



**Administrative Policies and Procedures: 16.8**

<b>Subject:</b>	<b>Responsibilities of Approved Resource Homes</b>	
<b>Approval:</b>	,Commissioner	<b>Approved Date:10/01/11</b>
<b>Authority:</b>	TCA § 31-17-316, 37-5-106, 37-4-201, 37-4-201 et seq.; T.C.A. § 36-1-115(g)(1); Adoption and Safe Families, P.L. 105-89; Safe and Timely Interstate Placement of Foster Children Act of 2006, P.L. 109-239, and Social Security Act; Fostering Connections To Success and Increasing Adoptions Act of 2008, P.L.100-351	
<b>Standards:</b>	<b>DCS Practice Standards:</b> 3-201, 6-512C, 6-400, 6-401, 7-100A, 7-101A, 7-103A, 7-104A, 7-203A; <b>COA:</b> PA-BSM 1, PA-BSM 2, PA-FC 3.01, PA-FC 7.01, PA-FC 8.01, PA-FC 9.01, PA-FC 9.03, PA-FC 9.04, PA-FC 9.05, PA-FC 16.03, PA-FC 16.04, PA-FC 16.05, PA-FC 16.06, PA-FC 16.07, PA-FC 17.01, PA-FC 17.02, PA-FC 17.03, PA-FC 17.05, PA-FC 17.06, PA-KC 3.02, PA-KC 6.02, PA-KC 6.03, PA-KC 6.05, 6.08, PA-KC 7.03, 9.01, PA-KC 9.03, PA-KC 9.04, PA-KC 9.06, PA-KC 12.01, PA-KC 12.03, PA-KC 12.04, 12.06	
<b>Application:</b>	DCS Foster Care and Supervisory Staff and Private Provider Agency Staff	
<b>Policy Statement:</b>		
All approved resource parents, including those involved with the Interstate Compact on the Placement of Children (ICPC), must serve children in their home in accordance with current Department of Children's Services (DCS) Policies and Procedures and must partner and/or collaborate with DCS in the development and implementation of the child/youth's permanency plan. DCS/Private Providers and other state's child-welfare agencies and the children it serves expect resource parents to actively support the identified permanency plan goal and promote positive relationships between children and their birth families by participating in meaningful visitation and serving as positive role models.		
<b>Purpose:</b>		
DCS/Private Providers must ensure that their approved resource parents remain capable of providing for the safety, permanency and well-being of the children placed in their care and that they continue to serve children in their home in accordance with current DCS Policies and Procedure. It is the resource parent's further responsibility to support the permanency plan and to be respectful of the culture of the children placed in their homes, helping to preserve the history of the children's previous relationships. DCS/Private Providers must remain aware of the resource family circumstances in order to provide them with support to care for children placed in their home. This policy is applicable to DCS resource parents who are prospective placement resources for children under the ICPC.—		
<b>Procedures:</b>		
<b>A. Responsibilities of resource parents</b>	1. Approved resource parent(s) must comply with all DCS policies, procedures, and concepts discussed in <i>Parents as Tender Healers</i> (PATH) training.	

	<ol style="list-style-type: none"> <li>2. All household rules must be clearly communicated to the child/youth and written down for any child/youth can read and understand. The structured daily household routine provided for the child/youth may include:             <ol style="list-style-type: none"> <li>a) Clear and concise household rules;</li> <li>b) Identified acceptable and unacceptable behavior; and</li> <li>c) Possible consequences for unacceptable behavior.</li> </ol> </li> <li>3. A child/youth must not be allowed to leave the supervision of the resource parent(s) for extended visits or taken outside the State of Tennessee without prior written approval. The resource parent may approve short outings or overnight visits with family and friends of the resource parents. Refer to <a href="#"><u>Guidelines for Outings and Overnight Stays</u></a> for additional information.</li> <li>4. The Placement Services Division (PSD)/Private Provider staff must be notified, within one (1) working day, of any significant changes in the home (<i>i.e.</i>, new address, additional persons living in the household, health, income, <i>etc.</i>). Failure to report any significant changes could affect the status of the resource home and may result in termination of foster care board payments and possibly an overpayment assessment.</li> <li>5. If a child/youth runs away from the resource home, the resource parent must ensure the Family Service Worker (FSW) has the information needed to complete form <b>CS-0705, Absconder Recovery Runaway/Escapee Checklist</b>, as soon as it is known that the child/youth has run away.</li> <li>6. The resource parent(s) must not petition to adopt, obtain guardianship, or file for custody of a child/youth in their home unless DCS concurs with the plan and gives written approval. Refer to <i>T.C.A. § 36-1-115(g)(1)</i> for additional information.</li> </ol>
<p><b>B. Health needs</b></p>	<ol style="list-style-type: none"> <li>1. The child/youth's health needs must be monitored and arrangements made for the child/youth to receive routine medical and dental treatment as necessary, after discussing these needs with the FSW. Appointments must be made in accordance with DCS Policies <a href="#"><u>20.12, Dental Services</u></a> and <a href="#"><u>20.7 TENNderCare Initial and Annual Early Periodic Screening Diagnosis and Treatment Standards (EPSDT)</u></a>.</li> <li>2. In a medical emergency, the resource parents must immediately obtain emergency assistance for the child/youth, and notify the FSW/Private Provider or PSD staff as soon as possible.</li> <li>3. The resource parent(s) must ensure that each child/youth's nutritional needs are met and are encouraged to provide well-balanced meals. Families are also encouraged to accommodate the child/youth's cultural norms when planning menus.</li> <li>4. When the child/youth have appointments, resource parents will have form <b>CS-0689 Health Services Confirmation and Follow-up</b> and request that the service provider complete the form. If received from the provider, the resource parent will give a copy to the FSW.</li> <li>5. Resource parents will follow all doctors' orders for each child/youth in their care and will make no changes in a child/youth's treatment unless approved</li> </ol>

