

ToC	S#	New Slides (Publish Date 05/2025)
Title	1	Unit 6B Section 1 Provisional Resource Homes New Family Service Worker Training
Important Information	2	Before starting an activity outside the online training (for example: reading an article online), you must click on [Exit Activity] at the top right above the training window. This saves your work and lets you re-enter the training at the place where you exited. If you do not exit the activity, the system could time out. Once it is timed out, any information you enter will not be saved even though it looks like it is taking your answers and/or you have completed training.
Welcome	3	Welcome to the Resource Worker Training! In this portion of the training, we begin our journey with how to open a provisional resource home.
Resource Home	4	Why are they called “resource” homes? DCFS uses the term resource home because these homes are designed to serve as resources to children in out-of-home care. These homes also serve as resources to the child’s biological family as they work towards reunification.
Policy VI-B	5	We're Going Back Before we move forward, let's go back for a quick review of Policy VI-B: Consideration of Relatives and Fictive Kin for Children in Foster Care. Click to Review DCFS Policy & Procedures
Language	6	A Note on Language: During this training, the word kinship and kin are used to cover relative AND fictive kin, except when talking about specific laws, policies, or procedures that apply only to relative kin. Policy VI-B defines a relative as “a person within the fifth degree of kinship to the child or at least one of the children in a sibling group, including step-siblings and half-siblings, by virtue of blood or adoption.”
Language	7	A Note on Language: Fictive kin is “a person not related to a child by blood or marriage, but who has a strong, positive, emotional tie to a child and has a positive role in a child’s life.” Fictive kin includes people “beyond the fifth degree of kinship by blood or adoption.” A provisional resource home can be with any qualified kinship. And although we use kinship as an umbrella term, it’s important to know the differences.

Knowledge Check	8	<p>A relative is a person within the third degree of kinship and includes step-siblings and half-siblings.</p> <p>True/False</p> <p>[Feedback: A relative is a person within the fifth degree of kinship and includes step-siblings and half-siblings.]</p>
Responsibility	9	<p>You play an important role in explaining to families the process of becoming a provisional resource family. Another responsibility is to keep the lines of communication open between yourself and the child's Family Service Worker (FSW)</p>
Responsibility	10	<p>Procedure VI-B2: Provisional Foster Home Placement for Children in Foster Care</p> <p>According to this procedure, the Resource Worker will keep the child's FSW informed of the progress along with any challenges to opening the provisional resource home.</p> <p>Resource Workers and FSW's also work together to evaluate the impact of the child(ren) to be placed on the family members in the home.</p>
Responsibility	11	<p>As we discuss your role and responsibilities, we will cover a lot of forms and documentation requirements.</p> <p>Underneath all that paper is a child needing security, stability, permanence, and a family.</p>
Kinship Home	12	<p>The Department must discuss two options for placing the juvenile in a kinship home:</p> <p>1) The kin becomes a DHS provisional resource home prior to becoming a traditional resource home.</p> <p>2) The kin obtains legal custody of the juvenile.</p>
Preferential Consideration	13	<p>Note: DCFS will give preferential consideration to an adult relative over a non-related caregiver as long as they meet the child protection standards and it is in the best interest of the child(ren).</p>
Recruitment	14	<p>So, who is responsible for identifying and/or locating provisional kinship placements?</p>
Recruitment	15	<p>As you may recall from previous training offerings, there are three threads that will be mentioned throughout the rest of the training.</p> <p>These are:</p> <p>Recruitment is everybody's job. Good recruitment efforts facilitate effective concurrent planning. You do not know at the beginning how it will end.</p>

Recruitment	16	<p>Everyone plays a role in the protective service case of children. Opening qualified resource homes is no exception.</p> <p>Note: The order of the process may vary from county to county.</p> <p>If you're unsure of any step, check with your supervisor.</p>
CFS-450	17	<p>As the Resource Worker, your first task is to assist with completing the CFS-450.</p> <p>The Investigator and/or Resource Worker will initiate the process of completing this form at the beginning of the out-of-home care case.</p>
CFS-450	18	<p>CFS-450: This form gathers information to assist in determining if the kinship placement would provide a safe and suitable placement for the child(ren).</p> <p>This form should be completed within the day the Resource Worker Supervisor receives notification from the Investigator or Resource Care Worker.</p> <p>The goal is to ensure a child never has to be placed in a stranger's home. [1]</p>
CFS-450	19	<p>Placement can occur as early as the same day as long as every step is completed and the background checks are eligible.</p> <p>And remember, although we can place children even when there's as a 'hit' on the background check, getting a licensing or policy waiver can derail the process. Be sure to check with your supervisor for details.</p>
CFS-450	20	<p>Let's take a closer look at CFS-450</p> <p>Click the button below to access the CFS-450: Prospective Provisional Resource Parent Information and Questionnaire.</p> <p>Review the CFS-450 and answer questions on the next screen. [CFS-450 Link] [2]</p>
CFS-450	21	<p>What is some of the information needed on the CFS-450? Drag the information needed for the CFS-450 onto the board. (correct answers in bold)</p> <p>Describe the applicant's interaction with the child(ren) to be placed in the home. How often does your family eat pizza? Are you willing to transport the child (ren) to all needed appointments, such as visits, doctors' appointments, counseling, etc.? General Information (name, address, contact information) Applicant's relationship with the child(ren) Acknowledgement that within six months of opening as a provisional resource parent, you must meet all other resource home requirements Do you go to the park at least twice a week? What is the relationship between those who reside in the home and the resource parent applicant? Who all resides in the home</p>


	Reflection	22	As we begin to look through the lens of an assessor, reflect on why this information is important to know about a family.
	Assessment Process	23	DCFS is charged with completing a thorough home assessment for each prospective resource family to ensure a safe and appropriate resource home.
	Assessment Process	24	<p>The Assessment Process:</p> <ul style="list-style-type: none"> • Evaluates the applicants' personal qualifications and physical requirements of the home. • Educates prospective resource parents on the characteristics of children in out-of-home placements. • Evaluates their ability to meet those needs. • Evaluates the applicants' compliance with minimum licensing standards and DCFS policy requirements for resource homes.
	Background Checks	25	<p>The next step in opening a provisional home is to process all necessary background checks.</p> <p>In a later section, we will discuss how to initiate a background check in more detail.</p> <p>At this point, note that the background checks will be expedited for provisional kinship homes.</p>
	CFS-450	26	<p>Remember, in your assessment, CFS-450 is more than a checklist.</p> <p>You are not limited to the questions on the form because you will likely need additional information not listed.</p> <p>On the following slides, you'll be introduced to a scenario with a prospective provisional applicant.</p> <p>After reading about the applicant, take your time to answer a couple of questions about gathering additional information.</p>
	Scenario	27	<p>You have received a CFS-450 for Kym Archfield (age 5) and Keisha Cooper (age 3). The prospective provisional applicant is Kym and Keisha's uncle, James Cooper, and his wife, Rebekah.</p> <p>James and Rebekah reside at 425 Westwood Ln., Jacksonville, AR 72076, with their daughters, Olivia (age 6 years) and Hannah (age six months), and Rebekah's mother, Joyce Mayer. The family lives in a four-bedroom, three-and-a-half-bathroom home.</p>
	Scenario	28	<p>James has been employed with UPS for fifteen years. Rebekah has been the elementary school principal for Jackson Elementary School for the past five years.</p> <p>James has a DWI, and Rebekah has a charge of Forgery (Check Fraud).</p> <p>James last saw the girls about a year ago but says he is willing to have them placed in his home.</p>





Waivers	29	<p>Based on the results of the background checks, begin the process for any Alternative Compliances or DCFS Policy Waivers, if needed.</p> <p>A Policy Waiver is a request to deviate from a DCFS policy or procedure.</p> <p>An Alternative Compliance is a request for approval from the Child Welfare Agency Review Board to deviate from a minimum licensing standard. See DCFS Internal Procedure 425 and DCFS Policy and Procedure Manual Appendix 7</p>
Appendix 7	30	<p>DCFS Policy and Procedure Manual: Appendix 7</p> <p>All homes DCFS opens must comply with all licensing standards and agency policies. However, some situations may require special consideration.</p> <p>As you review Appendix 7: Alternative Compliance and Policy Waiver Protocol, let's look at some of these circumstances.</p> <p>Because Appendix 7 contains six pages of information in your policy manual, you can log out of training and log back in once you have completed your review.</p> <p>[DCFS Master Policy 7-2024 Link]</p>
Alternative Compliance	31	<p>What is an Alternative Compliance? An alternative compliance is a request for approval from the Child Welfare Agency Review Board to deviate from a minimum licensing standard.</p>
Policy Waiver	32	<p>What is a DCFS Policy Waiver? A policy Waiver is a request to deviate from a DCFS policy or procedure.</p>
Well Done	33	<p>Well done! [3]</p>
Steps	34	<p>There are many steps to be completed before reaching the end of opening a provisional resource home.</p> <p>You have looked at the first two steps (assisting with completing the CFS-450 and processing all necessary background checks), and this is just the beginning.</p>
Next	35	<p>Let's say you've determined that the kinship home is appropriate to open as a provisional resource home. What's next?</p>
CFS-452	36	<p>Your next task is to complete the CFS-452: Provisional Resource Home Verification form, and file it in the provider records.</p> <p>Click the button to access the form. You can open it in another tab and/or print it to review. [link to copy of CFS-452] [4]</p>


