

MANUAL TRANSMITTAL

Arkansas Department of Human Services
Division of Children and Family Services

{ } Policy { } Form {X} Policy Directive
Service Programs Policy Manual

Issuance Number: FSPP 2005-03
Effective Date: July 1, 2005

From: Roy Kindle, DCFS Director

Expiration Date – Until
Superseded

Subj.: Executive Directive – Provider Redesign

The resources area of CHRIS has undergone a major redesign. As of 6/30/2005 the resources function will be renamed and called “Provider”. Information from the initial inquiry to approval of a prospective foster and adoptive applicant will now be captured in CHRIS in the “Provider Screens”.

Major Changes In The Provider Area of CHRIS Include:

- The word “resources” will no longer be used and will be replaced with the word “Provider.”
- When a child is placed in a relative foster home, this will be identified on the child’s Placement Screens. The placement identification will be by child, rather than by provider.
- Each Provider will have an established rate. When a child is entered into a placement, the rate will automatically populate over to the Provider Recommendation Screen. If the child requires a special board rate and the Area Manager has approved that rate, the authorized amount will be entered.
- All background checks (e.g. criminal record and motor vehicle) and CPR training and First Aid Certification will be recorded in the Provider Screens.
- All background checks including the Central Registry, criminal and local and motor vehicle must be completed with results received before a prospective family can be approved for pre-service training.
- Applicants will be automatically referred to Mid-South via an automatic e-mail, once the contacts screen in the new provider redesign has been completed with a contact purpose of “In-Home Consultation/Appr For Training” and the Supervisor checks the “Supervisor Reviewed Contact” checkbox.
- CHRIS will be monitoring all contacts and ensure that all requirements are met before approval (and re-evaluation) of a Provider.

The designated Resource Worker will enter information documenting all activities with the family. These activities will begin with Applicant Status (inquiry) to the approval process, including contacts with the family, in home consultation and approval for training in the new Provider Screens. The Area Manager, the designated resource worker ‘s immediate supervisor, will do approvals (initial and the re-evaluation) of these Providers in the new provider screens. A family can now be

designated as providing more than one service (e.g. ILP, foster, adoptive) under the same Provider ID in this new design.

When a person inquires about becoming a foster/adoptive parent through the Internet website, that information will be brought into the CHRIS county inbox the next working day. The county will have three (3) days from receipt into the County Inbox to make initial contact with the family.

Staff, responsible for the County Inbox, can view the inquiries to determine the appropriate assignment. If the applicant is interested only in Adoption, the primary assignment is to the Adoption Supervisor; if the applicant is interested only in Foster Care, the primary assignment is to the Area Resource Worker; and, if the applicant is interested in both Foster Care and Adoption, the primary assignment is to the Area Resource Worker, who will give the Adoption Supervisor secondary assignment.

Foster Parent Inquiry Meeting

As part of the foster parent application process, prospective foster parent applicants will be required to attend an inquiry meeting with DCFS staff prior to beginning the application process. The purpose of the inquiry meeting is to orient the participants to what it means to be a DCFS foster parent including the application process, training process, and the commitment to children. All persons who have inquired about being a foster parent will be invited.

The discussion topics in the presentation will include the following:

- A description of foster care; court process; reunification; visitation of children with parents;
- Types of children needing foster homes (teens, siblings, behaviors problems, i.e.); and types of foster homes needed in the county (African-American, i.e.).
- All participants will receive a copy of PUB-22, Standards for Approval for Foster Family Homes, either before or at the inquiry meeting. The approval standards will be discussed at this meeting. The application process also will be discussed and forms distributed to those interested.
- A current foster parent will be invited to the meeting and available to answer questions from the participants.

Procedure VII-A1 (Foster Parent Recruitment) currently states that the in-home consultation will be held within 10 days after the initial inquiry contact, however, Mr. Kindle is granting a policy alternative compliance on this issue so that the inquiry meeting can be held prior to all in-home consultations. Since inquiry meetings are designed to provide prospective families information about fostering, families will be better able to determine if they want to become a foster family or self-eliminate and, therefore, not need an in-home consultation.

The Policy Alternative Compliance is: The in-home consultation will be completed within 10 days of the family attending the inquiry meeting and expressing an interest in making an application to become a foster family.

Neighboring counties can hold joint inquiry meetings to better accommodate schedules and maximize staff time.

Inquiries to: Policy Unit, 682-8750