	<p>by the physician.</p> <p>6. Resource parents will maintain form <b>CS-0630, Resource Home Prescription Medication Record</b> for each child/youth placed in their care that is prescribed medication. The medication record will be updated on a daily basis or as necessary according to the prescription and turned into the child/youth's FSW each month to be filed in the case record.</p> <p>7. In ICPC cases, a copy of form <b>CS-0630, Resource Home Prescription Medication Record</b>, submitted to the FSW becomes part of the child/youth's ICPC record.</p> <p>8. Children who may require hospitalization are expected to return to their resource home once released by medical staff. Once back in the home, the resource parents must maintain follow-up care as directed by the treating physician.</p> <p>9. In ICPC cases, the procedure described above regarding health needs applies to DCS children who are placed in another state under the ICPC. The routine medical and dental health needs, medical emergency, medication and hospitalization responsibilities for any child/youth placed in an approved resource under the ICPC, is the direct responsibility of the sending state, not DCS. However, DCS will collaborate with the sending state regarding the circumstances of the child/youth's health in the placement.</p>
<p><b>C. Clothing and allowance</b></p>	<p>1. When a child/youth enters state custody, DCS staff must make every effort to obtain the child/youth's clothing from the parents or guardians following the removal. If the child/youth's clothing is inadequate, DCS will provide an initial clothing outlay in the following amount:</p> <ul style="list-style-type: none"> <li>a) 0 through 2 years - \$125</li> <li>b) 3 through 4 years - \$175</li> <li>c) 5 through 12 years - \$200</li> <li>d) 13 years and over - \$250</li> </ul> <p>2. The team leader may approve extra clothing outlays in emergency situations. These situations must be thoroughly documented in the child/youth's case recordings and/or in <b>TFACTS</b> (<i>i.e.</i>, weight loss, growth spurts, <i>etc.</i>).</p> <p>3. The FSW must complete the authorization for the purchase of clothing in <b>TFACTS</b> under Case Services for the child/youth in order to request and be approved for a clothing allotment.</p> <p>4. Resource parents will give an allowance at a rate consistent with the child/youth's age and developmental status.</p> <p>5. Adequate clothing, as well as a personal allowance, is expected to be provided from resource home board payment as outlined in DCS Policy, <a href="#"><u>16.29, Resource Home Board Rates.</u></a></p> <p>6. In ICPC cases, the procedure described above pertaining to clothing and allowance applies to DCS children that are placed in another state under the ICPC. The financial responsibilities for any child/youth placed in TN under the ICPC, including the responsibility for clothing allowance or the resource home board payment is that of the sending state, not DCS. However, DCS</p>