CFS-465	37	<p>The Resource Worker will also complete the CFS-465: Provisional Foster Home Orientation Checklist.</p> <p>Click the button below to access the CFS-465.</p> <p>Review the form before moving on. [link to copy of CFS-465] [5]</p>
Knowledge Check	38	<p>Any eligible kin must become a provisional resource parent.</p> <p>True/False</p> <p>[Feedback: A relative/fictive kin has the right to choose not to become a provisional parent.]</p>
Documentation	39	<p>Now it's time to enter the family in the Division Information Management System.</p>
CHRIS	40	<p>You will enter the relative as a Provider, opening the placement as a Provisional (Relative) Service.</p> <p>Once all the required checks and training are complete, the placement is updated to reflect the placement as a Relative Foster Family Home or a Fictive Kin Relative Family Home.</p> <p>The Provisional (Relative) Service must be approved quickly once the necessary requirements are completed.</p>
CHRIS	41	<p>The process for entering a provisional fictive kin placement is the same as entering a provisional relative placement except for selecting Provisional (Fictive Kin) as the service provided.</p> <p>Remember: After you have entered the family in CHRIS, you will enter the child as soon as they are placed in the home.</p> <p>You will learn more about this process in the out-of-home services concentration training.</p>
Encourage	42	<p>Encourage the family to complete the process of becoming a provisional resource home before the six-month deadline.</p> <p>If they are not in compliance after six months of opening as a provisional family, assess with the Resource Worker and Supervisor the continued appropriateness of the child(ren)'s placement in the home.</p> <p>Also, encourage the family to take an active role in becoming a provisional resource family by reaching out to their assigned Resource Worker when/if a need arises.</p>
Tip Sheet	43	<p>Click on the button below to open a tip sheet on how to open a provisional kinship placement in CHRIS</p>
Support	44	<p>Remember to continue supporting the family through the process of becoming a provisional resource home.</p>


	Congratulations	45	<p>Congratulations!</p> <p>You have completed Unit 6B Section 1.</p> <p>Click [Exit Activity] at the top of the page to exit the training.</p>
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ToC	S#	New Slides (Publish Date 05/2025)
Title	1	Unit 6B Section 2 Traditional Resource Homes New Family Service Worker Training
Important Information	2	Before starting an activity outside the online training (for example: reading an article online), you must click on [Exit Activity] at the top right above the training window. This saves your work and lets you re-enter the training at the place where you exited. If you do not exit the activity, the system could time out. Once it is timed out, any information you enter will not be saved even though it looks like it is taking your answers and/or you have completed training.
Welcome	3	Now that you have completed the online training for opening a provisional kinship home, we will continue by discussing opening a traditional resource home.
Learn More	4	What is the process of becoming a traditional resource home? Go to everychildarkansas.org Click the [Connect] button under “Foster” to connect with Every Child and their network of agencies and organizations. [6]
Inquiry	5	Remember, people interested in becoming resource parents may contact DCFS in several ways. You must have enough information about the process to answer their questions. Then, you direct them to the website to make an official inquiry. The information from the website goes to the Centralized Inquiry Unit in DCFS.
Inquiry	6	When an online inquiry is received, the Centralized Inquiry Unit will contact the applicant within three business days. They will conduct a telephone screening interview. If the family is approved and interested in moving forward, background check forms will be mailed to the applicant.
Background Checks	7	The next step is running the necessary background checks. These will be completed for all household members 14 years and older. After the forms are returned to the Centralized Inquiry Unit, the background checks are processed.
Background Checks	8	If the Centralized Inquiry Unit has yet to receive the completed background check forms in approximately 10 business days, they will contact the family to follow up and answer any lingering questions.



	Background Checks	9	Background checks will be discussed in detail in an upcoming section. For this training portion, we will assume all background checks have come back eligible.
	Information Meetings	10	Applicants are encouraged to attend if Information Meetings are held in their area. Meetings may be hosted by DCFS or another provider. The when, where, and how of Information Meetings will vary from county to county. Check with your supervisor for the proper procedures.
	In-Home Consultation	11	After notification of eligible background checks, the applicant will be assigned to the local county office. At this point, the Resource Worker will schedule an In-Home Consultation (IHC) with the applicant.
	In-Home Consultation	12	The IHC assesses the home to determine if the home meets policy and minimum licensing standards. The IHC also allows the Resource Worker to engage and get to know the family further. We will discuss the IHC in further detail in a future section. For now, we will place it on the back burner.
	PUB-30	13	As a Resource Worker, you must know the requirements for potential applicants to open as a resource home. This section will focus on: <ul style="list-style-type: none"> • The Resource Parent Handbook (PUB-30). • The applicants' requirements and responsibilities. • Your role and responsibility in supporting the applicants through the process.
	Procedure VII-C	14	First, let's look at the requirements for prospective resource families by reviewing DCFS Policy VII-C . [DCFS Policy & Procedures Link]
	Procedure VII-C	15	You will take a short quiz on key parts of this policy. Have your Policy and Procedure Manual open to this section while you answer the following questions.
	Knowledge Check	16	A resource home applicant must be at least how many years of age? A. 18 B. 21 C. 30 D. 35

	Knowledge Check	17	<p>A resource home may house or admit any roomer or boarder.</p> <p>True/False</p> <p>[Feedback: A resource home may not admit any roomer or boarder. A roomer or boarder is: A. A person to whom a household furnishes lodging, meals, or both, for a reasonable monthly payment; and B. Not a household member.]</p>
	Knowledge Check	18	<p>Any household member who resides in the home for more than _____ cumulative months in a calendar year must clear background checks (applicable by age).</p> <p>A. 1 B. 3 C. 6 D. 12</p>
	Minimum Licensing Standards	19	<p>Some examples of the Minimum Licensing Standards for housing that DCFS adheres to include, but are not limited to:</p> <p>The resource home interior and exterior will be free from dangerous objects and conditions and from hazardous materials.</p> <p>Space must be adequate to promote health and safety. Each bedroom should have at least fifty (50) square feet of space per occupant.</p> <p>All firearms must be maintained in a secure, locked location, and stored separately from ammunition, which must also be locked.</p> <p>NOTE: Refer to Minimum Licensing Standards for a full list of specific requirements</p>
	Knowledge Check	20	<p>The Arkansas Child Maltreatment Registry Check will be repeated every ____ year(s) on all appropriate household members.</p> <p>A. 1 B. 2 C. 3 D. 5</p>
	Knowledge Check	21	<p>True/False. The requirement for a driver's license may be waived for provisional applicants if an acceptable plan to transport the children placed in their home to school, court dates, medical appointments, and similar engagements is approved.</p> <p>True/False</p>

	Pre-service Training	22	<p>According to Policy VII-C pre-service training includes, but is not limited to, the following topics:</p> <ul style="list-style-type: none"> • Legal Rights • Roles, responsibilities, and expectations of resource parents • Agency structure, purpose, policies, and services • Laws and regulations related to resource homes or children in out-of-home care • The impact of childhood trauma • Managing child behaviors • Medication administration • The importance of maintaining meaningful connections between the child and caregivers, including regular family time
	Knowledge Check	23	<p>Suppose an individual conducting a home study finds an area of non-compliance in the resource home.</p> <p>In that case, they must notify the Resource Worker, who will take the appropriate steps. What Appendix outlines the steps that address the non-compliance issue?</p> <p>A. Appendix 5 B. Appendix 6 C. Appendix 7 D. Appendix 8</p>
	Resource Home Agreement	24	<p>Resource Home Agreement</p> <p>Policy VII-C provides a summary of the following information covered during the final walk through in the Initial Resource Home Agreement:</p> <ul style="list-style-type: none"> • Expectations and responsibilities of the Division, the staff, and the resource parents. • Services to be provided. • Financial arrangements for the children placed in the home. • Authority that the resource parents can exercise for the children placed in their home. • Actions that require DCFS authorization. • Legal responsibility for damage or risk resulting from children in their home. • DCFS' process and procedures for investigating complaints. • DCFS' procedure for giving advance notice of termination of a placement except for documented emergencies.
	Great Work	25	<p>Great work going through Policy VII-C. Now, let's go through a few more forms that are used for opening and assessing resource homes.</p>

