and Private Vehicles on State Business, and VSP-2: Authorization to Obtain Traffic Violation Record to the Vehicle Safety Program Coordinator along with a clear copy of the driver's license for each prospective resource parent and any applicable teenage drivers to the appropriate person in the DCFS Background Check Unit for processing.
 - 1) Ensure copy of the driver's license includes front and back of license.
 - 2) Document on the Provider Household Member Required Checks Information Screen.
 - 3) See DCFS Internal Procedure 401: Assessment of Driving Record for more detailed information.
 - 4) The county office must receive the results of the Traffic Violations Record check before the family can be approved for training.

- B. Assist with the completion, as needed, of the CFS-316: Request for Child Maltreatment Central Registry Check for each household member age fourteen (14) years and older, excluding children in foster care to the Central Registry Unit. The CFS-316: Request for Child Maltreatment Central Registry Check must be notarized.
 - 1) If applicable, a Child Maltreatment Central Registry Check should also be conducted on each household member age fourteen (14) years or older, in any state of residence in which they have lived for the past five (5) years, and in their state of employment, if different, for reports of child maltreatment.
 - 2) Document on the Provider Household Member Required Checks Information Screen.
 - 3) Provide a copy of the results to the county office for filing in the resource home record. The county office must receive the results of the Arkansas Child Maltreatment Central Registry Check before the family can be approved for training. Training waivers may be approved if child maltreatment check results from other states are still pending.
- C. Use CFS-341: Certification of Absence of Criminal Record to obtain written certification from the resource parents that any household member ages ten (10) through seventeen (17) does not have a criminal record. Provide a copy of results to the county office for filing in the resource home record.
- D. Submit the completed CFS-342: State Police Criminal Record Check for each household member, excluding children in foster care to the DCFS Criminal Background Check Unit or assist the applicant with submission of the State Police Criminal Record Check via the online Information Network of Arkansas (INA) process, as applicable. The CFS-342: State Police Criminal Record Check must be notarized. The State Police Criminal Record Check must be completed prior to requesting the FBI Criminal Background Check.
 - 1) Document on the Provider Household Member Required Checks Information Screen.
 - 2) Provide a copy of the results to the county office for filing in the resource home record. The county office must receive the results of the State Police Criminal Record Check before the family can be approved for training.
- E. Facilitate the initial steps of the FBI fingerprint-based Criminal Background Check for all resource parent applicants and all members of the prospective resource home who are eighteen and a half (18.5) years of age and older, excluding children in foster care. The fingerprint-based FBI Criminal Background Check must be submitted prior to the family attending training; however, the results are not required before the family can attend training.
 - 1) Forward the completed CFS-342: State Police Criminal Record Check to the Criminal Background Check Unit or ensure completion of the State Police Criminal Record Check via the online process, as applicable.

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- 2) Upon receipt of the transaction number from the Criminal Background Check Unit, forward the transaction number to the applicant's resource worker who will ensure the applicant goes to an approved electronic harvester to have fingerprints scanned.
 - a) In the event of an applicant's fingerprints being rejected, the Criminal Background Check Unit will receive the rejection letter from the Arkansas State Police.
 - b) The Criminal Background Check Unit will send the rejection letter to the Resource Worker or other requestor to provide to the applicant.
 - c) The applicant must schedule a new fingerprint appointment using the online scheduling tool and take the rejection letter with them to the new appointment.
 - d) The applicant's fingerprints will be run again using the initial transaction number.
 - i. If there are two fingerprint rejections using the same transaction number both times, the Arkansas State Police may then run a name search. This can only be done when there have been two rejections on the same transaction ID per federal requirements.
 - 1) Document the results in the Division information management system.
 - a) FBI results will be uploaded directly into the Division's designated system. The assigned Resource Worker or designee will receive an email from the Criminal Background Check Unit notifying the assigned Resource Worker or designee that the FBI result is available to be viewed.
 - b) Only those who have CJIS Clearance and have an absolute need to view FBI results will be given access to view background checks in the Division's designated system.

If there are any offenses listed on an applicant's criminal background check results, the Resource Worker will:

- A. Send a CFS-508-A to the applicant via certified, restricted mail and document the letter in Provider Contact Information Screen in the Division information management system.
 - 1) If the applicant chooses to challenge the accuracy and completeness of his or her criminal history record or obtain missing disposition information and contacts the assigned Resource Worker within thirty (30) days of receipt of the CFS-508-A to inform the Resource Worker that the family will challenge the results, keep the resource parent application and associated provider number open in the Division information system until the requested corrections are either approved or denied at which point further action will be taken, as appropriate.
 - a) If there are changes or updates to an applicant's criminal history record and the decision is made to move forward with a request for an alternative compliance



request from the Child Welfare Agency Review Board, see Appendix 8: Alternative Compliance and Policy Waiver Protocol.

- 2) If the Resource Worker does not receive notification that the family has elected to challenge the results of their criminal history report, then remove the Resource Parent application from the system and close the associated provider number.
 - a) If the family chooses to review and request corrections to their state or FBI criminal history reports in the future, they may reapply to become a resource parent at any point once corrections are made. Resubmission of a Resource Parent application does not guarantee approval as a Resource parent.
- 3) For information regarding denial of an applicant based on background checks, please see DCFS Policy VII-D: Denial of a Resource Home Applicant and related procedures.

DCFS Internal Procedure 401: Assessment of Driving Records for Resource Parents

08/2020

When assessing a current or potential resource parent's ability to provide placement for a child in foster care, the applicant is required to submit an authorization for the Division of Children and Family Services (DCFS) to obtain his or her Traffic Violations Record from the Office of Driver Services as permitted by A.C.A. § 27-50-908. This record returns the number of traffic offenses and other violations incurred by the resource applicant, to include the number of points assessed by the Office of Driver Services for convictions of moving traffic violations as per the Arkansas State Vehicle Safety Program (ASVSP). DCFS repeats Traffic Violations Record checks every two (2) years for active resource parents.

To ensure child safety DCFS will carefully assess what, if any, safety concerns exist for any applicant or current resource parent accumulating ten (10) or more points on their Traffic Violations Record.

Upon receipt of a Traffic Violations Record containing ten (10) or more points, staff will:

- 1) Ensure the applicant or current resource parent has a valid driver's license issued by the State of Arkansas.
- 2) Assess for safety issues.
- 3) Ensure the applicant or current resource parent participates in a defensive driving course.
- 4) Ensure applicants are not denied on the sole fact that they have ten (10) or more points on their driving records, but rather that his or her driving record and any related information is assessed for safety issues.
- 5) Complete the safety assessment portion of the In-Home Consultation while considering the driving record results as part of that safety assessment.
- 6) Ensure that applicants having between ten and seventeen (10-17) points on their driving record successfully complete a defensive driving course, which can be completed on-line prior to becoming an approved resource home.
- 7) Ensure applicants with eighteen (18) or more points on their driving record successfully complete an in-person defensive driving course prior to becoming an approved resource home.

