

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: October 1, 2012
	Section 11: Resource Family Preparation Assessment	Version: 3

POLICY

The Indiana Department of Child Services (DCS) will require all foster family home studies to be prepared using the [Resource Family Preparation Assessment](#) summary outline. For foster family homes licensed by a local DCS office, the [Casey Foster Family Assessments](#) should be utilized to support the summary. Licensing Child Placement Agencies (LCPAs) should use the [Child Behavioral Health Challenges](#) to support their summary.

The family preparation assessment summary must be completed within 30 business days of the final home visit. An addendum will be completed when any significant changes occur within the foster family home.

Code References

1. [IC 31-9-2-51: "Hard to place child" or "hard to place children"](#)
2. [IC 31-19-8-5: Agency report and recommendation; filing requirements; waiver of report](#)
3. [IC 31-19-8-6: Contents of report](#)

PROCEDURE

[REVISED] The licensing worker¹ will complete the [Resource Family Preparation Assessment](#) summary outline by:

1. Incorporating feedback from prospective foster family interviews completed during the first and second licensing home visits, information from the training feedback form, and information from other required forms and the [Casey Foster Family Assessments](#);
2. Conducting additional interviews or obtaining additional records as necessary; and
3. Documenting the licensing recommendation and supporting evidence within the summary.

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

1. Meet with the applicant to have the applicant review the summary, submit any feedback; and
2. Complete the [Resource Family Preparation Assessment Cover/Signature Page \(SF 52795\)](#) for the recommendation of the summary following a team or supervisory staffing.

[REVISED] The [Resource Family Preparation Assessment](#) summary must be updated by completing an addendum when any significant changes occur within the foster family home, such as but not limited to:

1. Change in address;

¹ The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency worker

2. Change in employment or finances of the home;
3. Additional household members being added or deleted from the family composition; and
4. Changes to the living environment that affect the structure of the home.

PRACTICE GUIDANCE

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 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. During home visits, the licensing worker 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.

FORMS AND TOOLS

1. [Resource Family Preparation Assessment \(SF 52795\)](#) - Cover page/Signature page
2. [Resource Family Preparation Assessment](#) - Summary Outline
3. [Casey Foster Family Assessments](#)

RELATED INFORMATION

N/A