	CFS-455	26	CFS-455 This form is completed if the family uses well water as drinking water or if the resource worker has concerns related to the drinking water, sanitation, or general health/safety conditions of the home and/or its surroundings that require an inspection by the Health Department.
	Forms Review	27	<p>Drag & Drop: Drag and drop all the forms that should be submitted to the Resource Worker before Pre-service training.</p> <ul style="list-style-type: none"> • CFS-450: Prospective Provisional Resource Parent Information & Questionnaire • CFS-409 Foster/Adoptive Family Preference Checklist • CFS-404: General Medical Report • Three References • Background Check Forms • CFS-397: Education Assessment
	Break	28	Time for a brain break! You have done an excellent job thus far! Now is a good time for a quick break!
	Video Break	29	[video]
	Welcome Back	30	Welcome back from your break!
	Forms	31	Now that you have received all the forms, what do you do with them?
	Forms & CHRIS	32	In CHRIS, enter the CPR Training and First Aid Training effective and expiration dates on the Provider Household Members/Required Checks Tab and the prospective resource family preferences in the Preferences Tab on the Service Management/Admission Screen.
	Forms & Filing	33	File all completed forms (CFS-404; CFS-455, if applicable; CFS-480, if applicable; CFS-484, if applicable) in the Resource Family record.
	Forms & Training	34	After filing away the paperwork, be prepared to attend the last training module (Theme 8: Connecting AR Families) and as many other training modules as possible.
	CFS-465	35	Hold the Area or County Orientation Session using the CFS-465: Resource Parent Orientation Checklist to guide the orientation session.
	Agency Expectations	36	<p>We have covered the requirements to become a traditional resource home.</p> <p>Again, as you begin to assess prospective applicants' compliance with the agency's policies, you need to be aware of the agency's expectations for a resource family.</p>
	PUB-30	37	<p>The Resource Parent Handbook (PUB-30) is a tool with information about how to be approved as a resource family and maintain that approval.</p> <p>Note: This handbook is only a guide.</p> <p>Be ready to clarify and provide additional information if an applicant or resource parent has questions.</p>

	PUB-30	<p>38 Throughout your career, you will have many opportunities to learn more about the requirements discussed in PUB-30.</p> <p>Pay close attention to the Approval, Training, and Support of Resource Homes Section.</p> <p>Pull out your PUB-30 and quickly review the Support to Resource Families section.</p> <p>[7]</p>
	Quiz	<p>39 Before we conclude this training section, let's look at another important aspect of your role as a resource worker: providing support to the resource family.</p> <p>It's important for resource parents and/or child(ren) in out-of-home care to understand that the purpose of a Family Service Worker's visit to the home is to decrease the potential for problems to arise and troubleshoot any initial issues to prevent potential placement breakdowns.</p>
	Knowledge Check	<p>40 Once approved, what two members of DCFS staff will resource families primarily work with?</p> <p>A) CASA and Judge B) Family Service Worker (caseworker) and Resource Worker C) Therapist & Teachers D) Attorneys and Coaches</p>
	Teamwork	<p>41 DCFS seeks to create a culture of teamwork.</p> <p>As families move through the process, they will come in contact with other team members.</p>
	Knowledge Check	<p>42 DCFS is expected to support resource parents through training, in-home contacts, case consultation, board payments, special services to the children in one's care, and recognition and acknowledgment of these efforts.</p> <p>True/False</p>
	Knowledge Check	<p>43 One of the responsibilities of a Resource Worker is to:</p> <p>A) Check for licensing compliance. B) Expect the resource family to locate their own training. C) Refer the family to the Family Service Worker for background checks. D) Conduct semi-quarterly visits</p>
	Knowledge Check	<p>44 How often is the Family Service Worker expected to have face-to-face contact in the resource home during the first month of placement?</p> <p>A) Weekly face-to-face B) Every other week face-to-face C) One face-to-face in the first month D) This contact is the responsibility of the Resource Worker.</p>

	Knowledge Check	45	<p>The Resource Worker will visit the home at least _____ to monitor continued compliance with licensing standards and to check in with resource parents to ensure they receive the support they need.</p> <p>A) Every two weeks B) Quarterly C) Twice per year D) Once per year</p>
	Visits	46	Note: Resource workers must also make random unannounced visits yearly.
	Knowledge Check	46	<p>Family Service Workers are responsible for overseeing the operation of all resource homes; while Resource Workers are responsible for working with the child in out-of-home care and their biological or legal family.</p> <p>True/False</p> <p>[Feedback: Family Service Workers are primarily responsible for working with the child in out-of-home care and their biological or legal family, and the Resource Worker is responsible for overseeing the operation of all resource homes.]</p>
	Visits	48	As we prepare to close this section of training, remember we are all part of a team working to provide children with safe homes.
	Congratulations	49	<p>Congratulations!</p> <p>You have completed Unit 6B Section 2</p> <p>Click [Exit Activity] at the top of the page to exit the training.</p>

ToC	S#	New Slides (Publish Date 05/2025)
Title	1	Unit 6B Section 3 The Resource Home Assessment Process New Family Service Worker Training
Important Information	2	Before starting an activity outside the online training (for example: reading an article online), you must click on [Exit Activity] at the top right above the training window. This saves your work and lets you re-enter the training at the place where you exited. If you do not exit the activity, the system could time out. Once it is timed out, any information you enter will not be saved even though it looks like it is taking your answers and/or you have completed training.
Welcome Back	3	Welcome back. In this training section, we will look at the home assessment process.
Assessment Process	4	There are several components of the assessment process, including: <ul style="list-style-type: none"> • Background checks. • An In-Home Consultation. • Pre-Service Training. • CPR/Standard First Aid Training. • The Home Study. • Ongoing consultation with the prospective resource parents to ensure that all appropriate criteria for compliance and quality are met.
Assessment Process	5	Our focus will begin with: <ul style="list-style-type: none"> • Background checks required. • Background check time frames. • A comparison of DCFS Policy and Minimum Licensing Standards.
Getting Started	6	Let's get started
Background Checks	7	To ensure the homes meet the basic criteria, the Division shall only place children in approved resource homes where the resource parents and appropriate household members have been cleared through a series of background checks.
Background Checks	8	NOTE: DCFS has a unit in the state office called the Centralized Inquiry Unit. It is responsible for completing many of the tasks related to background checks that policy assigns to the Resource Worker. Policy will catch up to this change in future updates.
Background Checks	9	Centralized Inquiry staff will conduct a phone interview. If approved, the family will receive a background check packet.
Background Checks	10	Centralized Inquiry will work with the family to provide and process the information necessary to complete the required background checks.

Background Checks	11	Note: There are additional forms included in the packet which need to be completed and submitted that do not relate to the background checks or will be completed depending on the age of the household members.
Background Checks	12	<p>There are a variety of required background checks. Roll over the magnifying glass for more information.</p> <p>Arkansas Child Maltreatment Central Registry:</p> <p>Resource parents and all other members of the household age 14 years and older, excluding children in foster care, must be cleared through the Arkansas Child Maltreatment Central Registry.</p> <p>The Arkansas Child Maltreatment Central Registry Check will be repeated every two years on all appropriate household members.</p> <p>If Applicable, a Child Maltreatment Central Registry Check shall also be conducted on each household member age 14 years or older in any state of residence where they have lived for the past five years and in their state of employment, if different, for reports of child maltreatment.</p>
Background Checks	13	<p>FBI Criminal Background Check:</p> <p>Resource parents and all members of the resource home who are 18 and one-half years of age and older, excluding children in out-of-home care, must also clear an FBI fingerprint-based Criminal Background Check.</p> <p>As soon as possible after a household member, excluding children in out-of-home care, reaches their 18th birthday, the paperwork to request the FBI Criminal Record Check must be initiated to ensure results are received by the time that household member reaches 18 and one-half years of age.</p> <p>The FBI check does not need to be repeated.</p>
Background Checks	14	<p>Arkansas State Police Criminal Record Check:</p> <p>Resource parents and all other members of the household age 18 and one-half years and older, excluding children in out-of-home care, must be cleared through a State Police Criminal Record Check.</p> <p>As soon as possible after a household member, excluding children in out-of-home care, reaches their 18th birthday, the paperwork to request the State Police Criminal Record Check must be initiated to ensure results are received by the time that household member reaches 18 and one-half years of age.</p> <p>The State Police Criminal Record Check shall be repeated every two years on all appropriate household members.</p>

