

PROVIDER RELATIONS UNIT FOSTER HOME RECORD REVIEW

Date of Visit	Provider Relations Unit Staff
Provider/Agency Name	
Foster Parent(s) Name	
Foster Home Address	
Initial Approval Date	Number of children home is approved for:
Approval Letter in File: <input type="checkbox"/> yes <input type="checkbox"/> no (Approval letter should include: Approval period, and number, age, gender of children approved for)	

FOSTER CHILDREN IN THE HOME				
NAME	AGE	DATE OF PLACEMENT	RBWO RATE	PER DIEM TO FOSTER PARENT

Is there a Placement Log in the record? YES NO (placement log should include the names, birthdates, gender, name of custodian, placement and removal dates of all children placed in the home)

Approval and Household Information: For Foster Parent(s) required checks must be completed within 12 months prior to approval

Adults in the Home: Name	Dates for GCIC/NCIC Fingerprints Results/ LiveScan	5 year GCIC/NCIC Fingerprints Recheck Due	Dates of Medical Eval.	Date Medical Re-Eval. Due	Date of Drug Screen and Results Neg/Pos	Date of TB Test and Results Neg/Pos	Date of Sex Offender Registry and Dept. of Corrections Check	Dates of Child Abuse/Neglect Registry Checks
Foster Mother								
Foster Father								
Other Adult HH Member								
Other Adult HH Member								
Other Adult HH Member								
References	Foster Mother				Foster Father			

Complete chart for foster parents and all adult household members. List the names of the foster parents and adult household members. A state (GCIC) and national (NCIC) fingerprint check is required for all adoptive and foster parents and on all adults (age 18 or older) residing permanently or temporarily in the home and having access to children. List the dates of the satisfactory GCIC and NCIC or LiveScan results. Ensure that any negative findings were addressed per policy.

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Criminal Records Check (GCIC and NCIC fingerprinting) for foster parents and all household adults (18 and over) are required at least once every 5 years after the initial approval, at the time of the re-evaluation

The results of all Criminal Records Checks are carefully reviewed to assure compliance with state and federal requirements and to safeguard the security of children placed in the home.

Approval is NOT granted for:

- Felony conviction for child abuse or neglect
- Felony conviction for spouse abuse
- Felony conviction for a crime against children (including pornography)
- Felony conviction for a crime involving violence, including rape, sexual assault or homicide, but not including other assault or battery.

Approval is NOT granted for the following convictions committed within the past 5 years

- Felony conviction for physical assault
- Felony conviction for battery
- Felony conviction for a drug or alcohol related offense.

Form 36 (Required Effective May 2005) or a medical statement completed and signed by a licensed physician, physician's assistant, or public health department within 12 months prior to the date of approval. Must include TB screening and a comprehensive drug screen report conducted and signed by a qualified health professional (including testing for marijuana/cannabinoids (THC), cocaine, amphetamines/methamphetamines, opiates, and phencyclidine (PCP). All adults in the home are required to have drug screens completed.

Foster parents must have medical evaluations completed every 5 years. Form 36 is required. A physician's statement is required on an annual basis if a foster parent has a diagnosed health problem that interferes with their ability to care for children or effects life expectancy OR if the foster parent is age 65 years or older.

Note: If the ongoing fingerprint checks or medicals are not completed timely, the home is not an eligible IV-E placement until the results are received. As of 10/01/06, child abuse and neglect registry checks are required prior to approving a foster home.

List the dates and the state contacted for any Child Abuse and Neglect Registry checks for any state other than Georgia that the prospective foster parent or adult household member has lived in within the past five years prior to approval. Put just the date of the Child Abuse and Neglect Registry check for Georgia Registry checks. If the parent was approved before October 1, 2006 this check was not required at the time of approval.

If a foster parent marries, the home may remain in full approval status for 120 days while the spouse complies with all requirements.

When a new adult begins residing in the home, the new household member is required to complete GCIC and NCIC fingerprint checks in addition to other requirements. The results of the CRCs must be received within 120 days for the home to remain in full approval.

Foster Mother				Foster Father		
VALID:	YES	NO	EXPIRATION DATE	YES	NO	EXPIRATION DATE
DRIVERS LICENSE						
CAR INSURANCE						

Foster parents are *expected* to have a valid Georgia driver's license, car and insurance. A part of the foster parent partnership expectation is that they will assist the case manager with providing transportation for children placed in their home. This cannot occur when a foster parent is unlicensed. If the county department determines that the lack of transportation is an issue that can be managed effectively, the home can be approved with no waivers necessary. This should be noted in the home evaluation so that appropriate placements can be made.

