

PROCEDURE VI A-1

Out-of-Home Placement Criteria

The Family Service Worker will:

- Consider placement with appropriate relatives in a licensed or approved foster home.
- Conduct a review of the home that will include:
 1. A visual inspection of the home;
 2. A Central Registry Check on all members of the household ten (10) years of age or older to include all states where the applicants have lived in the last six (6) years, and in their state of employment, if different.

Expedited checks will be done on Provisional foster homes.

- Submit requests to the Arkansas Child Maltreatment Central Registry;
- Submit a CFS-316 [Request for Child Protective Services (CPS) Central Registry Check] on each applicant;
- In the request, include information that identifies whether or not the person to be checked has worked outside of the state of Arkansas in the last six (6) years;
- Contact other states in which the person to be checked has lived and/or worked in the last six (6) years;
- Determine requirements for release of confidential information from the other state's Child Maltreatment Central Registry;
- Submit a request for release of confidential information on DCFS letterhead that complies with the other state's release requirements. The request shall include:
 - a. Type of application (foster parent, adoptive parent, provisional foster parent, etc.);
 - b. Name and address of person making the request;
 - c. Reason for request;
 - d. Adult Applicant information: Full name, all prior names (maiden, married, aliases, etc.), SSN, race, date of birth/age, and residential history for last six years;
 - e. Information for all children currently or previously residing in the home: Full name, date of birth/age, and relationship to adult applicant;
 - f. Adult applicant signature and date;
 - g. FSW signature and date.

Central Registry will:

- Process the request within 10 business days after receipt;
- Send the results to the requestor, including a copy of the Child Maltreatment Report if information is found;

____If information is found for foster parent applicant(s): (1) a copy of the report will be filed in the Foster Family record and (2) a copy will be sent to the applicant(s). If information is found for adoptive parent applicant(s), the information will be released to the applicant only upon receipt of a notarized request to CPS.

- Process requests from out-of-state workers for release of confidential information; and
 - Attach a copy of the Prosecuting Attorney's Report, if available and if the request was generated by an out-of-state worker.
3. A finger-print based FBI Criminal Background check of all foster parents and all members of the household age sixteen (16) years or older, excluding children in foster care;
 4. An Arkansas State Police Criminal Record Check on all foster parents and members of the household fourteen (14) years of age or older;
 5. A local background check will be conducted on all foster parents and members of the household aged fourteen (14) years of age or older; and
 6. A vehicle safety check.
- Place a child in a provisional relative foster home if a relative is identified and it is in the best interest of the child. A child may be placed in the home of a relative on a provisional basis for up to six (6) months pending the relative's home being opened as a regular foster home. If the relative opts to have his or her home opened as a provisional foster home, the relative shall not be paid a board payment until the relative meets all of the

requirements and is opened as a regular foster home. The child(ren), if age appropriate, should also be interviewed about the placement with the relative to determine how the child feels about the placement.

The child is in the custody of the department, therefore, the child shall remain in an approved foster home or licensed shelter or facility, until the relative's home is opened as a provisional home.

All criminal background checks for Provisional Relative Foster Homes must be submitted to the DCFS Foster Care Unit by completing the CFS 342A (Foster Care Criminal Record Check) to receive expedited results. The CFS-342A can be faxed to the Foster Care Unit for expedited results; however, the fax must be accompanied by an email to the Foster Care Unit verifying that there is an original notarized copy of the CFS-342A in the possession of the Division. There is no fee for criminal background checks conducted for Provisional Relative Foster Homes.

The review of the home will also include the completion of the CFS-446 (In-Home Consultation Visit Report). The worker and supervisor will expeditiously review the background check results and the In-home consultation to determine if the home is a clean and safe environment for the child. The home will be approved as a Provisional Relative Foster Home if it is appropriate and in the child's best interest. Place the child in the Provisional Relative Foster Home once the home is approved and the family has signed the CFS-474 (Provisional Foster Home Orientation Checklist). The worker and the family must complete any corrective actions necessary to bring the home into compliance with minimum licensing standards within six (6) months.

