

ARKANSAS REGISTER

Transmittal Sheet

Use only for **FINAL** and **EMERGENCY RULES**



Secretary of State
John Thurston
500 Woodlane, Suite 026
Little Rock, Arkansas 72201-1094
(501) 682-5070
www.sos.arkansas.gov



For Office

Use Only:

Effective Date _____ Code Number _____

Name of Agency Department of Human Services

Department Division of Children and Family Services

Contact Christin Harper E-mail Christin.Harper@dhs.arkansas.gov Phone (501) 682.8541

Statutory Authority for Promulgating Rules Arkansas Code Annotated §§ 9-28-103, 9-28-402(12), 9-28-405, 12-18-105, 20-76-201, and 25-10-129.

Rule Title: Private Licensed Placement Agency Resource Homes

Intended Effective Date
(Check One)

☐ Emergency (ACA 25-15-204)

☐ 10 Days After Filing (ACA 25-15-204)

☒ Other 08/03/2020
(Must be more than 10 days after filing date.)

Legal Notice Published

Final Date for Public Comment

Reviewed by Legislative Council

Adopted by State Agency

Date

04/19/2020

05/18/2020

07/24/2020

08/03/2020

Electronic Copy of Rule e-mailed from: (Required under ACA 25-15-218)

Toni Roy

Toni.Roy@dhs.arkansas.gov

07/24/2020

Contact Person

E-mail Address

Date

CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted
In Compliance with the Arkansas Administrative Act. (ACA 25-15-201 et. seq.)

Signature

(501) 320.6331

Mischa.Martin@dhs.arkansas.gov

Phone Number

E-mail Address

Director of the Division of Children and Family Services

Title

07/24/2020

Date

POLICY VI-P: Private Licensed Placement Agency (PLPA) Resource Homes

08/03/2020

A Private Licensed Placement Agency (PLPA) is a child placement agency licensed by the Child Welfare Agency Review Board to recruit, train, approve, and support their own resource homes. A PLPA resource home provides substitute care within a family-like setting on a twenty-four (24) hour basis for any child placed in the home by a child placement agency. A PLPA is responsible for maintaining the resource homes it recruits by ensuring those resource homes continuously meet Minimum Licensing Standards for Child Welfare Agencies (Placement) and Department of Human Services (DHS) as well as Division of Children and Family Services (DCFS) resource home policy and procedures.

These policies, standards, and procedures include but are not limited to:

- A. Completion of background checks;
- B. Structured Analysis Family Evaluation (SAFE) home studies (note: resource parents must reside in their residence prior to a SAFE home study being completed on the home);
- C. Pre-service training;
- D. Continuing resource parent education as applicable;
- E. Adherence to the reasonable and prudent parent standard and use of all types of Alternate Care (see Policy VII-G);
- F. Requests for changes in placement (see Procedure VII-L1: Resource Parent Request for Placement Change); and
- G. Allegations of child maltreatment involving the resource home (see Policy VII-K: Child Maltreatment Allegations Concerning Out-of-Home Placements).

A PLPA resource home is monitored through quarterly and annual reevaluations by its respective PLPA approval agency. A PLPA resource home is also more intensively supervised and supported by the approving PLPA. In addition to a DCFS Family Service Worker, each child in a PLPA resource home is assigned a case manager who is active in the child's daily life through frequent visits (a minimum of monthly).

Placement in an approved and available PLPA resource home is an option for any child in DHS custody when a PLPA resource home best meets the needs of a child. Placement in a PLPA resource home of a child in the custody of DHS is encouraged in the following circumstances:

- A. He or she is a sibling of a child placed in a PLPA home;
- B. He or she is a child of a youth in a PLPA home; or,
- C. He or she had previously been placed in a PLPA resource home and transitioned to other services requiring a more intensive treatment approach (e.g., acute treatment), and the child is now able to return to a resource home setting.

A resource parent must be financially able to care for his or her own needs without the foster care board payment to supplement his or her income. If a resource parent with a current placement elects to no longer be an active resource parent for the PLPA, the PLPA will notify DCFS and work collaboratively with the Division to move any children currently placed in that resource home to another licensed or approved resource home, shelter, facility, or an exempt child welfare agency as defined at A.C.A. § 9-28-402(12).

PLPA resource homes are expected to accept placement of older children (ages 6-18) and sibling groups. PLPA resource homes with space limitations are expected to seek and accept children over the age of six (6).

If a child in a PLPA resource home becomes available for adoption and the resource family has expressed interest in adopting the child, a Consideration to Adopt staffing may occur in accordance with DCFS Policy VIII-G: Adoption Decisions, procedure VIII-G1: Staffing and Recommendations.

A resource home may not be both a PLPA home through a private licensed agency and a DCFS resource home. If a PLPA home wishes to become a DCFS resource home, the PLPA provider must close the PLPA home and complete an inquiry to become a resource home through DCFS.

PROCEDURE VI-P1: Referrals for Private Licensed Placement Agency (PLPA) Resource Homes

08/03/2020

If the Family Service Worker (FSW) determines a Private Licensed Placement Agency (PLPA) resource home to be the most appropriate placement for a child, he or she will:

- A. Complete CFS-367: Specialized Placement Referral Form;
- B. Email the completed CFS-367 to the desired PLPA; and
- C. Retain a paper copy of the CFS-367 in the child's case file.

If the child is accepted into a PLPA placement, the FSW will:

- A. Forward additional required documents to the provider, as requested;
- B. Continue to maintain the child's case file while he or she is in the PLPA resource home; and
- C. Coordinate a monthly visit with the PLPA case manager to assess the health and safety of the child placed in the PLPA resource home.

