

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: March 1, 2007
	Section 11: Family Preparation and Summary	Version: 1

POLICY	OLD POLICY: 609.234, 609.41
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The Indiana Department of Child Services (DCS) will require all foster or adoptive home studies to be prepared using the [Resource Home Preparation Assessment Summary](#) outline.

Code References

N/A

PROCEDURE

The licensing worker will complete the [Resource Home Preparation Assessment Summary](#) by:

1. Incorporating feedback from resource or adoptive family interviews completed during the first and second home licensing home visit and information from the training feedback form;
2. Conducting additional interviews or obtaining additional records depending upon individual case determinations; and
3. Documenting the licensing recommendation and supporting evidence within the summary.

The [Resource Home Preparation Assessment Summary](#) must be updated when any significant changes occur within the foster family home, such as but not limited to:

1. Change in address;
2. Additional household members being added or deleted from the family composition; and
3. Changes to the living condition.

Following the completion of the [Resource Home Preparation Assessment Summary](#), the licensing worker will:

1. Meet with the applicant, either in the office or in the home, to have the applicant review the summary, submit any comments, and sign the report; and
2. Complete the signature page regarding the recommendation of the [Resource Home Preparation Assessment Summary](#) following a team or supervisory staffing.

Note: Adoption Home Preparation Assessment summaries for families willing to accept special needs children must be approved by the Special Needs Adoption Program (SNAPT) team. See separate policy, 10.8 Regional SNAPT Team Meetings.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[Resource Home Preparation Assessment Summary](#), including [Cover Page](#) with signatures

RELATED INFORMATION

The Resource Family Home Preparation process is essential to provide the family with the information and skills required to meet the needs of the child(ren) in placement and, therefore, to avoid placement disruptions. The Resource Family Preparation Process consists of submission of the application, completion of background checks, and gathering data, sharing information about the children, the agency, and policies, and mutually assessing the applicant's willingness and ability to foster a certain type of child. This will be accomplished during home visits with licensing worker that will guide the process and gather appropriate data. The result of this process is a written summary (home study) prepared by the licensing worker and signed by the foster parents.

Any variation from these procedures due to specific case requirements or licensing agency restrictions is to be approved by the Central Office Licensing Unit Manager and fully documented in the licensing file. These procedures delineate the minimum effort necessary for any licensing action.