- Request an Alternative Compliance for a Provisional Relative foster home, if appropriate. However, there must be documentation that the Alternative Compliance will in no way jeopardize the health and safety of the child(ren) placed with the family. All Alternative Compliance requests must go up the chain of command and be reviewed by the County Supervisor, Area Manager, and Assistant Director of Community Services before being presented to the DCFS Director. The Alternative Compliance must be approved before the home can be approved and children placed in the home. (See Appendix XI).
- Provide an orientation session with the family at the time of placing the child in the relative's home. Complete the CFS- 474 "Provisional Foster Home Orientation Checklist" as part of the orientation. The relatives must sign the completed CFS-474 before the child is left in their home. Inform the family that they are eligible to receive reimbursement for Medicaid travel only.
- Provide an initial clothing order to the child if one is needed. When a child is first placed in foster care, an initial clothing order may be issued. The Family Service Worker will assess with the foster parent which clothing items are needed and issue the authorized amount of clothing allowance. Purchases will be made using the DHS-1914 process. The FSW will accompany the foster parent to the store to approve the purchase.
- Complete all actions identified in Policy III-A "Services Case Opening and Re-Evaluation". Complete the IV-E and Medicaid application as prescribed in Procedure III-A2.
- Complete all of the medical exam requirements for the child including the Comprehensive Health Assessment see Procedure VI-D1 "Comprehensive Health Assessment and Health Plan for Children Receiving Out-Of-Home Placement Services".
- Complete all case opening functions as outlined in Policy IV-A "Services Case Plan" and IV-B "Case Staffings."
- Visit the child in the relative's home as required in policy VII-C "Supervision of Children in Out-Of-Home Placement."
- Assist the relatives in applying for benefits. Until the relative's home is opened as a regular foster home, the relative may apply for and receive benefits for which the relative may be entitled due to the placement of the child in the home, such as benefits under the Temporary Employment Assistance Program or food stamps.
- Ensure that the family is completing the process for foster home approval. If the relative's home is not fully licensed as a foster home within six (6) months of the placement of the child in the home: (a) The department shall remove the child from the relative's home and close the relative's provisional foster home or (b) The court shall remove custody from the department and grant custody of the child to the relative.

- Assess the situation if the family does not come into compliance within six (6) months of the placement of the child in the home and recommend to OCC on how the case should proceed, i.e. remain in foster care or have a completed approved home study and recommend custody to the relative.

All Alternative Compliance requests must go up the chain of command and be reviewed by the County Supervisor, Area Manager, and Assistant Director of Community Services before being presented to the DCFS Director. (See Appendix XI).

PROVISIONAL RELATIVE HOMES [Temporary Family Placement (No Board) Service in CHRIS]

The FSW caseworker must inform the Resource Worker of a relative who is interested in becoming a Provisional Relative Home for a child in foster care.

The Resource Worker must enter this family into CHRIS as a Provider opening two placement services: Temporary Family Placement (No Board) Service, and Foster Family Home Service. The Temporary Family Placement (No Board) Service must be quickly approved (once the necessary requirements are received), while the Foster Family Home Service has Applicant Status awaiting compliance (all required checks, certifications and training) for approval. In CHRIS, the family will have only one Provider Number showing two services provided by the family.

The Resource Worker will need to coordinate with the FSW to obtain demographic information on Family Members and enter the information into the CHRIS Provider screens.

In CHRIS:

Click Provider button and click New button:

General Information Screen:

- General Information Tab:
 - Click Person radio button
 - Enter First and Last Name of Head of Household 1
- Address/Telephone Tab:
 - Select Physical Location Address and enter address
 - Enter School District
 - Enter Phone Number
- AKA Tab:
 - Enter Person name, if known by another name
- Services Tab:
 - Click Placement Services radio button
 - Select Temporary Family Placement (No Board)
 - Enter Services Start Date
 - Select Parenting Structure
 - Click Add button
 - Click New button (to enter another Placement Service)
 - Click Placement Services radio button
 - Select Foster Family Home
 - Enter Services Start Date
 - Select Parenting Structure
 - Click Change button
- Contact Person Tab:
 - Contact Type: Select Person Responsible for Provider and enter name.
 - Services Provided: Highlight Select Temporary Family Placement (No Board) and Foster Family Home Services and click Add and OK button and click Change command button [Note: if the Person identified is not the Contact Person for both services, then, select only one service and click New button to enter another person for the other service.]