PROCEDURE VI-P2: Private Licensed Placement Agency (PLPA) Resource Home Transitioning to DCFS Resource Home

08/03/2020

If a current Private Licensed Placement Agency (PLPA) resource home wishes to become a DCFS resource home, the Resource Worker will:

- A. Request a referral on the family from the PLPA while confirming with the PLPA that the resource home is being closed out by the PLPA.
- B. If the referral is positive, ensure that all required DCFS background checks (i.e., Child Maltreatment Central Registry Check, Adult Maltreatment Central Registry Check, State Police Criminal Record Check, FBI Criminal Background Check, and Vehicle Safety Check) are in place and current. Complete appropriate Children's Reporting and Information System (CHRIS) screens (see Procedure VII-C1: Background Check Processing).
- C. Once background checks have been verified, conduct an In-Home Consultation Visit (see Procedure VII-C2: In-Home Consultation Visit) with the family.
- D. Verify that the family has completed:
 - 1) Pre-service training with the PLPA: If the family did not complete pre-service training with the PLPA, refer the family for pre-service training upon successful completion of all background checks and the In-Home Consultation Visit (see Procedures VII-C3: Initiation of Pre-Service Training and VII-C4: Pre-Service Training).
 - 2) CPR and Standard First Aid Certification: First Aid and CPR training and certification will only be accepted from a certified trainer associated with the American Heart Association, the National Safety Council, or the American Red Cross.
 - a. First Aid training provided through the National Safety Council must be the Standard First Aid, not Basic First Aid.
 - b. If the family does not have current CPR and Standard First Aid Certification, assist the family in accessing appropriate training.
 - 3) Fifteen (15) hours of continuing education related to fostering within the past calendar year.
 - a) If the family has not earned fifteen (15) hours of continuing education within the past calendar year, they are responsible for obtaining the remaining hours.
 - b) The time spent during the In-Home Consultation Visit and Orientation may count toward the fifteen (15) hour continuing education requirement.

- E. Obtain a copy of the family's SAFE Home Study and any SAFE Home Study Updates for review and assessment.
- F. If based on the review of the information described above, the family will continue with the approval process, invite the County Supervisor or designee to accompany FSW on the final face-to-face visit and final visual inspection of the home.
- G. Conduct a final face-to-face visit with the prospective resource parents to include a final visual inspection of the home (preferably with the County Supervisor or designee) and review of the Approval Packet (see Procedure VII-C6: Final Approval of Resource Homes).
- H. Complete the CFS-462: Initial Resource Family Agreement with the family.
- I. File the CFS-462 in the resource home record.
- J. Enter a disposition as to the approval or denial of the resource home within three (3) working days of receipt of the Area Director's approval or denial.
 - 1) If the recommendation is approval, then:
 - a) If the orientation has not already taken place, schedule a date for a County or Area Orientation Session for newly approved resource parents.
 - b) Complete **Provider Alternate Care** screen in CHRIS if family has determined they are willing to serve as an Informal Respite Home and, using CFS-419: Resource Family Support System (RFSS) Information, enter all appropriate identified Resource Family Support System Individual Members including information on their cleared background checks (see POLICY VII-G: Alternate Care For Children In Out-Of- Home Placement).
 - c) Enter **Begin Date** on **Availability Status** on **Provider Service Status** screen and **Request Approval** on **Provider Service Detail** screen in CHRIS.
 - d) If the family has indicated interest and been approved to foster children/youth with specific characteristics, identify the appropriate **Disability Willing to Accept** selection under the **Preferences** tab in the **Provider Services/Admission Criteria** button.
 - e) File the approval letter in the resource home record.
 - 2) If the recommendation is denial, then:
 - a) Send a "Letter of Denial" to the applicants who were not approved. See POLICY VII-D: Denial of a Resource Home and document in **Provider Contact Information** screen in CHRIS.
 - b) **End Date** the **Foster Family Service** on the **Provider Services** tab selecting the appropriate **Reason for End Date**.
 - c) Specify why the home was denied in the comment box on the **Provider Services** tab.

The County Supervisor or designee is encouraged to participate in the final face-to-face visit and final visual inspection of the home with the resource worker.

The Area Director or designee will, if appropriate, approve the resource worker's request for approval in Provider Service Detail screen in CHRIS to finalize the approval of the resource family. Upon approval, CHRIS automatically provides the resource family approval letter to be printed, mailed, and filed in the resource home record.

PROCEDURE VI-P3: Former Private Licensed Placement Agency (PLPA) Resource Home Reopening as DCFS Resource Home

08/03/2020

For former PLPA resource homes that express interest in opening as a DCFS resource home, the Resource Worker will:

- A. Request a referral on the family from their former PLPA.
- B. If the referral is positive, see Procedure VII-F1: Reopening a Resource Home and follow accordingly.

ARKANSAS DEPARTMENT OF HUMAN SERVICES

DIVISION OF
CHILDREN & FAMILY
SERVICES

POLICY & PROCEDURE MANUAL

DCFS Publications Hyperlink:

<https://ardhs.sharepointsite.net/CW/DCFS%20Publications/Forms/AllItems.aspx>

Rev. 08/03/2020

I. DIVISION OVERVIEW & GENERAL PROVISIONS.....	1
POLICY I-A: DIVISION MISSION, PRACTICE MODEL, POWERS & DUTIES.....	1
POLICY I-B: CHILD WELFARE DELIVERY SYSTEM	2
POLICY I-C: DIVISION VOLUNTEERS	5
PROCEDURE I-C1: Volunteer Application Process and Approval	6
PROCEDURE I-C2: Volunteer Background Check Renewals	9
PROCEDURE I-C3: Relative and Fictive Kin Volunteer Application and Process for Approval	10
POLICY I-D: OFFICIAL RECORD KEEPING & ACCESS TO OFFICIAL RECORDS	13
POLICY I-E: CONFIDENTIALITY	15
II. REFERRALS TO ASSESS FAMILY STRENGTHS and NEEDS.....	19
POLICY II-A: SUPPORTIVE SERVICES.....	19
PROCEDURE II-A1: Community and Self Referrals for Supportive Services.....	19
POLICY II-B: DIFFERENTIAL RESPONSE	20
Procedure II-B1: Child Abuse Hotline Referral to Differential Response.....	23
Procedure II-B2: Receipt and Assignment of Differential Response Referral.....	23
Procedure II-B3: Differential Response Initiation and Family Assessment	24
Procedure II-B4: Management of Family’s Refusal to Participate	26
Procedure II-B5: Differential Response Services Management	28
Procedure II-B6: Service Extensions	29
POLICY II-C: CHILD ABUSE HOTLINE FOR CHILD MALTREATMENT REPORTS	32
PROCEDURE II-C1: Child Abuse Hotline Acceptance and Assignment of Maltreatment Reports	32
PROCEDURE II-C2: County Office Interaction with Child Abuse Hotline	33
PROCEDURE II-C3: County Office Request for Clearance of a Report.....	33
PROCEDURE II-C4: Child Maltreatment Reports Involving Allegations Taking Place in Other States or Countries.....	34
PROCEDURE II-C5: Child Maltreatment Reports Involving Allegations Taking Place in Arkansas with Alleged Parties to the Report Living Outside of Arkansas	34
POLICY II-D: Investigation of Child Maltreatment Reports.....	35
PROCEDURE II-D1: Assignment of Child Abuse Hotline Investigation Reports....	48
PROCEDURE II-D2: Preparation for Investigation Initiation.....	48

PROCEDURE II-D3: Investigation Initiation	48
PROCEDURE II-D4: Child Maltreatment Report Investigation Interviews	49
PROCEDURE II-D5: Discovery of New Victims or Allegations in an Ongoing Investigation.....	51
PROCEDURE II-D6: Medical/Psychological Evaluation Required During Investigation.....	51
PROCEDURE II-D7: Other Child Maltreatment Investigation Actions.....	52
PROCEDURE II-D9: Safety Planning.....	54
PROCEDURE II-D11: Protective Custody of Child in Immediate Danger	56
PROCEDURE II-D12: Using Interpreter Services During an Investigation.....	58
PROCEDURE II-D13: Request for Investigative Timeframe Extension	59
PROCEDURE II-D14: Child Maltreatment Investigation Closures and Determinations.....	60
PROCEDURE II-D15: Referrals and Case Openings Based on Investigative Findings	62
PROCEDURE II-D16: DCFS and Law Enforcement Interfaces and Responses.....	62
POLICY II-E: MEDICAL NEGLECT OF AN INFANT WITH DISABILITIES	65
PROCEDURE II-E1: Medical Neglect of an Infant with Disabilities	65
POLICY II-F: SUBSTANCE EXPOSED INFANT REFERRAL AND ASSESSMENTS	66
PROCEDURE II-F1: Prenatal Substance Exposure Referrals	67
PROCEDURE II-F2: Receipt and Assignment of Prenatal Substance Exposure Referrals	67
PROCEDURE II-F3: Prenatal Substance Exposure Assessment and Plan of Safe Care	67
POLICY II-G: TEAM DECISION MAKING	70
Procedure II-G1: Team Decision Making Initiation and Referral	74
Procedure II-G2: Team Decision Making Preparation	75
Procedure II-G3: Team Decision Making Meeting.....	76
Procedure II-G4: Team Decision Making Review.....	77
POLICY II-H: COMMUNITY NOTIFICATION OF SEX OFFENDERS.....	79
PROCEDURE II-H1: Notification of Sex Offenders.....	79
POLICY II-I: FAMILY IN NEED OF SERVICES	80
PROCEDURE II-I1: Family in Need of Services	82

POLICY II-J: EARLY INTERVENTION REFERRALS AND SERVICES	84
PROCEDURE II-J1: DDS Early Intervention Services Referrals.....	86
PROCEDURE II-J2: DDS Early Intervention Individualized Family Service Planning	88
PROCEDURE II-J3: FASD Referrals and Services.....	89
POLICY II-K: SEX OFFENDER WITH CUSTODY OR UNSUPERVISED VISITATION RIGHTS.....	90
PROCEDURE II-K1: Sex Offender with Custody or Unsupervised Visitation Rights	90
III: SERVICES CASE OPENING	91
POLICY III-A: GENERAL SERVICES CASE OPENING & REEVALUATION	91
PROCEDURE III-A1: Protective/Supportive Services Case Opening.....	92
PROCEDURE III-A2: Out-of-Home Placement Services Case Opening	92
PROCEDURE III-A3: Case Reevaluation for Medicaid Redetermination Purposes	94
PROCEDURE III-A4: Out-Of-Home Placement Outside the Initiating County	94
POLICY III-B: NOTIFICATION OF RELATIVES AND FICTIVE KIN WHEN A CHILD IS TAKEN INTO CUSTODY BY THE DIVISION	97
PROCEDURE III-B1: Notice to Relatives and Fictive Kin	97
POLICY III-C: COORDINATION WITH THE OFFICE OF CHILD SUPPORT ENFORCEMENT	99
PROCEDURE III-C1: DCFS Coordination with OCSE	99
POLICY III-D: RESOLUTION OF DENIAL OF MEDICAID SERVICE	100
PROCEDURE III-D1: Internal Resolution	100
PROCEDURE III-D2: External Resolution	100
POLICY III-E: CLIENT DRUG AND ALCOHOL SCREENING	101
PROCEDURE III-E1: Administering Client Urine Specimen Drug Screens	103
PROCEDURE III-E2: Client Urine Specimen Drug Screen Challenges.....	104
PROCEDURE III-E3: Administering Other Client Drug and Alcohol Screens	104
PROCEDURE III-E4: Maintenance and Re-ordering of Drug and Alcohol Screens	105
POLICY III-F: SERVICES CASE OPENING FOR INFANTS BORN TO JUVENILES IN THE PHYSICAL CUSTODY OF THE DIVISION OF YOUTH SERVICES.....	107