	<p>will collaborate with the sending state regarding the circumstances of the child/youth's clothing and allowance needs in the placement.</p>
<p><b>D. Education</b></p>	<ol style="list-style-type: none"> <li>1. All school-age children must:             <ol style="list-style-type: none"> <li>a) Be enrolled in an accredited school setting;</li> <li>b) Attend school daily;</li> <li>c) Have their attendance monitored; and,</li> <li>d) Have their education needs met in accordance with DCS Policy <a href="#"><u>21.14, <i>Serving the Educational Needs of the Child/Youth in DCS Custody.</i></u></a></li> </ol> </li> <li>2. Any problems regarding the child/youth's schoolwork will be discussed with the school personnel and the FSW.</li> <li>3. Resource parents are encouraged to attend all multi-disciplinary team (M-Team) meetings, Individual Education Plan (IEP) development meetings as well as other school-related meetings for the children in their care.</li> <li>4. Non-traditional school program enrollment may only be approved as outlined in DCS Policy <a href="#"><u>21.14, <i>Serving the Educational Needs of the Child/Youth in DCS Custody.</i></u></a></li> <li>5. A child/youth in DCS custody who has earned a high school diploma or GED must have their vocational and/or post-secondary educational interest addressed as in the <a href="#"><u><i>Independent Living Transition Plan.</i></u></a></li> <li>6. In ICPC cases, the procedure described above pertaining to education applies to DCS children who are placed in another state under ICPC and a child/youth placed in Tennessee under the ICPC. The sending state maintains responsibility for any educational costs for a child/youth placed in Tennessee. However, DCS will collaborate with the sending state regarding the circumstances of the child/youth's education in the placement.</li> </ol>
<p><b>E. Discipline</b></p>	<ol style="list-style-type: none"> <li>1. Resource parent(s) must strive to maintain appropriate discipline of the child/youth by correcting the child/youth's behavior when necessary and discussing any problems with the FSW in collaboration with PSD staff/Private Provider staff.</li> <li>2. Resource parents and all staff responsible for the care of children in DCS custody must adhere to the guidelines outlined in DCS Policy <a href="#"><u>25.10, <i>Behavioral Management.</i></u></a></li> <li>3. All consequences are to be age appropriate and timely. In accordance with DCS form <b>CS-0553, <i>Discipline Policy</i></b>, the following forms of discipline must not be used with children in DCS custody:             <ol style="list-style-type: none"> <li>a) Corporal punishment such as slapping, spanking, or hitting with any object;</li> <li>b) Excessive exercising (particularly of a military nature) such as running laps or repetitive sit-ups;</li> <li>c) Cruel and unusual punishment;</li> <li>d) Assignment of excessive or inappropriate work;</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>e) Denial of meals and daily needs;</li> <li>f) Verbal abuse, ridicule or humiliation;</li> <li>g) Permitting one child/youth to punish another child/youth;</li> <li>h) Chemical or mechanical restraints such as use of psychotropic medications to subdue a child/youth;</li> <li>i) Denial of planned visits, telephone calls or mail contact with birth family, attorney, siblings, FSW, or pre-adoptive family;</li> <li>j) Seclusion as a punishment; and</li> <li>k) Threat of removal from the resource home.</li> </ul> <p>4. In ICPC cases, the procedure described above pertaining to discipline applies to DCS resource homes serving children who are placed from another state under the ICPC, and resource homes in another state serving a DCS child/youth under the ICPC.</p>
<p><b>F. Routine transportation</b></p>	<ul style="list-style-type: none"> <li>1. Routine travel is included in the daily resource board rate and is an expectation of being a resource parent. These rates are based on the USDA calculated cost of raising a child/youth, which includes a transportation component.</li> <li>2. When frequent transportation is required, (<i>i.e.</i>, multiple appointments, alternative school, <i>etc.</i>) the Child and Family Team (CFT) will discuss the issue.</li> <li>3. The FSW or DCS Placement Services Division staff can request reimbursement for trips over fifty (50) miles one-way or multiple trips made within a week that is beyond the normal care of a child.   <p><b>Example:</b> If mileage is 52 miles one way and 52 miles on the return trip the resource parent is due reimbursement for 4 miles. Likewise, if the mileage is 52 miles one way and 48 miles the other, then the resource parent is due reimbursement for 2 miles. While this may seem incidental to the cost of a hundred mile trip, one must remember that the board rate already includes full transportation cost reimbursement.</p> <p><b>Note:</b> Travel will be reimbursed at the regular state rate at the time the travel took place.</p> </li> <li>4. Consideration can be made for extraordinary transportation in the following ways: <ul style="list-style-type: none"> <li>a) In the event the extraordinary transportation is of a recurring nature, then a special circumstance board rate can be considered to provide for the additional recurring cost of transportation. Given the fact that a special circumstance rate is a recurring rate, one would not suspect that mileage reimbursements would ever exceed a special circumstance rate.</li> <li>b) If the extraordinary transportation cost is of a non-recurring basis (sporadic or infrequent) then mileage reimbursement may be approved.</li> </ul> </li> <li>5. Requests for travel consideration will be made to the Regional Administrator/Designee, and if approved, the approval will be documented in a DCS memorandum. The FSW will attach the memo to the travel claim at</li> </ul>

	<p>submission.</p> <p>6. In ICPC cases, transportation management is the planning and financial responsibility of the sending state. DCS, as a sending state, is responsible to provide transportation management and routine transportation support for DCS children placed in another state under ICPC; conversely, other states are responsible to provide transportation management and routine transportation support for their children who are placed in Tennessee pursuant to the ICPC. This responsibility includes any cost or reimbursement affiliated with the provision of transportation for the child/youth. DCS is not responsible for provision of funding regarding transportation for children who are under the jurisdiction of another state; therefore travel claims related to the care of those youth will not be submitted to the State of Tennessee.</p>
<p><b>G. Extra-curricular activities</b></p>	<p>The child/youth's extracurricular activities will be encouraged and monitored. The actions associated with this monitoring and oversight will include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. The FSW will attempt to discuss and obtain the consent of birth parents when special activities arise for children. Form <b>CS-0559, Authorization for Release of Child-Specific Information from DCS and Contract Service Providers</b> will be provided to the parents and completed during these conversations. However, DCS may give consent or authorize the resource parents to give permission for special activities.</li> <li>2. Resource parents will also assist the child/youth in making developmentally appropriate choices in choosing extracurricular activities.</li> <li>3. Information regarding a child/youth's activities will be regularly communicated with birth family members.</li> <li>4. Resource parent(s) will consider a child/youth's age and developmental level when approving extracurricular activities.</li> <li>5. Refer to DCS Policy <a href="#"><u>1.15, News Media Relations for DCS Regional Offices and Juvenile Justice Facilities</u></a>, Section F, items 1-4 regarding interviews or photos of child/youth in DCS custody.</li> <li>6. In ICPC cases, the procedure described above pertaining to Extracurricular Activities applies to children placed in Tennessee with an approved resource family under the ICPC in consultation and cooperation with the permanency plan and appropriate parties in the sending state.</li> </ol>
<p><b>H. Religion</b></p>	<ol style="list-style-type: none"> <li>1. Resource families will make accommodations for children to participate in the religion or faith of their choice dependent on the child/youth's wishes.</li> <li>2. In ICPC cases, the procedure described above applies to resource families serving DCS children from another state under the ICPC.</li> </ol>
<p><b>I. Case planning participation</b></p>	<ol style="list-style-type: none"> <li>1. Resource parents and the CFT are vital partners to the Department. Resource parents will consistently participate in case planning by:</li> </ol>