DCFS Internal Procedure 402: In-Home Consultation Visit

06/2022

See DCFS Policy VII-C: Resource Home Assessment Process regarding overarching directives related to the in-home consultation (IHC) visit for resource home applicants. Specific operational procedures for staff conducting IHCs follow below.

The In-Home Consultation Visit is generally the local Resource Worker's first opportunity to meet the resource applicants. This visit helps the Resource Worker begin to assess the family's functioning and capacity to meet the need of the children in foster care, to include verifying if the home meets Minimum Licensing Standards and DCFS Policy requirements. The visit will also be used to continue to explain the approval process to the applicants and answer any questions they may have. Other visits to the home may be required prior to the final walk-through and orientation to ensure the home comes into full compliance with all Minimum Licensing Standards and DCFS policy requirements and to offer continued support to the applicants through the process.

402.1 Assignment of In-Home Consultation Visit for Traditional Resource Applicants

06/2022

The Centralized Inquiry Unit Worker will:

- A. Provide the background check results electronic file and other documentation to the Resource Supervisor for traditional resource applicants.
- B. Assign the traditional applicant family to the Resource Supervisor's inbox.

The Resource Supervisor will:

- A. Conduct a thorough history check in the Division information management system.
- B. Assign the family to a Resource Worker within one business day upon receipt.

402.2 Resource Worker In-Home Consultation Visit Responsibilities


06/2022

The Resource Worker will:

- A. Within five (5) business days after being assigned the resource home, contact the prospective resource family to schedule an in-home consultation (IHC) visit and FBI fingerprinting. The in-home consultation visit for traditional resource applicants will take place within two (2) weeks of the scheduling call.
 - 1) However, IHC visit for prospective provisional relative or fictive kin resource families will be conducted as soon as possible as needed for a particular case.

B. During the in-home consultation visit:

- 1) Review and complete the resource staff portion of the CFS-450: Prospective Provisional Resource Parent Information and Questionnaire for provisional applicants and send to the applicable MidSOUTH Training Academy by the next business day via REDcap.
 - a) The CFS-446: In-Home Consultation Visit Report for provisional applicants must be completed and submitted to MidSOUTH via REDcap within two (2) weeks of the initial In-Home Consultation Visit taking place.
- 2) Review and complete the CFS-446: In-Home Consultation Visit Report for traditional applicants.
 - a) Provide a copy of the pp. 6-7 of the CFS-446 to the applicants.
- 3) Discuss Minimum Licensing Standards and other DCFS policy requirements related to resource homes as outlined in PUB-30: Resource Parent Handbook and answer any questions the family may have.
- 4) Review and complete CFS-480: Alternate Compliance of Water Supply Agreement for Resource Homes, if applicable.
 - a) Provide a copy of CFS-480: Alternate Compliance of Water Supply Agreement for Resource Homes to the resource applicants, if applicable.
- 5) Inform the prospective resource family that they will not be approved until they meet Minimum Licensing Standards, DCFS policy requirements, and any other qualifications deemed appropriate (with the exception of certain non-safety standards that may be waived for relative and fictive kin providers).
- 6) Discuss training required prior to approval, including completion of CPR and Standard First Aid training and certification (for specific CPR and First Aid requirements, see PUB-30: Resource Parent Handbook).
- 7) Provide CFS-409: Resource Family Preference Checklist to traditional resource applicants only and ask them to complete and return the document to the Resource Worker.
 - a) Enter prospective resource family preferences (based on their selections on CFS-409) in the Preferences Tab in the Provider Services/Admission Criteria Button.
- 8) Provide SAFE Questionnaire I to traditional resource applicants only.
- 9) Inform the family that three (3) positive confidential references are required, including at least one (1) from a relative and one (1) from a non-relative (family's selected references should already be provided from Centralized Inquiry Unit via CFS-415).

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- 10) Ensure that the reference letter templates (SAFE Reference Letters for traditional applicants and CFS-458: Kinship Reference Letter for provisionals) are delivered to the identified references with instructions:
 - a) For returning the completed references; and
 - b) That they are not to share the completed reference letter with the prospective resource family.
 - 11) Ensure the prospective resource family members understand that they will not view the reference letters.
 - 12) Begin completing CFS-475-A: Initial Checklist for Resource Home Assessment and determining what non-safety alternative compliances or policy waivers may be required for kinship homes.
 - 13) Determine whether traditional applicants would be willing to serve as an informal respite home in addition to a regular resource home (see Policy VII-G: Alternate Care).
 - 14) If the family is being opened as a provisional resource home, also:
 - a) Complete the CFS-452: Provisional Resource Home Verification with the family.
 - i. Provide a copy of the CFS-452: Provisional Resource Home Verification to the family and file the original in the resource home record.
 - b) Show the provisional applicants how to access PUB-30: Resource Parent Handbook [online](#).
 - c) Review and provide the following to the provisional applicants and ask them to complete, as applicable:
 - i. CFS-363: Resource Parent or Applicant Smoking Certification;
 - ii. CFS-404: General Medical Report;
 - iii. CFS-419: Resource Family Support System Information;
 - iv. CFS-455: Request and Consent for Department of Health Services, if applicable;
 - v. CFS-484: Landlord Notification of Potential Tenant Foster Care Services, if applicable;
 - vi. PUB-15: A Relative's Guide to the Arkansas Child Welfare System
 - vii. PUB-23: Foster Care Court Process Infographic
 - viii. PUB-26: Roadmap to Kinship Resource Home
 - 15) File all completed forms, including those received from the Centralized Inquiry Unit, in the resource home record.

DCFS Internal Procedure 403: Assessment of Prescribed and Over-the-Counter Substances

06/2022

When assessing a potential resource placement for a child in foster care, the applicant is required to disclose any medications or other substances currently prescribed or otherwise consumed as well as the conditions those medications or other substances are designed to treat. Open resource providers must also disclose any medications or other substances consumed and the conditions for which they are designed to treat if obtained after initial approval.

Knowledge that an individual is prescribed certain medications or other substances is, by itself, insufficient to impact an individual's ability to be a resource placement. However, prescriptions and other substances taken by a resource applicant or open provider are a legitimate and necessary area of inquiry. An open conversation about the use of alcohol will also be held with resource applicants and open providers (e.g., frequency, volume, past or current struggles with alcohol consumption, etc.).

Upon receipt of this information, staff will carefully assess:

- 1) If the conditions for which the applicant is being treated would in any way limit the person's ability to adequately supervise and otherwise appropriately care for children placed in their home whether physically, behaviorally, or emotionally with or without the use of the medication or other substance. The age and any special needs of children being considered for placement in the home will be taken into account during this assessment.
- 2) Whether the prescribed medication or other substance has a mind- or mood-altering effect when ingested and how that effect would then impact the person's ability to adequately supervise and appropriately care for children placed in their home whether physically, behaviorally, or emotionally. Questions to explore during this assessment may include:
 - Why were the children removed? Was the removal at all tied to use of similar medications or other substances and the impact those had on caretaker's ability to parent?
 - How often does the applicant use the prescribed medication or other substance? For example, only before bedtime? Only while school-age children are at school? Only when another caregiver is present, etc.?
 - Are there other caregivers in the home? If so, do any of those other caregivers use the same or similar mind- or mood-altering prescriptions or other substances?