PROCEDURE III-F1: Coordination of Services, Care and Case Opening for Infants Born to Juveniles in the Physical Custody of the Division of Youth Services.....	107
POLICY III-G: SERVICES CASE OPENING FOR INFANTS IF ABORTION RESULTS IN LIVE BIRTH	109
PROCEDURE III-G1: Coordination of Services, Care, and Case Opening for Infants if Abortion Results in Live Birth	109
POLICY III-H: SERVICES CASE OPENING FOR CASES INVOLVING INCARCERATED PARENTS.....	110
PROCEDURE III-H1: Coordination of Services, Hearings, and Visitation for Incarcerated Parents.....	110
POLICY III-I: SERVICES CASE OPENING FOR CASES INVOLVING ACTIVE DUTY SERVICE MEMBERS	112
PROCEDURE III-I1: Coordination of Services for Active Duty Service Members	112
IV. ASSESSMENT OF FAMILY STRENGTHS AND NEEDS TO DEVELOP INDIVIDUALIZED CASE PLANS.....	114
POLICY IV-A: FAMILY ASSESSMENTS.....	114
Procedure IV-A1: Family Assessments Using the FAST and CANS.....	115
POLICY IV-B: SERVICES CASE PLAN	116
PROCEDURE IV-B1: Case Plan	116
POLICY IV-C: CASE STAFFINGS	119
PROCEDURE IV-C1: Case Staffings	119
V. SERVICES TO PRESERVE FAMILIES IN THEIR HOMES	121
POLICY V-A: SERVICES TO PRESERVE FAMILIES IN THEIR HOMES	121
PROCEDURE V-A1: Services to Preserve Families in Their Homes	122
POLICY V-B: FAMILY SERVICE WORKER CONTACTS	123
PROCEDURE V-B1: Family Service Worker Contacts.....	123
POLICY V-C: FAMILY SUPPORT FUND.....	124
PROCEDURE V-C1: Cash Assistance	124
PROCEDURE V-C2: Foster Care Incidentals	124
POLICY V-D: INTENSIVE FAMILY SERVICES	126
PROCEDURE V-D1: IFS Screening	126
PROCEDURE V-D2: IFS Referral.....	126

PROCEDURE V-D3: IFS Service Provision.....	127
POLICY V-E: CHILD INVOLVED IN PROTECTIVE SERVICES CASE WHO IS MISSING	128
PROCEDURE V-E1: When a Child is Reported Missing from a Family with an Open Protective Services Case.....	128
PROCEDURE V-E2: When a Child Involved in a Protective Services Case Who has been Missing is Located	130
VI. SERVICES TO REUNIFY FAMILIES.....	132
POLICY VI-A: OUT-OF-HOME PLACEMENT CRITERIA	132
PROCEDURE VI-A1: Initial Out-of-Home Placement Determination	134
PROCEDURE VI-A2: Out-of-Home Placement of Underaged Juvenile Offender, Juvenile Offender, or Sexual Offender	135
PROCEDURE VI-A3: Placement of Infants Born to Incarcerated Mothers	136
PROCEDURE VI-A4: Out-of-Home Placement by Sheriff or Police Chief in Emergency Situations.....	137
PROCEDURE VI-A5: Out-of-Home Placement Support	137
PROCEDURE VI-A6: Concurrent Planning.....	137
POLICY VI-B: CONSIDERATION OF RELATIVES AND FICTIVE KIN FOR CHILDREN IN FOSTER CARE	139
PROCEDURE VI-B1: Trial Home Visit with Non-Custodial Parents	140
PROCEDURE VI-B2: Provisional Foster Home Placement for Children in Foster Care	141
PROCEDURE VI-B3: Relative and Fictive Kin Custody for Children in Foster Care	144
POLICY VI-C: MAINTAINING FAMILY TIES IN OUT-OF-HOME PLACEMENTS	146
PROCEDURE VI-C2: Sibling Contact for Children in Out-of-Home Placements ..	150
PROCEDURE VI-C3: Other Relative and Fictive Kin-Child Contact in Out-of-Home Placement.....	151
POLICY VI-D: INITIAL AND GENERAL HEALTH SERVICES FOR CHILDREN RECEIVING OUT-OF-HOME PLACEMENT SERVICES	152
PROCEDURE VI-D1: Initial Health Screening for Children Receiving Out-of-Home Placement Services	152

PROCEDURE VI-D2: Foster Parent Involvement in Health Care for Children Receiving Out-of-Home Placement Services	153
PROCEDURE VI-D3: Gathering & Maintaining Health Records for Children Receiving Out-of-Home Placement Services	153
PROCEDURE VI-D4: Medical Passport for Children Receiving Out-of-Home Placement Services	154
POLICY VI-E: COMPREHENSIVE HEALTH ASSESSMENT AND HEALTH PLAN FOR CHILDREN RECEIVING OUT-OF-HOME PLACEMENT SERVICES	155
PROCEDURE VI-E1: Comprehensive Health Assessment and Arkansas Children’s Hospital Outpatient Services.....	155
PROCEDURE VI-E2: Health Plan for Children Receiving Out-of-Home Placement Services, Consent for Treatment and Life Sustaining Treatment.....	155
POLICY VI-F: PERIODIC HEALTH REASSESSMENT OF CHILDREN RECEIVING OUT- OF-HOME PLACEMENT SERVICES	157
PROCEDURE VI-F1: Periodic Health Reassessment of Children Receiving Out-of- Home Placement Services	157
POLICY VI-G: CASE REVIEW JUDICIAL HEARINGS FOR CHILDREN IN OUT-OF- HOME PLACEMENT	158
PROCEDURE VI-G1: Case Review Judicial Hearings for Children in Out-of-Home Placement.....	162
POLICY VI-H: INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN.....	164
PROCEDURE VI-H1: Responsibilities of the Sending State.....	165
PROCEDURE VI-H2: Responsibilities of the Receiving State	165
PROCEDURE VI-H3: Placing Arkansas Children in Another State and Requesting Out-of-State Home Studies	166
PROCEDURE VI-H4: Children Entering Arkansas for Placement	167
PROCEDURE VI-H5: Completion of Home Study Packet	167
PROCEDURE VI-H6: Routing of Home Study Packet	168
PROCEDURE VI-H7: Follow-up, Routing, and Monitoring.....	168
PROCEDURE VI-H8: Travel Procedures for Children Receiving Out-of-Home Placement Services	169
PROCEDURE VI-H9: Other Travel Non-ICPC and Non-DCFS Children.....	169