	<ul style="list-style-type: none"> <li>a) Attending and participating as an active member in the CFTM process;</li> <li>b) Providing input to case decisions and permanency plans; and</li> <li>c) Supporting the implementation of those plans.</li> </ul> <p>2. In ICPC cases, the responsibility for the development and initiation of Permanency Plans for children placed in Tennessee under the ICPC is that of the sending state. Any Tennessee resource home approved for placement of a child/youth from another state <b>is</b> strongly encouraged to participate in any planning, including CFTM’s scheduled by the sending state. In addition, DCS FSW and Permanency Specialists are encouraged to participate as a consulting member with those resource families in any planning activities including CFTMs scheduled by the sending state.</p> <p>3. Resource parents in another state providing placement to DCS children are to participate in the requirements described in this section.</p>
<p><b>J. Shared parenting</b></p>	<p>Resource parents will share planning and caring for children with members of the CFT including the birth parents, DCS, and Private Providers.</p> <ul style="list-style-type: none"> <li>1. When parental rights are intact, shared parenting must take place through direct contact with the birth family, unless otherwise indicated by a decision of the CFT.</li> <li>2. Resource parents must assist the child/youth’s FSW and actively support the quality visitation plan outlined in the child/youth’s permanency plan.</li> <li>3. If parental rights have been terminated or surrendered, the resource parent must acknowledge and respect the child/youth’s feelings about the birth family and demonstrate this through their parenting.</li> </ul>
<p><b>K. Life book maintenance</b></p>	<ul style="list-style-type: none"> <li>1. Children in DCS custody will have a life storybook to document and preserve their history during the time they are in DCS custody. This “Life Book” will be constructed and maintained in order to help the child/youth understand their current situation as well as help them process the feelings they may have around significant life events.</li> <li>2. The FSW will assist the resource parent in creating and maintaining Life Books for all children placed in their home (refer to <a href="#">Guidelines For Life Story Books</a>).</li> <li>3. The FSW/Private Provider staff will assist resource parents with access to basic Life Book supplies. Staff will consult with their Team Leader regarding the manner in which to acquire these supplies. Each region will establish a process for the procurement of Life Book supplies and ensure that information regarding access to the supplies is communicated to Team Leaders.</li> <li>4. The Life Book is the property of the child/youth and must travel with the child/youth any time there is a placement change.</li> </ul>
<p><b>L. Mandatory in-service training for non-kinship</b></p>	<ul style="list-style-type: none"> <li>1. In the first year after the home study approval date, active resource parents/caretakers who are serving <u>Dependent/Neglected or Unruly children/youth</u> must complete fourteen (14) hours of continuing education in:</li> </ul>

