

922 KAR 1:310 Child Placing Survey Tool

Yes	No	N/A	Regulatory Requirement	Tag #
Section 2				
Administration and Operation				
			Licensing procedures of an agency shall be administered pursuant to 922 KAR 1:305. An independent living program shall be an optional component of the agency's license in accordance with 922 KAR 1:340	2401
			National accreditation - 2 years after initial licensure or within 2 years of acquiring an agreement with the Cabinet, whichever is later (COA, JCAHO, etc.) The cabinet shall revoke a license if agency fails to obtain and maintain accreditation. Agency provides proof to OIG at time of initial accreditation and at time of annual inspection for re-licensure.	2403
			Board of directors: <input type="checkbox"/> Seven (7) members <input type="checkbox"/> Meet quarterly <input type="checkbox"/> Written meeting minutes and kept in written form <input type="checkbox"/> Ensure continuing compliance with the regulations <input type="checkbox"/> Approve a mission statement, establish and revise, to include <input type="checkbox"/> Purpose, objective, scope of services and intake policy/type of child to be accepted for care <input type="checkbox"/> Hire, supervise and annually evaluate the executive director <input type="checkbox"/> Written duties of the executive director	2411
			Executive director shall: <input type="checkbox"/> Be responsible for the agency/affiliates/written policies/procedures <input type="checkbox"/> Oversee all aspects of the agency <input type="checkbox"/> Report to the board quarterly <input type="checkbox"/> Evaluation of program services <input type="checkbox"/> Measurement of attainment of objective <input type="checkbox"/> Staff training <input type="checkbox"/> Incident reports <input type="checkbox"/> Process to evaluate program services/approved annually by board <input type="checkbox"/> Designated staff person shall be responsible for day to day operation of the program if the executive director is not available	2421
			Staff qualification Master's degree from college/university in any of the following human services fields: Social Work, Sociology, Psychology, Guidance\Counseling, Education, Religious education, Business Administration, Criminal Justice, Public Administration, Child Care Administration, Nursing, Family studies, or another human service field related to working with families and children.	2431
			Executive director (ED) shall: <input type="checkbox"/> Master's degree and two (2) years experience in human services program; or <input type="checkbox"/> Bachelor's degree and four (4) years exp. in human services program	2431
			Program director (PD) shall: <input type="checkbox"/> Agency shall have one (1) member of the staff designated as program director <input type="checkbox"/> Master's degree in human services field; or <input type="checkbox"/> Bachelor's degree (social work) and two (2) years exp. working with a child/family	2441
			Social Services Worker (SSW) shall: <input type="checkbox"/> Responsible for social work, counseling or plan/coordinate services <input type="checkbox"/> Bachelor's degree in social work or human services field	2451

		Treatment director (TD) shall: <input type="checkbox"/> Oversee the day-to-day operation of the treatment program; <input type="checkbox"/> Master's degree in human services field; and <input type="checkbox"/> Have at least five (5) years total exp. with three (3) years of exp. In mental health treatment of children with emotional or behavioral disabilities and their families.	2461
		Contractual Social Services Worker shall: <input type="checkbox"/> Documentation that s/he meets tag 2451 <input type="checkbox"/> Agreement on file/provision of service/qualifications of SSW	2471
		Program director shall supervise social services workers	2481
		Treatment director shall carry out approval and evaluation of services	2491
		Social services workers shall not carry a caseload of more than twenty (20) children (refer to caseload matrix) in some combination of foster care, therapeutic, medically complex, or independent living program	2501
		Agency shall have and comply with written personnel policies and procedures	2511
		An employee shall: <input type="checkbox"/> Be at least eighteen (18) years of age; <input type="checkbox"/> Submit to a CRC in accordance with KRS 17.165 <input type="checkbox"/> Submit to a CA/N in accordance with 922 KAR 1:470; and <input type="checkbox"/> Submit to a new CRC and CA/N once every two (2) years	2521
		Agency shall not employ a person or allow a person to volunteer in a position involving direct contact with a child if a substantiated allegation of abuse, neglect, or exploitation of a child has been made against that person	2531
		The cabinet shall respond to allegations of abuse, neglect, or exploitation of a child	2541
		A current personnel record shall be maintained for an employee that includes the following: <input type="checkbox"/> Name, address, Social Security number, employment date, & date of birth <input type="checkbox"/> Evidence of qualifications, including degree from a college or university, current registration, certification, or licensure; <input type="checkbox"/> Record of participation in staff development; <input type="checkbox"/> Record of performance evaluation; <input type="checkbox"/> Criminal records and central registry checks <input type="checkbox"/> Record of a physical exam related to employment, as specified in agency's policies and procedures; <input type="checkbox"/> Personnel action; <input type="checkbox"/> Application for employment, resume, or contract; and <input type="checkbox"/> Evidence of personnel orientation	2551
		Agency shall have ongoing staff development program under the supervision of a designated staff member	2561
		An employee under indictment, legally charged with felonious conduct, or subject to a cabinet investigation in accordance with 922 KAR 1:330 shall: <input type="checkbox"/> Be immediately removed from contact with a child; and <input type="checkbox"/> Not be allowed to work with the child until: <input type="checkbox"/> A prevention plan has been written and approved by a designated regional cabinet staff <input type="checkbox"/> The person is cleared of the charge; or <input type="checkbox"/> A cabinet investigation reveals an unsubstantiated finding, if the charge resulted from an allegation of child: abuse; neglect; or exploitation	2571
		Unless a volunteer is a practicum student, a volunteer who performs a similar function as paid staff shall meet the same requirements and qualifications	2581

		Practicum students and volunteers shall: <ul style="list-style-type: none"> <input type="checkbox"/> Be at least eighteen (18) years of age; <input type="checkbox"/> Submit to a CRC in accordance with KRS 17.165 <input type="checkbox"/> Submit to a CA/N in accordance with 922 KAR 1:470; and <input type="checkbox"/> Submit to a new CRC and CA/N once every two (2) years <input type="checkbox"/> Not have a substantiated CA/N 	2583
		A current personnel record shall be maintained for a practicum student or volunteer that includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> Name, address, Social Security number, starting date, and date of birth <input type="checkbox"/> Evidence of qualifications if the volunteer performs a similar function as paid staff Criminal records and central registry checks	2585
		Agency that uses physical management shall have established guidelines and policies governing the use that is consistent with accreditation standards and in accordance with 922 KAR 1:300	2587
		Agency shall provide written notification within one (1) week to OIG when there is a leadership change in: <ul style="list-style-type: none"> <input type="checkbox"/> Executive director; <input type="checkbox"/> Program director; or <input type="checkbox"/> Treatment director. 	2589

NOTES:

Yes	No	NA	Regulatory Requirement	Tag #
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Section 3 Interstate Placement

		Prior to accepting a child from another state or prior to placing a child outside Kentucky, the agency shall comply with: <ul style="list-style-type: none"> <input type="checkbox"/> KRS 615.030 to 615.040, Interstate Compact on Placement of Children; <input type="checkbox"/> KRS 615.010, Interstate Compact Regarding Juveniles; and (c) 42 U.S.C. 671(a)(23) 	2591
		Agency shall comply with tag 2591 if a child placed with the agency visits or receives respite care in another state for a period to exceed: <ul style="list-style-type: none"> <input type="checkbox"/> Thirty (30) days; or <input type="checkbox"/> The child's school vacation period as ascertained from the academic calendar of the school 	2611
		If an emergency placement of a child into a licensed agency is made, the placement source shall be responsible for compliance with KRS 615.030 and 615.040	2621

