

INSTRUCTIONS

In-Home Consultation Visit Report

(CFS-446)

PURPOSE – The In-Home Consultation Visit Report is designed to capture information that will allow the Foster/Adoptive Home Evaluator to pre-screen the applicants and determine if a prospective foster/adoptive parent applicant meets minimum requirements for approval as a foster or adoptive parent. Approval of the applicants at the end of the form will result in the applicants being sent to pre-service training.

COMPLETION --- The Foster/Adoptive Home Evaluator will hold the In-Home Consultation within ten (10) working days after initial contact is made with a prospective family and use this form as a guide in completing the consultation. The CFS-446 must be completed and approved by the County Supervisor before a prospective family can attend Pre-Service training.

Additionally, the Foster/Adoptive Home Evaluator will:

- Discuss the standards for approval of foster parent applicants as outlined in PUB-22.
- Advise the prospective foster/adoptive parent(s) of his right to voluntarily withdraw his consideration to be a foster/adoptive parent.
- Inform the prospective foster/adoptive parent(s) of the possibility that he may not be approved to become a foster or adoptive parent if he does not meet minimum qualifications.
- Discuss training requirements including completion of CPR and First Aid Training prior to approval; and inform the foster/adoptive parent(s) of his responsibility to obtain the CPR and First Aid Training prior to approval.
- Obtain the signature(s) of the prospective foster/adoptive parent(s) on the In-Home Consultation Visit Report (CFS-446) upon receipt of the results of the Arkansas State Vehicle Safety Program check.
- Within 30 days of initial contact with the prospective foster/adoptive parent(s), submit the completed (CFS-446) to the DCFS County Supervisor, with one of the following recommendations:
 - Invite the applicant to attend Pre-Service Training, or
 - Do not invite the applicant to Pre-Service Training and provide an explanation, i.e., the applicant fails to meet standards.

ROUTING - Provide a copy of the completed CFS-446 to the County Supervisor

A copy to the prospective family

A copy to Mid South

A copy filed in the family's case record, if approved.

NOTE: Items that do not apply to adoptive home applicants have been highlighted in **BOLD PRINT**.