As per Child Welfare Agency Review Board Minimum Licensing Standard 214.2, all over-the-counter medications shall be stored in an area not readily accessible to children, and all prescription medications, excluding Epi-pens, inhalers, and Glucagon kits, shall be locked.

In addition, if at all possible, resource parents will not ingest medications or other prescribed substances in the presence of children in foster care.

DCFS Internal Procedure 404: Initiation of Pre-Service Training for Resource Homes

06/2022

See DCFS Policy VII-C: Resource Home Assessment Process regarding overarching directives related to the referral of resource applicants to pre-service training. Specific operational procedures for staff referring resource parent applicants to pre-service training follow below.

In order to approve applicants for pre-service training, within one (1) business day of successfully completing the In-Home Consultation Visit for relative and fictive kin applicants and five (5) business days of successfully completing the In-Home Consultation Visit for traditional applicants, the Resource Worker will:

- A. Submit the signed and completed CFS-450: Prospective Provisional Resource Parent Information and Questionnaire or CFS-446: In Home Consultation Visit Report, as applicable, to the Resource Supervisor or designee with one (1) of the following recommendations:
 - 1) Invite the applicant to attend pre-service training, OR
 - 2) Do not invite the applicant to pre-service training and provide an explanation.
- B. If the Resource Supervisor or designee approves the recommendation to send the applicant to pre-service training:
 - 1) Complete the contact purpose of “In-Home Consultation/Approval for Training” in the Provider Contact Information Screen.
 - 2) Log receipt of the CFS-450 or CFS-446, as applicable, on the DCFS Resource/Adopt Home in the Division information system.
 - 3) Submit a copy of the CFS-450 or CFS-446, as applicable, to MidSOUTH via REDcap (unless one-on-one pre-service training has been arranged or the applicant is attending training through The CALL, Foster Love, or another community partner) approving the family to attend pre-service training:
 - 4) Inform the prospective resource parents that the MidSOUTH trainer will contact them to schedule pre-service training.
- C. When an applicant is NOT approved:
 - 1) Send letter to applicants who were not approved to attend pre-service training.
 - 2) Forward a copy of the letter to the Resource Supervisor.
 - 3) Log notice of non-selection on the Provider Household Member Required Checks Information Screen.
 - 4) Select “IHC/Not Approved for Training” and document why the family was not approved.
- D. Arrange or provide one-on-one pre-service training to the family if group training sessions are unavailable locally.



The Resource Supervisor or designee will:

- A. Either approve or disapprove as appropriate the recommendation of the CFS-450 or CFS-446, as applicable, from the Resource Worker.
- B. Return the signed CFS-446 to the Resource Worker.

DCFS Internal Procedure 405: Resource Home Pre-Service Training

06/2022

See DCFS Policy VII-C: Resource Home Assessment Process regarding overarching directives related to pre-service training for resource homes. Specific operational procedures for staff supporting resource applicants through the training process follow below.

The prospective resource family will:

- A. Complete a minimum of twenty-seven (27) hours of pre-service classroom training for traditional applicants or twelve (12) hours of pre-service classroom training for relative and fictive kin applicants. Three (3) hours of DCFS orientation (individually or in a group) is also required for both traditional as well as relative and fictive kin applicants (orientation must occur prior to a child being placed with traditional resource parents). All make-up sessions will also be completed for a family to fully complete pre-service training.
- B. Complete CPR and Standard First Aid Training and receive certification for infant, child, and adult training in both areas.
- C. Submit the completed SAFE Questionnaire I to their pre-service trainer on the first day of training, as applicable (traditional applicants only).
- D. Ensure that the individuals providing references for traditional resource applicants have delivered their letters to the agency responsible for the home study before completing pre-service training.
 - 1) Pre-service training for provisional resource families may begin before references are received.

The Resource Worker will:

- A. Document the CPR Training and First Aid Training effective and expiration Dates, in the Provider Household Members/Requirements Tab in the Division information system.
- B. Enter prospective resource family preferences (based on their selections on CFS-409) in the Preferences Tab in the Provider Services/Admission Criteria Button.
- C. Attend the last training module and as many other training modules as possible.

DCFS Internal Procedure 406: Home Study Assessment

06/2022


See DCFS Policy VII-C: Resource Home Assessment Process regarding overarching directives related to home studies for resource homes. Specific operational procedures for staff and contractors involved with home studies follow below.

The individual conducting the home study will:

- A. Conduct an initial face-to-face interview with the prospective resource parent(s) in the applicant home.
- B. Evaluate the first interview and note responses that will require further clarification or development.
- C. Conduct a second face-to-face interview with the applicant(s) to include pursuing clarification or other follow-up items from the first interview.
 - 2) It is permissible for one of the two interviews to be conducted over a virtual conference platform (e.g., Zoom, Facetime) with the approval of the applicable DCFS Program Manager or designee who oversees the home study provider contracts.
- D. Evaluate the second interview and note responses that will require further clarification or development.
- E. Conduct additional face-to-face interviews with the prospective resource parent(s) or other household members to further explore topics noted during the evaluation process.
- F. Interview each household member separately who is ten (10) years of age or older. Observe younger children and interview if appropriate.
- G. Review the three (3) reference letters and ensure that all three (3) letters are positive references.
- H. Using information collected during the interviews, complete the Division-approved template and any other associated tools.
- I. Complete and submit the final home study report to the Resource Worker for review and assessment within:
 - 1) Thirty (30) days of completing Session 1 of AR Kinship Connect for provisional resource applicants; and,
 - 2) Forty-five (45) days of completing Session 4 of PRIDE for traditional resource applicants.

The Resource Worker will:

- A. Review the final home study report and other assessment documents.

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- B. Based on the review, submit the recommendation to approve or deny the home to the Resource Supervisor or designee within five (5) business days of receiving the final home study report.
 - C. Document the Initial Home Study Completed Date on the Provider Service Details Screen in the Division information system.
 - D. Notify the applicant in writing if a determination to approve or deny the home based on the final home study report and other assessment documents cannot be completed within sixty (60) business days of the family completing pre-service training and explain the reason.
 - E. Provide a copy of the final home study report, stamped with “DCFS use only” and “Not for private use” to the family regardless of approval or denial.
 - F. Maintain all components of the Division-approved home study (e.g., report template, reference letters, questionnaires) per the Division record retention schedule.

The Resource Supervisor or designee will:

- A. Review and assess the completed final home study report and other assessment documents as well as the Resource Worker’s recommendation to approve or deny.
- B. Approve or deny the home within five (5) business days of receipt of all final documents from the Resource Worker.

DCFS Internal Procedure 407: Resource Home Orientation

06/2022

See DCFS Policy VII-C: Resource Home Assessment Process regarding overarching directives related to the final walk-through and orientation of resource homes. Specific operational procedures for staff conducting resource home orientations follow below.

