

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> March 1, 2007
	<b>Section 5:</b> Pre-Service Training Requirements	<b>Version:</b> 2

<b>POLICY</b>
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The Indiana Department of Child Services (DCS) will require all applicants to successfully complete Pre-Service Training.

DCS will require applicants for a resource family home or an applicant who accepts children with special needs to successfully complete 20 hours of Pre-Service Training prior initial licensure as a resource family home.

DCS requires adoptive family applicants to successfully complete 26 hours of Pre-Service Training prior to initiation of the adoption home study process or the adoptive family being initially licensed as a foster home.

DCS will require additional training hours for all applicants who accept children with therapeutic needs. An applicant who accepts children with therapeutic needs must be licensed as a resource parent and participate in 30 hours of Pre-Service Training that includes:

1. 20 hours of Pre-Service Training to be licensed as a resource parent
2. 10 hours of additional Pre-Service Training in therapeutic foster care to meet the child's specific needs

Code References

1. [465 IAC 2-1-16: Foster parent training](#)
2. [IC 31-27-4-2: Therapeutic foster home; licenses](#)
3. [IC 31-27-4-3: Special needs foster home; licenses](#)

<b>PROCEDURE</b>
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Prior to the Pre-Service Training, the Foster, Adoption, and Kinship Training (FAKT) Coordinator will inform the licensing worker or Supervisor in the applicant's county of residence of the applicant's enrollment in Pre-Service Training.

Following the completion of the Pre-Service Training, the FAKT coordinator will:

1. Provide written feedback regarding the applicant's training experience using- the [Foster, Adoptive, and Kinship Training \(FAKT\) Evaluation of Trainee \(SF52760/CW2120\)](#); and
2. Submit the written feedback to the licensing worker.

Following the completion of the Pre-Service Training, the licensing worker will:

1. Verify with the FAKT coordinator that Pre-Service Training has been completed by each person being licensed; and
2. Log training hours in Indiana Child Welfare Information System (ICWIS) in the resource module "Training" screen.

The applicant is in training status until the effective date of their license. Issuance of the foster care license demonstrates that all license requirements are met.

See separate policies, [12.7 First Licensing Home Visit](#) and [12.10 Second Licensing Home Visit](#).

## **PRACTICE GUIDANCE**

N/A

## **FORMS AND TOOLS**

[Foster, Adoptive, and Kinship Training \(FAKT\) Evaluation of Trainee \(SF52760/CW2120\)](#)

## **RELATED INFORMATION**

Once an application for licensure has been closed, either by the system or a voluntary withdraw by the applicant, the Pre-Service training should be taken again under a new application if more than four (4) years have lapsed since the training completion date. If less than four (4) years have lapsed since the training completion date, the previous Pre-Service training hours can be used toward the new application. The exception to carry forward previously taken Pre-Service training, if more than four (4) years, would need to be approved through the Central Office Licensing Unit on a case by case basis.

The DCS Central Office Licensing Unit has established a statewide Pre-Service Training program, using the Institute for Human Services “FAKT” curriculum, as a component of the family preparation process designed to compliment the mutual assessment process. FAKT will be conducted by contracted regional FAKT coordinators. Regional FAKT coordinators will bill the Licensed Child Placing Agencies (LCPAs) directly for their applicants who attend DCS local office FAKT.

### **Foster, Adoption, and Kinship Training Curriculum**

Incorporates 20 hours of training and focuses on the concepts of the following competencies:

1. Teambuilding;
2. Family Systems and Abuse and Neglect;
3. Impact of Abuse and Neglect on Child Development;
4. Attachment, Separation, and Placement ;
5. Discipline;
6. Cultural Issues in Placement;
7. Primary Families;
8. Sexual Abuse; and
9. Effects of Caregiving on the Family.

For adoptive families, the “Permanency Issues for Children” competency (6 hours) is required in addition to the 20 hour competencies listed above.