NOTES:

Section 4 Evaluation of an Applicant

Name:		Approval Date:	
		<p>Recruiting a prospective foster/adoptive home, the agency's social services staff shall:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete a home study <input type="checkbox"/> Approve the home prior to the placement of a child 	2631
		<p>Home study shall include minimum of 2 home visits for the purpose of conducting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> One (1) interview with each of the household members individually to assess each member's attitude of the placement or adoption of a child <input type="checkbox"/> One (1) family consultation with all household members present to observe the functioning of the applicant's household, including interpersonal relationships and patterns of interaction <p>Proof of the applicant's:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identity, such as a federally or state-issued photo identification card <input type="checkbox"/> Age of twenty-one (21) years or older, unless an exception is granted <input type="checkbox"/> United States citizenship or legal immigrant status, as described in 8 U.S.C. 1151 	2641
		<p>A statement for each member of the applicant's household that shall be signed by a health professional who is not a member of the applicant's household; and verifying that the individual:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is free of a communicable or infectious disease; and <input type="checkbox"/> Has no illness or condition that would present a health or safety risk to a child placed in the applicant's home; <input type="checkbox"/> A signed statement by a health professional who is not a member of the applicant's household regarding the applicant's physical ability to provide necessary care for a child 	2651
		<p>Verification that the applicant has a source of income separate from foster care reimbursement or adoption assistance</p>	2661
		<p>Three (3) personal references who:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not related to the applicant; and <input type="checkbox"/> Interviewed by the agency staff in person, by telephone; or provide letters of reference for the applicant <input type="checkbox"/> Two (2) credit references 	2671
		<p>Verification that the applicant's financial stability has been assessed and approved in accordance with the agency's written policies and procedures</p>	2681
		<p>Documentation of an in-person or telephone interview with each adult child of the applicant, who does not live in the applicant's home, regarding the applicant's parenting history unless documented exception exists and is approved by PD due to inaccessibility.</p>	2691
		<p>Verification from the applicant regarding a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Previous divorce <input type="checkbox"/> Death of a spouse; or <input type="checkbox"/> Present marriage 	2701
		<p>If the applicant does not have custody of the applicant's own child:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of a visitation order <input type="checkbox"/> A copy of a child support order; and <input type="checkbox"/> Proof of current payment of child support 	2711

		<p>Proof of background checks on applicant and any member of the household to include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> KY Criminal Records Check (AOC or State Police)-(18 and over) Dates: _____ <input type="checkbox"/> Child Abuse or Neglect (Cabinet)-(12 and over) Dates: _____ <input type="checkbox"/> CRC by means of fingerprint to KSP and FBI (NCID Check) –This only applies to applicants after 07/01/08. This applies to new adults moving into the home even if it does not apply to the foster parent due to prior to 07/01/08. If international check completed by federal gov't, NCID not required. Dates: _____ 	2721
		<p>Documentation that the applicant has access to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transportation that meets the child's needs, including restraint requirements pursuant KRS 189.125 <input type="checkbox"/> School <input type="checkbox"/> Recreation <input type="checkbox"/> Medical care; and <input type="checkbox"/> Community facilities 	2731
		<p>Documentation that if the applicant or household member will be transporting a foster child, proof that the individual possesses a valid driver's license, has automobile or driver's insurance coverage, and documentation that the applicant or household member will abide by passenger restraint laws</p>	2741
		<p>Documentation that the applicant's home:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does not present a hazard to the health and safety of a child <input type="checkbox"/> Is well heated and ventilated <input type="checkbox"/> Complies with state and local health requirements regarding water and sanitation <input type="checkbox"/> Provides indoor & outdoor recreation space appropriate to the developmental needs of a child placed in the applicant's home 	2751
		<p>Documentation of Verification that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No more than four (4) children, including the applicant's own children, shall share a bedroom; <input type="checkbox"/> Thorough consideration shall be given to age, gender, background if children share a bedroom; <input type="checkbox"/> Children of different genders over the age of five(5) shall not share a bedroom; <input type="checkbox"/> A bedroom used by a child in the custody of a state agency shall be comparable to other bedrooms in the house; and <input type="checkbox"/> A foster parent shall not share a bedroom with a child in the custody of a state agency, unless prior approval is obtained from the state agency 	2761
		<p>Documentation of Verification that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An individual bed is provided for each child in the home <input type="checkbox"/> If the child is under age one (1), is a crib that meets the Consumer Products Safety Commission Standards pursuant to 16 C.F.R. 1219 and 1220; and <input type="checkbox"/> Is age and size appropriate for the child <input type="checkbox"/> Has a mattress that meets current Consumer Products Safety Commission Standards in 16 C.F.R. Parts 1632 and 1633, in good repair, <input type="checkbox"/> Has clean fitted sheet that shall be changed weekly or immediately if it is soiled/wet. 	2771
		<p>Documentation of Verification that the following are inaccessible to a child:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alcohol beverages; <input type="checkbox"/> Poisonous or hazardous materials; <input type="checkbox"/> Ammunition and firearms in accordance with KRS 527.100 and 527.110; <input type="checkbox"/> An animal that presents a danger to a child; and <input type="checkbox"/> Medication unless an exception is granted 	2781

		<p>Proof that the applicant has:</p> <ul style="list-style-type: none"> <input type="checkbox"/> First aid supplies with unexpired dates available and stored in a place easily accessible by the foster parent <input type="checkbox"/> A working telephone; and <input type="checkbox"/> A working smoke alarm within ten (10) feet of each bedroom working carbon monoxide detector in a home with gas heating or appliances; and <input type="checkbox"/> Any household animal vaccinated in accordance with KRS 258.015 and 258.035 	2791
		<p>Documentation that if a business open to the public adjoins the applicant's household, consideration of potential negative impacts on the child and family, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hours of operation <input type="checkbox"/> Type of business <input type="checkbox"/> Clientele 	2801
		<p>Documentation that if an applicant was approved to foster or adopt a child by another agency or the cabinet and the applicant's home were closed, verification of the closure and a statement to indicate whether the closure was at the request of the applicant or the agency.</p>	2806
		<p>Exception to 21 years old age requirement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Between 18 and 21 years old <input type="checkbox"/> Relative to child <input type="checkbox"/> Able to meet the needs of child to be placed in the home 	2811
		<p>For each potential applicant evaluated, the agency shall keep a written record of the findings of the home study and the evidence on which the findings are based</p>	2821
		<p>Following approval as a foster home, the approving agency may request written approval from the state agency with custody of the child, for the foster home to provide services as a certified:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provider of Supports for Community Living 907 KAR 1:145; <input type="checkbox"/> Therapeutic foster care provider for adults 907 KAR 3:030; <input type="checkbox"/> Certified family child-care home in accordance with 922 KAR 2:100; or <input type="checkbox"/> Licensed child care center in accordance with 922 KAR 2:090 	2831
		<p>An approved foster home shall not simultaneously be used as a licensed or certified health care or social service provider for a child in the foster home's care.</p>	2841
		<p>An employee of the dept who provides protection and permanency services is prohibited from becoming a foster parent or respite provider unless was an employee at the time and Commissioner approves in writing.</p>	2851
		<p>With Commissioner approval, employee with the dept who provides protection and permanency can adopt a child who is in the custody of the cabinet.</p>	2861
		<p>Agency develop written policy and procedures for employees of the agency serving as: Foster parent, adoptive parent, or respite care provider</p>	2871
		<p>An exception can be made to medication being locked if:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exception is documented in ITP of child <input type="checkbox"/> Child is approved by a health professional to self-administer medicine under supervision of foster/prospective adoptive parent/other caretaker; or <input type="checkbox"/> Emergency access to medication may be necessary to save the child's life(severe allergic reaction/asthma attack) <input type="checkbox"/> Measures taken to prevent unauthorized access by another child in same home 	2885