For provisional resource parents, the orientation will take place within fourteen (14) business days of placement of the child(ren). The review of this information is also encouraged when provisional status is removed, and the home is ready to be opened as a fully approved kinship resource home, as appropriate.

For traditional applicants, the orientation will take place during the final walk-through of the home which will occur within two (2) weeks of final home study approval by the Resource Supervisor.

The orientation constitutes three (3) hours of the pre-service training requirements.

The Resource Worker will:

- A. For traditional resource applicants, conduct a final walk-through of the home.
- B. Review and complete the CFS-465: Resource Parent Orientation Checklist with the applicants to include reviewing and discussing all forms and publications listed on that checklist. Use PUB-30: Resource Parent Handbook to expand on bullet points from the checklist where noted.
- C. Invite any questions from the resource parents.
- D. Provide a copy of all forms referenced above to the resource parents and maintain the originals in the resource home record.

DCFS Internal Procedure 408: Resource Home Monitoring and Reevaluation

06/2022

See DCFS Policy VII-E: Resource Home Monitoring and Reevaluation regarding overarching directives related to this topic. Specific operational procedures for staff monitoring and reevaluating resource homes follow below.

408.1: Quarterly Visits

06/2022

The Resource Worker will:


- A. Monitor approved resource homes through quarterly visits to ensure compliance with Minimum Licensing and Division standards.
- B. Complete 475-B: Quarterly Monitoring Checklist for Resource Home to document completion of each quarterly monitoring visit.
- C. File each completed 475-B in the resource home record and document in the Division information system.

408.2: Annual Reevaluation

06/2022

The Resource Worker will:

- A. Conduct a reevaluation of the resource home annually and in the case of any major life change.
- B. Complete Division-approved update/reevaluation tools, CFS-451: Resource Parent Reevaluation and CFS-475-C: Reevaluation Checklist for Resource Home.
- C. Document completion and approval of all resource home reevaluations in the Division information system.
- D. Document in the resource home record that the resource parent(s) have maintained current certification in both CPR and Standard First Aid and document in the Provider Household Members/Requirement Tab in the Division information system.
- E. Update any expired State Police Criminal Record Checks and Central Registry Checks for each member of the household or members of the RFSS and document in the Provider Household Members/Requirement Tab.
- F. Enter the resource parents' hours of in-service training in the Training Screen in the Division information system.
- G. Request an exception for any resource parent whose annual in-service training hours are sixty (60) calendar days overdue, if applicable.

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- H. Submit documentation with recommendation to approve or disapprove the home to the Resource Supervisor or designee.
 - I. Complete the Provider Reevaluation Screen and Request Approval for Resource Supervisor's review and approval.

The Resource Supervisor will:

- A. Review the Division-approved update/reevaluation tools, CFS-451: Resource Parent Reevaluation and CFS-475-C: Reevaluation Checklist for Resource Home and Resource Worker recommendation to approve or deny the home.
- B. Approve the Resource Worker's Request for Approval on the Provider Reevaluation Screen in the Division information system.

When an exception to the in-service training requirements is requested, the Area Director will:

- A. Receive the request for extension to in-service training requirements.
- B. Review the quality of care provided by the resource family and the reasons for overdue training.
- C. Determine whether to grant an exception to the in-service training requirement for up to sixty (60) calendar days.

DCFS Internal Procedure 409: Resource Family Support System (RFSS) Approval Process

10/2022

The Resource Family Support System (RFSS) may be comprised of up to three other households identified by the resource family. RFSS members may provide care for children when the resource parent is unable to do so for up to 72 hours on the occasion of anticipated or unanticipated events. The RFSS is designed to help ensure a certain sense of normalcy for children and youth if and when the resource parents cannot care for the children for short periods of time. RFSS members should be people such as the resource parents' relatives, friends, neighbors, etc. who are regularly in contact with the resource family and the children placed in their home.

Resource parents can locate who their approved RFSS are in the Foster and Adopt Provider Portal under the "My Home" tab.

1. Resource Home is open and approved.
2. Resource Worker collects RFSS information this would be; State Police Criminal background checks, Central Registry checks, DMV, out of state central registry checks (if the family has lived outside of Arkansas within the last five years).
3. Resource Worker will submit background checks within seven (7) business days of receipt of the background checks.
 - a. RFSS who have true child maltreatment and appear on the Central Registry will not be approved as RFSS.
 - b. RFSS who have a criminal background check will only be approved in the process if it's a criminal offense that can be waived by the Area Director. The prospective RFSS will be required to provide information about the criminal offense.
4. Resource Worker will receive the results typically in 2-3 weeks. Resource Worker will document the background checks in the Division's information management system upon receipt. Please note: out-of-state central registry checks can take 90 or more days.
5. Resource Worker will contact RFSS to schedule a walk through the of the RFSS home. The walk through will be scheduled within 72 hours.
6. Resource Worker will conduct the final walk through and document this information in the Division information management system in the appropriate locations.
7. Resource Worker will notify the Resource family upon approval of the RFSS.


DCFS Internal Procedure 410: Kinship Resource Family Transitioning to Traditional Resource Family Home

07/2022

The Division of Children and Family Services (DCFS) Policy VII-A: Resource Home Definitions and Roles states that when a provisional kinship resource home is opened as a fully approved kinship resource home, the resource parents may then request to care for children in foster care who are not related to or are not fictive kin of the kinship resource parent. However, DCFS Policy VII-A requires additional evaluation of the home to ensure that it would be an appropriate placement for children who are not kin to the resource parent, to include additional training. This internal procedure sets forth assessment criteria and specific training requirements.

The Resource Worker will:

- A. Assess the level of positive collaboration the kinship resource provider has had with the Division to determine if the provider a candidate for becoming a traditional resource home.
- B. If the outcome of the assessment is that the kinship home is a candidate for a traditional resource home based on prior positive collaboration with the Division, review any alternative compliance(s) or policy waiver(s) the family may have had approved in order to open their kinship home and, in consultation with his or her supervisor, determine:
 - 1) Which ACs or policy waivers will have to be rescinded and which applicable standard or policy requirement with which the family must now come into compliance before becoming a traditional resource home; and,
 - 2) Which ACs or policy waivers the Division wishes to keep in place.
 - a) If it is determined that an AC or policy waiver will be kept in place, a re-approval of that AC or policy waiver must be requested and considered for the home as a traditional resource home rather than a kinship home.
- C. Once any AC or policy waiver decisions and related actions have been completed, determine the proper training curriculum:
 - 1) Families that have had a DCFS placement and positive collaboration for at least six (6) months are eligible to complete *Bridging the Gap* Training in lieu of the Division's current traditional resource parent training.
 - 2) Families that wish to open as a traditional resource family home while continuing to serve as a kinship resource home (dual placement types) must have at least twelve (12) months of placement and collaboration with the Division and are then eligible to complete *Bridging the Gap* Training in lieu of the Division's current traditional resource parent training.
 - 3) Families that had a kinship placement for less than six (6) months are required to attend traditional PRIDE training
- D. After a determination has been made, notify the family of approval/denial;

- 
- 1) If denial, reason for denial shall be provided.
 - 2) If approved, refer the family for necessary training.
- E. Encumber a SAFE Update for the family.