resource parents	<ul style="list-style-type: none"> <li>a) <b><i>Working with the Education System</i></b> (2 hours)</li> <li>b) <b><i>Helping Children Make Transitions</i></b> (3 hours)</li> <li>c) Fostering Positive Behavior for Resource Parents (3 hours)</li> <li>d) <b><i>Child Development</i></b> (2 hours)</li> <li>e) <b><i>Cultural Awareness</i></b> (1 hour)</li> <li>f) <b><i>Working with Birth Parents</i></b> (3 hours)</li> </ul> <p>2. In the first year after the home study approval date, active resource parents/caretakers who are serving the child/youth who have been adjudicated <u>Delinquent</u> must complete 20 hours of continuing education in:</p> <ul style="list-style-type: none"> <li>a) <b><i>Parenting the Youthful Offender</i></b> (9 hours)-This class includes the <b><i>Working with Birth Parents and Positive Discipline 1</i></b> core curriculum;</li> <li>b) <b><i>Working With The Education System</i></b> (2 hours); <u>and</u></li> <li>c) All of the following PATH post-approval courses must also be taken within the first year of approval: <ul style="list-style-type: none"> <li>◆ <b><i>Fostering Positive Behavior</i></b> (3 hours);</li> <li>◆ <b><i>Helping Children Make Transitions</i></b> (2 hours);</li> <li>◆ <b><i>Child Development</i></b> (2 hours); and</li> <li>◆ <b><i>Cultural Awareness</i></b> (1hour)</li> </ul> </li> </ul> <p>3. During the second year of participation, active resource parents/caretakers must complete fourteen (14) hours of training. This training will consist of the following:</p> <ul style="list-style-type: none"> <li>a) <b><i>CPR First Aid</i></b> (4 hours)</li> <li>b) <b><i>Working with the Educational System</i></b> (2 hours)</li> <li>c) <b><i>Medication Administration</i></b> (4 hours)</li> <li>d) <b><i>Parenting the Sexually Abused Child</i></b> (3 hours)</li> <li>e) <b><i>Cultural Awareness</i></b> (1 hour)</li> </ul> <p>4. In subsequent years, resource parents must complete fifteen (15) hours of training annually. If at all possible, couples are encouraged to participate in training together. In-service training credit may be obtained in various ways:</p> <ul style="list-style-type: none"> <li>a) Attendance at the annual, regional foster/adoptive training conference;</li> <li>b) Attendance at the annual conference of the <b><i>Tennessee Foster Care Adoptive Association (TFACA)</i></b>;</li> <li>c) Special workshops on specific topics are offered through local foster care associations in conjunction with their meetings. Also, training staff and/or Central Office program staff are available to conduct policy training for resource parent workshops;</li> <li>d) Interdependent Living training is available for resource parents and staff who work with adolescents to prepare youth for life on their own;</li> </ul>
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	<p>e) Resource Parents may also access up to seven (7) hours of computer-based training per year, via the internet. Training hours related to reading books and reporting to the PSD staff will be limited to three (3) hours per year;</p> <p>f) Other training options include special events offered by school systems, mental health facilities and other public service resources. Journals, magazine articles, video tapes and books may be used for individual study. The PSD staff may offer suggestions and help to provide these resources; or</p> <p>g) <b>CPR/First Aid (4 hours)</b> and <b>Medication Administration (4 hours)</b> training are required every two(2) years.</p> <p><b>Note:</b> CPR certification due to type of employment (<i>i.e.</i>, nurses, doctors, emergency medical personnel, <i>etc.</i>) can replace this requirement. Also, medical personnel may take the modified version of <b><u>Medication Administration for Medical Professionals</u></b> provided by DCS nurses.</p> <p>h) <b>Working with the Education System (2 hours)</b> is required annually.</p> <p>5. During the years between biennial reassessment of the home, Private Provider/DCS Resource Parent Support staff members will assess completion of the annual mandatory training requirements for each of the approved family members. If the training requirements have not been met, a Corrective Action Plan will be completed with those family members and documented in the resource home case file.</p> <p>6. The mandatory in-service training for traditional resource family requirements as described in this section, applies to DCS traditional resource families serving children from another state. Under the ICPC mandatory in-service training requirements for non-kinship resource parents in another state serving DCS children is subject to the home study policies and procedures of that state.</p>
<p><b>M. Mandatory in-service training for kinship resource parents</b></p>	<p>In the first year after the home study approval date, active kinship resource parents/caretaker who are serving Dependent/Neglected or Unruly children and youth must complete seventeen (17) hours of continuing education:</p> <p>1. <u>Mandatory Courses:</u></p> <p>a) <b>Family Role Conflict</b> (3 hours);</p> <p>b) <b>Family Dynamics</b> (3 hours);</p> <p>c) <b>Working with the Education System</b> (2 hours);</p> <p>d) <b>Helping Children Make Transitions</b> (3 hours)</p> <p>e) <b>Child Development</b> (2 hours)</p> <p>f) <b>Fostering Positive Behavior for Resource Parents</b> (3 hours); and</p> <p>g) <b>Cultural Awareness</b> (1 hour)</p> <p>2. During the second year of participation, active resource parents/caretaker must complete fourteen (14) hours of training. This training will consist of the following:</p>