CHILDREN IN THE HOME Full Name (Do not include foster children)	AGE	HEALTH STATEMENT DATE	TB TEST DATE (16 YEARS & OLDER)

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Health Statement on youth and other adults (may be completed and signed by a licensed physician, physician's assistant, or public health department). Other adults and children 16 years of age and older must have a health statement and TB test results dated within 12 months of the approval. For children who turn 16 after the initial approval, the TB test results are required by the next annual home re-evaluation. (example, The home was approved in January and the re-evaluation is due in December. If the child turns 16 in June, the TB Test is due by December 31st)

All children in the home under 16 must have a health statement dated within 12 months of the approval.

Physical Safety Issues To Be Addressed in the Initial Home Study	YES	NO	N/A
Home has CITY WATER?			
Home has WELL WATER?			
If home has WELL WATER, is there a satisfactory environmental safety report?			
Home has CENTRAL HEAT?			
Home has GAS HEAT?			
If home has GAS HEAT, is the heater VENTED or is there an OXYGEN DEPLETION CUTOFF VALVE?			
If the home has GAS appliances or heaters, are there CARBON MONOXIDE DETECTORS in the home?			
If the family has pets, do the pets have CURRENT Rabies Vaccinations?			
Does the home have a POOL (above or in ground), or is the home on a POND or WATERFRONT PROPERTY?			
If yes to above, is there a fence with a locked gate surrounding the pool, pond, or other waterfront?			
Does the foster parent own FIREARMS?			
If yes, are the FIREARMS and AMMUNITION stored SEPERATELY and LOCKED out of reach of the children?			
Does the record have a signed Discipline Policy Statement?			

A statement that an approved environmental inspection has been completed on homes that are not on county/city water and/or sewage systems is required. Additionally, the *Water Well Standards Act* requires that, "The upper terminal of the well shall be protected by a sanitary seal or cover to prevent entrance of pollutants to the well." Negative reports from sampling of the wells without the upgrade can be construed as "safe" nevertheless with an advisory that the upper well terminus should be upgraded into compliance as soon as possible. Until the well is brought into full compliance with the Act, annual re-testing is required.

A statement that the utility bills, etc. were viewed and the home is on county/city water and/or sewage system should be accomplished if an environmental inspection is not applicable.

Gas heaters in the foster home must be vented to avoid fire and health hazards. However, unvented, fuel-fired heaters equipped with oxygen depletion safety shut-off systems may be operated in foster homes. As noted in the requirements for the initial approval of the home, such homes are approved for the placement of no more than three (3) unrelated children or in an approved Relative Foster Home.. Working carbon monoxide detectors must be installed in these homes. However, it is a good safety practice that all homes with gas appliances (stove, fireplace and water heaters) have carbon monoxide detectors.

Smoke alarms must be present in the home and functioning.

Firearms must be locked away from children. Ammunition should be kept locked and stored separately from firearms.

Homes having a swimming pool must meet all community ordinances to operate a pool. The pool must be fenced with a gate, which is kept locked to prevent unsupervised access by children.

Georgia law requires that all dogs, cats, and ferrets be vaccinated for rabies. Re-immunizations are required either annually or triennially depending on the vaccine. Foster homes with exotic animals or wildlife (chimpanzees, snakes, raccoons, large mammals) will require a health and suitability statement from a veterinarian, and approval by the Regional Director. However, any issues or concerns related to any pets should be thoroughly discussed and documented during the assessment process.

Discipline Policy Statements should address the use of corporal punishment. Foster parents and other approved placement resources for children in agency custody may not use physical/corporal or emotional punishment as a method of disciplining children in their care nor authorize any other individual or agency to administer such punishment as a method of discipline for any child in DFCS custody. Although private agencies are

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governed by the standards of the Office of Regulatory Services, they are required to adhere to the disciplinary policies and guidelines established by DFCS when providing care for children who are placed in their foster homes. See DFCS form Foster Care Services: Appendix N-3