		<p>If an applicant is approved as a foster home, adoptive home, or respite care provider by a state agency or another agency, an agency shall:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct a home study <input type="checkbox"/> Documentation that the applicant meets training requirements per this regulation and 922 KAR 1:495(i.e.: foster care, therapeutic foster care, medically complex, orientation & preparation curriculum); and <input type="checkbox"/> If an applicant lacks training, the agency shall, prior to placement of a child in the home: <ul style="list-style-type: none"> <input type="checkbox"/> Provide training (i.e.: foster care, therapeutic foster care, medically complex, orientation & preparation curriculum); or <input type="checkbox"/> Develop an individualized curriculum to fulfill unmet training needs; <u>and</u> <input type="checkbox"/> Document the applicant's compliance with the individualized curriculum 	2888
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Yes	No	NA	Regulatory Requirement	Tag #
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Section 5

Orientation & Preparation of Foster Home

Name:		Approval Date:		
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		<p>With the exception of training requirements specified in 922 KAR 1:495 for a foster home that cares for a child in the custody of the cabinet, the agency shall develop and maintain an orientation and preparation curriculum to be kept on file</p>	2891
		<p>Minimum of 24 hours of orientation and preparation for foster care:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program description with mission statement <input type="checkbox"/> Rights/responsibilities of FC home <input type="checkbox"/> Background info about child/child's family <input type="checkbox"/> An example of an actual experience from a foster parent that has fostered a child <input type="checkbox"/> Stages of grief <input type="checkbox"/> Behaviors linked to each stage of grief <input type="checkbox"/> Long-term effects of separation & loss <input type="checkbox"/> Permanency planning, including independent living services <input type="checkbox"/> Importance of attachment on growth & development/how a child may maintain or develop a healthy attachment <input type="checkbox"/> Family functioning, values, and expectations of a FC home <input type="checkbox"/> Cultural competency <input type="checkbox"/> How a child enters & experiences foster care/importance of achieving permanency <input type="checkbox"/> Importance of birth family & culture/helping children leave foster care <input type="checkbox"/> Identification of changes that may occur in the home if placement occurs: <ul style="list-style-type: none"> <input type="checkbox"/> Family adjustments/disruption <input type="checkbox"/> Identity issues <input type="checkbox"/> Discipline issues/child behavior management <input type="checkbox"/> Specific requirements/responsibilities of a foster parent 	2901
		<p>Maintain an ongoing foster home preparation and training program that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provides a minimum of six (6) hours of foster home training annually; and <input type="checkbox"/> Maintains a record of preparation and training completed 	2911
		<p>Training in accordance with 922 KAR 1:495 for foster home that does not care for a child in the custody of the cabinet</p>	2913

Yes No NA	Regulatory Requirement	Tag #
<h2 style="margin: 0;">Section 6</h2> <h3 style="margin: 0;">Placement, Case Management, Supervision Foster Home, Medically Complex FH, Therapeutic FH</h3>		
Name:		Approval Date:
	Agency shall place a child only in an approved foster home	2921
	If a child has been committed to DJJ for the commission of a sex crime, the child must be kept in a separate foster/adoptive home from a child committed to the Cabinet	2926
	Agency shall select a foster home for a child based upon the individual needs of the child, including: <ul style="list-style-type: none"> <input type="checkbox"/> The child's assessment and ITP, if available; <input type="checkbox"/> Any information concerning the child's needs in placement <input type="checkbox"/> Measures to support the safety of the child, such as tag 2926, or another child in the foster home 	2931
	Unless an exception is granted: <ul style="list-style-type: none"> <input type="checkbox"/> The number of children residing in an agency foster home shall not exceed five (5), including the foster parent's own children 	2951
	Unless an exception is granted: <ul style="list-style-type: none"> <input type="checkbox"/> Maximum of two (2) children under two (2) years of age placed in the same foster home at the same time, including children placed in custody of the cabinet & foster parent's own children. 	2961
	Justification for an exception to tags 2951 & 2961 shall be: <ul style="list-style-type: none"> <input type="checkbox"/> Documented in the foster parent file; and <input type="checkbox"/> Authorized by the program director, plan in place with FP to ensure needs of all children in the home are met. <input type="checkbox"/> If child is in custody of the cabinet, the agency must submit a DPP-112B prior to placement documenting: best interest of the child and specific support services provided <input type="checkbox"/> If necessary placement to occur outside of business hours prior to placement: agency is to verbally provide all information within the DPP-112B to designated cabinet staff and verbal approval from designated cabinet staff to agency <input type="checkbox"/> The completed DPP-112B submitted on first business day following placement 	2971
	Written agreement between the agency & the foster home stating: <ul style="list-style-type: none"> <input type="checkbox"/> Responsibilities of agency and foster home <input type="checkbox"/> Terms of each placement 	2991
	Written documentation that foster home will allow agency/Cabinet supervision	3001
	Written documentation of placements in the foster home file	3011
	Report immediately to the state agency which has custody of the child if there is: <ul style="list-style-type: none"> <input type="checkbox"/> Hospitalization or life-threatening accident or illness <input type="checkbox"/> An absence without official leave <input type="checkbox"/> A suicide attempt <input type="checkbox"/> Criminal activity by the child <input type="checkbox"/> Death <input type="checkbox"/> Possession of a deadly weapon by a child <input type="checkbox"/> Change in address <input type="checkbox"/> Change in the number of people living in the home; or <input type="checkbox"/> Significant change in the foster home, such as changes in health or income status of an individual living in the foster home 	3021