The Resource Worker Supervisor will:

- A. Review the recommendation by the Resource Worker.
- B. Recommend approval/denial of the family and training courses needed to the Area Director or designee.

The Area Director or Designee will:


- A. Approve/Deny the request.
- B. Notify the Foster Care Manager and Kinship Connect Manager of the request and determination outcome.

DCFS Internal Procedure 411: Traditional DCFS Resource Home to Private Agency Foster Home

12/2023

If a current DCFS resource home wishes to become a Private Licensed Placement Agency (PLPA) resource home, the DCFS resource worker will:

- A. Discuss this request with the resource family to ensure their wishes are to convert from DCFS Resource Home to PLPA Resource Home.
- B. Request the family sign the DHS-4000 (Authorization for Release of Information) allowing for the provider's resource file to be shared with the PLPA.
 - 1) Note: This excludes background checks
- C. Complete the DCFS to PLPA Resource Home Memo that provides the DCFS recommendation regarding the resource home to become a PLPA resource home.
- D. Provide the DCFS to PLPA Resource Home Memo and allowable documents to the PLPA Specialist in the Central Office Specialized Services Unit.
 - 1) Allowable documents include, but may not be limited to
 - a) CFS-475-A: Initial Approval Checklist
 - b) CFS-446: In-Home Consultation
 - c) CFS-475-C: Reevaluation Checklist, as applicable
 - d) CFS-363: Resource Applicant Smoking Certification
 - e) CFS-404: General Medical Report
 - f) Current Immunizations for all children in the home
 - g) Current rabies vaccinations for all household pets
 - h) CFS-448: Privacy and Use of Surveillance in Resource Homes
 - i) CFS-455: Request/Consent for Health Department Services, as applicable
 - j) CFS-480: Alternate Compliance of Water Supply Agreement, as applicable
 - k) CFS-484: Tenant Notification to Landlord Regarding Potential Tenant Foster Care Services, as applicable
 - l) Current floor plan
 - m) Proof of Homeowner/Rental Insurance and General Liability Insurance
 - n) SAFE Home Study, SAFE Home Study Updates, SAFE Questionnaires, and other SAFE related documents, as applicable
 - o) CPR/First Aid Certification
 - p) CFS-445: Agency Approved Tornado Plan
 - q) PRIDE Training Certificate
 - r) Continuing Education Hours Certificates, as applicable
 - s) Other records as deemed appropriate



The PLPA Specialist in the Central Office Specialized Services Unit will:

- A. Review the DCFS to PLPA Resource Home Memo to determine the recommendation from the DCFS resource team.
- B. If the recommendation is in favor of the family converting to a PLPA resource home:
 - 1) Review all shared documents to ensure that shared documents are permissible under the release of information agreement signed by the resource provider.
 - 2) Provide the recommendation memo and all approved shared documents to the PLPA.
 - 3) Notify the DCFS resource worker that the information has been provided to the PLPA and the DCFS provider services may be closed and/or reassigned for adoption subsidy purposes only.
- C. If the recommendation is not in favor of the family converting to a PLPA resource home:
 - 1) Discuss with the DCFS resource worker and supervisor regarding the unfavorable recommendation to determine necessary action steps related to the home remaining a DCFS resource home.
 - 2) Notify the PLPA of the Division's recommendation.
 - a) Note: DCFS cannot share specific information regarding the resource home's status (e.g., whether the home is involved in a child maltreatment investigation, whether the home is currently on unavailable status, whether the home is under corrective action, etc.).

DCFS Internal Procedure 412: House Parent Family that Wishes to Become a DCFS Adoptive Family

07/2022

The prospective family will:

- A. Provide a letter of intent to become a DCFS resource family home.
- B. Provide a letter from their respective organization detailing that they are currently in good standing along with the organization's support for the family to open for adoptive placement.
 - 1) This will include detailed information ensuring the family is not in violation of any agency policies by becoming adoptive parents.

The Resource Worker will:

- A. Assess the family's length of time partnering with the agency and the collaborative relationship between both parties.
- B. If the family meets eligibility for opening as an adoptive home, recommend to the Resource Supervisor whether they should continue the process to open as an adoptive home for DCFS.
- C. After the determination has been made, notify the family of approval/denial.
 - 1) If denied, reason for denial must be provided to the family.
 - 2) If approved by the Area Director, refer the family for PRIDE training and continue with outlined steps for opening a resource home as in DCFS VII-C: Resource Home Assessment Process.

The Resource Supervisor will:

- A. Review the recommendation letters from the Resource Worker, family, and agency.
- B. Recommend approval/denial of the family opening as a DCFS resource home to the Area Director.

The Area Director or Designee will:


- A. Approve/Deny the request and provide notice to the Resource Supervisor.
- B. Notify the Foster Care Manager of the request and determination of the outcome.

DCFS Internal Procedure 413: Therapeutic Foster Homes that Plan to Adopt

07/2023

When a therapeutic foster care (TFC) home is selected to adopt a child that is already placed in their home, the following steps are to occur:

- A. The TFC agency will provide a referral to the DCFS Adoption Supervisor over the referenced child's case indicating that the home is appropriate to be an adoptive home and wishes to adopt the child placed in the home.
- B. The DCFS Resource Worker, assigned based on the family's residence, will:
 - 1) Complete all necessary background checks, including Child Maltreatment Central Registry, State Police Criminal Record Check, FBI fingerprint based Criminal Background Check, and Department of Motor Vehicle (DMV) Traffic Violations check.
 - a) NOTE: DCFS cannot request/accept previous background checks from the TFC provider or agency.
 - 2) Request a copy of the training certification for Pressley Ridge.
 - 3) Request the SAFE Home Study and any SAFE Home Study Updates completed by the TFC agency.
 - a) If the SAFE Home Study is provided, the Resource Worker shall ensure the SAFE Home Study is current based on the provider's re-evaluation status.
 - b) If the home study provided is not a SAFE Home Study, the Resource Worker shall complete a referral to their local contract provider for a SAFE Home Study.
 - 4) Open the provider for adopt only services in the Division's information management system.
 - a) This will be a different provider identification number than the TFC home.
 - i. Do NOT close the TFC provider services in the Division's information management system. If a change/closure is needed related to the TFC home, notify the Specialized Services Unit Manager.
 - ii. The TFC agency will continue to ensure that the provider is completing requirements per minimum licensing standards for re-evaluations (SAFE Home Study updates, First Aid, CPR, CEUs, and background checks).
- C. The DCFS Adoption Specialist will:
 - 1) Confirm that the TFC provider has been opened for adopt only services in the Division's information management system.

- 
- 2) Continue to leave the child keyed into the TFC resource home until one (1) calendar day prior to the adoption.
 - 3) On the calendar day (or next business day) prior to the adoption hearing, key the child into the pre-adoptive placement.
 - 4) After the finalization of the adoption, key the child into the adoptive placement.