Background Checks	15	<p>Vehicle Safety Check:</p> <p>DCFS will check the driving record (violation points) for each prospective resource parent, including prospective kinship placements and other applicable members of the household.</p> <p>The Arkansas State Vehicle Safety Program sets the maximum number of traffic violation points (9 points) a resource parent may be allowed.</p>
Handout 6B.3.1	16	<p>Although you are not responsible for running the background checks for Traditional or Adoptive Resource Homes, you will run the background checks for Provisional and RFSS.</p> <p>So, it is beneficial to have a basic knowledge of the process. The steps to running the criminal background check are located in [Handout 6B.3.1 Link] [8]</p>
Background Checks	17	<p>Centralized Inquiry staff coordinates with the Central Registry via the CFS-316 to see if there is a True report on any household member.</p> <p>Centralized Inquiry staff key the date the request is sent, the date the results were received, and whether the applicants and others in the home are eligible.</p>
Centralized Inquiry	18	<p>Centralized Inquiry staff note:</p> <ul style="list-style-type: none"> • The date the vehicle safety check forms were sent. • When the results are received. • Whether the applicants are eligible.
Centralized Inquiry	19	<p>Similarly, Centralized Inquiry staff note:</p> <ul style="list-style-type: none"> • The date the request is sent to the state police (CFS-342). • The date results are received. • Whether the applicants are eligible or ineligible. <p>Assuming the results are returned as eligible, Centralized Inquiry staff will transfer the case to the resource worker to continue assessing the applicants.</p>
Centralized Inquiry	20	<p>The Centralized Inquiry Unit will run the CFS-342 Arkansas State Police Criminal Registry check before requesting the FBI Criminal Background check.</p> <p>There is an exception to this. If an individual is born in Nebraska, they must have fingerprints, so the criminal and FBI checks are completed simultaneously.</p> <p>Let's look at the FBI background checks and some additional information surrounding them.</p>
Fingerprints	21	<p>The FBI Background Check is done via Electronic Fingerprint Scanning.</p>
Fingerprints	22	<p>Click the button below to look at the process of completing a fingerprint scanning.</p>

Electronic Fingerprints	23	Electronic Fingerprint Scanning The completed CFS-342 is used to get the transaction number from the State Police. Centralized Inquiry staff will forward it to the applicant. The Resource Worker will contact the family to arrange for them to go to a fingerprint harvester.
Electronic Fingerprints	24	Electronic Fingerprint Scanning The Resource Worker will document the results of the FBI checks on each household member, age 18 and a half or older, on the Required Checks screen under the Members button. It is important to remember that the harvester machines are to be used first. If fingerprints via the harvester are unsuccessful, only after two scanning attempts will fingerprint cards be sent to the applicant. Fingerprint cards for ink fingerprints are the least preferred method.
DCFS Policy & Minimum Licensing Standards	25	The Division is responsible for selecting an appropriate resource home placement for each child who enters out-of-home care. The resource homes must meet Minimum Licensing Standards and all DCFS Policies/Procedures.
Drag & Drop	26	To end this online training section, let's play a matching game on DCFS policy and minimum licensing standards. In what documentation would you find the information stated? Drag the statement to the appropriate answer block. Note: Keep PUB 04 and DCFS Policy open to search for the answers.
Drag & Drop	27	Guns must be LOCKED and stored SEPARATE from the ammunition. [Both DCFS Policy and Minimum Licensing Standards]
Drag & Drop	28	Annual physical examination documentation using the CFS-404 is necessary for resource families. [DCFS Policy]
Drag & Drop	29	The resource home shall be clean and free of hazards. [Minimum Licensing Standards]
Drag & Drop	30	Emergency phone numbers shall be posted near each telephone, to include at least fire and ambulance (and 911 in areas in which the service is available) and the responsible adult to contact in an emergency. [DCFS Policy]
Drag & Drop	31	Each bedroom used for children in out-of-home care shall have a window to the outside which is capable of serving as an emergency escape. [Minimum Licensing Standards]

Drag & Drop	32	No more than four children shall share a bedroom. [Minimum Licensing Standards]
Drag & Drop	33	The home shall contain at least one approved fire extinguisher, readily accessible and in working condition. [Both DCFS Policy & Minimum Licensing Standards]
Drag & Drop	34	Resource parents shall respect the religious preferences of the child in out-of-home care. [DCFS Policy]
Drag & Drop	35	Bedding shall be changed at least weekly, more often if needed. [Minimum Licensing Standards]
Drag & Drop	36	At least three positive personal references shall be obtained on the resource family from non-relatives. [Minimum Licensing Standards]
Drag & Drop	37	DCFS shall not place or permit a child in out-of-home care to remain in any resource home if the resource parent smokes or allows anyone else to smoke in the presence of any child in out-of-home care. [DCFS Policy]
Drag & Drop	38	Resource homes shall not have more than five children in out-of-home care. A resource home shall not have more than eight children in their home, including their own children. This includes placement or respite care. [Minimum Licensing Standards]
Drag & Drop	39	There must be no more than three children under six years in a resource home. [DCFS Policy]
Drag & Drop	40	Resource Homes shall not have more than two children under two years, including the resource parent's own children. [Minimum Licensing Standards]
Key Takeaway	41	There is a difference between policy and minimum standards. Always go with the stricter of the two. Remember, either the minimum standards or the DCFS policy may be the document with the stricter standard, depending on the subject.
Conclusion	42	During this section of training, you have: <ul style="list-style-type: none"> • Identified the components of the home assessment. • Taken a closer look at the background checks required. • Evaluated DCFS Policy vs. Minimum Licensing Standards.

	Congratulations	43	<p>Congratulations!</p> <p>You have completed Unit 6B Section 3.</p> <p>Click [Exit Activity] at the top of the page to exit the training.</p>
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ToC	S#	New Slides (Publish Date 05/2025)
Title	1	Unit 6B Section 4 In-Home Consultations New Family Service Worker Training
Important Information	2	Before starting an activity outside the online training (for example: reading an article online), you must click on [Exit Activity] at the top right above the training window. This saves your work and lets you re-enter the training at the place where you exited. If you do not exit the activity, the system could time out. Once it is timed out, any information you enter will not be saved even though it looks like it is taking your answers and/or you have completed training.
Introduction	3	In this training section, we will take a closer look at the In-Home Consultation.
Assessment	4	If you will recall, to ensure quality resource homes, DCFS will complete a thorough home assessment for each prospective family. The development of quality resource homes is a process essential for ensuring the safety and well-being of children in care.
Assessment	5	The assessment process is a mutual selection process that involves several components, including the in-home consultation visit. As the resource worker, one of your roles is to assess the home for its appropriateness in caring for children in out-of-home care, including those children placed with relatives.
Assessment	6	During this visit, you will be providing them with a lot of verbal information as you explain the process and the significant role they will play as a resource parent. You will also provide and collect any necessary paperwork required to approve their home. Remind the resource family of the paperwork they received from Centralized Inquiry that you will collect.
CFS-446	7	The information gathered to assess the prospective family is documented on the CFS-446 : The In-Home Consultation Visit Report.
CFS-446	8	The purpose of form CFS-446 is to collect information that allows DCFS to pre-screen the prospective resource family and decide if they meet the minimum requirements for approval as a resource family.
Time Frames	9	Now that we've looked at the purpose of the in-home consultation, let's establish the time frames for scheduling the visit.
Time Frames	10	The prospective family must be contacted to schedule the in-home consultation visit within five working days after clearance of all required background checks has been received.
Time Frames	11	The actual visit should occur within two weeks (14 working days) of making contact.

Time Frames	12	Now that we have the purpose and time frames established, let's outline the remainder of the process.
RFSS	13	<p>The in-home consultation — in addition to being an essential component of assessment — is also an opportunity for the Resource Worker to discuss the need for support as a Resource Parent.</p> <p>One necessary discussion is for the family to identify their Resource Family Support System (RFSS).</p>
RFSS	14	<p>A RFSS is another household identified by the resource family and approved to provide care for children during anticipated or unanticipated events that leave the resource family unable to provide care.</p> <p>RFSS members must be at least 21 years of age.</p> <p>Although there is no maximum age limit, the RFSS member must be physically, mentally, and emotionally capable of caring for children for up to 72 hours.</p>
RFSS	15	<p>Prospective RFSS members must be eligible through the Child Maltreatment Central Registry and a State Police Criminal Record Check.</p> <p>Where applicable, an out-of-state child abuse and neglect registry will be requested for RFSS members who have lived out of state for five years.</p> <p>Note: Alternative Compliances are not allowed for RFSS members.</p> <p>At least one visual inspection of the home is required for prospective RFSS members and a check of their driving record.</p>
CFS-446	16	<p>Next, complete the CFS-446.</p> <p>The information captured is important for the overall assessment process, so complete each section.</p> <p>The CFS-446 is also a consultation tool to discuss the family with your supervisor and to see if the supervisor has any concerns.</p> <p>The form will be handwritten as you complete it in the field with the family. Be sure to write legibly.</p> <p>Upon returning to the office, the family should also sign the IHC with the supervisor.</p>
Training	17	<p>When completing the IHC, pay close attention to the Preferred Training Timeframe section as you discuss training options with the resource family.</p> <p>This information is important because it aids in the planning of Pre-Service Training.</p>
Training	18	<p>Let's take a closer look.</p> <p>CFS-446 has the option of Weeknight OR Weekend.</p>

