Period Under Review: The past 13 months.

1. Does the case file documentation support the resource home type? (check all that apply)

* Adoptive
* Basic Foster Care
* Advanced Foster Care
* Medically Complex
* No, insufficient documentation
* Care Plus

2. The original home study contains all the following certification requirements (check all that apply):

* Yes
* No, the documentation around the criminal background check is missing
* No, the documentation around the CA/N check is missing
* No, the home study report is missing
* No, the home study is not descriptive of the family dynamics
* No, the home study narrative and supporting documentation is not descriptive of the family’s cultural information
* No, the narrative does not address the skills needs for fostering and adopting
* No, a professional development plan is needed
* No, the compatibility inventory is missing
* No, the home study doesn’t contain three, non-related personal references
* No the credit references or credit report is missing
* No, the DPP 107 Health Information is missing
* No, the DPP 108 Health Information form regarding dependent children is missing
* No, the DPP 117 Verification of Marriage and Divorce is missing
* No the DPP 170 Financial Statement is missing
* No, the DPP 111 Foster Home Contract is missing
* No, the DPP 1290 Family Application Cover Sheet is missing
* No, the original approval letter and/or recommendation is missing
* No, Discipline Policy was not included
* N/A, home not approved during the period under review.

3. The original home study was completed within four months of the pre-service training, Meeting 1:

 󠅶󠅶 Yes, the home study was completed timely

 󠅶󠅶 No, the home study exceeded four months

 󠅶󠅶 No, however an extension is documented in I-TWIST and/or the file

 󠅶󠅶 Family voluntarily withdrew and was approved at a later date

* N/A, home not approved during the period under review.

4. There is a signed foster home contract (DPP111) for the current biennium. 󠅶󠅶Yes 󠅶󠅶No 󠅶󠅶N󠅶/A

5. There is a signed approval letter for each approval type. 󠅶󠅶Yes 󠅶󠅶No 󠅶󠅶N󠅶/A

6. A new foster home contract was signed when the approval type changed. 󠅶 󠅶󠅶Yes 󠅶󠅶No 󠅶󠅶N󠅶/A

7. Is the Ongoing Recommendation screen current in i-TWIST (i.e. completed within the past year or

 when the family's level of approval changed)?

8. Was the most recent annual re-evaluation report approved timely?

* Yes, the full assessment was conducted prior to or during the anniversary month of original approval
* No, the worker narrative was not completed timely
* No, the criminal records check was not timely, prior to or during the anniversary month of original approval
* No, the CA/N check was not timely, prior to or during the anniversary month of original approval
* No, the training records were not included in the re-evaluation report
* No, the training records indicate that the family did not complete the required training
* No, DPP 170 Form was not included
* No, DPP 107 Health Information was not included
* No, Immunization records for birth children were not included
* No, Discipline Policy was not included
* No, Approval/On Hold letter was not included
* No, the Annual Re-Evaluation Report Cover Sheet was not included or was incomplete.
* N/A, the Annual Re-Evaluation was not due during the period under review or the home has not been open for one year.

Instruction: Reviewer may select all that apply.

9. Does the annual re-evaluation report provide enough details to demonstrate a thorough assessment of

 the current family situation?

* Yes
* No, the report does not contain sufficient information about CPS referrals since the last annual re-evaluation or original approval
* No, the report does not contain sufficient information of agency identified needs or concerns
* No, a corrective action plan was warranted and not included

Instruction: Training needs should be discussed as well as ongoing foster home requirements and any issues identified over the past year.

10. Does the documentation indicate that face to face contact with the foster or adoptive family was of

sufficient quality and frequency to address key issues with the family pertaining to the needs of the foster or adoptive parents and the placed child/ren?

Subcategories—answer for each person: (Foster/Adoptive Parent 1, Foster/Adoptive Parent 2)

* Yes
* No, the frequency was not sufficient to provide ongoing monitoring of risks and safety
* No, the quality was not sufficient to provide ongoing monitoring of risks and safety

Instruction: Reviewer should consider documentation or lack thereof to support foster and adoptive families and promote placement stability.