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|  | <ul style="list-style-type: none"> <li>a) <b>CPR First Aid</b> (4 hours)</li> <li>b) <b>Working with the Educational System</b> (2 hours)</li> <li>c) <b>Medication Administration</b> (4 hours)</li> <li>d) <b>Parenting the Sexually Abused Child</b> (3 hours)</li> <li>e) <b>Cultural Awareness</b> (1 hour)</li> </ul> <p>3. In subsequent years, resource parents must complete fifteen (15) hours of training annually. If possible, couples are encouraged to participate in training together. In-service training credit may be obtained in various ways:</p> <ul style="list-style-type: none"> <li>a) Attendance at the annual <b>Regional Foster/Adoptive Training Conference</b>;</li> <li>b) Attendance at the <b>Annual Conference of the Tennessee Foster Care Adoptive Association (TAFCA)</b>;</li> <li>c) Special workshops on specific topics are offered through local foster care associations in conjunction with their meetings. Also, training staff and/or Central Office program staff are available to conduct policy training for resource parent workshops;</li> <li>d) Interdependent Living training is available for resource parents and staff who work with adolescents to prepare youth for life on their own;</li> <li>e) Resource Parents may also access up to seven (7) hours of computer based training per year, via the internet. Training hours related to reading books and reporting to the PSD staff will be limited to three (3) hours per year;</li> <li>f) Other training options include special events offered by school systems, mental health facilities and other public service resources. Journals, magazine articles, video tapes, and books may be used for individual study. The PSD staff may offer suggestions and help to provide these resources;</li> <li>g) <b>CPR/First Aid (4 hours)</b> and <b>Medication Administration (4 hours)</b> training are required every two (2) years.</li> </ul> <p><b>Note:</b> CPR certification due to employment (eg., nurses, doctors, emergency medical personnel, etc.) can replace this requirement. In addition, medical personnel may take the modified version of <b>Medication Administration for Medical Professionals</b> provided by DCS nurses.</p> <ul style="list-style-type: none"> <li>h) <b>Working with the Education System</b> (2 hours) is required annually.</li> </ul> <p>4. During the years between biennial reassessment of the home, Private Provider/DCS Resource Parent Support staff members will assess completion of the annual mandatory training requirements for each of the approved family members. If the training requirements have not been met, a Corrective Action Plan will be completed with those family members and documented in the resource home case file.</p> <p>5. The mandatory in-service training requirements for kinship resource parents described in this section, applies to DCS kinship resource families serving children from another state under ICPC. Mandatory in-service training requirements for kinship resource parents in another state serving DCS</p> |
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	<p>children, is subject to the in-service policies and procedures of that state.</p>
<p><b>N. Resource home addendum requirements</b></p>	<ol style="list-style-type: none"> <li>1. An assessment of the need to complete an addendum to the resource home study will be discussed at each of the monthly home visits by the Private Provider/DCS Resource Parent Support staff member.</li> <li>2. An addendum to the home study must be completed within five (5) working days of notice that there has been any significant change in the family (see form <b>CS-0773, Resource Home Addendum</b>). These changes may include <b>but are not limited to</b> a change in the number/type of children for which the family is approved or the addition of household members/significant others entering the home. The addendum must be approved by the Team Leader (or Private Provider supervisory staff) and entered into <b>TFACTS</b>.</li> <li>3. An Internet Record Clearance and complete local criminal background check must be completed within one (1) working day if any adults enter the home and will be residing there for more than fourteen (14) days. This will include all adults living in the main residence. CPS/SSMS Records checks will be completed within fifteen (15) days of entry into the residence. Fingerprinting must also be arranged within fifteen (15) days following the notice that there are new adult household members.</li> <li>4. Resource homes that have new adults residing in the home who have not had a local background check and an internet record clearance may not be paid and run the risk of a possible overpayment assessment.</li> <li>5. All new household members must provide a medical report from a licensed physician (refer to DCS Policy <a href="#">16.4, Resource Home Approval</a>, Section D, item 5).</li> <li>6. All adult household members or significant others (Paramours, fiancés, or partners) that have regular day-to-day access to the children placed in the home or provide a parental role (child care, transportation, discipline, or other support to children) will need to enroll within 30 days of entering the home and complete PATH training.</li> </ol>
<p><b>O. Resource homes re-assessments and home evaluations</b></p>	<ol style="list-style-type: none"> <li>1. All DCS or Private Provider resource homes including those resource homes actively serving a child/youth in placement pursuant to the ICPC requirements must be reassessed no less than biennially (every two years from the date of initial approval). Approval periods should remain the same biennially unless extenuating circumstances arises in which the resource home requires a new approval period. A resource home's approval period is considered lapsed when the re-assessment due date is not met. A resource home will default to an "Unapproved" status if the home remains unapproved for thirty (30) consecutive days <b>after</b> its re-assessment due date. Any resource home which remains in "Unapproved" status <b>after</b> thirty (30) consecutive days will be considered inactive effective the 31st day and <b>all</b> new criminal background checks are to be obtained (refer to DCS Policy <a href="#">16.4, Resource Home Approval</a>, Section I). A resource home's approval date may change based on the date that the re-assessment of the resource home was completed and approved. The home will retain an active eligibility status for 2 years from the date the home was approved/re-assessed.</li> </ol>

2. If the re-assessment due date has lapsed, a paper addendum explaining the reason the approval due date was not met timely will be required. The paper addendum must also be included with the approval documentation. Team Coordinator and Regional Administrator signatures must be obtained for this document. For private provider resource homes, equivalent title signatures must be obtained.
3. Refer to DCS Policy [16.36, Title IV-E Foster Care Funds](#), to determine the period of eligibility/reimbursability of any resource home or childcare institution.
4. Documentation for resource home approval should not be dated older than ninety (90) days from the approval due date.
5. The reassessment process consists of:
  - a) A home visit by the PSD or Private Provider staff;
  - b) Completion of form **CS-0668, Authorization for Release of Information**;
  - c) Verification of the completion of all annual training requirements;
  - d) Results from all background checks must be documented on form **CS-0687, Criminal History and IV-E Eligibility Checklist**, in the same manner as set out in *Section A, item 4* of this policy.
    - ◆ DCS/Private Provider Resource parents, and any other adult residing in the home, must report any arrest indictment or criminal conviction of any criminal offense (either misdemeanor or felony).
  - e) Local law enforcement agency records check. Any charges identified from this search for which there is no disposition (misdemeanor or felony) must be clarified by obtaining additional documentation from the court of jurisdiction. If during the course of gathering this information any new criminal charges are found that will require a waiver, refer to **CS-0921, Waiver of Criminal Convictions, PATH Training Modifications, Non-Safety Issues, and CPS Indications**. In situations where there are pending charges that have not been resolved, approval will be withheld until the charges have been resolved. **NO** waiver may be obtained for pending charges regardless of possible disposition outcome. Misdemeanor offenses related to traffic violations, except for DUI offenses, are not required to be waived. However, such offenses must be evaluated as to any safety risk associated with resource parent responsibility.
 