Training	19	This is a great opportunity to check in with your supervisor to discuss training options offered in your area.
Bedrooms	20	<p>Another section to pay close attention to is the sleeping arrangements.</p> <p>How many bedrooms does the home have? What bedrooms do household members occupy? What is the square footage of the bedrooms? Which bedroom will the child in out-of-home care occupy?</p>
Bedrooms	21	Why do you think the number of bedrooms, the square footage of the bedroom, and where household members will sleep are important?
Bedrooms	22	<p>The Standards of Approval require:</p> <p>A child in care must have a minimum of 50 sq. ft. of floor space per child in the bedroom they will occupy.</p> <p>No more than four children share a bedroom, regardless of gender and space.</p>
Medications	23	<p>Pay close attention to the medication section for the prospective resource family.</p> <p>You will want to see the actual prescription bottle for the household members' medications. This gives you an opportunity to accurately document the name, dosage, and frequency of when their medication should be taken.</p> <p>Remember, it is also important to know why the medication is being taken, so be sure to ask and document.</p>
Income	24	<p>DCFS policy requires Resource Parents to have sufficient resources to care for a child without a board payment.</p> <p>Child support and the board payment shall not be considered a part of the resource family's income.</p> <p>Provisional resource families will receive a board payment for up to six months while still in provisional status. All board payments for provisional homes will be paid out of State General Revenue.</p> <p>It is important to accurately assess the resource family's income as well as document your assessment of their financial stability.</p>
Break	25	<p>There is some additional information that we need to discuss. But before we do, let's take a break.</p> <p>Remember to click "Exit Activity" for the training, and we will see you back here in 5-10 minutes.</p>
Welcome Back	26	Welcome back. Let's jump right back in and discuss some of the standards required.
Standards of Approval	27	<p>Another significant piece of the in-home consultation is the assessment of the Standards of Approval and the Resource Parent Responsibilities.</p> <p>Notice the term assessment was used instead of checklist.</p>

Standards of Approval	28	<p>The in-home consultation begins the assessment process and is an assessment tool, not a checklist.</p> <p>What does this mean for you?</p> <p>It means that despite the checkboxes used on the form, the CFS-446 is used to look at the family's ability and willingness to comply with policy and standards.</p>
Standards of Approval	29	<p>As the resource worker, your responsibility is not only to assess the family's appropriateness for approval but also to assess the safety of the family's environment for a child entering the home.</p>
Resource Parent Responsibilities	30	<p>The third part of the In-Home Consultation discusses Resource Family Responsibilities.</p> <p>As noted on CFS-446, it is important that resource parents understand these responsibilities in order to ensure the safety and well-being of the potential children placed in their homes.</p>
Resource Parent Responsibilities	31	<p>It is possible that once a family is aware of the expectations, they decide they are not interested in completing the process.</p>
Resource Parent Responsibilities	32	<p>You will want to advise the family of their right to voluntarily withdraw their consideration to be a resource parent.</p> <p>There are several other discussions that will need to take place with the family.</p>
Resource Parent Responsibilities	33	<p>One of these discussions is making the family aware that they will not be approved until they meet minimum licensing standards, DCFS policy requirements, and any other appropriate qualifications.</p>
Resource Parent Responsibilities	34	<p>It means that if there are any areas noted on the in-home consultation that are out of compliance, the family will need to be in compliance before approval of their home.</p>
Resource Parent Responsibilities	35	<p>The family will also need to be made aware of the training requirements, which include the completion of Adult, Child, and Infant CPR and Standard First Aid training with certification in both areas prior to placement of a child in their home.</p>
ASVSP	36	<p>Review the Arkansas State Vehicle Safety Program (ASVSP) with the family. [9]</p>
Next Section	37	<p>The required Pre-Service Training will be discussed in further detail in the next section.</p>
References	38	<p>References are given to the Family Service Resource Worker, who shares them with MidSOUTH via a link to upload them to REDCap. See the upcoming section for more information.</p> <p>Three positive confidential references are required. The Resource Worker will collaborate with the family to collect the names and addresses of the three references.</p> <p>Local best practices may vary from county to county. Be sure to consult with your supervisor for your area's best practice.</p>

References	39	<p>If the references are mailed, the following information should be included:</p> <p>The SAFE Reference Letter Template</p> <p>A cover letter that introduces the Resource Worker, explains the SAFE Reference Templates, and gives instructions for the references to mail the completed references that specify the address and the person to whom the letter should be mailed.</p> <p>Note: Inform the references that they are not to share the completed SAFE References Letter with the prospective resource family</p>
CFS-446	40	<p>The completion of the in-home consultation visit requires the completion of several other forms.</p> <p>Take a moment to review Appendix 3: Resource Home Records of your DCFS Policy, paying close attention to the forms necessary for this visit.</p> <p>Reviewing this section thoroughly may take some time, so you may want to exit the activity and join us again after your review.</p>
Documentation	41	<p>That's a lot of paper to process. In an earlier section, it was mentioned that we would be covering a lot of forms and documentation in your role as a Resource Worker.</p>
CFS-452 & CFS-465	42	<p>Before we wrap up the forms required for a visit, note there are additional forms that need to be completed if the home is opening as a provisional resource home.</p> <p>Hover your cursor over each button to reveal their purpose.</p> <p>CFS-452: Provisional Resource Home Verification - The purpose of this form is to verify that the provisional resource parent may choose to become a provisional resource parent or not become a provisional resource parent.</p> <p>CFS-465: Provisional Resource Home Orientation Checklist - The purpose of this form is to ensure that all the required subjects have been covered with the relative when a provisional resource home is being opened.</p>
Assessment	43	<p>There is a tendency to rush through the paperwork because we view it as just that - more paperwork.</p> <p>Your role in assessing the home is so crucial.</p> <p>The assessment process is more than pushing papers. It is about approving a home with the resources, willingness, and ability to care for children who have experienced trauma.</p>
Child Needs	44	<p>Underneath all that paperwork is a child needing security, stability, permanence, and a family.</p>

	Congratulations	45	<p>Congratulations!</p> <p>You have completed Unit 6B Section 4.</p> <p>Click [Exit Activity] at the top of the page to exit the training.</p>
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ToC	S#	New Slides (Publish Date 05/2025)
Title	1	Unit 6B Section 5 Pre-Service Training New Family Service Worker Training
Important Information	2	Before starting an activity outside the online training (for example: reading an article online), you must click on [Exit Activity] at the top right above the training window. This saves your work and lets you re-enter the training at the place where you exited. If you do not exit the activity, the system could time out. Once it is timed out, any information you enter will not be saved even though it looks like it is taking your answers and/or you have completed training.
Welcome Back	3	Welcome back to the online training. You are past the halfway point of Unit 6B! In this section, we will discuss the Initiation of Pre-Service Training. Let's begin!
Pre-Service Training	4	Depending on several factors, a resource family will be invited to attend Pre-Service Training or receive a notification explaining why they were not invited.
Pre-Service Training	5	At this point in the training, let's say the resource family has been approved to attend training.
Pre-Service Training	6	Applicants must complete 18 hours of Pre-Service Training: 15 hours of Connecting AR Families Training 3 hours of DCFS Orientation Training
Pre-Service Training	7	All 15 hours of Connecting AR Families training must be completed. If an applicant misses a theme, they will not receive a certificate of completion. A transcript showing classes completed will be sent to DCFS.
Invitation Time Frame	8	Now that we have covered some general information, let's keep the train moving by identifying the time frame for sending the invitation.
IHC	9	The timeframe for initiation of Pre-Service Connecting AR Families training is within ten working days of completing the In-Home Consultation (IHC).
IHC	10	Ensure the IHC is completed in its entirety. This includes whether the background checks are eligible or ineligible, and all required signatures (especially the resource family, DCFS staff, and Supervisor) are included.
FBI Note	11	The FBI check does not have to be approved or disapproved before inviting the family to training, but it should at least have been submitted.
IHC CHRIS	12	We will begin with entering the information into the CHRIS system. Click on the Provider button.

