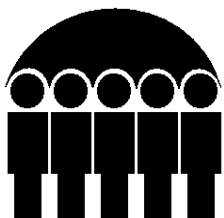


Revised August 6, 2010

Employees' Manual  
Title 12  
Chapter B

# **FOSTER FAMILY HOME LICENSING**

## **Appendix**



Iowa  
Department  
of  
Human Services

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**Certificate of Completion, Form 470-3378**

Purpose	The <i>Certificate of Completion</i> shows that the prospective foster parent has completed the one-hour self-instruction module on universal precautions required for initial licensure.
Source	This form is issued by the recruitment and retention contractor.
Completion	The recruitment and retention contractor issues the certificate after the prospective foster parent has completed the universal precautions training.
Distribution	The recruitment and retention contractor: <ul style="list-style-type: none"><li>◆ Mails the original certificate directly to the participant;</li><li>◆ Keeps a copy of the post-training questionnaire in the family's file; and</li><li>◆ Sends a copy to the Department licensing worker for the Department's licensing file.</li></ul>
Data	A <i>Certificate of Completion</i> is prepared for each prospective foster parent, listing the parent's name and the date of completion.

**Certificate of License, Form 470-0727**

Purpose	The <i>Certificate of License</i> , form 470-0727, authorizes a foster family home to operate for the year specified.
Source	Complete this form on line using the template available in the public state-approved forms folder on Outlook.
Completion	<p>Service area staff prepares the <i>Certificate of License</i> when:</p> <ul style="list-style-type: none"><li>◆ The service area manager or designee approves a new application or reapplication for a foster family home license, or</li><li>◆ The conditions on an existing license change.</li></ul> <p>Enter the period of the license on the blank space after “for the annual period.” Example: May 1, 2008 to April 30, 2009</p>
Distribution	Send the original to the foster family home. Make a photocopy and file it in the Department licensing file.
Data	<p>Complete:</p> <ul style="list-style-type: none"><li>◆ The type of license (full or provisional).</li><li>◆ The names of the licensees.</li><li>◆ The maximum capacity of the foster family home (1-5).</li><li>◆ The address of the home.</li><li>◆ The annual period of the license.</li></ul>

**DHS Criminal History Record Check, Forms 595-1396 or 595-1396(S)**

Purpose	<i>DHS Criminal History Record Check</i> , form 595-1396 or 595-1396(S), is used to obtain permission for a check of Iowa criminal records on people aged 14 or over (other than foster children) who live in a foster family home.
Source	<p>The English version of the form is printed in pads of 50 two-part carbonized sets. Order supplies of this form from Iowa Prison Industries in Anamosa.</p> <p>Supplies of the Spanish version can be printed from the sample in the manual.</p>
Completion	<p>The recruitment and retention contractor home study worker completes this form for each person aged 14 or over residing in the home at the time of initial application for a license. The form is also completed:</p> <ul style="list-style-type: none"> <li>◆ When the person has moved into a licensed home.</li> <li>◆ When there is an indication that the person has a criminal record (at license renewal or any other time).</li> </ul> <p>Obtain the person's signature in the waiver section, acknowledging that a criminal record check will be conducted.</p>
Distribution	<p>The contractor:</p> <ul style="list-style-type: none"> <li>◆ Sends the original to the Department with the rest of the home study information.</li> <li>◆ Keeps a copy in the family's file.</li> </ul>
Data	<p>Complete the form as follows:</p> <ul style="list-style-type: none"> <li>◆ Enter the home study worker's name in the "From:" space.</li> <li>◆ Check "foster care" as the purpose for the request.</li> <li>◆ Enter the name, maiden name, sex, social security number, and birth date of the person whose records are requested.</li> <li>◆ Both the home study worker and the person sign the form.</li> </ul>

[Eco-Map, Form 470-4086 or 470-4086\(S\)](#)

Purpose	Form 470-4086 or 470-4086(S) is used to help families assess the balance between the stress and support they have and whether foster care and or adoption is right for them.
Source	Print supplies of these forms as needed from the samples in the manual.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations.
Data	<p>The recruitment and retention contractor:</p> <ul style="list-style-type: none"><li>◆ Submits a copy to the Department with the home study.</li><li>◆ Keeps a copy in the family's file.</li></ul> <p>Page 1 of the form includes sections for the applicant to:</p> <ul style="list-style-type: none"><li>◆ Draw a central circle with names of all the people who live in the household.</li><li>◆ Draw circles outside the central circle representing systems that give and take away energy.</li><li>◆ Describe the relationships between the outside systems and the family.</li><li>◆ Describe the flow of energy: Is this system a source of support or stress for the family?</li></ul> <p>Page 2 of the form includes sections for the applicant to:</p> <ul style="list-style-type: none"><li>◆ List five additional "systems" that will likely be added to the family if they become a foster or adoptive family.</li><li>◆ Develop preventive strategies to reduce their stresses and increase their support.</li></ul>

**Family Map, Form 470-4087 or 470-4087(S)**

Purpose	Form 470-4087 or 470-4087(S) is used to help families explore the relationships in their family and the possible changes that may take place in those relationships should they decide to become a foster or adoptive family.
Source	Print supplies of these forms as needed from the samples in the manual.
Completion	The foster or adoptive parent applicants complete the form during PS-MAPP.
Distribution	The family shares this self-evaluation with their home study worker during family consultations.  The recruitment and retention contractor: <ul style="list-style-type: none"><li>◆ Submits a copy to the Department with the home study.</li><li>◆ Keeps a copy in the family's file.</li></ul>
Data	The form includes sections for the applicant to report: <ul style="list-style-type: none"><li>◆ Circles representing all of the people who live in the household.</li><li>◆ Connecting lines between the household members representing the relationships between the members.</li><li>◆ Ways they might manage their family's relationships with the addition of a child to their home.</li><li>◆ Strategies for managing changes in family relationships.</li></ul>

**Final Strengths/Needs Worksheet, Form 470-4022 or 470-4022(S)**

Purpose	Form 470-4022 or 470-4022(S) is used to collect information for the completion of the home study process.
Source	Print supplies of the English and Spanish versions of the form as needed from the samples in the manual.
Completion	The foster or adoptive parent applicants complete the form at the end of the PS-MAPP training process.
Distribution	The family returns the worksheet to the home study worker.  The recruitment and retention contractor: <ul style="list-style-type: none"><li>◆ Gives a copy to the Department as part of the home study.</li><li>◆ Keeps a copy in the contractor's file on the family.</li></ul>
Data	The form includes sections for the applicants to report: <ul style="list-style-type: none"><li>◆ What role they are ready to commit to and why</li><li>◆ What their strengths are</li><li>◆ Where they will need help</li><li>◆ What special needs they can handle</li><li>◆ Their preferences regarding children to be placed</li><li>◆ What has kept them involved with the program</li><li>◆ What support they will need to remain committed</li><li>◆ What other ways they might help children</li></ul>

**Firearms Safety Plan, Form 470-4657**

Purpose	Form 470-4657, <i>Firearms Safety Plan</i> , is a written safety plan to keep firearms secure from children in the foster home who are in the guardianship or custody of the Department.
Source	The foster parent can print this form from the on-line policy manual or the contractor home study worker can provide a copy of the form to the foster parent to complete.
Completion	The foster parent who has a permit to carry a firearm: <ul style="list-style-type: none"><li>◆ Completes the form, and</li><li>◆ Attaches a copy of their current, valid permit to carry firearms.</li></ul>
Distribution	The foster parent completes the <i>Firearms Safety Plan</i> and gives it to the home study worker. The recruitment and retention contractor includes the form in the home study provided to the Department.
Data	The form documents the type of permit, the permit number, and the safety plan.

[Foster Care Private Water Supply Survey, Form 470-0693](#)

Purpose	Form 470-0693 is used to collect information on private water supplies.
Source	Print supplies of this form as needed from the sample in the manual.
Completion	The recruitment and retention contractor home study worker completes this form when a foster family applicant does not obtain water from a public water supply system.
Distribution	The recruitment and retention contractor: <ul style="list-style-type: none"><li>◆ Sends the original to the Department for the licensing file.</li><li>◆ Keeps a copy in the contractor's file.</li></ul>
Data	<p>Complete Items A through D for the initial evaluation and each re-evaluation. However, if there has been no change in the information at the time of re-evaluation, you can indicate "No Change" for each item.</p> <p>A sketch showing location of house, well, garage, septic tank, roads, ponds, streams, and any other items is needed only:</p> <ul style="list-style-type: none"><li>◆ At initial evaluation.</li><li>◆ When any changes are made to the well area.</li></ul>

**Foster Family Home License Application, Form 470-0689 or 470-0689(S)**

**Purpose** Form 470-0689 or 470-0689(S) is used to apply for a license to operate a foster family home for children. The form gives the retention and recruitment contractor the right to study and evaluate the home and to conduct necessary record checks.

**Source** The English version of the form is printed in pads of 25 self-carbon sets. Supplies of the Spanish version must be printed from the sample in the manual.

The form is normally issued by the recruitment and retention contractor at orientation. Local offices that are asked to issue the form shall print the form from the sample in the manual. Access the form sample by clicking on the form name above.

**Completion** The prospective foster parents and any adults living in the home complete the form when a family decides to apply for a license or re-apply for a license. Each applicant and any other adult living in the home shall sign the form.

If a person over the age of 14 (other than a foster child) moves into the home during the licensing year, that person must complete this form in order to authorize the necessary record checks. Have the person:

- ◆ Sign the original form on the appropriate line,
- ◆ Enter the date by the person's signature,
- ◆ Enter any out-of-state residence locations in the last five years, and
- ◆ Initial the form.

**NOTE:** If a child who has been living in the home turns 14, child abuse and criminal history record checks are not completed.

Applications shall be completed for license renewal at least 30, but no more than 90 days before the license expires.

Distribution

The applicant family normally returns the form to the recruitment and retention contractor, but may submit the form to any Department office. If so, forward the form to the recruitment and retention contractor.

The applicant keeps the pink copy of the form. Discard the gold copy, if any.

The contractor:

- ◆ Submits the original to the Department with the home study so that a decision can be issued on the application, and
- ◆ Keeps the yellow copy in the family's record.

Data

Check the box for "new" when a family applies for a license in Iowa for the first time. Check the box for "renewal" when renewing a current license, or when a previously held license has not been renewed and the family again wishes to be licensed.

The applicants are requested (but cannot be required) to provide social security numbers. They help identify people for record checks.

A person who has resided outside of Iowa in the last five years must report the locations of those out-of-state residences. This information will be used to check the records in those states for convictions and founded child abuse in other states.

**Foster Family Record Check Letter, Form 470-2369**

Purpose	Form 470-2369 explains the process for evaluating criminal convictions and founded child abuse reports on members of the foster family household.
Source	Complete this form on line using the template available in the public state-approved forms folder on Outlook.
Completion	The DHS licensing worker completes this cover letter any time form 470-2310, <i>Record Check Evaluation</i> , is provided to a person after a foster family licensing record check.
Distribution	Send the original to the person to whom the criminal conviction or founded child abuse applies. File a copy in the licensing record.
Data	In the space between the second and third paragraph, list the specific criminal convictions (e.g., OMVI or founded child abuse reports, physical abuse) identified in the record check, and the dates for each.

[Foster Family Survey Report, Form 470-0695](#)

Purpose	Form 470-0695 is prepared to help the Department evaluate the adequacy of a family and home for the provision of foster care. Information from PS-MAPP, the family home study process, references, medical reports, and observations is used to complete the report.
Source	The form is printed in pads of six self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.
Completion	<p>The recruitment and retention contractor home study worker completes the report during initial evaluation or reevaluation of a family that has applied for a foster family home license or moved to a new home.</p> <p>If a "No" is checked for any item in Sections B through K, explain this item in the home study and submit form 470-0698, <i>Recommendation for a Provisional License</i>, or form 470-0704, <i>Recommendation for Denial of a Foster Family License</i>.</p> <p>If you recommend issuing a license when the family fails to meet one or more standards, an explanation is required.</p> <p>Forward the completed report to the service area manager or designee within 60 days of the date of application. The service area manager or designee completes the section entitled "Decision."</p>
Distribution	<p>Forward the white and yellow copies to the licensing office (along with a copy of forms 470-0698, <i>Provisions for Alternate Water Supply</i>, form 470-0699, or 470-0704, if applicable) with the narrative.</p> <p>When the service area manager makes the licensing decision, the yellow copy is returned to the contractor. The white copy is maintained in the licensing record.</p>

Data

Items are self-explanatory, with the exception of the following:

Draw the floor plan showing exits, stairways, windows, and room dimensions. Identify each room by name. If ceilings are not level, make separate sketches as necessary, illustrating angles of ceilings and indicating wall heights.

Note in the narrative (see *Home Study Summary and Recommendation Outline Evaluation*, [RC-0025](#)) that areas marked "NA" were discussed with the family and that the family has agreed to comply with these rules.

**Foster Parent Post-Adjudication Hearing Report, Form 470-4614**

Purpose	The <i>Foster Parent Post-Adjudication Hearing Report</i> is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	Foster parents may print the form from the sample in the manual. The recruitment and retention contractor will give the form to a foster parent who does not have Internet access to print the form.
Completion	This form is an elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.

**Foster Parent Training Application, Form 470-2541 or 470-2541(S)**

Purpose	Form 470-2541 is prepared to facilitate the request for foster parent training approval and to document the service area's decision.
Source	<p>The English version of the form is printed in two-part self-carbon sets. Order supplies from Iowa Prison Industries at Anamosa.</p> <p>Print supplies of the Spanish version of the form from the sample in the manual. (Access the form by clicking on the form number above.)</p>
Completion	<p>A representative of a licensed child-placing, child-caring agency, a local DHS licensing worker, or an agency, institution, or association with expertise in any of the approved content training areas may submit applications for approval of training.</p> <p>The application shall be submitted at least 30 days before the training. Since the Department has 30 days in which to approve or not approve the training, it is recommended that applications be submitted 60 days before the training.</p>
Distribution	<p>When the training is to be offered statewide:</p> <ul style="list-style-type: none"><li>◆ Send the form to the foster family program manager in central office at: DHS Division of Adult, Children and Family Services, 5<sup>th</sup> floor, 1305 E. Walnut St., Des Moines, IA 50319-0114.</li><li>◆ Upon approval or denial of the request, the program manager will return one copy to the applicant and retain the original with the attached detailed description.</li></ul> <p>When the training is offered within one service area:</p> <ul style="list-style-type: none"><li>◆ Send the form to the Department office for that service area.</li><li>◆ Upon approval or denial of the request, the Department office that received the form returns one copy to the applicant and retains the original with the attached detailed description.</li></ul>

Data

The person (applicant) submitting the form:

- ◆ Completes:
  - The title of the training.
  - The provider of the training.
  - The dates of the training.
  - The number of credit hours requested.
  - The name and title of the requester.
  - The address and phone number of the requester.
- ◆ Attaches:
  - The training description,
  - The names of the training instructors,
  - Their qualifications to provide the training, and
  - The agenda for the training.

NOTE: Credit is not given for introductions of the trainers, break times, and meal times.

The program manager or the local Department office where the form was submitted completes Part C, Decision, within 30 days of receipt of the application and training material attachments.

If the applicant of the training objects in writing within seven days after the notification of the Department's decision to deny approval, the social work administrator shall review the decision to determine if the original decision stands. The decision of the social work administrator is final and is not subject to appeal.

**Foster Parent Training History, Form 470-2080**

Purpose	Form 470-2080 provides each individual foster parent a log of training completed during the licensing cycle.
Source	<p>Print this form from the sample in the manual. (Access the form sample on line by clicking on the form name above.)</p> <p>The recruitment and retention contractor gives the form to each individual foster parent at the time of licensure or renewal.</p>
Completion	A foster parent enters information on the training history each time training is completed to document compliance with in-service training requirements.
Distribution	<p>At each renewal, the foster parent:</p> <ul style="list-style-type: none"><li>◆ Gives the completed form to the home study worker.</li><li>◆ Maintains a copy with the license.</li></ul> <p>The recruitment and retention contractor:</p> <ul style="list-style-type: none"><li>◆ Sends the original to the Department for the licensing file.</li><li>◆ Keeps a copy for its file.</li></ul>
Data	<p>The foster parent entries include:</p> <ul style="list-style-type: none"><li>◆ The title and content of the training.</li><li>◆ The number of hours.</li><li>◆ The instructor.</li><li>◆ The date the training was received.</li><li>◆ The expenses claimed for the training.</li></ul>

**Foster Parent Training Plan, Form 470-3341**

Purpose	Form 470-3341 is used to assist and guide foster parents as they assess and identify their training needs.
Source	This form is printed in pads of four three-part self-carbon sets. Order sets from Iowa Prison Industries at Anamosa. You can also print the form from the sample in the manual.
Completion	This form is completed for every licensing cycle. The contractor and the foster parents jointly review this form to identify: <ul style="list-style-type: none"><li>◆ Training needs in relation to the age and needs of children the family intends to care for, and</li><li>◆ Options for obtaining training during the licensing cycle.</li></ul>
Distribution	The recruitment and retention contractor: <ul style="list-style-type: none"><li>◆ Sends the original to the Department for the licensing file.</li><li>◆ Gives a copy to the foster parent, and</li><li>◆ Keeps a copy for its file.</li></ul>

**Foster Parent Training Report, Form 470-2540 or 470-2540(S)**

Purpose	Form 470-2540 or 470-2540(S) provides: <ul style="list-style-type: none"><li>◆ Documentation of the foster parent's in-service training.</li><li>◆ An idea of the usefulness of the particular training obtained.</li></ul>
Source	Print supplies of these forms from the sample in the manual. (Access the form samples on line by clicking on the form number above.)
Completion	Each foster parent shall complete the form within 30 days of the completion of the training activity and before the expiration date of the license.
Distribution	The foster parent submits the report to the recruitment and retention contractor. The contractor: <ul style="list-style-type: none"><li>◆ Sends the original to the Department for the licensing file.</li><li>◆ Gives a copy to the foster parent.</li><li>◆ Keeps a copy for its file.</li></ul>
Data	The form contains four sections: <ul style="list-style-type: none"><li>◆ Identification of the foster parent.</li><li>◆ Identification of the training.</li><li>◆ Evaluation of the training.</li><li>◆ Audio-visual media or book reviews.</li></ul>

**Health Report for Foster and Adoptive Parents, Form 470-0720**

Purpose	Form 470-0720 provides health information on the prospective foster family members.
Source	Print supplies of this form from the sample in the manual.
Completion	<p>The form is completed before licensing of the prospective family home. Medical re-examination may be required at the discretion of the health practitioner or the supervising agency.</p> <p>The recruitment and retention contractor:</p> <ul style="list-style-type: none"><li>◆ Completes Section A, addressed to the practitioner, and</li><li>◆ Inserts the name of the agency to whom the information is to be released.</li></ul> <p>Separate forms are required if family members are under the care of different physicians.</p> <p>The family completes the history in Section C and signs the form to authorize the release of examination results. (In the case of minor children, the child's parent shall sign the form.)</p> <p>The practitioner completes Section B.</p>
Distribution	<p>Give one copy of the form to the applicant. You may make a photocopy as a control.</p> <p>When the completed form is returned, the contractor keeps a copy for its file and places the original in the licensing packet sent to the Department for the DHS licensing file.</p>
Data	The form includes the family's reported health history and the practitioner's statement as to whether the family's health would prevent them from providing the needed care or would be detrimental to the well-being of a child placed in their care.

**HIV General Agreement, Form 470-3226 or 470-3226(S)**

Purpose	Form 470-3226 or 470-3226(S) verifies a foster parent's willingness to care for a child who is at risk of HIV or has the HIV-positive diagnosis.
Source	Complete the English version of the form on line using the template in the public state-approved forms folder on Outlook.  Print supplies of the Spanish version of the form from the sample in the manual.
Completion	The home study worker and the foster parent complete the form: <ul style="list-style-type: none"><li>◆ At initial application for foster home license.</li><li>◆ At each renewal.</li></ul> NOTE: If the family refuses to sign this form, enter the following statement in the family's record: "Family refuses to accept a child who is at risk or test positive for HIV." Sign and date the form on the contractor home study worker line.
Distribution	The recruitment and retention contractor: <ul style="list-style-type: none"><li>◆ Sends the original to the Department for the licensing file.</li><li>◆ Gives a copy to the foster parent.</li><li>◆ Keeps a copy for its file.</li></ul>
Data	Enter the family's name.  Have the family: <ul style="list-style-type: none"><li>◆ Check which conditions the family will or will not accept and whether the family has or will have training on care of children who are HIV-infected.</li><li>◆ Sign and date the form.</li></ul>

[Home Study Summary and Recommendation Outline, Form RC-0025](#)

Purpose Reference Card RC-0025 provides an outline for formatting the narrative evaluation of a prospective foster or adoptive home and is the second part of the home study.

Source Print copies of RC-0025 from the sample in the manual as needed.

Completion The recruitment and retention home study worker shall:

- ◆ Complete the *PS-MAPP Family Profile* (Parts I and II) before preparing the licensing or approval recommendation; and
- ◆ Update the family profile when significant changes occur.

NOTE: If an approved home study is more than one year old, then an update is required.

Distribution The recruitment and retention contractor:

- ◆ Sends the original to the Department for the licensing file.
- ◆ Keeps a copy for its file.
- ◆ Gives a copy to the family upon request.

Data The *Home Study Summary and Recommendation Outline* format includes sections summarizing the following:

- ◆ The dates of training and family consultations
- ◆ The family's motivation for becoming a foster family
- ◆ The family's strengths and needs relative to the skills needed
- ◆ The family's commitment to safety
- ◆ A summary of references
- ◆ The family's willingness to work with the child's birth family
- ◆ The family's understanding and support of concurrent planning
- ◆ Plans for supporting the family after placement
- ◆ Placement recommendations for this family
- ◆ Signatures, titles, address, and phone number for the worker that prepared the home study

[Lead Paint Assessment, Form 470-4819](#)

Purpose	Form 470-4819, <i>Lead Paint Assessment</i> , serves to document that the foster family completed a visual assessment for lead hazards when their residence was built before 1960.
Source	The foster parent can print this form from the manual or the recruitment and retention contractor worker can provide a copy of the form to the foster parent to complete.
Completion	A foster parent whose residence was completed before 1960 shall completes the form: <ul style="list-style-type: none"><li>◆ During the initial home study.</li><li>◆ When the family has moved to a new home.</li><li>◆ Annually at renewal of the license.</li></ul>
Distribution	The foster parent gives the completed form to the recruitment and retention contractor home study worker. The contractor includes the form in the home study packet provided to the Department.

[License Capacity Variance Request, Form 470-3342](#)

Purpose	Form 470-3342 is used to compile the information needed to request a variance to exceed licensed capacity or a child-specific variance from the service area manager or designee.
Source	Complete this form on line using the template available in the public state-approved forms folder on Outlook.
Completion	<p>The Department licensing worker prepares this form whenever a respite placement is planned which would exceed the licensing capacity. The recruitment and retention contractor worker prepares the form when a match occurs and the placement exceeds licensed capacity.</p> <p>The recruitment and retention contractor and the placement worker are responsible for ensuring that the additional children placed receive the same level of care and safety as the other children in care.</p> <p>The service area manager or designee must approve all variance requests.</p>
Distribution	<p>Submit the form to the service area manager or designee for approval. The service area manager or designee sends the completed original to the worker responsible for the DHS licensing file.</p> <p>File one copy in the child's file. Send a copy to the foster parents for their personal records. Send a copy to the recruitment and retention contractor for their file.</p>
Data	<p>Enter the identifying information for the family.</p> <p>Check the kind of variance being requested.</p> <p>Explain why the variance is needed and how the family is qualified to provide care for more children.</p> <p>If the variance is for specific children, enter identifying information for them.</p>

**Notice of Action: Foster Family Home, Form 470-0709 or 470-0709(S)**

Purpose	Form 470-0709 or 470-0709(S) is used to notify the applicant for a foster family home license of licensing decisions.
Source	Complete the English version of the form on line using the template in the public state-approved forms folder on Outlook.  Print supplies of the Spanish version of the form from the sample in the manual.
Completion	<p>The service area manager or designee completes the form when the manager or designee makes a foster family home licensing decision, including:</p> <ul style="list-style-type: none"><li>◆ Issuance of a full license on application, reapplication, or completion of a corrective action plan under a provisional license.</li><li>◆ Issuance of a provisional license on application or reapplication.</li><li>◆ Denial of a license on application, reapplication, or expiration of a provisional license.</li><li>◆ Revocation or suspension of current license.</li><li>◆ Withdrawal of application or license at the request of applicant.</li></ul> <p>NOTE: If the applicant fails to return the application for renewal, then the license is not renewed. The notice is effective the last day of the licensing year.</p> <p>The service area manager or designee reviews and signs the form.</p>
Distribution	Make three copies of the completed form. Send the original to the applicant. NOTE: Send all denial notices to the applicant by restricted certified mail so that the date of receipt can be recorded for appeal purposes.

The service area manager may send a letter with this notice of action, especially in the case of adverse actions. Any information contained in the letter shall agree with the information and appeal rights contained on this form.

File a copy in the Department licensing file. Send a copy to the recruitment and retention contractor.

The contractor will initiate payment of the training stipend if the license is approved.

Data

Indicate if a new license or renewed license is being issued.

Check the applicable choice and fill in the dates and license capacity if requested.

If a full or provisional license is being issued, indicate the effective period of the license and the capacity of the home. If any other limitations are being placed on the home, type the limitation in the space provided.

If the application is being denied:

- ◆ Indicate all specific sections of Iowa Code Chapter 237 and of 441 Iowa Administrative Code Chapters 112 and 113 being used as reasons for the denial. Include the number and a direct quote of the section.
- ◆ Explain the specific facts that support the legal basis for the negative action. Use an additional page if necessary.

**Partnership Development Plan, Form 470-4020**

Purpose	The purpose of form 470-4020, <i>Partnership Development Plan</i> , is to help families turn their needs into strengths and enhance their parenting skills.
Supply	Print supplies of this form from the sample in the manual.
Completion	The contractor home study worker completes this form during the family consultations. This process may be completed as often as necessary. Issues identified must be addressed by the tenth training session.
Distribution	Keep the original of the form in the home study file and make a copy for the family.  The home study worker shares this information with the PS-MAPP training leaders as feedback indicating what subjects need to be addressed during the training. If PS-MAPP training is waived, this form can be completed and shared with the Department when the initial licensing packet is submitted.
Data	The form identifies the family's need, indicates what action plan will be implemented to address the need, and analyzes the potential outcomes of this process.

**Professional Development Plan, Form 470-4023**

Purpose	The purpose of form 470-4023, <i>Professional Development Plan</i> , is to identify training needs for foster families during the first six months after they receive their license to enhance their parenting skills.
Supply	Print supplies of the form as needed from the sample in the manual.
Completion	The home study worker completes this form in consultation with the family so they can work out a training plan for the family.
Distribution	The home study worker maintains the original of the form in the home study file and makes a copy for the family.
Data	The form identifies: <ul style="list-style-type: none"><li>◆ In-service training needs for the family,</li><li>◆ Needs for development of other family members, and</li><li>◆ The plan the family agrees to carry out to meet those needs.</li></ul>

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**[Provisions for Alternate Water Supply, Form 470-0699](#)**

Purpose	Applicants whose private water supply is unsafe shall use form 470-0699 to make a commitment to supply safe water to foster children.
Source	Print supplies of this form from the sample in the manual. Access the form sample by clicking on the form name above.
Completion	The applicant and the recruitment and retention contractor home study worker complete this form whenever an applicant has a private water supply that is unsafe.
Distribution	Submit the original in the initial or renewal home study packet to the service area manager or designee. Keep a copy until the original is returned with the manager's or designee's decision.
Data	The form: <ul style="list-style-type: none"><li>◆ Identifies the place where the family will obtain water.</li><li>◆ Describes the source.</li><li>◆ Describes the procedures that will ensure the safety of this water supply.</li><li>◆ Describes the procedures to prevent foster children from drinking unsafe water.</li><li>◆ Is signed by:<ul style="list-style-type: none"><li>• The foster parents.</li><li>• The home study worker.</li><li>• The service area manager or designee.</li></ul></li></ul>

**PS-MAPP Family Profile, Form 470-4019 or 470-4019(S)**

Purpose	The <i>PS-MAPP Family Profile</i> is used to collect information about prospective foster and adoptive families during the PS-MAPP training, as part of the family home study.
Source	Obtain supplies of the English and Spanish versions of the form from the recruitment and retention contractor.
Completion	<p>PS-MAPP trainers give this packet to the family when the family begins the licensing or approval process. Issue only the sections that apply to the particular family. The applicant family shall complete the profile by the last training session.</p> <p>If PS-MAPP is waived, the home study worker provides this form to the family to complete before the last applicant home visit. Completing the profile reinforces that families can best explain their own strengths and needs. Families know themselves better than anyone else does.</p> <p>It is the responsibility of prospective foster and adoptive parents to help home study workers get to know them better and to examine fully if adopting or fostering is right for them</p>
Distribution	The family returns the original completed profile to the home study worker. It is retained in the family's DHS licensing file. The recruitment and retention contractor keeps a copy in its home study file.
Data	<p>Part I of the profile includes sections for the applicants to report:</p> <ul style="list-style-type: none"><li>◆ General information on household members, including:<ul style="list-style-type: none"><li>• Demographic information</li><li>• Medical and personal information</li><li>• Legal information</li><li>• Financial information</li></ul></li><li>◆ References</li><li>◆ Special projects (pictures, letters, scrapbook)</li><li>◆ Personal profile for the mother</li><li>◆ Personal profile for the father</li></ul>

Part II of the profile collects information about how the family operates and what the family's expectations for a foster child are. There are several optional sections depending on family configuration:

- ◆ A couple with children
- ◆ A couple with no children
- ◆ A single person with children
- ◆ A single person with no children
- ◆ A parent's profile of children now in the home
- ◆ A personal profile for children 12 years of age or older
- ◆ A personal profile for children under age 12

**PS-MAPP Family Profile Summary, Form 470-4029**

Purpose	Form 470-4029, <i>PS-MAPP Family Profile Summary</i> , is used to: <ul style="list-style-type: none"><li>◆ Summarize the family's reasons for fostering or adopting.</li><li>◆ Summarize the family's strengths and needs relative to the 12 criteria discussed in the parent educational meetings.</li><li>◆ Recommend next steps for the family.</li><li>◆ Provide guidelines to other agency staff for supporting the family.</li></ul>
Source	Print this form from the sample in the manual. A Word template is available from DHS licensing staff.
Completion	The home study worker completes the form based on information collected at family meetings during the foster home study licensing process.
Distribution	The form is retained in the family's DHS licensing file and a copy is retained in the contractor's file.
Data	The form includes: <ul style="list-style-type: none"><li>◆ Demographic and family information</li><li>◆ Child preferences</li><li>◆ Family strengths</li><li>◆ Family needs</li><li>◆ Worker comments</li></ul>

**PS-MAPP Parent Preparation Certificate of Completion, Form 470-2066**

Purpose	Form 470-2066 shows that the prospective foster or adoptive parent has completed the 30-hour training requirement for initial licensure or approval.
Source	The recruitment and retention contractor issues the certificate.
Completion	<p>The recruitment and retention contractor issues the training certificate after the applicant has completed all 30 hours of training.</p> <p>If an applicant misses part of the 30-hour training program, the certificate is issued only after the person has made up the training hours missed.</p>
Distribution	The recruitment and retention contractor mails the original certificate directly to the applicant, and the Department maintains a copy in the licensing file.
Data	The certificate shows the foster parent's name, the training provider and location, and the date of completion.

**[Receipt of HIV-Related Information, Form 470-3227](#)**

Purpose	Form 470-3227 documents the foster parent's agreement to the confidentiality provisions for HIV-related information regarding a specific child.
Source	Print this form from the sample in the manual. (Access the form sample by clicking on the form name above.)
Completion	<p>Issue this form when HIV information is given to a foster parent verbally or in writing. Draw foster parents' attention to the section on the prohibition of further disclosure.</p> <p>Generally, the foster parent must sign this document at the time HIV information is given to the foster parents or within ten days of the receipt of HIV information.</p>
Distribution	Send the form to the placement worker for retention in the child's file. Give a photocopy of the completed form to the foster parents.
Data	Fill in the child's name and date of birth. Have the foster parent sign and date the form.

**Recommendation for Denial of a Foster Family License, Form 470-0704**

Purpose	Form 470-0704 summarizes the grounds for recommending denial of an application or reapplication for a foster family home license and records the decision. (See 12-B, <a href="#">Denial of License</a> , for further discussion.)
Source	Department staff can complete form 470-0704 on line using the template available in the public state-approved forms folder on Outlook.
Completion	The Department licensing worker completes all but the "Denial Decision" section when recommending the denial of a license. The service area manager completes that section.
Distribution	<p>The licensing worker submits the form to the service area manager or designee and keeps a copy as a control.</p> <p>After a decision is made, the licensing worker:</p> <ul style="list-style-type: none"><li>◆ Files a copy in the licensing file,</li><li>◆ Sends a copy to the Division of Adult, Children and Family Services along with the documentation supporting the denial, and</li><li>◆ Sends a copy to the recruitment and retention contractor.</li></ul>
Data	Indicate all substantiated reasons for the denial of an application or reapplication. Attach supporting data for each reason checked when this form is submitted.

**Recommendation for Provisional License, Form 470-0698**

**Purpose** Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision.

**Source** Print this form from the sample in the manual. (Access the form sample by clicking on the form name above.)

**Completion** The Department licensing worker completes the form when form 470-0695, *Foster Family Survey Report*, indicates that the applicant fails to meet one or more licensing standards, but the licensing worker believes that the situation meets the requirements for issuing a provisional license.

Refer to 12-B, [LICENSING DECISION: Approval of License: Provisional License](#), for a discussion of the conditions for issuance of a provisional license.

The licensing worker completes sections A, B, D, E, and F. The applicants sign in section C to indicate their commitment to the plan of correction.

**Distribution**

The licensing worker:

- ◆ Submits the form to the service area manager for a decision.
- ◆ Keeps a control copy until the form is returned with the licensing decision.
- ◆ Sends the applicant a photocopy of the completed form as the approved plan for correction.
- ◆ Maintains the completed form in the licensing file.

**Data**

The form describes:

- ◆ The applicant home's deficiencies,
- ◆ The applicant's plan, and
- ◆ The time frames for correction of the deficiencies.

Be as specific as possible in describing the deficiencies in section A and the corrective action in section B. You may need to attach additional information to explain sections C, D, and E. Indicate in Section F whether the provisional license is being recommended and sign in the space provided.

**Recommendation for Suspension of a License, Form 470-0710**

Purpose	Form 470-0710 documents the conditions requiring an emergency or time-limited suspension of a foster family home license and records the Department's decision.
Source	Complete this form on line using the template available in the public state-approved forms folder on Outlook.
Completion	<p>The Department licensing worker completes sections A through E when recommending the suspension of a license.</p> <p>Each licensee signs section F, along with the licensing worker, to indicate commitment to the plan of correction.</p> <p>The service area manager or designee signs section G.</p> <p>The administrator of the Division of Adult, Children and Family Services completes section H.</p>
Distribution	<p>The licensing worker submits the copy to the service area manager.</p> <p>The service area manager or designee submits the approved copy to the administrator of the Child and Family Services and keeps a copy until the approved copy is returned with a suspension decision. The completed form is placed in the licensee's record.</p>
Data	<p>Ensure that:</p> <ul style="list-style-type: none"><li>◆ The deficiencies are clearly and completely identified in section A.</li><li>◆ The specific laws or rules violated are accurately cited in section B.</li><li>◆ Section E clearly describes the plan for correcting the deficiencies including the completion date.</li></ul> <p>Check "foster family home" in Section G.</p>

**Record Check Decision, Form 470-2386 or 470-2386(S)**

Purpose	A <i>Record Check Decision</i> is used to document the Department's decision on whether reports of criminal conviction or founded child abuse merit prohibition of licensure.
Source	Complete the English version of this form on line using the template in the public state-approved administrative form folder on Outlook. Print supplies of the Spanish version from the sample in the manual.
Completion	The Department evaluation team completes this form whenever a person with a criminal or child abuse record has asked the Department to evaluate whether the persons' criminal conviction or founded child abuse reports merit prohibition of licensure. A single form may be completed for more than one criminal conviction or founded child abuse report.
Distribution	Keep one copy in the Department licensing file and send a copy to the recruitment and retention contractor.
Data	Check the kind of records being evaluated, enter the name and address of the person being evaluated, and complete the rationale for the evaluation decision.

[Record Check Evaluation, Form 470-2310 or 470-2310\(S\)](#)

Purpose	Form 470-2310 collects additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing recommendation.
Source	Complete the English version of this form on line using the template available in the public state-approved forms folder on Outlook. Print supplies of the Spanish version from the sample in the manual.
Completion	The person who has the criminal or child abuse record completes this form for <b>each</b> founded report of child abuse or criminal conviction.
Distribution	<p>The recruitment and retention contractor shall provide assistance if necessary.</p> <p>The foster family applicant or other person residing in the home completes the form and provides it to the recruitment and retention contractor.</p> <p>The contractor:</p> <ul style="list-style-type: none"><li>◆ Sends the form to the Department for evaluation and retention in the licensing record.</li><li>◆ Maintains a copy is for the contractor file.</li></ul>
Data	<p>Check the kind of report being evaluated in Part A.</p> <p>Enter the address for returning the form in Part B.</p> <p>The person being evaluated checks the person's response in Part C and completes the questions about the incident and the person's response to it in Part D.</p>

**Request for Child Abuse Information, Form 470-0643**

Purpose	Form 470-0643 is used to document a request for information from the Central Abuse Registry to determine whether there is a record of a founded abuse report on a person in the foster family household.
Source	Department staff can complete this form on line using the template available in the public state-approved forms folder on Outlook.
Completion	Recruitment and retention contractor staff complete the form when a family is being evaluated on a new or renewal application for a foster family home license. Complete a separate form for each person.  For guidelines on checking abuse records for license renewals, refer to 12-B, <a href="#">RENEWAL OF LICENSE: Records Check for Renewal</a> . Make the check through the SING system.
Distribution	If the name is found on the Registry as the person responsible for a registered incident, send a copy of the form to the Central Registry office to request a copy of the report.  File the form in the in the home study file with the SING response attached.
Data	Complete Sections I, II, and III, requesting any founded or undetermined child abuse reports indicating the foster parent or other household member as the person responsible for abuse, for the purpose of a registry check for foster family home licensing.

**Request for Revocation of Foster Family License, Form 470-0705**

Purpose	Form 470-0698 summarizes the grounds for recommending issuance of a provisional foster family home license and records the decision on the recommendation.
Source	Print this form from the sample in the manual. (Access the form sample by clicking on the form number above.)
Completion	<p>When the decision is made to recommend revocation of a license, the Department licensing worker completes all sections except "Revocation Decision."</p> <p>The division administrator completes Revocation Decision.</p>
Distribution	<p>The licensing worker submits the form with the supporting data to the service area manager or designee for review (and correction or elaboration if necessary).</p> <p>The service area keeps a control copy and forwards the form and the supporting information to the administrator of the Division of Adult, Children and Family Services.</p> <p>If the Division does not approve the revocation, the form is returned immediately to the service area. If the revocation is approved, the Division issues the revocation notice. The completed form is returned to the service area:</p> <ul style="list-style-type: none"><li>◆ 30 days after the licensee receives the revocation notice, or</li><li>◆ If the licensee appeals the revocation, when the appeal process is completed.</li></ul> <p>When the service area receives the completed form, return the form to the licensing worker. The DHS licensing worker enters revocation status including pertinent text into FACS.</p>
Data	Indicate all reasons for revocation of the license. (See 12-B, <a href="#">Revoking the License</a> , for a discussion of license revocation.) Attach supporting data describing the circumstances involved and your actions to improve the family situation to this form.

**Request for Waiver of PS-MAPP or Licensing Standards, Form 470-4873**

Purpose	<p>The <i>Request for Waiver of PS-MAPP or Licensing Standards</i> is a form for Department licensing staff to use to request waiver of a licensing standard:</p> <ul style="list-style-type: none"><li>◆ For PS-MAPP pre-service training, or</li><li>◆ That does not have a negative impact on child safety.</li></ul>
Source	<p>Complete this form on line using the template available in the public state-approved forms folder on Outlook. You can also print the form from the sample in the manual.</p>
Completion	<p>The Department licensing worker completes the form, except for the "response" section, which is completed by the service area manager or designee.</p> <p>Choose the applicable reason for waiving PS-MAPP training. To request a waiver of another licensing standard:</p> <ul style="list-style-type: none"><li>◆ Check the licensing standard that has the deficiency.</li><li>◆ Enter the effective date that the waiver is requested.</li><li>◆ Describe the circumstances that warrant the waiver.</li><li>◆ Describe the impact if a waiver is not approved.</li></ul>
Distribution	<p>Send the completed original form to the service area manager or designee for a response for a waiver request. When the request for a waiver is approved or denied:</p> <ul style="list-style-type: none"><li>◆ Return the original to the Department licensing worker.</li><li>◆ Send a copy to the retention and recruitment worker.</li><li>◆ Send a copy to the policy program manager in central office.</li></ul> <p>If a waiver request is not approved but the service area manager or designee would support an exception to policy, refer to <a href="#">1-B-Appendix</a> for instructions on requesting an exception to policy. Attach this form to the exception request.</p>
Data	<p>Document the reasons why the pre-service PS-MAPP training may be waived or why a licensing standard could be waived.</p>

**Strengths/Needs Worksheet – After Meetings 1 and 2, Form 470-4021 or 470-4021(S)**

Purpose	Form 470-4021 or 470-4021(S) is used to help families assess their willingness and ability to be foster families.
Source	Print this form as needed from the sample in the manual.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 2 during the foster home licensing process.
Distribution	The completed form is returned to the recruitment and retention contractor. The form is included with the home study report and is retained in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to report their strengths and needs in relation to: <ul style="list-style-type: none"><li>◆ Communicating effectively</li><li>◆ Knowing the children</li><li>◆ Building their strengths and meeting their needs</li></ul>

**Strength/Needs Worksheet – After Meetings 3 and 4, Form 470-4089 or 470-4089(S)**

Purpose	Form 470-4089 or 470-4089(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of these forms as needed from the samples in the manual.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 4 during the foster home licensing process.
Distribution	The completed form is returned to the recruitment and retention contractor. The form is included with the home study report and is retained in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs in relation to: <ul style="list-style-type: none"><li>◆ Know your family</li><li>◆ Communicate effectively</li><li>◆ Know the children</li><li>◆ Build strengths; meet needs</li><li>◆ Work in partnership</li><li>◆ Be loss and attachment experts</li></ul>

**Strength/Needs Worksheet – After Meeting 5, Form 470-4090 or 470-4090(S)**

Purpose	Form 470-4090 or 470-4090(S) is used to help families assess their willingness and ability to be foster families.
Source	Print supplies of these forms as needed from the samples in the manual.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 5 during the foster home licensing process.
Distribution	The completed form is returned to the recruitment and retention contractor. The form is included with the home study report and is retained in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicant to report strengths and needs in relation to: <ul style="list-style-type: none"><li>◆ Know your family</li><li>◆ Communicate effectively</li><li>◆ Know the children</li><li>◆ Build strengths; meet needs</li><li>◆ Work in partnership</li><li>◆ Be loss and attachment experts</li><li>◆ Manage behaviors</li><li>◆ Build self-esteem</li><li>◆ Assure health and safety</li></ul>

**Strength/Needs Worksheet – After Meetings 6 and 7, Form 470-4091 or 470-4091(S)**

Purpose	Form 470-4091 or 470-4091(S) is used to help families assess their willingness and ability to be foster parents.
Source	Print supplies of these forms as needed from the samples in the manual.
Completion	The PS-MAPP leader asks foster parent applicants to complete this worksheet after meeting 7 during the foster licensing home study process.
Distribution	The completed form is returned to the recruitment and retention contractor. The form is included with the home study report and is retained in the licensing file. The contractor keeps a copy for the family's file.
Data	<p>The form includes sections for the applicant to report strengths and needs in relation to:</p> <ul style="list-style-type: none"><li>◆ Know your family</li><li>◆ Communicate effectively</li><li>◆ Know the children</li><li>◆ Build strengths; meet needs</li><li>◆ Work in partnership</li><li>◆ Be loss and attachment experts</li><li>◆ Manage behaviors</li><li>◆ Build connections</li><li>◆ Build self-esteem</li><li>◆ Assure health and safety</li><li>◆ Assess impact</li><li>◆ Make an informed decision</li></ul>

**[Strengths/Needs Worksheet for Fertility Issues, Form 470-4024 or 470-4024\(S\)](#)**

Purpose	Form 470-4024 or 470-4024(S) is used to help families who have experienced a loss of fertility to assess their willingness and ability to be foster families.
Source	Print supplies of these forms as needed from the samples in the manual.
Completion	The PS-MAPP leader asks foster parent applicants to complete the worksheet after the third meeting when the family has not been able to conceive or has experienced the loss of a child.
Distribution	The completed form is returned to the recruitment and retention contractor. The form is included with the home study report and is retained in the licensing file. The contractor keeps a copy for the family's file.
Data	The form includes sections for the applicants to evaluate and report strengths and needs in relation to 14 tasks involved in fostering a child.

**Medication Management, Comm. 315**

Purpose	The <i>Medication Management</i> booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the sample in the manual. (Access the booklet by clicking on the form number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end of it. Completion of this test is mandatory and must be completed in the initial training cycle. Foster parents who are already licensed on October 1, 2009, shall complete this training by October 1, 2010.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: <ul style="list-style-type: none"><li>◆ Responsibilities when a child enters care</li><li>◆ Types and names of medication</li><li>◆ Preparation forms</li><li>◆ Routes of administration</li><li>◆ Who should administer medication</li><li>◆ Guidelines for administration</li><li>◆ Recording administration</li><li>◆ Dispensing oral medications</li><li>◆ Medication errors</li><li>◆ Refusal to take medication</li><li>◆ Administering medication away from home</li><li>◆ Storage and disposal of medication</li><li>◆ Psychiatric medications</li></ul>

**Foster Parent Handbook, Comm. 33 or Comm. 33(S)**

Purpose	The <i>Foster Parent Handbook</i> provides information to foster parents about Department policies and procedures for foster care.
Source	Foster parents and staff are encouraged to access the <i>Handbook</i> through the Internet. (Access either the English or Spanish version of the <i>Handbook</i> by clicking on its "Comm." number above.)
Distribution	When printed copies are available, they are issued through the PS-MAPP training process.
Data	The <i>Handbook</i> addresses: <ul style="list-style-type: none"><li>◆ Procedures for becoming a licensed foster parent.</li><li>◆ Procedures and responsibilities in accepting placements.</li><li>◆ Special considerations in caring for teen-agers.</li><li>◆ Requirements for communication and record keeping.</li><li>◆ Discipline policies.</li><li>◆ Recognizing, reporting, and preventing child abuse.</li><li>◆ Permanency planning requirements.</li><li>◆ Placement transitions.</li><li>◆ Finances.</li><li>◆ Training.</li><li>◆ Resources and support.</li></ul>