Re-Evaluation Information	YES	NO	N/A
Are there timely (every five years) Criminal Records Checks to include fingerprinting on the foster parent(s)? (GCIC and NCIC)			
Are there timely (every five years) Criminal Records Checks to include fingerprinting on other adults in the home? (GCIC and NCIC)			
If any Criminal Records Checks resulted in negative findings, were they addressed according to policy?			
Was the most recent annual re-evaluation signed and dated timely by the approving authority?			
Was the Re-Evaluation signed by the foster parent (per ORS regulations)?			
What is the Date of the most recent annual Re-Evaluation?			
When is the next Re-evaluation due?			
<p>Annual Re-Evaluations are due the last day of the 12th consecutive calendar month following the date of approval. (example. The foster home is approved May 10. Counting May as month #1, April 30 of the next year would be the last day of the 12th consecutive month. Thus, the anniversary dates are May 1st-April 30th and remain consistent throughout the approval of the home. Another example...if the home is approved January 15...December 31st of the same year would be the last day of the 12th consecutive calendar month. The anniversary dates would be January 1st – December 31st.)</p>			
<p>The Foster Home Re-evaluation is a formal written summary of the overall quality and functioning of a foster home and is usually conducted before the current foster home approval expires. The evaluation of foster homes is an on-going process between the Case Manager and the foster parent and may be conducted, if circumstances require, at any point during the approval period.</p>			
<p>Areas to be Included in Re-evaluation</p>			
<ol style="list-style-type: none"> 1. Whenever possible, include all members of the family in the discussion. If it is a two-parent home, include both the foster mother and the foster father. 2. Include the children who have been in placement during the past year and the foster parent's interaction with these children and ability to meet their needs. 3. Gather basic data to determine present household status, including significant information on current household, health, and employment and financial status. 4. Require proof of current motor vehicle license and insurance. Include a verification statement that the documents were reviewed and current. 5. Examine the need for supplemental supervision to continue, if applicable. 6. Address the safety of the home environment, assessing carefully the foster home's maintenance of safety and minimum standards requirements. Review and have foster parents initial, as indicated, the <i>DFCS Foster Parent Child Safety Agreement (Form 29)</i> at each re-evaluation. 7. Address the relationship between the agency and the foster parent, including the foster parent's ability to accept supervision. 8. Discuss the effects of children leaving the home and the ability of the foster parents to prepare them for leaving. 9. Discuss the foster parent's ability to continue parenting the type children for which they were approved. 10. For foster-adopt homes, discuss efforts to identify children for placement, if applicable. 11. Evaluate the foster parent's strengths and needs as they relate to the following: <ul style="list-style-type: none"> • Making informed decision to continue fostering (Knows the rewards and challenges faced by their family as a result of fostering and have made a definitive choice to continue/discontinue fostering.) • Teamwork and Communication (Demonstrated ability to work with the family, agency and community partners to meet the needs of the child.) • Parenting Abused/Neglected Children (Demonstrated ability to understand children's needs and issues; ability to help child form a positive image of self, roots, culture, etc) • Understanding Grief, Loss and Attachment Issues for Children in Care (Demonstrated ability to help children identify and manage losses and form healthy relationships.) • Understanding, Preventing and Managing Misbehaviors (Demonstrated ability to provide appropriate behavior management based on child's age, development and needs.) • Supporting Primary or Birth Family Connections (Demonstrated encouragement and support of significant connections for a child.) • Providing a Safe, Nurturing and Healthy Environment (Provided a healthy, safe and nurturing family environment; met child's medical, dental, psychological etc...needs) • Request additional information from staff members who supervised children in the foster home during the period being evaluated. 12. Review the past year's disciplinary practices and issues. 13. Provide assurances that the required parent development hours have been completed for the year or are scheduled for completion during the 			

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calendar year; identify the topics covered and additional parenting skills needing to be developed.

14. Provide recommendations for the classification of the home, type of approval, number, ages of children and special needs/characteristics, dates of approval.

In addition to re-evaluations reflecting a comprehensive review of the overall quality and functioning of the foster home, re-evaluations are also an opportunity for foster parents to formally share concerns, needs, strengths, determine the impact that fostering has had on their family, evaluate services provided by the agency and to decide whether or not to continue fostering. Thus, input from the foster parent is a critical and required part of the re-evaluation process.

Foster Parent Re-evaluation Input Should Include

1. Foster parents describe their reactions to providing foster care and the impact on the foster parent and other family members.
2. Foster parents address the stresses and benefits, as well as their role in the child's foster care experience over the past year.
3. Foster parents provide their perception of the support the agency has offered, of the supervisory contacts and of the foster parent's role as a member of the foster care team.
4. Foster parents provide input regarding training needs and issues.
5. Foster parents provide views about birth parents, contacts with birth parents and parent/child visits during the past year.
6. Each foster parent signs and dates the form.

Foster Parent Training

	Type of Initial FP Training	Date of Completion	Date of Certification CPR First Aid	Date of Re-certification CPR First Aid	Current # of Annual Training Hours	# of Annual Training Hours due by 12/31/08	Were Annual training hours met last calendar year
Foster Mother			CPR	CPR			
			FA	FA			
Foster Father			CPR	CPR			
			FA	FA			

DFCS Foster Home Standards require 10 hours of Annual Training. *(ORS annual training requirements for foster parent(s) for children more than 12 months old is fifteen (15) hours of training relevant to the type of child placed or to be placed in the foster home.)* Training hours are measured per calendar year (Jan.1-Dec. 31)

First Aid and CPR are required the first year of approval. Recertification in CPR is required every 2 years and First Aid every 3 years.

Per DFCS Foster Home Standards, on-going training should begin within 60 days of initial approval. The amount of annual training can be prorated based on the month of approval if the family is approved after March. For those families approved in November or December training hours must be completed by December 31st of the following year.