IHC CHRIS	13	<p>Document that all required checks have been requested and/or received for each applicable family member.</p> <p>Remember, the Centralized Inquiry Unit may have completed part of this information on traditional resource home applicants.</p> <p>Screen Path: Provider/Directory/Members - Required Checks tab</p>
ICH CHRIS	14	<p>Document the completion of the CFS-446 on the Contacts screen when the Resource Family has been approved for training by selecting one of the following drop-down options:</p> <p>IHC/Approved for training (One-on-One); IHC/Approved for training (Refer to CALL); IHC/Approved for training (Refer to MidSOUTH); or IHC/Approved for training (Refer to Other)</p> <p>Screen Path: Provider/Directory/Contacts/Contacts</p>
CFS-446	15	<p>CFS-450 and CFS-446 are uploaded into REDCap. This is the only means of referral.</p> <p>The referral process begins with the upload of the CFS-450 and/or CFS-446 into REDCap. If only the CFS-450 is uploaded, the CFS-446 should be uploaded within 14 days of receipt of the CFS-450 in REDCap. The CFS-446 (IHC) is required to schedule the home visit with the family.</p> <p>Due to the limited information captured on the CFS-450, this form is not used to initiate the home study process.</p>
CFS-446	16	<p>Provisional Resource (Kinship/Fictive): Only the CFS-446 is required. The best practice is to have this document prior to Session 1 of Kinship Training.</p> <p>Traditional Resource: The CFS-446 and the SAFE Questionnaire I are required. The best practice is to have this document prior to Theme One of Connecting AR Families (CAF) training.</p> <p>Note: Resource staff must answer if they are uploading the CFS-446 or CFS-450 when they upload in REDCap. If uploading CFS-450, REDCap sends an email with a link that will allow the CFS-446 to be uploaded directly into the family record.</p>
CFS-446	17	[SCREENSHOT]
CFS-446	18	[SCREENSHOT]
CFS-446	19	[SCREENSHOT]

MidSOUTH Invitation	20	<p>Next, we will discuss the process for a resource family to receive an invitation link to an ARKinship Connect Training or Connecting AR Families (CAF) Training through MidSOUTH Training Academy.</p> <p>Remember that the process of notifying applicants and scheduling training will differ if another contractor is conducting the training. Your supervisor can talk with you about these contractors and their procedures.</p>
MidSOUTH Invitation	21	<p>ARKinship Connect Training is held over a two (2) week period during the week (Monday/Wednesday or Tuesday/Thursday) or one weekend (Saturday). Weeknight training varies from 6 pm-7:30/8:00 pm and weekend training is scheduled from 9 am-1 pm and 1:30 pm-5 pm.</p> <p>Connecting AR Families (CAF) Training is held over a three (3) week period during the week (Monday/Wednesday or Tuesday/Thursday) or three (3) weekends (Saturday). Weeknight training varies from 6:00 pm-8:00/9:00 pm and weekend training is scheduled from 9 am-12 pm and 1:00 pm-5:00 pm the first two weeks and 9 am-12 pm the third week.</p>
MidSOUTH Invitation	22	<p>MidSOUTH Invitation Continued:</p> <p>Note: Once DCFS uploads the referral to training, the resource worker should receive notification (via email) that the registration link was sent to their resource family.</p> <p>DCFS will receive an email notification from the Resource Family Trainer of the families who have confirmed.</p> <p>If families arrive after 15 minutes, they will not receive credit. Families must be present on screen, they can't be driving, etc.</p> <p>The class size is five (5) families. There are times when more may be added depending on the situation. For couples/partners, both members must attend.</p>
Training Options	23	<p>CFS-446 has the option of Weeknight or Weekend.</p> <p>This means Resource Families can attend a weeknight (Monday-Wednesday or Tuesday-Thursday) training or a Saturday training.</p>


REDCap	24	<p>Registration to select training is completed in REDCap.</p> <p>When a family is referred to training by their Resource Worker, they will receive an email that contains a link for them to view available trainings and register. Once the family clicks on the link they will be redirected to REDCap that will have a list of available trainings for them to select.</p> <p>If the family does not select a training series within seven days, another link will be emailed to them with the available training dates.</p> <p>After three (3) reasonable invites (reasonable being according to their preference), a family will be closed in REDCap.</p>
Attendance	25	<p>Attendance: When families miss training sessions, REDCap will send a notification to the Resource Worker as well as the family.</p> <p>Note: If a family starts training with MidSOUTH, to receive a training certificate from MidSOUTH, they will need to complete their training through MidSOUTH.</p>
Missed Trainings	26	<p>Make-up Training: Resource Family Trainers do not do make-up training with individual families. Families will be directed to their Resource Worker.</p> <p>If missed sessions are completed by DCFS resource worker, DCFS is responsible for providing the family with a training certificate upon completion.</p> <p>Keep in mind that DCFS has various contractors who are approved to provide Pre-Service Training. Here is an opportunity for you to discuss with your supervisor how those providers handle their makeup sessions.</p>
Specialized Needs	27	<p>Many people may have the heart to serve the children in the child welfare system by serving as a resource family.</p> <p>The reality is they may not have the willingness, resources, or abilities to carry out the specialized parenting tasks required to meet these children's needs.</p>
Pre-Service Invitation	28	<p>What do you do if the resource family will not be invited to attend Pre-Service Training?</p>
Pre-Service Training	29	<p>The decision not to approve an applicant for training should have supervisory input. If the family was not approved to attend Pre-Service training, the first step is to send a denial letter to the family informing them that they were not approved to attend training.</p> <p>A copy of the letter should be sent to the Area Director.</p>
CHRIS	30	<p>To begin documenting information in CHRIS, if a family is not invited to training, click on the Provider button.</p>

CHRIS	31	<p>Document if the resource is being denied due to a bad or ineligible required check on the Required Checks tab on the Members screen.</p> <p>Screen Path: Provider/Directory/Members - Required Checks tab</p>
CHRIS	32	<p>If the resource home is being denied because of an ineligible required check and the Alternative Compliance is rejected or dismissed for another reason documented in the In-Home Consultation, you would document it on the Contact screen.</p> <p>Screen Path: Provider/Directory/Contacts/Contacts</p>
Difficult Conversations	33	<p>At this point, you may not have a face-to-face conversation with the family.</p> <p>Either way, telling an applicant that they have not been approved to move forward in the process can be a hard conversation to have with a family.</p>
Difficult Conversations	34	<p>Reflection:</p> <p>A prospective family you work with will not be approved to attend Connecting AR Families Pre-Service Training.</p> <p>Take a few moments to think about how you would begin engaging with the family in the conversation to inform them they were not approved?</p>
Difficult Conversations	35	<p>Difficult conversations are a necessary part of the job, and if you are clear about the background check requirements from the beginning, there should be little to no surprises with potential resource families.</p> <p>Make sure to provide specific reasons in a kind but clear way. And remember, depending on the situation, there may still be a possibility of them being a part of the necessary support system.</p>
Difficult Conversations	36	<p>Note: During your time working with traditional and provisional resource homes, you may encounter a pregnant youth in care.</p> <p>Although the Family Service Worker (FSW) will be working in collaboration with the Transitional Youth Services (TYS) Coordinator to seek out services for the youth, it's important to remember that teamwork is essential.</p>
Pregnant Youth	37	<p>Be prepared to speak to pregnant and parenting youth about possible services available to them. These include CPR/First Aid classes, Doula services, breastfeeding classes, and Safety Baby Showers.</p> <p>For more information, check Internal Procedures 355: Supporting Pregnant and Parenting Youth in Foster Care.</p> <p>Note: Unit 10: Out-of-Home has more details on TYS, including how workers may support pregnant and parenting youth in out-of-home care.</p>
Congratulations	38	<p>Congratulations!</p> <p>You have completed Unit 6B Section 5.</p> <p>Click [Exit Activity] at the top of the page to exit the training.</p>

ToC	S#	New Slides (Publish Date 05/2025)
Title	1	Unit 6B Section 6 SAFE Study Use and Resource Approval New Family Service Worker Training
Important Information	2	Before starting an activity outside the online training (for example: reading an article online), you must click on [Exit Activity] at the top right above the training window. This saves your work and lets you re-enter the training at the place where you exited. If you do not exit the activity, the system could time out. Once it is timed out, any information you enter will not be saved even though it looks like it is taking your answers and/or you have completed training.
Welcome	3	Welcome to Section 6 of Unit 6B online training. On your journey, you've gathered much information on navigating your role as a Resource Worker.
Introduction	4	You have looked at the two types of resource homes, background checks, In-Home Consultation, and Pre-Service Training.
The Home Study	5	Now, we will look at a component of the overall home assessment, which is the home study.
The Home Study	6	The home study is used to assist in determining if a family is ready, willing, and able to become a suitable and safe placement for a child.
The Home Study	7	The home study evaluates the family's dynamics regarding: Motivation for being a resource Household composition Housing Safety hazards Income and expenses Health education Childcare arrangements or plans Child-rearing practices Daily schedules Social history Family activities Support systems
The Home Study	8	Exploring these areas assists in determining how family members function individually and as a unit, and in turn, it helps inform the conclusions and recommendations as to whether a family should serve as a resource family.
SAFE	9	The Structured Analysis Family Evaluation (SAFE) , which includes a series of interviews guided by questionnaires, is a tool used by the Division.