**Note:** Providers that utilize on-line services such as **Kroll, Intellacorp, Mycertifphi**, etc., to conduct background checks may continue to use these services to meet the requirements to obtain criminal records checks.
  - f) An Internet Records Clearance must be completed for all household members age eighteen (18) years or older. This documentation must include the following:
    - ◆ **National Sexual Offender Registry** - Internet Web site address:

<http://www.nsopw.gov>.

- ◆ **Tennessee Department of Health Abuse Registry Clearance** - Internet Web site address:  
<http://health.state.tn.us/abuseregistry/index.html%20>
  - ◆ All registry checks must be completed in accordance with policy to ensure timely re-assessment of resource homes. However, findings of non-compliance on a re-assessed resource home can be rectified by re-running the checks appropriately. Checks that show no results will be considered compliant within the re-assessment period. Checks that show charges or convictions within the findings will be deemed non-compliant.
  - ◆ Any Private Provider agency using an internet service to complete the required background checks for potential resource parents and/or other adult household members is responsible for assuring that such provider accesses the internet searches listed above. Doing so will preclude the need for the provider to complete each individual internet search. Failure to ensure and verify that the chosen internet service uses the exact sites listed above for each check will result in that check being considered invalid. This may potentially cause a home to be identified as noncompliant and result in monetary penalties.
- g) Verification of a valid driver's license, current vehicle registration, vehicle liability insurance, and a Driving Record Check/ Moving Violation Record Check for each resource parent approved to transport a child/youth is required.
  - h) Review and completion of form **CS-0553, Discipline Policy** with new signature by the resource parent(s).
  - i) Review and completion of form **CS-0670, Resource Parent Oath to Abide** with new signature by the resource parent(s).
  - j) Review and completion of **form CS-0431, Monthly Family Financial Income and Expenditures** and collection of income verification documentation.
  - k) Completion of form **CS-0692, Resource Home Mutual Re- Assessment, Re-Activation or Re-Classification** with the resource parents. This document must be reviewed and signed by the Team Leader or Private Provider supervisory staff. The date of the signature of the Team Leader or private provider supervisory staff confirms the approval or re-assessment. The signature date must be in accordance with the due date and the 30-day rule. The resource home approval information must be entered into **TFACTS** (refer to DCS Policy [16.16 Denial or Closure of Resource Homes](#)).
  - l) Completion of form **CS-0707, Medical Self-Report (Annual) Resource Parent/Child** is required to ascertain the continuing health status of each resource parent and child/youth residing in the home. If any health changes are reported, form **CS-0678, Resource Parent Medical Report**,

	<p>must be completed.</p> <ul style="list-style-type: none"> <li>m) Completion of forms <b>CS-0676, Home Safety Checklist</b> and <b>CS-0871, Resource Home Disaster Plan</b>.</li> <li>n) Completion of form <b>CS-0699, HIPAA Notice of Privacy Practices - Client Acknowledgement</b>.</li> <li>o) The PSD staff must ensure the resource home section of <b>TFACTS</b> is current.</li> <li>p) The PSD staff must also ensure that any resource family who is interested in adopting can register with AdoptUSKids.org. PSD staff will provide interested families with form <b>CS-0950, ADOPTUSKIDS Information Acknowledgement</b>. A signed copy of the form must be maintained in the resource home case file.</li> <li>q) The PSD staff must complete a new form <b>CS-0702, Resource Home Approval</b> for all families who remain in good standing, following their biennial re-assessment.</li> <li>r) Some families wish to continue serving as resource parents following the finalization of an adoption. In those cases, an addendum reflecting the change in the family must be added to the most recent home study. This addendum must be completed within thirty (30) days of the finalized adoption or the home must be closed.</li> </ul> <p>6. The resource home re-assessment requirement described in this section applies to DCS resource families serving children from another state under the ICPC. Re-assessment of resource homes in another state serving DCS children is subject to the policies/procedures of that state. However, in order to continue to provide federal financial and other benefits subject to IV-E, DCS is required to document and maintain the resource homes in another state serving DCS children.</p> <p>7. Once all the above requirements are met and the agency has issued a re-approval letter, the applicant is considered an approved resource family and is permitted to continue to accept placements for kinship care, foster care, or adoption.</p> <p>8. During the years that the biennial re-assessment is not completed with the home, the RPS staff person will complete an evaluation of each home during the month of the approval anniversary. This evaluation will include the completion of a case process review, assessment of completion of annual training hours, any need to complete an addendum to the home study, and review of any SIU's over the last year. During the monthly meeting with the resource family in the home, the RPS staff person will review the results of their evaluation and discuss the strengths/challenges of the family. The topics and results of this conversation should be documented in the monthly resource home case recordings.</p>
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<p><b>P. Resource home eligibility teams (RHET &amp; D-RHET)</b></p>	<p>In order to ensure that Federal IV-E safety requirements are met for funding purposes, the Resource Home Eligibility Team (RHET) will review the documentation used to support the resource home approval decision. The DCS Child Placement and Private Provider Unit (CPPP) in Central Office manages RHET. Safety documents for Private Provider and DCS resource homes will be uploaded in <b>TFACTS</b> and attached to the resource home's current assessment. (Refer to the <u><b>Departmental Resource Home Eligibility Team (D-RHET) Protocol</b></u> and <u><b>Resource Home Eligibility Team (RHET) Protocol.</b></u>)</p>
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**Forms:**