		<p>Establish policies/procedures for supervision of a foster home by a worker other than the social services worker assigned to the foster home, who meets same qualifications to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Frequency of an in-home visit with the foster parent <input type="checkbox"/> Means of supervision <input type="checkbox"/> Methods of supervision; and <input type="checkbox"/> Personnel conducting the supervision <input type="checkbox"/> Ensure a foster child's placement stability and safety; and <input type="checkbox"/> Be individualized, as needed, for the child or foster home <p>In-home visits with foster parents by supervisory personnel (other than assigned social service worker), according to agency policy: Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____</p>	3041
		Respite care, twenty-four (24) hr crisis intervention and foster home support group available for a foster home	3051
		Assure that a child receives care and services, including independent living services, tags 4001 and 4011 and prescribed in child's ITP	3061
		Foster home annually evaluated for compliance with responsibilities listed in the written agreement (tag 2991). Results to be recorded in the foster parent file. DATE: _____	3171
		<p>Factors that shall result in a review of a foster home shall include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Death or disability of a family member; <input type="checkbox"/> Sudden onset of a health condition that impairs a foster parent's ability to care for a child placed in the home; <input type="checkbox"/> Change in marital status or home address; <input type="checkbox"/> Sudden, substantial decrease in, or loss of, income; <input type="checkbox"/> Child birth; <input type="checkbox"/> Use of a form of punishment that includes: <ul style="list-style-type: none"> <input type="checkbox"/> Cruel, severe, or humiliating actions; <input type="checkbox"/> Corporal punishment inflicted in any manner; <input type="checkbox"/> Denial of food, clothing, or shelter; <input type="checkbox"/> Withholding implementation of the child's ITP; <input type="checkbox"/> Denial of visits, telephone or mail contacts with family members, unless authorized by court of competent jurisdiction; and <input type="checkbox"/> Assignment of extremely strenuous exercise or work; <input type="checkbox"/> A report of abuse, neglect, or dependency that results in a finding that is: <ul style="list-style-type: none"> <input type="checkbox"/> Substantiated; or <input type="checkbox"/> Reveals concern regarding the care of the child; <input type="checkbox"/> If the foster parent is cited with, charged with, or arrested due to a violation of law other than a minor traffic offense; <input type="checkbox"/> An incident required to be reported in tags 3021 and 3671; or <input type="checkbox"/> Other factors identified by a child-placing agency that jeopardize the physical, mental, or emotional well-being of the child 	3181
		<p>Review of a foster home shall document :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifying information <input type="checkbox"/> Current composition of the household <input type="checkbox"/> Description of the situation that initiated the review <input type="checkbox"/> An assessment of the family functioning to determine if the child's needs are met <input type="checkbox"/> Corrective action that may include a recommendation for closure of the foster home 	3191

Yes	No	NA	Regulatory Requirement	Tag #
<h2 style="margin: 0;">Section 7</h2> <h1 style="margin: 0;">Orientation & Preparation</h1> <h1 style="margin: 0;">Therapeutic Foster Care Home</h1>				
Name:			Approval Date:	
			Agency shall maintain the orientation and preparation curriculum on file	3201
			<p>Training requirements specified in 922 KAR 1:495 and minimum of 36 hours of orientation and preparation for therapeutic foster care (TFC):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program description with mission statement <input type="checkbox"/> Rights/responsibilities of TFC home <input type="checkbox"/> Background info about child/child's family <input type="checkbox"/> An example of an actual experience from a foster parent that fostered a child <input type="checkbox"/> Stages of grief <input type="checkbox"/> Behaviors linked to each stage of grief <input type="checkbox"/> Long-term effects of separation & loss <input type="checkbox"/> Permanency planning, including independent living services <input type="checkbox"/> Importance of attachment on growth & development/how a child may maintain & develops a healthy attachment, including attachment disorder/associated behaviors <input type="checkbox"/> Family functioning, values, & expectations of a TFC home <input type="checkbox"/> Changes that may occur in the home with placement- family functioning/adjustment, identity issues, discipline issues/child behavior mgmt., family disruption <input type="checkbox"/> Specific requirements/responsibilities of a TFC home <input type="checkbox"/> Behavior management <input type="checkbox"/> Communication skills <input type="checkbox"/> Skill teaching <input type="checkbox"/> Cultural competency <input type="checkbox"/> Behavior management de-escalation techniques <input type="checkbox"/> Dynamics of a child who experienced sexual abuse or human trafficking <input type="checkbox"/> Effect of chemical abuse/dependency by child/child's biological parent 	3211
			A TFC home shall receive a minimum of 24 hours of annual training or training in accordance with 922 KAR 1:495 if home provides cares to a child in the custody of the cabinet.	3221
			Agency provides ongoing TFC preparation and training to tag 3211 and maintains a record of completion	3231

Yes	No	NA	Regulatory Requirement	Tag #
<h2 style="margin: 0;">Section 8</h2> <h3 style="margin: 0;">Additional Requirements for Therapeutic Foster Care Home</h3>				
			TFC home shall accommodate the needs of a child who: <input type="checkbox"/> May benefit from care in a family setting; and <input type="checkbox"/> Has clinical or behavioral needs that exceed supports available in a foster home; or <input type="checkbox"/> Is transitioning from group care as part of the process of returning to family and community	3241
			Unless an exception is granted: TFC home with no child in custody of cabinet <input type="checkbox"/> Limited to 5 children, including no more than 2 therapeutic level children	3251
			Justification of exception to tag 3251: <input type="checkbox"/> Documented in the TFC parent's file <input type="checkbox"/> Authorized by treatment director	3261
			Unless an exception to tag 3281 is granted: TFC home with children in the custody of the cabinet <input type="checkbox"/> Limited to 4 children, including no more than 2 therapeutic level children	3271
			To make a request for an exception, agency shall follow procedure set forth in tag 2971	3281
			TFC parent shall be responsible for: <input type="checkbox"/> Participation in the development of an assessment/ITP/supervision plan <input type="checkbox"/> Facilitation of in-home services w/SSW at least two (2) times per month <input type="checkbox"/> Adequate supervision of the child and implementation/components of the ITP, including daily log documentation as specified in the ITP; <input type="checkbox"/> Working with agency to promote stability and avoid disruption for the child <input type="checkbox"/> Working with agency in the development of a plan for the smooth transition of the child to a new placement, if there is a disruption	3311
			<input type="checkbox"/> One TFC parent telephoned or visited weekly by SSW <input type="checkbox"/> One TFC parent is visited 2 X month by SSW - 1 visit must be in the home: Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____	3341
			Not more than 12 TFC children a caseload, expectations established tag 2501	3361
			Conduct quarterly case consultation <input type="checkbox"/> Foster home <input type="checkbox"/> Child's public agency worker <input type="checkbox"/> Agency treatment director and SSW <input type="checkbox"/> Child and child's family of origin	3371
			Document quarterly case consultation/revision to child's ITP as determined by the case consultations.	3411
			Annually reevaluate a therapeutic foster care home	3421

Yes	No	NA	Regulatory Requirement	Tag #
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Section 9 Child with Medical Complexity

Name:			Approval Date:	
			Child with medical complexity shall be: <input type="checkbox"/> A child in the custody of the cabinet; and <input type="checkbox"/> Determined by the cabinet to meet the medical complexity requirements of 922 KAR 1:350	3431
			The decision to accept a child with medical complexity shall be optional to an agency	3441
			If a child placed with an agency in a non-medically complex FH becomes medically complex in accordance with tag 3431, the Division of Protection and Permanency director or designee and the agency shall reevaluate the placement and ensure the child's needs can be met	3446

Yes	No	NA	Regulatory Requirement	Tag #
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Section 10 Preparation of a Medically Complex Foster Home