SAFE	10	One component of the SAFE is an evaluation using the SAFE Psychosocial Inventory and Desk Guide, which is summarized in the bottom half of the final SAFE Home Study report.
SAFE	11	By using these tools, a common evaluation process is ensured that promotes uniformity within home studies across the state.
SAFE	12	<p>Who may complete a home study in accordance with established SAFE protocols?</p> <p>Designated Division staff Staff contracted through MidSOUTH Training Academy Other contracted providers Volunteers trained by designated DCFS staff</p>
SAFE	13	<p>Anyone completing home studies on behalf of DCFS must attend a 3-day SAFE training offered by the Consortium for Children.</p> <p>SAFE trainings are scheduled by DCFS staff at various times throughout the year.</p> <p>As a resource worker, you will also be required to attend this training in the event that you must complete a SAFE Home Study.</p>
Interviews	14	The home study process requires at least two face-to-face visits with prospective resource parents and all age-appropriate household members, with at least one of the visits taking place in the home.
Interviews	15	<p>The first face-to-face interview with the prospective resource parents will address the SAFE Questionnaire I.</p> <p>At the second face-to-face interview, the evaluator will provide the applicant (s) with a copy of the SAFE Questionnaire II. This questionnaire is completed in the presence of the evaluator.</p> <p>After completion, the evaluator will discuss the SAFE Questionnaire II with the prospective resource parents individually before meeting with them as a couple to discuss shared issues.</p>
Interviews	16	<p>"Interviews with each household member over the age of 10 should also be conducted.</p> <p>For younger children, the evaluator should observe younger children and interview them if appropriate."</p>
Interviews	17	<p>"After each interview has been conducted, complete the SAFE Psychosocial Inventory with the use of the information collected during the interview, SAFE References, and the Desk Guide.</p> <p>The contractor has 45 business days to complete the SAFE Home Study and submit it to the Resource Worker for their review and assessment.</p> <p>The calculation for the SAFE Home Study due date will vary depending on the contractor completing it and is calculated based on business days. "</p>

Countdown	18	<p>When MidSOUTH Training Academy is the contactor and the prospective resource family seeks to foster/adopt, the countdown to 45 days begins after 8 hours of training have been completed (around Theme 5). If the family is a kinship placement, the countdown begins at Session 1.</p> <p>When MidSOUTH Training Academy is the contractor, and the prospective resource family seeks to foster/adopt, the countdown to 45 days begins after 8 hours of training have been completed (around Theme 5). If the family is a kinship placement, the countdown begins at Session 1.</p>
Countdown	19	For all other contractors, the countdown begins on the date the referral from the Resource Worker was submitted to the contractor.
Non - Compliance	20	<p>Let's pause and make a note.</p> <p>If, throughout the home assessment process, a prospective resource home is found to be out of compliance with a licensing standard or a DCFS policy, the non-compliance issue must be addressed.</p> <p>If the contractor completing the SAFE Home Study identifies an area of non-compliance, they must notify the Resource Worker, who will take the appropriate steps to address the issue.</p>
Non - Compliance	21	<p>Some non-compliance issues may be completed before the final walk-through of the home.</p> <p>However, suppose the Resource Worker determines that non-compliance would not endanger the safety or well-being of children placed in a home. In that case, an Alternative Compliance or DCFS Policy Waiver may be requested as appropriate, particularly for relatives. See Internal Procedure 425: Alternative Compliance Policy Waiver and DCFS Policy in Appendix 7: Alternative compliance and policy waiver protocol</p>
Assessment	22	Let's switch tracks and discuss the home study assessment.
Assessment	23	A responsibility of the Resource Worker Supervisor is to review the final SAFE Home Study Report as well as any other assessment documents.
Assessment	24	<p>Let's talk about assessment.</p> <p>Your assessment is so important in the process of opening a safe and appropriate resource home.</p>
Assessment	25	<p>You received the SAFE Home Study Report from the contracted evaluator.</p> <p>How do you assess the family's ability to meet the needs of a child or children to be placed?</p>

	SAFE	26	<p>Look at Handout 6B.6.1, which consists of snippets of several areas from a SAFE Home Study Report.</p> <p>Print the handout, review each written vignette and answer the questions that follow.</p> <p>This activity will take you some time to complete.</p> <p>Click [Exit Activity] above the training. Return to the training once you have completed the activity.</p> <p>[Handout 6B.6.1 Link] [10]</p>
	Welcome Back	27	Welcome back
	SAFE	28	After you have reviewed the SAFE Home Study Report, it is time for you to make your recommendations to approve or deny the home.
	SAFE	29	Within 7 working days of receiving the final SAFE home Study Report, submit your recommendations to your Resource Supervisor for review.
	CHRIS	30	<p>You will document the completed date on the Provider Service Details Screen in CHRIS.</p> <p>Screen Path: Provider/Directory/Serv. Mg../Details</p>
	Determination	31	Note: If, for any reason, you cannot make a determination to approve or deny the home within 60 days of the family completing pre-service training, notify them in writing along with an explanation.
	SAFE	32	Lastly, provide a copy of the final SAFE Home Study Report to the family regardless of approval or denial. With the approval of the SAFE Home Study Report, the home assessment process is nearly complete.
	Assessment	33	The successful completion of all home assessment components will allow the Division to assess the quality and capability of resource homes.
	Assessment	34	The home assessment process will also assist prospective parents in determining if being a resource home is appropriate for their family and, if so, prepare them for their new role.
	Final Approval	35	<p>As we end our time together in this section, let's look at the procedures for the Final Approval of Resource Homes.</p> <p>The prospective applicants must have completed pre-service training and the home study process before receiving final approval from the resource home.</p>
	Final Approval	36	Once you have received documentation that the Pre-Service Training and SAFE home study have been completed, ensure that CFS-475-A: Initial Checklist for Resource Home Assessment is completed.
	CFS-475-A	37	Remember! The CFS-475-A is a safeguard to ensure that all the requirements to open a resource home have been met.

Final Visit	38	<p>A final face-to-face visit with prospective resource parents is also required. This visit may also be known as The Final Walkthrough.</p> <p>The specifics for the final face-to-face/final walk-through may vary from county to county. Contact your supervisor to determine how things work in your area.</p>
Approval Packet	39	During your face-to-face visit, provide the family with the Approval Packet.
Approval Packet	40	<p>The Approval Packet includes:</p> <p>Stamped envelopes addressed to the appropriate county office.</p> <p>Examples of the completion of travel documentation that must be completed monthly.</p> <p>Copy of the Code of Ethics.</p> <p>Copy of the Arkansas Practice Model.</p> <p>CFS-381: Training Record Log.</p> <p>Medication Log.</p>
Approval Packet	41	<p>The Approval Packet includes:</p> <p>Child Inventory Log.</p> <p>Fire Drill Log.</p> <p>CFS-352: Medical, Dental, Vision, Hearing, and Psychological Episodic Visits.</p> <p>After-hours contact sheet.</p> <p>Foster Care Board Sheet.</p> <p>Appropriate Resource Parent Association contact information.</p>
CFS-465	42	If the Orientation session has not been completed, use CFS-465: Resource Parent Orientation Checklist to guide this discussion.
CFS-462	43	<p>Next, you will complete CFS:462: Initial Resource Home Agreement and file the agreement in the resource home record.</p> <p>CFS-462 is an agreement between DCFS and the Resource Parents to demonstrate an understanding and acceptance of both parties' rights and responsibilities.</p>
Final Inspection	44	A final visual inspection of the home is also required. Ensure that any necessary safeguard measures, such as safety plans, have been implemented and that any requested alternative compliances or policy waivers have been approved.
Final Inspection	45	The visual inspection of the home is your final opportunity to assess the home for compliance with DCFS policy and Minimum Licensing Standards before you make the decision to approve or deny the resource home.
CHRIS	46	Within three working days of receiving approval from your supervisor or Area Director, enter the decision in CHRIS.

CHRIS	47	<p>Complete the Provider Alternate Care Screen in CHRIS if the family has determined they are willing to serve as an Informed Respite Home.</p> <p>Use CFS-419 to enter all appropriate identified Resource Family Support System Individual Members, including information on their cleared background checks.</p> <p>Enter the Begin Date on Availability Status on the Provider Service Status Screen and Request Approval on the Provider Service Detail Screen.</p>
CHRIS	48	<p>If the family has indicated interest and has been approved as a resource home for children/youth with specific characteristics, identify the appropriate Disability Willing to Accept selection under the Preferences Tab in the Provider Services/Admission Criteria Button.</p> <p>File the approval letter in the resource home record.</p>
Open	49	The home is now open!
Denial	50	<p>If the recommendation is denial:</p> <p>Send a “Letter of Denial” to the applicants who were not approved.</p> <p>End Date the Foster Family Service on the Provider Services Tab, selecting the appropriate Reason for End Date.</p> <p>Specify why the home was denied in the comment box on the Provider Services Tab.</p>
Maintenance	51	<p>Now that the home is open...</p> <p>Develop and maintain a record for each resource home.</p> <p>Ensure the record contains all information and documentation required by Minimum Licensing Standards and DCFS Policy.</p>
Congratulations	52	<p>Congratulations!</p> <p>You have completed Unit 6B Section 6.</p> <p>Click [Exit Activity] at the top of the page to exit the training.</p>

ToC	S#	New Slides (Publish Date 05/2025)
Title	1	Unit 6B Section 7 Monitoring and Re-evaluation New Family Service Worker Training
Important Information	2	Before starting an activity outside the online training (for example: reading an article online), you must click on [Exit Activity] at the top right above the training window. This saves your work and lets you re-enter the training at the place where you exited. If you do not exit the activity, the system could time out. Once it is timed out, any information you enter will not be saved even though it looks like it is taking your answers and/or you have completed training.
Welcome Back	3	You're at the last section of this online unit! Unit 6B has a lot of information about resource homes, but you've made it this far.
Monitoring & Re-evaluation	4	In this section, we look at the monitoring and re-evaluation of resource homes. Do you recall from a previous section that one of your roles as the resource worker is to continue to support the resource family after they have been approved as a resource home?
Quarterly Monitoring Visits	5	Quarterly monitoring visits are one way to provide that continued support. The purpose of quarterly visits is to: - Monitor approved resource homes for compliance with Minimum Licensing and Division Standards. - Assess for safety.
CFS-475-B	6	These visits are documented on CFS-475-B: Quarterly Monitoring Checklist This is a short and simple form to complete, but it is packed with important and valuable information.
Assessment vs Checklist	7	Remember the discussion regarding an assessment versus a checklist? Despite the checkboxes on the form, the form should be used to take a closer look at the family and their ability and willingness to comply with policy and standards.
CFS-475-B	8	CFS-475-B is a tool that should be used for ongoing assessment of the resource home. Remember that you are selecting the checkboxes based on what you have observed, which becomes the basis of your assessment.