DCFS Internal Procedure 414: Private Licensed Placement Agency Resource Homes that Plan to Adopt


07/2023


This procedure includes private licensed placement agency (PLPA) and specialized private licensed placement agency (SPLPA) resource homes that wish to adopt. This includes resource homes opened through the following Agencies:

- Sparrow's Promise (formerly Searcy Children's Home)
- Children's Homes Inc. (formerly Paragould Children's Home)
- Southern Christian Children's Home
- Free Will Baptist Ministries
- Arkansas Baptist Children's Home (Connected)
- COMPACT
- Second Chance Youth Ranch

When a PLPA/SPLPA resource home is interested in adopting a child placed in their home, the following steps are to occur:

- A. The PLPA/SPLPA resource home or agency will request a Consideration to Adopt Staffing by notifying the child's Family Service Worker and/or Adoption Specialist that the home is interested in adoption and deemed appropriate to be an adoptive home by the PLPA/SPLPA Agency.
- B. The Family Service Worker assigned to the child(ren)'s case shall:
 - 1) Schedule and conduct the consideration to adopt staffing within ten (10) working days from the request to include:
 - a) Adoption Specialist;
 - b) Age-appropriate child;
 - c) Provisional or relative/fictive kin resource parent, as applicable;
 - d) Resource parent (to include private licensed placement agency (PLPA) parents, as applicable)
 - e) PLPA staff, as applicable;
 - f) Resource parent's assigned resource worker, as applicable;
 - g) FSW Supervisor;
 - h) Other county staff;
 - i) Attorney ad litem;
 - j) Office of Chief Counsel (OCC) Attorney;
 - k) CASA; and,
 - l) Other professionals, if applicable
 - 2) Utilize CFS-489: Resource Parent Consideration to Adopt to record the desire of the resource parents; and
 - 3) Enter a contact in the Division's information management system detailing the outcome of the consideration to adopt staffing.

- 
- 4) If the result of the consideration to adopt staffing is that the PLPA/SPLPA resource home is not selected to move forward in the adoption process, there are no additional steps related to this procedure.
 - 5) If the result of the consideration to adopt staffing is that the PLPA/SPLPA resource home is selected to move forward with the adoption process, proceed to the following steps.
- C. The DCFS Resource Worker, assigned based on the family's residence, shall initiate immediately:
- 1) Complete all necessary background checks, including Child Maltreatment Central Registry, State Police Criminal Record Check, FBI fingerprint based Criminal Background Check, and Department of Motor Vehicle (DMV).
 - a) NOTE: DCFS cannot request/accept previous background checks from the PLPA/SPLPA provider or Agency.
 - 2) Request a copy of the training certificate for PRIDE or NTDC pre-service training.
 - 3) Request the SAFE Home Study and any SAFE Home Study Updates completed by the PLPA/SPLPA Agency
 - a) If the SAFE Home Study is provided, the Resource Worker shall ensure the SAFE Home Study is current based on the provider's re-evaluation status.
 - b) If the home study provided is not a SAFE Home Study, the Resource Worker shall complete a referral to their local contract provider for a SAFE Home Study.
 - 4) Open the provider for adopt only services in the Department's Case Management System
 - a) This will be a different provider identification number than the PLPA/SPLPA Home
 - i. Do NOT close the PLPA/SPLPA Provider services in the Division's information management system. If a change/closure is needed related to the PLPA/SPLPA Home, notify the Specialized Services Unit Manager.
 - ii. The PLPA/SPLPA Agency will continue to ensure that the provider is completing requirements per minimum licensing standards for re-evaluations (SAFE Home Study updates, First Aid, CPR, CEUs, and background checks).
- D. The DCFS Adoption Specialist will:
- 1) Confirm that the PLPA/SPLPA Provider has been opened for adopt only services in the Division's information management system.
 - 2) Continue to leave the child keyed into the PLPA/SPLPA resource home until one (1) calendar day prior to the adoption.

- 
- 3) On the calendar day (or next business day) prior to the adoption hearing, key the child into the pre-adoptive placement.
 - 4) After the finalization of the adoption, key the child into the adoptive placement.

Section 500 - ADOPTIONS

DCFS Internal Procedure 500: Placing Children on and Removing Children from the Heart Gallery

07/2023

WHICH CHILDREN SHOULD BE PLACED ON HEART GALLERY?

In general, only children who truly have a need for an adoptive placement will be placed on the Heart Gallery.

Eligibility criteria:

- Must be thirty (30) days or more past parents' Termination of Parental Rights (TPR)
- All appeals of termination must be exhausted

Children who should not be referred to the Heart Gallery include those who are:

- Placed in pre-adoptive placements
- Placed with foster parents who likely will adopt or with relatives who likely will assume custody or adopt
- Other situations where adoptive placement is imminent or very likely (will require one-on-one conversations with Adoption staff)

HOW DO CHILDREN GET ONTO THE HEART GALLERY?

Within ten (10) business days of the child/case becoming eligible (see eligibility criteria above), the Adoption Specialist or Adoption Supervisor will send a referral email to Project Zero Logistics Coordinator (Anna Dietrich, anna@theprojectzero.org), the DCFS Public Information Specialist (Keith Metz: keith.metz@dhs.arkansas.gov), and the Adoption Manager (Shanesha Arbor: Shanesha.arbor@dhs.arkansas.gov).

The referral should include the following information:

- Child's full name
- Child's gender
- Case number
- Client ID
- Date of birth
- Area
- County
- Member of sibling group
- Being adopted together or separately

WHAT IS NEEDED FROM THE ADOPTION SPECIALIST AFTER THE DECISION IS MADE TO PLACE THE CHILD ON THE HEART GALLERY?

- A completed Bio Request Form on the child or sibling group.
 - The Bio Request Form can be requested from DCFS Public Information Specialist or downloaded at <http://dhsshare.arkansas.gov/DCFS/Shared%20Documents/Forms/AllItems.aspx>
- A current Project Zero photograph of the child.
 - The photo will be taken by Project Zero, but the Adoption Specialist or Adoption Supervisor should coordinate with the Project Zero Logistics Coordinator re: location, transportation, etc.

WHAT HAPPENS WHEN AN INQUIRY IS MADE ON A CHILD FROM THE HEART GALLERY?

Project Zero staff will respond via email within three (3) business days of the inquiry, copying the Adoption Specialist, Adoption Supervisor, and Adoption Manager.

The Adoption Specialist should respond to the inquiring party within three (3) business days of notification of the inquiry.

If the inquiring party is a match and placement is made, the Adoption Specialist should notify the Project Zero Logistics Coordinator within five (5) business days to request that a “Family Found” banner be added to the child’s/children’s entry on the Heart Gallery.

WHEN SHOULD CHILDREN BE REMOVED FROM THE HEART GALLERY?

- After their adoptions are finalized.
- At another change in permanency status:
 - Child ages out
 - Child changes permanency goal
 - Child enters extended foster care
 - Child placed with relatives/family

The Adoption Specialist should notify the Project Zero Logistics Coordinator within five (5) business days of any of these changes to remove the child’s information from the Heart Gallery.