PROCEDURE VI-H10: Progress Reports	169
PROCEDURE VI-H11: Termination of ICPC Cases	169
PROCEDURE VI-H12: Exceptions to Policy.....	170
PROCEDURE VI-H13: Request for an Interstate Compact on the Placement of Children Priority Placement Regulation No. 7	170
PROCEDURE VI-H14: Juvenile, Mental Health, and Adoption and Medical Assistance Compacts.....	171
POLICY VI-I: INTERFERENCE WITH CUSTODY.....	172
PROCEDURE VI-I1: Interference with Custody	172
POLICY VI-J: TRUST ACCOUNTS FOR CHILDREN IN FOSTER CARE.....	173
PROCEDURE VI-J1: Opening a Trust Account	173
PROCEDURE VI-J2: Closing a Trust Account	174
PROCEDURE VI-J3: Change of Payee Requests.....	174
PROCEDURE VI-J4: Requests for Trust Account Funds	175
PROCEDURE VI-J5: Reporting Information Changes to the DCFS Eligibility Unit	175
PROCEDURE VI-J6: Monitoring Trust Accounts for Accuracy and Compliance with State and Federal Regulations.....	176
PROCEDURE VI-J7: DHS Office of Finance and Administration – General Operations Section Trust Account Responsibilities.....	176
PROCEDURE VI-J8: CHRIS Team Trust Account Responsibilities	177
PROCEDURE VI-J9: DCFS Eligibility Unit Responsibilities	177
POLICY VI-K: EDUCATIONAL SERVICES FOR CHILDREN IN OUT-OF-HOME PLACEMENT	178
PROCEDURE VI-K1: Educational Services	180
PROCEDURE VI-K2: Special Education Needs Service Delivery Process	181
POLICY VI-L: MENTAL HEALTH SERVICES FOR CHILDREN IN FOSTER CARE.....	183
PROCEDURE VI-L1: Outpatient Mental Health Services	183
PROCEDURE VI-L2: Inpatient Psychiatric Residential Treatment	184
PROCEDURE VI-L3: Inpatient Acute Psychiatric Treatment	185

PROCEDURE VI-L4: Ongoing Treatment.....	187
PROCEDURE VI-L5: DCFS/CMHC Collaboration	188
PROCEDURE VI-L6: Mental Health Policy Terms	189
POLICY VI-M: INTERDIVISIONAL STAFFINGS AND THE CHILD CASE REVIEW COMMITTEE.....	190
PROCEDURE VI-M1: Interdivisional Staffing Referral.....	191
PROCEDURE VI-M2: Child Case Review Committee (CCRC) Referral.....	192
PROCEDURE VI-M3: Medicaid and Financial Issues.....	193
POLICY VI-N: LEGAL COUNSEL FOR CHILDREN IN FOSTER CARE.....	194
PROCEDURE VI-N1: Making Referrals to Secure Legal Counsel	194
POLICY VI-O: THERAPEUTIC FOSTER CARE	195
PROCEDURE VI-O1: Referrals for Therapeutic Foster Care	195
PROCEDURE VI-O2: Therapeutic Foster Home Transitioning to DCFS Foster Home	196
PROCEDURE VI-O3: Former Therapeutic Foster Home Reopening as DCFS Foster Home.....	197
POLICY VI-P: Private Licensed Placement Agency (PLPA) Resource Homes.....	198
PROCEDURE VI-P1: Referrals for Private Licensed Placement Agency (PLPA) Resource Homes.....	199
PROCEDURE VI-P2: Private Licensed Placement Agency (PLPA) Resource Home Transitioning to DCFS Resource Home.....	199
PROCEDURE VI-P3: Former Private Licensed Placement Agency (PLPA) Resource Home Reopening as DCFS Resource Home.....	200
VII. DEVELOPMENT OF FOSTER HOMES.....	199
POLICY VII-A: FOSTER HOME PURPOSE AND ROLES.....	199
POLICY VII-B: FOSTER HOME RECRUITMENT & RETENTION	201
PROCEDURE VII-B1: Foster Parent Recruitment.....	201
PROCEDURE VII-B2: Retention of Foster Homes	202
PROCEDURE VII-B3: Inquiries	202
PROCEDURE VII-B4: Information Meetings.....	203