Name:			Approval Date:	
			Agency shall create a medically complex (MC) foster home only if the agency has: <input type="checkbox"/> SSW supervising the home, who have received medically complex training per tag 3471 and 2481 <input type="checkbox"/> A liaison established with the cabinet	3451
			A MC foster home shall: Include a primary caregiver who is not employed outside the home, unless approved in writing by designated cabinet staff	3461
			Completes training as specified in 922 KAR 1:495, Section 4	3471
			A MC foster home shall maintain certification in CPR(infant, child, & adult) and First Aid	3481
			A MC foster home shall be located within a: <input type="checkbox"/> 1 hour drive of a medical hospital with an emergency room; and <input type="checkbox"/> 30 minute drive of a local medical facility; and <input type="checkbox"/> Is evaluated initially in accordance with Section 4 of this administrative regulation	3491
			If tag 3446 becomes effective, then the cabinet shall prioritize the foster home's enrollment in MC training, tags 3471 and 3481	3511
			An approved MC FH shall receive annual re-approval, if FH: <input type="checkbox"/> Annually completes ongoing training as specified in 922 KAR 1:495, Section 4 <input type="checkbox"/> Maintains certification in infant, child, and adult CPR and First Aid <input type="checkbox"/> Continues to meet the requirements in tags 3971, 3981, 3991, 3996	3521
			Except for a sibling group or unless approved by designated cabinet staff, no more than 4 children residing in a MC foster home, including foster parent's own children, no more than 2 children being MC or requiring TFC	3531
			Unless an exception is approved by designated cabinet staff: <input type="checkbox"/> Single parent foster home shall not care for more than 1 MC child <input type="checkbox"/> 2-parent foster home shall not care for more than 2 MC children	3541

			If placement would exceed a limit established by tag 3531 or 3541, the agency shall request an exception in accordance of tag 2971, DPP-112-B, reason the placement is in the best interest of the child; and specific support services to be provided	3551
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Yes No NA Regulatory Requirement Tag #

Section 11 Placement of a Child with Medical Complexity

Name: _____ Approval Date: _____

			An approved MC foster parent receives specific training by a health professional on how to care for the specific needs of a MC child placed in the home	3561
			Unless an exception is granted, a MC child shall be placed in an approved MC foster home	3571
			Request for exception to be submitted as tag 3571 and 2971 outlines	3581
			Agency shall provide case management services as described in tags 2921, 2926, 2931, 2941, 2981, 2984, 2986, 2988, 2991, 3001, 3011, 3021, 3041, 3051, 3061, 3071, 3081, 3091, 3101, 3111, 3121, 3131, 3141, 3151, 3161, 3171, 3181, 3191 In accordance with the child's health plan developed by the cabinet, ITP, and supervision plan	3591
			Support child's health plan developed by designated cabinet staff	3601
			A minimum of 2 face-to-face visits with child a month: Jan _____ Feb _____ Mar _____ Apr _____ May _____ June _____ July _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____	3611

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Section 12

Expectations for a FH, TFC Home or MC Home

Name:		Approval Date:
	<p>An approved FC/TFC/MC parent shall provide a child placed by the agency with a family life, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nutritious food <input type="checkbox"/> Clothing comparable in quality/variety to that worn by other children <input type="checkbox"/> Affection <input type="checkbox"/> Life skills development <input type="checkbox"/> Recreational opportunities; <input type="checkbox"/> Education opportunities; <input type="checkbox"/> Nonmedical transportation; <input type="checkbox"/> Opportunities for development consistent with the child's religious/ethnic/cultural heritage <input type="checkbox"/> Adequate supervision; and <input type="checkbox"/> Independent living services for a child 12 years of age or older 	3621
	FC/TFC/MC parent shall permit the agency and staff of a state agency to visit the home	3631
	FC/TFC/MC parent shall share with the agency and, if applicable, staff of the state agency which has custody of the child, information about the child placed by the agency	3641
	FC/TFC/MC parent shall notify the agency 14 calendar days prior if the home is approved to provide foster or adoptive services through another private agency or the cabinet	3651
	<p>FC/TFC/MC parent shall notify the agency prior to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leaving the state with a child placed by the agency for more than 24 hrs; or <input type="checkbox"/> Allowing a child placed by the agency to be absent from the foster home for more than 24hrs 	3661
	<p>FC/TFC/MC parent shall report immediately to the agency if there is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hospitalization or life-threatening accident or illness <input type="checkbox"/> An absence without official leave (AWOL) <input type="checkbox"/> A suicide attempt <input type="checkbox"/> Criminal activity by the child <input type="checkbox"/> Death of any member in the household; or <input type="checkbox"/> A child's possession of a deadly weapon 	3671
	<p>FC/TFC/MC parent shall report immediately:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Change in address <input type="checkbox"/> Change in the number of people living in the home <input type="checkbox"/> Significant change in circumstance in the foster home; or <input type="checkbox"/> Failure of the foster child or foster parent to comply with the supervision plan 	3681
	<p>FC/TFC/MC parent shall cooperate with the agency arranged child/birth family:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visits <input type="checkbox"/> Telephone calls or <input type="checkbox"/> Mail 	3691

		FC/TFC/MC parent shall surrender a child or children to the agency or the state agency, which has custody of the child, upon request	3701
		FC/TFC/MC parent shall keep confidential all personal or protected health information as shared by the cabinet or agency, concerning a child placed in a home or the child's birth family	3711
		FC/TFC/MC parent shall support an assessment of the service needs, including respite care, and the development of an ITP, including the supervision plan, of a child placed by the agency	3721
		FC/TFC/MC parent shall participate in a case planning conference concerning a child placed by the agency	3731
		FC/TFC/MC parent shall cooperate with the implementation of the permanency goal established for a child placed by the agency	3741
		FC/TFC/MC parent shall ensure that a child in the custody of the cabinet receives the child's designated per diem allowance	3751
		FC/TFC/MC parent shall provide medical care to a child placed by the agency as needed, including: <input type="checkbox"/> Administration of medication to the child and daily documentation of the administration; and <input type="checkbox"/> Physicals and examinations for the child	3761
		FC/TFC/MC parent shall treat a child placed by agency with dignity	3771
		FC/TFC/MC parent shall comply with general supervision and direction of the agency, or if applicable, state agency, concerning the care of the child placed by the agency	3791
		NOTES:	