Arkansas Department of Human Services

Division of Children and Family Services

Prospective Provisional Resource Parent Information and Questionnaire

Section I: To be completed by FSW overseeing or assisting with removal and initial placement during initial interview with prospective provisional resource parents prior to forwarding to resource staff.

Prospective Provisional Applicant(s): _____

Prospective Provisional Applicant Relationship to Child(ren): _____

Address: _____ City: _____ Zip Code: _____

Phone: (____) _____ - _____ Work: (____) _____ - _____ Cell: (____) _____ - _____

Email 1: _____ Email 2: _____

County of Residence: _____ PROVIDER ID: _____

Same day placement requested? YES NO

List ALL persons in the Perspective Provisional Resource Home (attach another page as needed):

Name	SSN	Relationship to Provisional Resource Parent Applicant	Date of Birth	Age

County of Removal: _____ Date: ____/____/____

Referral/Case Number: _____ Investigator/Caseworker: _____

Contact name/Number for Placement: _____

CHILDREN NEEDING PLACEMENT				
Name	Sex	Age	Relationship to Applicant	Date Child Placed

1. Do you or any other household members have a criminal history? If yes, when and what were the charges?
YES NO

2. Have you or any other household member ever been the subject of a child or adult maltreatment investigation? YES NO

3. How many people live in the home? _____

4. How many bedrooms (including number and size of beds as well as description of bedding for each) are in the home?

5. Will you be able to support the child(ren) financially without DCFS assistance? YES NO

6. What is your primary source of income? _____

7. If employed, where do you work? _____

8. What is your household income (monthly take home)? \$_____

9. Do you have any savings for emergencies? If yes, how much? YES NO \$_____

10. What do you estimate your overall monthly expenses (rent, utilities, insurance, food, etc.) are? \$_____

11. What are your working hours and childcare plans while you are working?

12. Do your minor biological or adopted children who live in the home attend their regular well child visits or otherwise have regular medical checkups? YES NO

13. Do all minor biological and adopted children living in the home have up-to-date immunizations per the CDC's immunization schedule or have an immunization exemption from the Arkansas Department of Health?
YES NO

14. Do any of your current household members have a chronic medical condition that they receive regular treatment for? YES NO If yes, please list the diagnosis and frequency of medical visits.

15. Will you be able to take the child to and from school, doctor's appointments, and other activities (this is not only a time consideration; you must also have a valid driver's license, valid auto insurance, access to a reliable vehicle and possibly car seats/booster seats depending on the age of the child)? YES NO

16. Are you willing to follow all protection protocols including but not limited to, court orders and case plans? This includes instructions regarding visits with the child's parents. YES NO

17. Are you willing to attend resource parent training (it is a 12-hour training that generally occurs over two weeks)? YES NO

18. Do you understand that within six months of opening as a provisional resource parent, you must meet all other resource home requirements (e.g., completing training) because, if you do not, the child(ren) could be moved from your home? YES NO

19. Do you reside in the same school district of the school that the child attended prior to coming into care? YES NO

20. If no, in what school district do you reside? _____

21. How do you know the children? _____

22. When was the last time you saw the child(ren)? _____

23. Generally speaking, how often do you see the child? _____

24. Please describe your interactions and activities with the child(ren) when you spend time together?

25. Please describe the child(ren) (e.g., personality, interest, hobbies, school performance, friends, etc.)

26. Other Notes/Comments/Questions. Include information provided by the child (if age appropriate) to DCFS regarding how the child knows the prospective provisional applicant, how the child described his/her feelings about living with the provisional applicant etc. (insert signature line with date)

Section II: To be completed by FSW overseeing or assisting with removal and initial placement prior to forwarding to resource staff for consideration.

1. What are the circumstances surrounding the removal of the child from the family home?

2. Are there any previous or current court orders potentially affecting the placement of the children in the relative home? YES NO
3. Do any children or potential provisional placement have medical or mental health conditions which should be considered in evaluating the potential placement? YES NO
4. Do any children to be placed have sexually aggressive behaviors or a history of sexual abuse? YES NO

Section III: To be completed by resource staff only.

1. What are the details of the sleeping arrangements for all members of the household?

2. Do these sleeping arrangements meet the following minimum Licensing standards:

Sleeping Arrangements		YES	NO	N/A
A.	Will children sleep in a bedroom? (not in a living room or dining room where others are passing through)			
B.	Does each bedroom have at least 50 square feet of floor space per occupant?			
C.	Does each bedroom to be used for children in foster care have a window to the outside which is capable of serving as an emergency escape (i.e., no bars, grates, etc. and also provides natural light and ventilation)?			
D.	Will any child under the age of 6 occupy a top bunk?			
E.	Will any children who share a bed all be under the age of four and of the same gender?			
F.	Will any child in foster care, except an infant under age 2, share a sleeping room with adults? In the case of a grandparent to the child, the age would increase through age 4.			

3. Describe the family's support system (e.g., extended family, neighbors, friends, church community.)

4. Please list any medications you are currently taking and the conditions of the medications are prescribed to treat (this includes medical marijuana).

Name of Person	Name of Medication	Dosage(mg)	Conditions of Treatment

A. If medical marijuana is listed above, do you possess a medical marijuana registry identification card issued by the Arkansas Department of Health? YES NO

B. What is the name listed on the medical marijuana registry identification card?_____

Home Safety Requirements: Interior		YES	NO	N/A
A.	Is the interior of the home clean and free of physical health hazards?			
B.	Are heating devices such as radiators, fireplaces, wood stoves, gas or electric heaters, and steam and hot water pipes within reach of children screened or otherwise protected?			
C.	Are cleaning supplies, insecticides, gasoline, hazardous tools, knives or similarly dangerous objects stored out of reach of children or kept in locked closes or drawers?			
D.	Are all firearms unloaded; maintained in a secure, locked location and stored separately from ammunition?			
E.	Are there operational smoke on each level of occupancy of the home and in each bedroom and carbon monoxide detectors on each level and near all sleeping areas?			
F.	Does the home have an operational telephone or working cellular phone that is accessible to all children?			
Home Safety Requirements: Exterior				
A.	Are the premises of the house, including the yard, garage, carport, any storage areas, and the basement and attic (if applicable), free from physical hazards which would endanger the safety of children?			
B.	Is the yard free of dangerous debris, trash, uncovered cisterns, etc.?			
C.	Is there a fence or barrier to prevent a child's access to a busy street or highway, body of water or dangerous area?			
Home Safety Requirements: Other				
A.	Does family have a plan for evacuating the house in the event of fire and plan for seeking shelter during a storm or tornado?			
B.	If yes, is the escape plan posted within the home?			
C.	Is there a safety plan for any noted hazards in place? If yes, please identify which type:			
Home Safety Requirements: Medications				
A.	Are all over-the-counter medications stored in an area not readily accessible to children, and are all prescription medications locked (excluding Epi-pens, inhalers, and glucagon kits)?			
B.	Will applicants log all medications at the time the medication is administered and include the child's name; time and date; medication and dosage; and initials of the person administering the medication?			
Home Safety Requirements: Water				
A.	Do you have well water?			
B.	If yes, do you agree to use bottled water until the water is tested?			