Foster Home Discipline, Policy, or Safety Violations

FOR YES ANSWERS ATTACH DOCUMENTATION OR PROVIDE COMMENTS	YES	NO	N/A
Did the home have a violation of the Departments Discipline Policy or other serious Foster Care Violations?			
Were there any CPS or ORS reports on the home since the last review?			
Has a Corrective Action Plan been implemented between the Child Placing Agency/DFCS and the foster family?			
If yes, has the foster family followed the Corrective Action Plan and has the agency monitored the progress?			
Has the agency been required to submit a Corrective Action Plan to ORS or Provider Relations due to a foster home violation or concern?			
If there was a substantiated abuse/neglect report and the home remains open, is there documented approval from ORS and the DFCS State Office?			

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VIOLATIONS OF FOSTER CARE POLICIES are actions by a foster parent that breach any foster home approval policy or procedure but do not constitute abuse or neglect. While generally less severe than an allegation of abuse or neglect, violation of policy may be sufficient grounds for closing a foster home or other action. Provider Agency Staff are responsible for assessing discipline and foster care policy violations. Allegations that rise to the level of abuse or neglect are referred to ORS and CPS staff for investigations.

Discipline or Other Serious Foster Care Violations include those acts or situations by the caregiver that pose an immediate or potential risk to the safety or well being of the child in care. Low Risk Foster Care Policy Violations do not pose direct or immediate risk to the safety and well being of the child.

These may include, but are not limited to:

- inappropriate disciplinary measures (both physical/corporal and emotional), violations of supervision or any other safety requirements that pose serious risk factors to the child.
- Lack of required annual in service training hours; Inappropriate Utilization of Foster home; Lack of cooperation in assuming partnership role with the agency in meeting the needs of the child; Inappropriate disclosure of confidential information regarding the child; Inappropriate use of acceptable discipline practices (extended periods of discipline such as time out) ;Inappropriate assignment of chores or work responsibilities; Any, non-disciplinary related violation of foster care policy that does not pose a direct or immediate health or safety risk to the child in the home.

At a minimum, procedure for notification regarding a discipline or other serious foster care policy violation should include the Agency Director and other appropriate administrative staff, the DFCS Placement Case Manager, Provider Relations, and the Office of Regulatory Services.

An approved home is placed on hold (no additional placements made) while being assessed for Disciplinary or Other Serious Foster Care Policy Violation and, if substantiated, may experience any or all of the following consequences: Removal of the children; A CPS investigation; Corrective Action Plan; Temporary or Permanent Closure of the Home

DFCS policy: Foster Care Manual: 1015.29: A Corrective Action Plan is implemented following an initial Discipline or Other Serious Foster Care Policy violation that does not have a direct impact on the safety and well being of the child or when repeated citations for Low Risk Policy Violations require the implementation of a more formal Corrective Action Plan to address the lack of compliance with standards and guidelines.

- The agency implements the Corrective Action Plan within 3 workdays of the completion of the staffing/consultation following the assessment of the foster home.
- After assessing and identifying the problem, the agency uses the Corrective Action Plan to create a plan to change the behavior. Results are measurable, tangible, and time limited, and are documented in the foster home record.
- IMPACT modules can be used as part of the Corrective Action Plan.
- The Corrective Action Plan is mutually completed by the Agency and Foster Parents. It is signed by the Agency Representative, DFCS Case Manager, and both foster parents, if applicable. It is approved and also signed by the Agency Director.
- At least 2 monthly in home visits per month are required during the corrective action period.
- If the foster parent refuses to sign the Corrective Action Plan, the home is closed.

The Corrective Action Plan is completed within a six month period. The number of Corrective Action Plans that may be developed for a family is one. The home will be closed upon a second incident of corporal punishment.

FOR ALLEGATIONS OF ABUSE OR NEGLECT, at a minimum, the procedure for notification should include the Agency Director or other appropriate administrative staff, the DFCS Placement Case Manager for all children in the home, Provider Relations, and the Office of Regulatory Services within 24 hours of receipt of the report.

Detailed written summary reports shall be made to the Department of Human Resources, Office of Regulatory Services (ORS), Residential Child Care Unit via email or fax on the required incident intake information form (IIIF) within 24 hours. This report shall be made regarding serious occurrences involving children in care, including but not limited to:

- (a) Accidents or injuries requiring medical treatment and/or hospitalization;
- (b) Death;
- (c) Suicide attempts;
- (d) Closure of the living unit due to disaster or emergency situations such as fires or severe weather;
- (e) Emergency safety interventions resulting in any injury; or
- (f) Any incident which results in any federal, state or private legal action by or against the institution which affects any child or the conduct of the institution. However, legal action involving the juvenile justice system is not required to be reported.
- (g) A detailed investigative report which includes steps taken by the facility to prevent further incidents of a similar nature from occurring shall follow in five work days if not provided initially.