Section 13 Respite Care for FC, MCFC, or TFC

			Agency shall develop written policies/procedures to address the respite care needs of a child or a foster parent	3801
			<input type="checkbox"/> Respite care shall not be used as a means of placement for a child <input type="checkbox"/> Respite care shall be in accordance with tag 2611	3811
			Agency shall not approve a respite care provider unless the provider meets the following requirements: <ul style="list-style-type: none"> <input type="checkbox"/> Identity, such as a federally or state-issued photo identification card; <input type="checkbox"/> Age of twenty-one (21) years or older, unless an exception is granted <input type="checkbox"/> United States citizenship or legal immigrant status, as described in 8 U.S.C. 1151 <input type="checkbox"/> A signed statement by a health professional who is not a member of the applicant's household regarding the applicant's physical ability to provide necessary care for a child <input type="checkbox"/> Proof of background checks on respite provider and any member of the household to include the following: <ul style="list-style-type: none"> <input type="checkbox"/> KY Criminal Records Check (AOC or State Police)-(18 and over) Dates: _____ <input type="checkbox"/> Child Abuse or Neglect (Cabinet)-(12 and over) Dates: _____ <input type="checkbox"/> CRC by means of fingerprint to KSP and FBI (NCID Check) –This only applies to applicants after 07/01/08. This applies to new adults moving into the home even if it does not apply to the foster parent due to prior to 07/01/08. If international check completed by federal gov't, NCID not required. Dates: _____ <input type="checkbox"/> Documentation that the respite provider has access to: <ul style="list-style-type: none"> <input type="checkbox"/> Transportation that meets child's needs, including restraint requirements <input type="checkbox"/> School; <input type="checkbox"/> Recreation; <input type="checkbox"/> Medical care; and <input type="checkbox"/> Community facilities <input type="checkbox"/> Proof that the respite provider or household member possesses a valid driver's license and has automobile or driver's insurance coverage, and documentation that abides by passenger restraint laws <input type="checkbox"/> Documentation that the respite provider's home does not present a hazard to the health\safety of a child, is well heated and ventilated, complies with state\local health requirements regarding water\sanitation, and provides indoor\outdoor recreation space appropriate to the developmental needs of a child placed in the respite provider's home <input type="checkbox"/> Verification that respite provider meets tags 2761, 2771, 2781, 2791, and 2801 	3821

		<p>Respite care provider shall receive from the agency or foster parent, preparation for placement of a child, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provider shall allow agency/Cabinet supervision <input type="checkbox"/> Information regarding the supervision plan of the child <input type="checkbox"/> Provide adequate supervision according to child's supervision plan <input type="checkbox"/> Give relief to a foster parent caring for a child; or <input type="checkbox"/> Provide for an adjustment period for a child <input type="checkbox"/> Meet requirements of tags 2951, 2961, 2971, 3271 	3831
		<p>A respite care provider for a child with medical complexity shall:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet requirements of tags 3521, 3531, and 3541 <input type="checkbox"/> Receive training on how to meet the specific needs of the child with medical complexity from a health professional or a foster parent trained by a health professional <input type="checkbox"/> Maintain certification in infant, child, and adult CPR and First aid 	3836

NOTES:

Section 14

Private Placement Process

		<p>Private Placement Process Except for a child in the custody of or otherwise made the legal responsibility of the cabinet or DJJ, the agency shall follow procedures established if a private placement is conducted: For a child being placed with an agency, the agency shall obtain an:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agreement for voluntary care signed by the custodian; or <input type="checkbox"/> Order from a court of competent jurisdiction placing the child into the custody of the agency 	3841
		<p>Private Placement Process The agency shall:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete an intake assessment of the strengths, needs of the child and the child's family of origin; and <input type="checkbox"/> Ascertain the appropriateness of the referral for the child 	3851
		<p>Private Placement Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop an ITP individualized for a child and the child's family based on an individualized assessment of the child's and family's needs within 30 days of the child's placement with the agency; or <input type="checkbox"/> Prior to the child being placed out of state, an exception, under the age of 12 months, with no extraordinary needs <input type="checkbox"/> The assessment shall be revised as needed. <input type="checkbox"/> The assessment and ITP shall include the type and extent of services to be provided to the child and the child's family <input type="checkbox"/> Assessment of the child's history shall include consideration to behavioral health treatment, trauma, risk for harm to self or others, and past behaviors or safety issues that could increase the likelihood of placement disruption 	3861
		<p>Private Placement Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unless not in the best interest of the child, the child, parent, and foster parent shall be included in developing the assessment and ITP 	3871
		<p>Private Placement Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> The foster home selected for placement shall be the most appropriate home based on the child's needs and the strengths of the foster family <input type="checkbox"/> The foster home shall be located as close as possible to the home of the family of origin, in order to facilitate visiting and reunification 	3881
		<p>Private Placement Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> The SSW and the foster parent shall work collaboratively to prepare the child prior to the placement <input type="checkbox"/> Unless a circumstance precludes preparation and the circumstance is documented in the case record, a child shall have a period of preparation prior to the placement in the foster home 	3891
		<p>Private Placement Process The agency shall:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide or arrange for services to support reunification for a child for whom family reunification is the goal <input type="checkbox"/> Assess and document the parent's capacity for reunification quarterly <input type="checkbox"/> Provide for review of the child in order to evaluate the progress toward achieving the child's permanency goal every 6 months; and <input type="checkbox"/> Assure that foster care continues to be the best placement for the child 	3901

		<p>Private Placement Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> Services to the family of origin and to the child shall be adapted to their individual capacities, needs, and problems <input type="checkbox"/> A reasonable effort shall be made to return the child to the family of origin 	3911
		<p>Private Placement Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> Planning for the child regarding treatment program matters, including visitation, health, education, and permanency goals, shall be developed in collaboration with the: Family of origin, treatment director, SSW and foster home 	3921
		<p>Private Placement Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> The agency shall work with a foster home to promote stability and avoid disruption for a child, to include: <input type="checkbox"/> Services specified in tags: 2921, 2926, 2931, 2941, 2981, 2984, 2986, 2988, 2991, 3001, 3011, 3021, 3041, 3051, , 3061, 3071, 3081, 3091, 3101, 3111, 3121, 3131, 3141, 3151, 3161, 3171, 3181, 3191 <input type="checkbox"/> Annual reevaluation of the foster home in accordance with Section 15 of this administrative regulation. 	3931
		<p>Private Placement Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> A request for the removal of a child from a foster home shall be explored immediately and shall be documented by the SSW <input type="checkbox"/> If disruption is unavoidable, the agency and foster home shall develop a plan for the smooth transition of the child to a new placement 	3941
		<p>Private Placement Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> Preparation for the return of a child to the family of origin shall be supervised by a SSW <input type="checkbox"/> The family shall participate in planning for the child's return <input type="checkbox"/> If regular contact with the child's family does not occur, a plan for the child's return shall include at least one (1): <input type="checkbox"/> Prior visit between the child and the family; and <input type="checkbox"/> Preliminary visit of the child to the child's family home 	3951
		<p>Private Placement Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> The agency shall recommend a plan for aftercare services for a child and the child's family 	3961

NOTES:

Section 15

Annual Reevaluation of an Approved Adoptive Home or FH

Name:

Approval Date:

			Annually, a child-placing agency shall: <ul style="list-style-type: none"> <input type="checkbox"/> Conduct a personal interview in the home with an approved: <input type="checkbox"/> Adoptive home awaiting placement; or <input type="checkbox"/> Foster home; and 	3971
			Annual Assessment - DATE: _____ <ul style="list-style-type: none"> <input type="checkbox"/> Any change in home <input type="checkbox"/> Ability of home to meet needs of child <ul style="list-style-type: none"> <input type="checkbox"/> Continued compliance with tags for approval of foster or adoptive home: 2661, 2681, 2701, 2711, 2721, 2731, 2741, 2751, 2761, 2771, 2781, 2791, 2801, 2821, 2831, 2841, 2851, 2861, 2871, 2881, 2885 and 2888 <input type="checkbox"/> Case management and expectations of tags 2991 and 3171, and Section 12 of this administrative regulation <input type="checkbox"/> Annual training regarding tag 2911 or tag 3221, if home is approved as a foster home or 922 KAR 1:495 regarding annual training <input type="checkbox"/> Tag 4221, with regards to annual training, if home is approved as an adoptive home 	3981
			After initial approval, a foster parent, an adoptive parent awaiting placement, a respite care provider, or a member of a foster or adoptive parent's household shall comply with a agency's request for statement regarding the parent, provider, or household member's general health & medical ability to care for a child	3991
			If a prospective adoptive home is awaiting an international adoption, the agency shall conduct a reevaluation of the home once every 18 months	3996
			NOTES:	