POLICY VII-C: FOSTER HOME ASSESSMENT PROCESS	205
PROCEDURE VII-C1: Background Check Processing	208
PROCEDURE VII-C2: In-Home Consultation Visit	210
PROCEDURE VII-C3: Initiation of Pre-Service Training.....	211
PROCEDURE VII-C4: Pre-Service Training	212
PROCEDURE VII-C5: Home Study	213
PROCEDURE VII-C6: Final Approval of Foster Homes	214
POLICY VII-D: DENIAL OF A FOSTER HOME	216
PROCEDURE VII-D1: Denial as a Result of the In-Home Consultation Visit	216
PROCEDURE VII-D2: Denial as a Result of Negative Results of a Background Check.....	216
PROCEDURE VII-D3: Denial as a Result of the Home Assessment.....	216
POLICY VII-E: REEVALUATION OF THE FOSTER HOME	217
PROCEDURE VII-E1: Quarterly Monitoring of Foster Home.....	217
PROCEDURE VII-E2: Foster Home Reevaluations	218
PROCEDURE VII-E3: Single Foster Parents Who Plan to Marry.....	218
PROCEDURE VII-E4: Two Parent Homes that Plan to Divorce/Separate	219
POLICY VII-F: FOSTER HOME REOPENING	220
PROCEDURE VII-F1: Reopening a Foster Home That Has Been Closed Less Than One Year	220
PROCEDURE VII-F2: Reopening a Foster Home That Has Been Closed More Than One Year but Less Than Two Years.....	220
PROCEDURE VII-F3: Reopening a Foster Home That Has Been Closed for More Than Two Years.....	221
POLICY VII-G: ALTERNATE CARE FOR CHILDREN IN OUT-OF- HOME PLACEMENT	222
PROCEDURE VII-G1: Normal Age Appropriate Activities	224
PROCEDURE VII-G2: Babysitting	226
PROCEDURE VII-G3 Child Care for Children in Temporary Out-of-Home Placement.....	226

PROCEDURE VII-G4: Foster Family Support System for Children in Out-of-Home Placement.....	227
PROCEDURE VII-G5: Respite for Children in Out-of-Home Placement	227
POLICY VII-H: PROVIDING INFORMATION TO FOSTER PARENTS	229
PROCEDURE VII-H1: Providing Information to Foster Parents.....	229
POLICY VII-I: DIVISION CONTACT WITH CHILDREN IN OUT-OF-HOME PLACEMENTS	230
PROCEDURE VII-I1: Supervision of Children in Out-of-Home Placement	230
POLICY VII-J: DIVISION CONTACT WITH BIOLOGICAL PARENTS, LEGAL CUSTODIANS, AND LEGAL GUARDIANS INVOLVED IN OUT-OF-HOME PLACEMENT CASES.....	232
Procedure VII-J1: Caseworker Contacts with Biological Parents.....	233
POLICY VII-K: Child Maltreatment Allegations Concerning Out-of-Home Placements	234
PROCEDURE VII-K3 Response to True Finding Pending Due Process	240
PROCEDURE VII-K4: Response to True Finding Overturned on Administrative Appeal When the Foster Home is Still Open	240
PROCEDURE VII-K5: Response to True Finding Overturned on Administrative Appeal When the Foster Home has Previously Been Closed	242
PROCEDURE VII-K6: Response to True Finding Upheld on Administrative Appeal	242
POLICY VII-L: CHANGES IN OUT-OF-HOME PLACEMENT.....	245
PROCEDURE VII-L1: FOSTER PARENT REQUEST FOR PLACEMENT CHANGE	246
PROCEDURE VII-L2: NON-EMERGENCY CHANGES IN OUT-OF-HOME PLACEMENT	246
PROCEDURE VII-L3: EMERGENCY CHANGES IN OUT-OF-HOME PLACEMENT	247
POLICY VII-M: FINANCIAL SUPPORT TO FOSTER PARENTS	248
PROCEDURE VII-M1: Financial Support to Foster Parents	248
PROCEDURE VII-M2: Requesting a Special Board Rate.....	249
POLICY VII-N: CHILD MISSING FROM AN OUT-OF-HOME PLACEMENT	252
PROCEDURE VII-N1: When a Child is Reported Missing from an Out-of-Home Placement.....	253

PROCEDURE VII-N2: When a Child Missing from an Out-of-Home Placement is Located	255
VIII. SERVICES TO PROVIDE OTHER PERMANENT LIVING SITUATIONS.....	257
POLICY VIII-A: TRANSITIONAL YOUTH SERVICES	257
PROCEDURE VIII-A1: Referral for Transitional Services	259
PROCEDURE VIII-A2: Youth Transitional Plan & Life Plan	260
PROCEDURE VIII-A3: Interagency Support for Youth with Disabilities.....	262
POLICY VIII-B: EXTENDED FOSTER CARE.....	263
PROCEDURE VIII-B1: Extended Foster Care.....	263
POLICY VIII-C: AFTER CARE SERVICES & SUPPORT	265
PROCEDURE VIII-C1: After Care and Follow Up	265
POLICY VIII-D: TERMINATION OF PARENTAL RIGHTS	267
PROCEDURE VIII-D1: DCFS Initiates Termination of Parental Rights.....	268
PROCEDURE VIII-D2: Court Initiates Termination of Parental Rights	268
PROCEDURE VIII-D3: Custodial/Non-Custodial Parent(s) Requests Termination of Parental Rights	269
PROCEDURE VIII-D4: Fast Track Adoption under Garrett’s Law.....	270
POLICY VIII-E: DECISIONS INVOLVING CHILDREN IN DHS CUSTODY WITH PARENTAL RIGHTS TERMINATED.....	271
PROCEDURE VIII-E1: Decisions Involving Children in DHS Custody with Parental Rights Terminated.....	271
PROCEDURE VIII-E2: Financial Benefits.....	271
PROCEDURE VIII-E3: Travel	271
PROCEDURE VIII-E4: Arrest of Child.....	271
PROCEDURE VIII-E5: Education.....	272
PROCEDURE VIII-E6: Standby Guardianship.....	272
PROCEDURE VIII-E7: Children with Disabilities Approaching Adulthood in Need of a Guardian	272
PROCEDURE VIII-E8: Discharge of Guardianship for Children Placed in Guardianship of DHS.....	272
POLICY VIII-F: BIRTH PARENTS RELINQUISHING INFANTS FOR ADOPTION	274