11. If the foster or adoptive home was identified as having a need for them, resource home reviews were

conducted and plans of corrective action were completed appropriately?

* Yes
* No, resource home reviews were not conducted
* No, corrective actions plans were indicated, but not completed
* No, corrective action plans were completed, but R&C contacts fail to document execution of the plan details
* N/A, the foster or adoptive home was not in need of resource home reviews in the period under review

Instruction: Reviewer should follow SOP 12.17 Foster and Adoptive Home Reviews.

12. Comprehensive services were offered/provided to adoptive or foster parents that demonstrate consideration of the identified needs as well as the type of home.

* Yes
* No, behavioral health services were not provided to the child
* No, educational services were not provided to the child
* No, appropriate medical support was not provided to the caregiver
* No, respite was not provided
* No, child care was not offered

Instruction: Reviewer should consider all documentation in order to determine worker’s advocacy for the family.

13. The R&C worker assisted the adoptive or foster parent to resolve issues that arose during the period under review.

* Yes, the R&C worker and adoptive or foster parent worked well in partnership
* No, the R&C worker failed to assist the adoptive or foster parent in addressing agency issues
* No, the R&C worker failed to coordinate adequate services for a child in their home

Instruction: Reviewer should consider all documentation in order to determine workers engagement and partnership with the family.

14. If a child disrupted from the foster or adoptive home R&C worker documented in service recording or foster home review the underlying cause for the disruption (check all that apply):

* Child’s behavior necessitated a higher level of care for safety reasons
* Child’s behavior could have been safely managed in a foster setting, but the necessary supportive services were not provided to the child
* Child’s behavior was safely managed in the foster home, but the foster or adoptive parent(s) were unwilling to keep the child, even with additional supportive services in place
* N/A

15. If a foster or adoptive home is in need of additional training, mentoring, or assistance R&C worker documented that it was ~~it~~ due to one of the following (check all that apply):

* Foster parent(s) unrealistic about the realities of foster parenting
* Foster or adoptive parent(s) frustration with case decisions related to children in their home
* Foster parent(s) have unrealistic expectations about adoption opportunities from foster care
* Foster parent(s) require specialized training or instruction to meet the needs of the child(ren) in their care

Instruction: Reviewer should consider all documentation related to the training needs of the family.

16. If a foster or adoptive home closed during the period under review the R&C worker documented the following (check all that apply):

* The reason for closure as outlined in policy
* That a personal interview was conducted with the foster and adoptive parent(s)
* Documentation in a service recording or a copy in the file of a written notice to the foster or adoptive parent, using the **DPP-154A Notice of Intended Action**, the decision to close a home within (30) thirty days of the interview
* The foster or adoptive home remained open during the period under review.

Post Adoption - Subsidy Only

17. Is there a signed adoptive placement agreement?

󠅶 Yes

󠅶 No

18. Is the DPP1258 Adoption Assistance Agreement renewal contract signed, dated, and up to date in the file?

󠅶 Yes

󠅶 No, the DPP 1258 is not signed

󠅶 No, the DPP 1258 is not dated

󠅶 No, the DPP 1258 is not current

󠅶 N/A, not due at the time of review

19. Is a copy of the judgment and adoption finalization in the file?

󠅶 Yes

󠅶 No

20. Is there documentation in the file that the SW sent the family a DPP1258B Adoption Assistance Yearly Contact form?

󠅶 Yes

󠅶 No

21. Is there a copy of the DPP 1258C Adoption Agreement for Extraordinary Medical Agreement Expenses form if the child’s special needs justify qualifying services?

󠅶 Yes

󠅶 No

Instruction: Reviewer may refer to the Adoption Assistance Handbook in the SOP manual. Documentation should support the service being received by the child.

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