[CS- 0431, Monthly Income & Expenditures](#)

[CS- 0871, Resource Home Disaster Plan](#)

[CS-0493, Standard Claim Invoice](#)

[CS-0544, Resource Home Placement Checklist](#)

[CS-0553, Discipline Policy](#)

[CS-0630, Resource Home Prescription Medication Record](#)

[CS-0668, Authorization for Release of Information](#)

[CS-0670, Resource Parent Oath To Abide](#)

[CS-0675, Resource Home Cover Sheet](#)

[CS-0678, Resource Parent Medical Report](#) (if Applicable)

[CS-0687, Criminal History and IV-E Eligibility Checklist](#)

[CS-0689, Health Services Confirmation and Follow up Notification](#)

[CS-0690, Resource Home Study and Family Update Checklist](#) (If Applicable)

[CS-0692, Resource Home Mutual Re-Assessment, Re-Activation and Re-Classification](#)

[CS-0702, Resource Home Approval](#)

[CS-0705, Absconder/Runaway/Escapee Recovery Checklist](#) (If Applicable)

[CS-0707, Medical Self- Report \( Annual\) Resource Parent/Child](#)

	<p><a href="#"><u>CS-0773, Resource Home Addendum</u></a></p> <p><a href="#"><u>CS-0921, Waiver of Criminal Convictions, PATH Training Modifications, Non-Safety Issues, and CPS Indications</u></a></p> <p><a href="#"><u>CS-0950, ADOPTUSKIDS Information Acknowledgement</u></a></p> <p><a href="#"><u>Note: Private Provider agencies may use equivalent forms, provided the content of the forms capture the content of the forms listed above.</u></a></p>
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<p><b>Collateral documents:</b></p>	<p><a href="#"><u>Attachment 1 Guidelines For Supplemental Respite Care</u></a></p> <p><a href="#"><u>Attachment 2 Guidelines For Outings and Overnight Stays</u></a></p> <p><a href="#"><u>Attachment 3 Guidelines For Life Story Books</u></a></p> <p><a href="#"><u>Attachment 4 Foster Care Associations</u></a></p> <p><i>Community Risk Assessment (When Applicable)</i></p> <p><a href="#"><u>Departmental Resource Home Eligibility Team (D-RHET) Protocol</u></a></p> <p><a href="#"><u>Foster Parent Handbook</u></a></p> <p><i>Local Police Check Results</i></p> <p><i>Proof of all Reported Income</i></p> <p><a href="#"><u>Protocol for Re-activation or Re-Classification of Resource Homes</u></a></p> <p><a href="#"><u>Resource Home Eligibility Team (RHET) Protocol</u></a></p> <p><a href="#"><u>The Interstate Compact on the Placement of Children Practice and Procedure Manual</u></a></p>
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<b>Glossary:</b>	
<b>Term</b>	<b>Definition</b>
<b>Driving Record Check/Moving Violation Record:</b>	Each region has designated specific Resource Parent Support Staff who are able to access the Moving Violation Records via an understanding with the Tennessee Department of Safety. This access provides DCS with driving records for each individual/ resource parent that provides transportation for DCS children. The report will show speeding and DUI charges and other moving violations. In an attempt to keep DCS children safe while in foster care, these reports will be completed during annual re-assessments of resource homes and will also be completed prior to approving a new resource home.
<b>Family Service Worker:</b>	A DCS term used to identify the position previously known as the DCS Case Manager or Home County Case Manager. This person is principally responsible for the case and has the primary responsibility of building, preparing, supporting and maintaining the Child and Family Team as the child and family move to permanence.
<b>Placement Services Division:</b>	A DCS term is used to identify a combined division which include staff previously know as Foster Parent Support Unit or Residential Case Management Staff, Resource Managers, and Recruiters. This newly formed division is responsible for recruitment of DCS Resources Families, support to DCS Resource Families, and Placement of all children in DCS custody within a region, including referrals to private provider agencies. Currently, there are regions that have yet to fully develop this combined group.