PROCEDURE VIII-F1: Birth Parents Relinquishing Infants for Adoption	274
PROCEDURE VIII-F2: Voluntary Delivery of an Infant under the Provisions of the Safe Haven Act.....	275
POLICY VIII-G: FOSTER PARENT, PROVISIONAL FOSTER PARENT, AND RELATIVE ADOPTION	277
PROCEDURE VIII-G1: Staffing and Recommendations.....	281
PROCEDURE VIII-G2: Assessment and Preparation	282
PROCEDURE VIII-G3: Foster Parent, Provisional Foster Parent, Relative, or Fictive Kin Adoption Decision.....	283
PROCEDURE VIII-G4: When a Foster Parent, Provisional Foster Parent, Relative, or Fictive Kin Files a Petition to Adopt Without Prior Knowledge or Consent of DCFS	284
PROCEDURE VIII-G5: Post-Placement Services.....	284
PROCEDURE VIII-G6: Disruption of Foster Parent, Provisional Foster Parent, Relative, or Fictive Kin Adoption	285
PROCEDURE VIII-G7: Finalization of an Adoption	285
PROCEDURE VIII-G8: Post-Adoption Services	286
PROCEDURE VIII-G9: When a Child Dies Prior to Finalization of Adoption	287
POLICY VIII-H: DEVELOPMENT OF ADOPTIVE HOMES	288
PROCEDURE VIII-H1: Recruitment of Adoptive Applicants.....	292
PROCEDURE VIII-H2: Retention of Adoptive Applicants.....	293
PROCEDURE VIII-H3: Inquiries	293
PROCEDURE VIII-H4: Information Meetings	294
PROCEDURE VIII-H5: Background Check Processing.....	295
PROCEDURE VIII-H6: In-Home Consultation Visit.....	297
PROCEDURE VIII-H7: Initiation of Pre-Service Training	298
PROCEDURE VIII-H8: Pre-Service Training	299
PROCEDURE VIII-H9: Home Study	300
PROCEDURE VIII-H10: Final Approval of Adoptive Homes	301

PROCEDURE VIII-H11: Reevaluation of Approved Adoptive Applicant’s Record	302
PROCEDURE VIII-H12: Preparation for Adoption	302
PROCEDURE VIII-H13: Disclosure, Pre-Placement, and Placement Activities....	305
PROCEDURE VIII-H14: Finalization of an Adoption	306
PROCEDURE VIII-H15: Post-Placement Services.....	308
PROCEDURE VIII-H16: Disruption of Adoptive Placement.....	308
POLICY VIII-I: ADOPTION SUBSIDY.....	309
PROCEDURE VIII-I1: Initial Application for Adoption Subsidy.....	314
PROCEDURE VIII-I2: Title IV-E Redetermination.....	317
PROCEDURE VIII-I3: Criteria for SSI Eligible Private Agency and Independent Adoptions	318
PROCEDURE VIII-I4: Amendment to an Adoption Subsidy	319
PROCEDURE VIII-I5: Request for Continuation of Federal and State Funded Adoption Maintenance Subsidy after Age 18	320
PROCEDURE VIII-I6: Interstate Compact on Adoption and Medical Assistance (ICAMA)	321
PROCEDURE VIII-I7: Termination of Adoption Subsidy	321
PROCEDURE VIII-I8: Payment for Non-recurring Adoption Expenses and Special Subsidy	322
POLICY VIII-J: MUTUAL CONSENT VOLUNTARY ADOPTION REGISTRY	324
PROCEDURE VIII-J1: Mutual Consent Voluntary Adoption Registry and Related Services	324
POLICY VIII-K: INTERNATIONAL ADOPTIONS	326
PROCEDURE VIII-K1: International Adoptions	326
POLICY VIII-L: SUBSIDIZED GUARDIANSHIP.....	327
PROCEDURE VIII-L1: Initial Subsidized Guardianship Program Determination..	333
PROCEDURE VIII-L2: Denial of Subsidized Guardianship Arrangement.....	335
PROCEDURE VIII-L3: Subsidized Guardianship Determination Meeting	335
PROCEDURE VIII-L4: Subsidized Guardianship Oversight Committee Review...	336

PROCEDURE VIII-L5: Subsidized Guardianship Agreement Finalization	337
PROCEDURE VIII-L6: Guardianship Hearing for Subsidized Guardianship	338
PROCEDURE VIII-L7: Annual Subsidized Guardianship Review	339
PROCEDURE VIII-L8: Placement with Successor Guardian.....	341
PROCEDURE VIII-L9: Appeals	342
POLICY VIII-M: Resumption of Services Post-Termination and Reinstatement of Parental Rights	343
PROCEDURE VIII-M1: Resumption of Services Post-Termination	344
PROCEDURE VIII-M2: Reinstatement of Parental Rights	345
IX. SERVICES ACCOUNTABILITY	347
POLICY IX-A: INTERNAL REVIEW & ADMINISTRATIVE HEARING PROCESS	347
PROCEDURE IX-A1: Internal Review of Adverse Action.....	347
PROCEDURE IX-A2: Appeals and Hearings of Unfavorable Decisions	347
PROCEDURE IX-A3: Appeals and Hearings of True Child Maltreatment Decisions	348
PROCEDURE IX-A4: Regular Administrative Hearing Process	349
PROCEDURE IX-A5: Expedited Hearing Process.....	350
PROCEDURE IX-A6: Preliminary Administrative Hearing.....	351
PROCEDURE IX-A7: Investigative File for the Administrative Hearing	352
PROCEDURE IX-A8: Request for Investigation Review by Child Maltreatment Investigations Oversight Committee	353
PROCEDURE IX-A9: Disclosure of Information on Overturned True Findings of Child Maltreatment to the Legislative Oversight Committee	354
POLICY IX-B: CHILD NEAR FATALITIES AND FATALITIES	356
PROCEDURE IX-B1: Near Fatality of Child	357
PROCEDURE IX-B2: Disclosure of Information on Near Fatalities	358
PROCEDURE IX-B3: Child Fatality Notification	359
PROCEDURE IX-B4: Disclosure of Information on Fatalities	361
POLICY IX-C: DRIVER'S LICENSE AND INSURANCE REIMBURSEMENT PROGRAMS FOR YOUTH IN OUT-OF-HOME PLACEMENT	363

PROCEDURE IX-C1: Driver's License Program for Youth in Out-of-Home Placement.....	364
PROCEDURE IX-C2: Insurance Reimbursement Program for Youth in Out-of-Home Placement	366
X. SPECIAL SERVICES	368
POLICY X-A: HOME STUDIES AND SUPERVISION	368
PROCEDURE X-A1: Guidelines for a Home Study	368
PROCEDURE X-A2: Content of the Home Study	369
PROCEDURE X-A3: Supervision Record	370
XI. DCFS EDUCATIONAL LEAVE & EDUCATIONAL ASSISTANCE	371
POLICY XI-A: DCFS EDUCATIONAL LEAVE & EDUCATIONAL ASSISTANCE	371
PROCEDURE XI-A1: Educational Leave.....	371
PROCEDURE XI-A2: Educational Assistance	371
POLICY XI-B: DCFS MSW EDUCATIONAL LEAVE PROGRAM	372
PROCEDURE XI-B1: Eligible Employees	372
PROCEDURE XI-B2: Full-Time and Part-Time MSW Educational Leave	372
PROCEDURE XI-B3: Application Process	372
PROCEDURE XI-B4: UALR/UAF MSW Procedures.....	373
PROCEDURE XI-B5: Divisional Procedures – MSW Educational Leave Program	373
PROCEDURE XI-B6: The Selection Process	374
PROCEDURE XI-B7: Grade Point Requirements.....	375
PROCEDURE XI-B8: Class Attendance Requirements	376
PROCEDURE XI-B9: Supervision While on Educational Leave	376
PROCEDURE XI-B10: Documentation Required as Evidence of Graduation	376
PROCEDURE XI-B11: Placement into a Position	376
PROCEDURE XI-B12: Work Commitment to the Division.....	377
PROCEDURE XI-B13: Personnel Processes Related to the DCFS Educational Leave Program.....	377
POLICY XI-C: CHILD WELFARE STUDENT STIPEND PROGRAM	379
PROCEDURE XI-C1: Process for Receiving a Stipend.....	379

PROCEDURE XI-C2: Selection Criteria	379
PROCEDURE XI-C3: Student Commitment to DCFS.....	380
PROCEDURE XI-C4: DCFS Commitment to Student.....	380
PROCEDURE XI-C5: Employment with DCFS.....	380
XII. SERVICES TO CHILDREN OF IMMIGRANT FAMILIES.....	376
POLICY XII-A: SERVICES TO CHILDREN OF IMMIGRANT FAMILIES.....	376
PROCEDURE XII-A1: DCFS Response to Children of Actual or Suspected Undocumented Immigrants	376
XIII. CHILD MALTREATMENT CENTRAL REGISTRY.....	378
POLICY XIII-A: CHILD MALTREATMENT CENTRAL REGISTRY	378
PROCEDURE XIII-A1: Requests for Central Registry Information	378
PROCEDURE XIII-A2: Central Registry Fees	378
PROCEDURE XIII-A3: Placement of Name on the Child Maltreatment Central Registry.....	378
PROCEDURE XIII-A4: Automatic Name Removal from Child Maltreatment Central Registry.....	379
PROCEDURE XIII-A5: Child Maltreatment Central Registry Review Team.....	380
PROCEDURE XIII-A6: Name Removal from Child Maltreatment Central Registry by an Adult Offender’s Request	380
PROCEDURE XIII-A7: Name Removal from Child Maltreatment Central Registry for a Juvenile Offender.....	383
XIV. CHILD MALTREATMENT NOTICES	385
POLICY XIV-A: NOTICES REGARDING CHILD MALTREATMENT.....	385
PROCEDURE XIV-A1: Notices of Allegations of Child Maltreatment	385
PROCEDURE XIV-A2: Notices of At Risk Determinations	388
PROCEDURE XIV-A3: Follow-up Notices of At Risk Determinations.....	389
PROCEDURE XIV-A4: Notices of True Investigative Findings	390
PROCEDURE XIV-A5: Notices of Unsubstantiated Allegations of Child Maltreatment	399
PROCEDURE XIV-A6: Notices of Overturned True Investigation Determination	404

PROCEDURE XIV-A7: Notices that Offender’s Name Will Be Placed in the Child Maltreatment Central Registry	411
APPENDIX 1: GLOSSARY	419
APPENDIX 2: ADOPTIONS.....	430
APPENDIX 3: FOSTER HOME RECORDS	434
APPENDIX 4: CASE RECORD ORDER (Out-Of-Home Placement Cases).....	437
APPENDIX 5: PROTOCOL FOR FAMILY SERVICE WORKERS - Responding To Methamphetamine and Meth Lab Exposure of Children	439
APPENDIX 6: FOSTER/ADOPTIVE PARENT APPLICATION & ASSESSMENT PROCESS	440
.....	440
APPENDIX 7: SAFEGUARDS FOR CHILD VICTIMS TESTIFYING IN JUDICIAL AND ADMINISTRATIVE PROCEEDINGS.....	441
APPENDIX 8: ALTERNATIVE COMPLIANCE AND POLICY WAIVER PROTOCOL....	442
APPENDIX 9: ARKANSAS HEALTH AND SAFETY FACTORS	446