Checklist for Effective Group Zoom Training

Resource home applicants have an option to attend class in a traditional classroom or via Zoom in a virtual classroom. Before selecting Zoom, assess the family's capability to actively participate in training on Zoom. This checklist is designed to help Resource Workers make that determination. Since families have options, it is strongly recommended that any family that answers "No" to any of these questions be referred to a traditional classroom setting. Due to limitations on functionality of people attending a 3-hour training on their phones, it is also strongly recommended that families attending via Zoom do so on a computer.

Capacity		YES	NO
A.	Do you have a computer/laptop with a working camera and microphone?		
B.	Have you ever attended an interactive online class or meeting?		
C.	Do you know how to download an app? (for example, ZOOM.exe.)		
D.	Do you have an area in your home that is free from distractions where you can attend and participate in an online training?		
E.	Do you have someone who can care for the children in your home while you attend an online training? (3-6 hours)		
F.	Do you have a stable internet connection that allows you to stream video and participate in video conferencing for up to 3 hours?		

Preferred Training Timeframe (*note: marking a selection does not guarantee that preference is available*):

Week Nights Weekends No preference

Preferred Training Modality (*note: marking a selection does not guarantee that preference is available*):

In-person Zoom No preference

DISCIPLINE

Methods of discipline which are unacceptable for use by resource parents with the child include but are limited to:

- 1 Cruel, severe, or humiliating actions, such as washing the mouth with soap.
- 2 Taping or obstructing the child's mouth.
- 3 Placing painful or unpleasant tasting or hot substances on the child's body (e.g., mouth, lips).
- 4 Placing the child in dark areas (e.g., closet).
- 5 Public humiliation.
- 6 Physical punishment-inflicted in any manner (e.g., hitting, slapping, pinching, pulling hair, kicking, twisting the arms, forced fixed body positions).
- 7 Denial of meals, clothes, or shelter.
- 8 Withholding implementation of the case plan or any denial of rights.
- 9 Denial of contact with family members (e.g., visits, telephone calls, mail).
- 10 Assignments of extremely strenuous exercise or work.
- 11 Locked isolation of any kind.
- 12 Punishment of any kind for poor toilet habits.
- 13 Use of derogatory comments about the child, the child's family or friends, race, gender, gender identity, or sexual orientation.
- 14 Mechanical or chemical restraints.
- 15 Threats or insinuations of physical punishment or harm.

DCFS or resource parents shall never give permission for the school to use corporal punishment, (e.g., spanking the child). The school may elect to spank, but we can never give permission for them to do so.

Please leave a signed copy of this document with the resource parents and have the resource parents sign another copy for the Resource Worker to maintain with the provider record.

Name

____/____/____
Date

Name

____/____/____
Date



Arkansas Department of Human Services Division of Children & Family Services

Confidentiality and Use of Social Media in Resource Homes

The Division of Children and Family Services (DCFS) takes the confidentiality of children placed in the Arkansas foster care system very seriously. As such, resource parents (i.e., foster parents and adoptive parents who have a child placed in their homes as a pre-adoptive placement/before the adoption is finalized) are prohibited from posting pictures of children placed in their homes (even if the face is blocked or blurred when posted). In addition, any information about the circumstances of the child in foster care is prohibited from being posted online.

DCFS acknowledges and understands that social media is a norm in today's society. However, the common usage of social media makes it neither safe nor secure even if the image of a child in foster care is blocked or otherwise blurred when posted. The Division, its resource parents, and its other stakeholders and volunteers must assure the privacy and confidentiality of the children and families involved in the child welfare system.

In regards to older youth who have a Facebook page or other social media accounts choose to post "selfies" or other information, resource parents must monitor to some extent that use of social media. Just as you would with your own children, nieces, nephews, godchildren, etc., please assess how appropriate and safe a particular posting may be—not only for the youth but for your family as well.

The Division recognizes that many youth contact siblings and/or other family members using social media. Please be aware of such communication and conference with the youth's caseworker if you have questions regarding whether contact between the youth and their families is safe and appropriate. There may need to be some actions taken if there is a conflict with a court order or other issues.

This monitoring of social media also extends to other forms of screen time. The American Academy of Pediatrics (AAP) recommends "screen-free" zones at home by making sure there are no television, computer or video games in children's bedrooms, and by turning off the TV during dinner. Children and teens should engage with entertainment media for no more than one or two hours per day. It is important for kids to spend time on outdoor play, reading, hobbies, and using their imaginations in free play.

Television and other entertainment media should be avoided for infants and children under age 2. A child's brain develops rapidly during these first years, and young children learn best by interacting with people, not screens.

DCFS appreciates your assistance in ensuring the safety of children in an environment that has many risk factors to be considered. If you have any questions regarding the use of social media in resource homes, please contact your Resource Worker.

Please leave a signed copy of this document with the resource parent(s) and have the resource parent(s) sign another copy for the Resource Worker to maintain with the provider record.

Resource Worker Signature

____/____/____
Date

Resource Worker Signature

____/____/____
Date

Resource Worker Signature

____/____/____
Date



Arkansas Department of Human Services
Division of Children & Family Services

RESOURCE PARENT SMOKING CERTIFICATION

Resource Parent(s) or Applicant(s): _____
Name(s): _____
Address: _____
County: _____ Telephone Number(_____) _____ - _____

I. ARKANSAS AND DIVISION OF CHILDREN AND FAMILY SERVICES (DCFS) REQUIREMENTS

A resource parent may not smoke or permit anyone else to smoke in the presence of a child in foster care unless it is in the child's best interest to be placed in or remain in the resource home. This includes the use of vaping and e-cigarettes. All resource parents and resource parent applicants being re-evaluated shall sign this form that certifies if the resource parent(s) agree(s) to comply with all state and DCFS requirements.

II. CERTIFICATION

I have read and fully understand the above identified requirements and restrictions regarding not smoking in the presence of a child in foster care. By my selection and signature below, I indicate whether I agree or disagree to comply.

_____	Agrees to Comply	Does Not Agree to Comply
Resource Parent/Applicant (Print)		
_____	Agrees to Comply	Does Not Agree to Comply
Resource Parent/Applicant (Print)		

III. SIGNATURES

_____	_____/_____/_____
Resource Parent/Applicant	Date
_____	_____/_____/_____
Resource Parent/Applicant	Date
_____	_____/_____/_____
DCFS Resource Worker Name (Print)	Date

DCFS Resource Worker Signature	

RECOMMENDATIONS

Resource Worker recommends approval of applicants to attend training? YES

NO

Name

_____/_____/_____
Date

Signature

Resource Supervisor/Designee approves applicants to attend training? YES

NO

Name

_____/_____/_____
Date

Signature

Date submitted to MidSOUTH: ____/____/____