Section 17

Maintenance of FC, MCFC, TFC Records

Child Record

		Agency shall maintain a record on each child and foster home, including medically complex FH and therapeutic FH	4151
		The child's record and the foster home record shall show the reason for placement change and steps taken to ensure success	4161
		A case record shall be maintained in conformity with existing laws and administrative regulations pertaining to confidentiality, pursuant to KRS 199.430(3), 199.640 and 45 C.F.R. Parts 160 and 164.	4171
		<p>The record of a child, including information on child's family, shall include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifying information for the child, parent, and foster home <input type="checkbox"/> Commitment order or custodian's consent for admission <input type="checkbox"/> Birth & immunization certificate <input type="checkbox"/> Educational record <input type="checkbox"/> Medical and dental record since placement <input type="checkbox"/> Social history and assessment <input type="checkbox"/> ITP and review <input type="checkbox"/> Supervision plan and updates to the plan <input type="checkbox"/> Permanency goals, including independent living services <input type="checkbox"/> Incident reports, including details of the child's behavior and supervision at the time of the incident <input type="checkbox"/> Monthly progress notes based on the ITP and supervision plan <input type="checkbox"/> Quarterly revisions to the child's ITP <input type="checkbox"/> Correspondence with the court, family, DCBS or DJJ <input type="checkbox"/> Discharge report <input type="checkbox"/> Aftercare plan 	4181
		<p>Foster home's record shall include documentation relating to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orientation/preparation of the home, including all adult caregivers in household <input type="checkbox"/> Required preparation hours and the topics covered <input type="checkbox"/> Placement of the child <input type="checkbox"/> Narrative summary of the initial and annual foster home's home study <input type="checkbox"/> Supervision of the foster home, including critical incidents <input type="checkbox"/> Annual training requirements are met by FP's and all adult caregivers in household by tags 2911 and 3221 <input type="checkbox"/> Background checks in accordance with tags 2721 and 3981 <input type="checkbox"/> Copy of any placement exceptions granted 	4191
		If applicable, copy of the written statement of the foster home's closure completed pursuant tag 4518	4196
		<p>Agency shall:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain a child/foster home's record for 3 yrs, after 3 yrs of inactivity – archive the record and have it transferred to one of the cabinet's designated record centers OR maintain the record in accordance with 725 KAR 1:061 within the agency <input type="checkbox"/> Transfer the record to the cabinet if, agency ceases operations and no other operational governing entity exists <input type="checkbox"/> Make available all records maintained by the agency to the cabinet or its designee upon request 	4199

Section 18

Orientation & Preparation of an Adoptive Home for a Child not in the custody of the Cabinet

			For a child not in the custody of the cabinet, the agency shall prepare and maintain the orientation and preparation curriculum on file	4201
			Provide orientation & preparation to a prospective adoptive home in accordance with the agency's policies/procedures to include the following: <ul style="list-style-type: none"> <input type="checkbox"/> An example of an actual experience from a parent who has adopted a child <input type="checkbox"/> Challenging behavior characteristics of an adoptive older child <input type="checkbox"/> Referral resources for a developmental delay <input type="checkbox"/> Transition issues with focus on stages of grief, and a honeymoon period <input type="checkbox"/> Loss and the long-term effects on a child <input type="checkbox"/> Attachment and identity issues of the child <input type="checkbox"/> Cultural competency <input type="checkbox"/> Medical issues including referral resources <input type="checkbox"/> Family functioning, family values, and expectations of an adoptive home <input type="checkbox"/> Identification of changes that may occur in the family unit upon the placement of a child to include family adjustment & disruption, identity issues, and discipline <input type="checkbox"/> Financial assistance available to an adoptive home 	4211
			Ensure that an approved adoptive home awaiting the placement of a child receives adoptive home training annually in accordance with the agency's established Policies/procedures	4221

Section 19

Adoption Placement Process for a Child not in the custody of the Cabinet

			A child shall not be placed for adoption until the: <ul style="list-style-type: none"> <input type="checkbox"/> Adoptive home has been approved <input type="checkbox"/> Parental rights of the mother, legal or birth father, and putative father of the child, if not the same person as the legal father, are terminated by a circuit court order; and <input type="checkbox"/> Child is placed with the agency for the purpose of adoption placement 	4231
			A child's parent shall not be induced to terminate parental rights by a promise of financial aid or other consideration	4241
			<ul style="list-style-type: none"> <input type="checkbox"/> An agency licensed by DRCC shall not use the authority authorizing the agency to place a child for adoption to facilitate an adoptive placement planned by a doctor, lawyer, clergyman, or person or entity outside the agency. <input type="checkbox"/> The child-placing agency shall comply with provisions of 922 KAR 1:010 (Independent Adoptions) 	4251

		<p>The agency shall obtain the following: A developmental history of the adoptive child to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth and health history <input type="checkbox"/> Early development <input type="checkbox"/> Characteristic ways the child responds to people and situations <input type="checkbox"/> Any deviation from the range of normal development <input type="checkbox"/> The experiences of the child prior to the decision to place the child for adoption <input type="checkbox"/> Maternal attitude during pregnancy and early infancy <input type="checkbox"/> Continuity of parental care and affection <input type="checkbox"/> Out-of-home placement history <input type="checkbox"/> Separation experiences; and <input type="checkbox"/> Information about the mother, legal father, and putative father, if not the same person as the legal father, and <input type="checkbox"/> Family background that may affect the child's normal development in order to determine the presence of a significant hereditary factor or pathology; & <input type="checkbox"/> Including an illness of the biological mother or father 	4261
		<p>The agency shall obtain the following: A social history of the biological or legal parent, to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name <input type="checkbox"/> Age <input type="checkbox"/> Nationality <input type="checkbox"/> Education <input type="checkbox"/> Religion or faith; and <input type="checkbox"/> Occupation 	4271
		<p>The agency shall obtain the following: Information obtained from direct study and observation of the child by a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social services worker; and <input type="checkbox"/> Physician or other health professional <input type="checkbox"/> If indicated, information obtained from direct study and observation of the child by a Foster parent, Nurse, Psychologist or other consultants 	4281
		<p>The agency shall obtain the following: Information from the mother, if possible, identifying the biological father, or legal father, if different from the biological father, for the purpose of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determining the father's parental rights; and <input type="checkbox"/> Establishment of possible hereditary endowments. 	4291
		<p>If either biological or legal parent is unavailable, unwilling, or unable to assist with the completion of information necessary to comply with KRS 199.520 and 199.572, the child-placing agency shall document information, to the extent possible, from the existing case record</p>	4311
		<p>Prior to finalization of the adoptive placement, a licensed physician or other health professional shall make a medical examination to determine:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The state of the child's health <input type="checkbox"/> Any significant factor that may interfere with normal development; and <input type="checkbox"/> The implications of any medical problem 	4321
		<p>The written agreement between the agency and the adoptive home shall embody the following provisions prior to placement, adoptive home shall agree to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Comply with KRS 199.470 (Petition for adoption of a child) <input type="checkbox"/> File an adoptive petition at a time agreeable to the adoptive home and the agency; and <input type="checkbox"/> Permit supervision by the agency in accordance with the agency's policies/procedures after placement; and <input type="checkbox"/> Preceding a final judgment of adoption by the circuit court 	4331