Members Button:

- Provider Household Members:
 - Household Information Tab – complete all fields on this tab for Head of Household 1 and Head of Household 2.

- Required Checks Tab – complete all necessary requirements especially Central Registry check and Local and State Criminal Record checks (Requested, Received and Passed) for both Head of Household 1 and Head of Household 2

Relations Button:

- Provider Household Relationships screen – complete relationships of household members

Services Management Button:

- Click OK on highlighted Temporary Family Placement (No Board) Service:
 - Admissions Button – complete fields, click Add
 - Rates Button – Payment Scale defaults to None
 - Details Button – complete mandatory fields (yellow) and click on Request Approval button and click on Request Approval checkbox

Contacts Button:

- Provider Contact Screen – click New and enter your contacts with the
- Provider selecting Placement Issues in the Purpose Select Box

Within the next six months, the family will be meeting all requirements to become a DCFS foster family, such as Training Hours, and other required checks to be in compliance (refer to the CHRIS procedures for Foster Family Approval).

When the family has an approved Foster Family service, the Temporary Family Placement (No Board) service, should be stopped.

In CHRIS:

- Click General Information Button:
 - Services Tab – enter the date in the Services End Date field, selecting the appropriate Reason for End Date and entering the explanation in the Comments for End Date text field.
- Utilize court-ordered relative information obtained from the parent to locate and contact potential relative resources.
- If the relative meets all relevant child protection standards, and it is in the child’s best interest to be placed with the relative caregiver, discuss with the relative the following two (2) options for placement of the child in the relative’s home:
 - (1) The relative becoming a DHS relative foster home; or
 - (2) The relative obtaining legal custody of the child. See Policy VI-J “Out-of-Home Non-DHS Custody/Relative Placements”.
- Complete the CFS-452 (Relative Placement Relative Care/Relative Foster Care Verification) stating that the family does/does not want to become a relative foster home.
- Select the Out-of-Home Placement that best fits the needs of the child. A child who has been identified as an Exempted From Finding Underaged Child Aggressor or Sexual Offender must not be placed in a foster home with other children, unless the child’s therapist feels that the child is no longer a danger to other children. Proper documentation of this will be contained in the child’s hard copy file. If the recommended placement is a facility, the facility must receive information regarding the allegations. This must be documented in the Recommend Placement screen.
- Complete the CFS-462A (Foster Home Agreement) Addendum at the time of placement.
- Document placement selection on the “Case Plan” (CFS-6010) by keying the “Plan Goals” and the “Needs/Svc” screens in the “Treatment” portion of the “Case Plan” section of CHRIS.
- Arrange at least one (1) pre-placement visit for the child before the initial placement and before any subsequent changes in placement if possible and appropriate. Contact the OCC Attorney immediately if child is being moved from one Out-of-Home Placement to another. See Procedure VII-D1.
- Contact the OCC Attorney immediately if there is any indication that the child is a member of an Indian tribe.
- Provide the child’s parents with a copy of PUB-11 (Your Child and Foster Care).

Adolescent and Child Sexual Offenders

Any child being placed who is an adolescent or child sexual offender and has been assessed and designated as a risk Level 3 or Level 4, and is required to register as a sex offender under the Offender Registration Act, must not be placed in any out-of-home placement that is within two-thousand (2,000) feet of the victim’s residence. In addition, the perpetrator is not allowed to have any direct or indirect contact with the intention to harass the victim.

The child may not be placed in any out-of-home placement that is within two-thousand (2,000) feet of any public or private elementary or secondary school, public park, youth center, or daycare facility.

Document in CHRIS that the child is a Level III or IV Registered Sex Offender and must not be placed in any out-of-home placement that is within two-thousand (2,000) feet of the victim's home or any public or private elementary or secondary school, public park, youth center, or daycare facility.

The FSW making the placement will need to provide the local law enforcement agency or other appropriate law enforcement agency, with all applicable and appropriate information that is required by law within five (5) business days after the person establishes residency. The FSW will document that law enforcement has been notified of this placement and all subsequent placements.