CFS-475-B	9	<p>After completing CFS-475-B, file each copy in the resource home record and document it in the Division Information Management System.</p> <p>Now that we have discussed the quarterly visits, let's look at the annual reevaluation of the resource home.</p>
Re-evaluation	10	<p>The purpose of the re-evaluation is to ensure the continued quality of all DCFS resource homes along with the resource family's ability to care for children placed in their home.</p> <p>A re-evaluation must also be completed whenever a major life change occurs.</p>
Re-evaluation	11	<p>Major life changes include:</p> <p>Death or serious illness among the members of the resource family Marriage, separation, divorce, or other significant changes in the couple's relationship Loss of or change in employment Change in residence Suspected child maltreatment of any child in the resource home The addition of family members (e.g., birth, adoption, aging relative moving in)</p>
Re-evaluation	12	<p>The re-evaluation of the resource home begins with the completion of:</p> <p>CFS-451: Resource Parent Re-Evaluation and CFS-475-C: Re-Evaluation Checklist for Resource Home.</p>
CFS-451	13	<p>The purpose of CFS-451 is to determine if resource families want to continue as a resource family.</p>
CFS-451	14	<p>If the family decides they would like to continue in this capacity, the form collects a wide range of information necessary to conduct a re-evaluation of the home as well as measures the usefulness of the various resources available to the resource parent(s).</p> <p>You will provide this form to the resource family for them to complete and return to you.</p>
CFS-475-C	15	<p>As for CFS-475-C, it is to be completed by you, the resource worker.</p>
Assessment vs Checklist	16	<p>In child welfare, a checklist is more than it seems.</p> <p>These lists are not merely a matter of checking off boxes but a tool to provide a thorough assessment of the home and the family's ability to provide care to the children in care.</p>
CFS-475-C	17	<p>CFS-475-C is a good tool to ensure compliance in the home and the family's ability to meet the needs of the children but also to ensure all required documents are located in the family's file and in CHRIS.</p>

Training Requirements	18	<p>In addition to continuing to meet all Minimum Licensing Standards and DCFS Policy requirements, resource parents must also complete a minimum of 15 hours of Division-sponsored or Division-approved in-service training annually.</p> <p>Note: All fifteen hours can be done online but must be pre-approved by the Area Director or their designee.</p>
Training Requirements	19	<p>CPR certification and Standard First Aid training must remain current and do not count as part of the annual 15 hours of continuing education/in-service training requirements.</p> <p>Continuing education/in-service training should be entered on the Training Screen in CHRIS.</p> <p>Current CPR certification and First Aid should be documented in the resource home records and as the Provider Household Members/Requirement Tab in CHRIS.</p>
Training Requirements	20	<p>Resource parents who do not meet the annual re-evaluation training requirements will be notified that they must complete the training requirements within 60 days and that no additional children will be placed in the home unless the Area Director has granted an extension.</p>
Training Requirements	21	<p>If their annual in-service training requirements are more than 60 days overdue, a re-evaluation will also be required unless an extension has been granted.</p>
Training Requirements	22	<p>Training for resource parents is vital due to the emotional and behavioral needs of children in care.</p> <p>Parenting a child from the Child Welfare system requires a high level of knowledge and parenting skills.</p>
Training Requirements	23	<p>Thus, Extensions should be the exception and not the rule.</p>
CHRIS	24	<p>Any expired State Police Criminal Record Checks and Central Registry Checks for each member of the household or members of the RFSS should be updated and documented in the Provider Household Members/Requirement Tab in CHRIS.</p>
CHRIS	25	<p>Now that you have completed all the required paperwork and entered the necessary information in CHRIS, submit documentation with the recommendation to approve or disapprove the home to the Area Director or their Designee.</p> <p>Completion and approval of the re-evaluation must be documented in the Provider Re-Evaluation Screen in CHRIS, and approval for the Area Director to review and approve must be requested.</p>
CHRIS	26	<p>Documentation of the annual re-evaluation of the resource home in CHRIS is an extremely important step.</p>

IV-E	27	<p>Any IV-E eligible child placed in the home will lose IV-E eligible claim ability if the re-evaluation is not completed or documented annually.</p> <p>If the re-evaluation is not completed annually and the home (provider) becomes IV-E ineligible, even though the child in the home may be IV-E eligible, the State cannot use IV-E dollars to maintain this child in out-of-home care until the provider's eligibility is restored.</p>
Licensing Standards	28	<p>You may have noticed that several documents must be input into CHRIS, and a hard copy kept in the file.</p> <p>Why do you think that is?</p>
PRLU	29	<p>The answer to that question brings us to a topic that we would like to touch on briefly, and that is the Placement and Residential Licensing Unit (PRLU).</p> <p>The PRLU is authorized to inspect and investigate any proposed or operating children's residential facility or child placement agency to determine if the facility/agency will be or is operating in compliance with the Minimum Licensing Standards for Child Welfare Agencies.</p>
PRLU	30	<p>Basically, what that means is that PRLU monitors DCFS to ensure the department is meeting licensing standards.</p> <p>Some items they inspect include:</p> <p>Resource Home Records and Home Inspections. Children's Records. Policies and Procedures. Personnel Records. Adoption Home Records and Children's Records.</p>
PRLU	31	<p>Because PRLU partners with DCFS and is not employed by them, PRLU has limited access to information.</p> <p>Therefore, some information may be reviewed from CHRIS, but other items can only be viewed in hard copy form. That is why documents must be retained in the file and in CHRIS.</p>
PRLU	32	<p>As a resource worker, one of your tasks is to monitor the resource home for compliance.</p> <p>It is beneficial for you to understand the role and expectations of PRLU to ensure you are monitoring the correct things in the home.</p>
PRLU	33	<p>We have created a short training video to inform DCFS workers of what PRLU staff looks for when reviewing files and information PRLU believes DCFS staff should know about their involvement.</p> <p>After watching the video, there will be a short answer question asking you to note three things from the video, so be sure to take notes while watching.</p>
PRLU Video	34	[VIDEO]

	Review	35	List three things that stood out from the PRLU video. They can be questions, comments, and/or concerns. [short answer]
	PRLU	36	We hope you have gained valuable information from the PRLU training video. Be sure to keep the notes you recorded to refer back to when you need to. Many workers find it helpful to keep a binder of handouts from their online training.
	Congratulations	37	Congratulations! You have completed Unit 6B Section 7. Click [Exit Activity] at the top of the page to exit the training.

- [1] www.midsouth.ualr.edu/NewFSWTrainingResources/DCFS_CFS-450_11-2023.pdf
- [2] www.midsouth.ualr.edu/NewFSWTrainingResources/DCFS_CFS-450_11-2023.pdf
- [3] www.midsouth.ualr.edu/NewFSWTrainingResources/DCFS_CFS-452_ProvisionalResourceHomeVerification_08-2023.pdf
- [4] www.midsouth.ualr.edu/NewFSWTrainingResources/DCFS_CFS-452_ProvisionalResourceHomeVerification_08-2023.pdf
- [5] www.midsouth.ualr.edu/NewFSWTrainingResources/Unit11_CFS465_English.pdf
- [6] <https://everychildarkansas.org/get-involved/foster/>
- [7] <https://humanservices.arkansas.gov/divisions-shared-services/children-family-services/reports-publications/>
- [8] https://www.midsouth.ualr.edu/NewFSWTrainingResources/U6B_Online_S3_H6B.3.1_BackgroundCheck_03-2024.pdf
- [9] <https://www.dfa.arkansas.gov/driver-services/driver-records/arkansas-state-vehicle-safety-program/>
- [10] www.midsouth.ualr.edu/NewFSWTrainingResources/U6B_Online_S6_H6B.6.1_FamilyScenarios_03-2024.pdf.pdf