		<p>The agency shall be responsible for providing the adoptive home with written information regarding the child's:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Background; <input type="checkbox"/> Medical history; <input type="checkbox"/> Current behavior; and <input type="checkbox"/> Medical information necessary to comply with KRS 199.520(4)(a); and <input type="checkbox"/> The adoptive home and the agency shall agree that the child may be removed from the placement, at the request of either party, before the filing of the adoptive petition 	4341
		<p>Preplacement visits shall be arranged for the adoptive home and a child. The pattern and number of visits shall be based on the child's:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Age <input type="checkbox"/> Development; and <input type="checkbox"/> Needs 	4351
		<p>During preparation, the agency shall discuss the child's readiness to accept the selected placement with the child, in accordance with the child's age and ability to understand</p>	4361
		<p>Unless the agency and, if applicable, the state agency which has custody of a child belonging to a sibling group, determines that it is more beneficial for siblings to be placed in separate adoptive homes, siblings who have had a relationship with each other shall be placed together</p>	4371
		<p>If siblings have been separated in placements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The case record shall reflect a valid basis for the separation <input type="checkbox"/> The decision to separate siblings shall be made by the executive director of the agency; and <input type="checkbox"/> Continued contact between siblings shall be maintained, if possible 	4381
		<p>An agency shall comply with tag 2926 during the process of placing a child in a prospective adoptive home</p>	4386

Yes No NA

Regulatory Requirement

Tag#

Section 20

Supervision of an Adoptive Placement of a Child not in the custody of the Cabinet

		<p>For a child not in the custody of the cabinet, the agency placing the child shall remain responsible for the child until the adoption had been granted, the responsibility shall involve:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 meetings by the social services worker with the child and adoptive home, including both adoptive parents if not a single parent adoption, 1 visit of which shall be in the adoptive home before filing the adoptive petition <input type="checkbox"/> The continuation of case management, visits, and telephone contacts based upon the needs of the child until the adoption is legally granted <input type="checkbox"/> Awareness of a change in the adoptive home including health, education, or behavior 	4391
		<p>Upon request of the cabinet, the agency shall:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide information pursuant to KRS 199.510, as necessary to report to the court to proceed with adoption (investigation and report) <input type="checkbox"/> Prepare and provide the original confidential report to the court; and <input type="checkbox"/> Forward to the cabinet a copy of: <ul style="list-style-type: none"> o The confidential report that was provided to the court; and o Information required by KRS 199.520 and 199.572 (judgment/court order and inspection of adoption records/limitations) 	4401
		<p>If the court finds the adoptive home to be unsuitable and refuses to grant a judgment, the agency shall remove the child from the home</p>	4411

Section 21

Maintenance of Adoptive Case Record

		<p>The agency shall maintain a case record from the time of the application for services through the completed legal adoption and termination of agency services for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A child accepted for care, and the child's family; and <input type="checkbox"/> An adoptive applicant 	4421
		<p>Case record shall include or preserve:</p> <p>Information/documents needed by court</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information about child and child's family <input type="checkbox"/> Narrative/summary of services provided with a copy of legal/other pertinent documents <p>Information gathered during intake process:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of situation that necessitated placement of child away from family/TPR <input type="checkbox"/> Certified copy of order by circuit court to TPR/commit to CP agency for purpose of adoption <input type="checkbox"/> Verification of child's birth record/registration number <input type="checkbox"/> Copy of child's medical record up to time of placement <input type="checkbox"/> Copy of required evaluation of adoptive placement <input type="checkbox"/> Date of adoptive placement <input type="checkbox"/> Statement of basis for selection of adoptive home <input type="checkbox"/> Record of after-placement services with dates of visits, contacts, observations, filing of petition, granting of judgments and other significant court proceedings relative to adoption <input type="checkbox"/> Child's adoptive name <input type="checkbox"/> Verification of preparation/orientation and annual training in accordance with Section 18 of this administrative regulation 	4431
		Agency shall comply with KRS 199.570 if there is a need to share background information with a party to a completed adoption, or closed adoption record	4441
		Records on adoption that contain pertinent information shall be maintained indefinitely following final placement of a child and sealed/secured from unauthorized scrutiny	4451
		Agency shall submit adoptive case records to the cabinet if agency closes and no other operational governing entity exists.	4461

Yes	No	NA	Regulatory Requirement	Tag#
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Section 22

Closure of an Approved Foster or Adoptive Home

			A foster or adoptive home shall be closed if sexual abuse or exploitation by a resident of the household is substantiated.	4471
			A foster or adoptive home shall be closed if child maltreatment by a resident of the household occurs that is serious in nature or warrants the removal of a child	4481
			A foster or adoptive home shall be closed if a serious physical or mental illness develops that may impair or preclude adequate care of the child in the home	4491
			A foster or adoptive home shall be closed if the home fails to meet requirements of this administrative regulation, Section 4(3)(e), (g), (i) through (s), Section 4(5) through (11), Section 6(9)(a) and 12, Sections 5, 7, or 10, Section 18(3), foster or adoptive home, annual training	4501
			A foster or adoptive home may be closed: <ul style="list-style-type: none"> <input type="checkbox"/> In accordance with the terms specified in the written agreement between the agency and the foster or adoptive home; or <input type="checkbox"/> In accordance with the terms specified in the written contract between the cabinet and the agency 	4511
			If closure of an approved foster or adoptive home is necessary, the agency shall: <ul style="list-style-type: none"> <input type="checkbox"/> State the reason for the closure in a personal interview with the family unless the family refuses or declines the personal interview; and <input type="checkbox"/> Document the reason in the foster or adoptive home's case record <input type="checkbox"/> Confirm the decision to close a home in a written notice to foster/adoptive parent. The notice shall be provided within 14 calendar days of the interview, if interview is declined, notice shall be provided within 14 calendar days of the refusal 	4516
			The written notice shall include: <ul style="list-style-type: none"> <input type="checkbox"/> Date of approval and termination; or <input type="checkbox"/> Indication of whether the closure was at the request of the foster parents or the agency 	4518

Yes	No	NA	Regulatory Requirement	Tag#
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Section 23

Foster Care Registry

			Agency shall register a foster home with the cabinet, approved by agency to include medically complex foster homes and therapeutic foster care home	4521
			Information shall be provided to the cabinet in a format prescribed by the cabinet, to include: <ul style="list-style-type: none"> <input type="checkbox"/> The foster parent's- full name, social security number, address, including county of residence <input type="checkbox"/> The agency's – name, mailing address <input type="checkbox"/> Date the foster home was approved <input type="checkbox"/> Whether the foster home is active or inactive 	4531

NOTES: