

Changes in Foster Home Licensing

Level I Child
Specific Foster
Home

Session B



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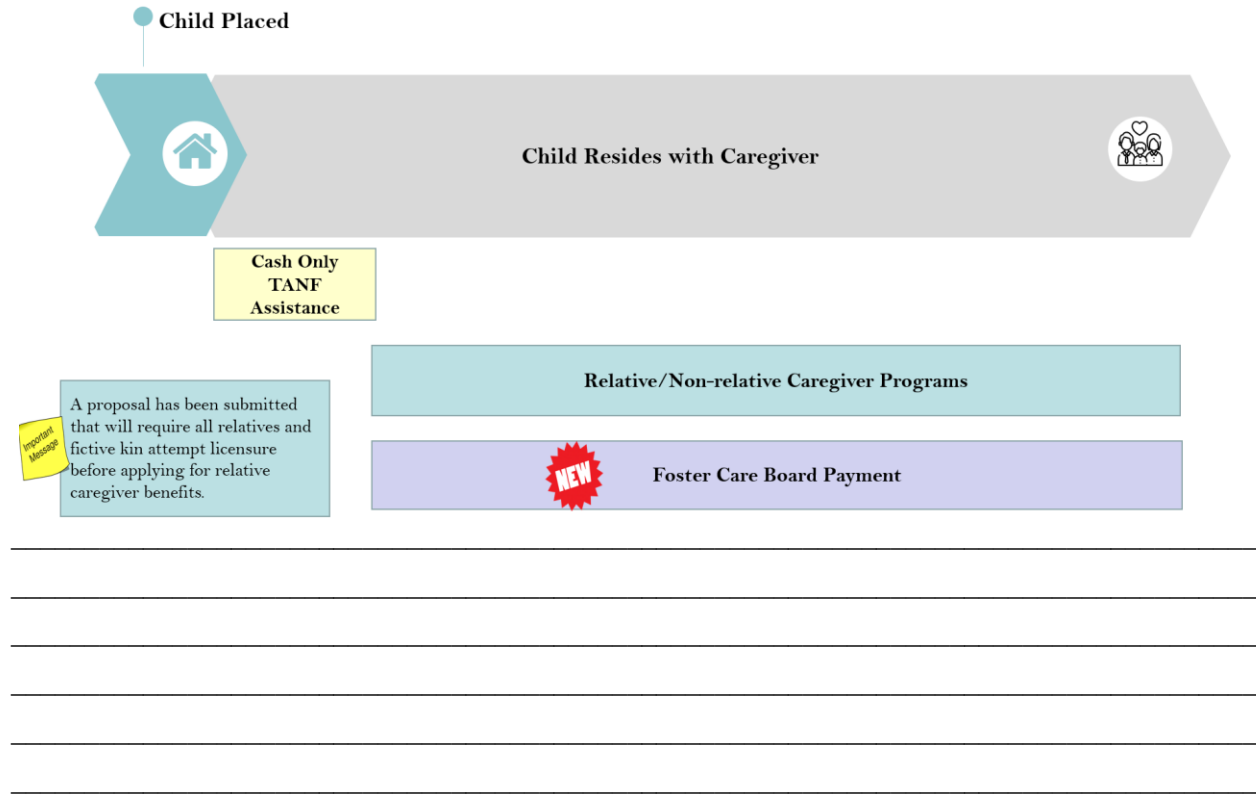
Session B Objectives

When you complete this session, you will be able to:

- Describe the foster parent inquiry for a Level I-Child Specific Foster Home.
- Explain the steps in Unified Home Study for a Level I-Child Specific Foster Home.
- Describe the differences in the Level I-Child Specific Foster Home and Level II Foster Home in background checks, educational resources, and waiving non-safety items.
- Justify the non-safety waivable items for a Level I-Child Specific Foster Home.
- Describe the ongoing support and relicensing process for a Level I-Child Specific Foster Home.
- Issue a Level I license in FSFN.
- Create a Multi-level license in FSFN.
- Document the Non-DCF licensed provider in FSFN.

Level I-Child Specific Foster Home

Available Caregiver Benefits



First Child Caregiver Visit

Think through the following questions regarding your caregiver visit to explain Level I-Child Specific Foster Home:

- Who will contact the caregiver?
- How will caregiver be contacted?
- Who will do the briefing? How will the process be described?
- Where will the briefing happen?
- What is process of contacting the caregiver again if the caregiver initially declines to be licensed?







You may already have answers to these questions from the Guardianship Readiness Assessment tool (GRA).

Level I-Child Specific Foster Home Requirements – Background Screening


- Background screening is **REQUIRED** for:
 - Household members residing in a home seeking licensure
 - New household members
- Background sources will remain the same.
 - Federal, statewide, and local criminal record checks (including FDJJ record checks for household members between the age of 12-17)
 - Florida Sexual Offenders and Predators registry record checks
 - Abuse and neglect records checks through FSFN
 - Civil court checks for domestic violence
 - 911 Call-Outs

Out-of-state civil records and orders of protection have been removed for all foster parents.

Proposed legislation for 2019 seeks to amend language specific to Level I-Child Specific Foster Homes to be screened **ONLY** under F.S. 39.0138.

	April 12 th , 2019		July 1 st , 2019 (if legislature passes the language)	
	 Child Welfare Professional for placement Ch. 39 F.S.	 Child Welfare Professional for licensing Ch. 435 F.S.	 Child Welfare Professional for placement Ch. 39 F.S.	 Child Welfare Professional for licensing Ch. 39 F.S.
Federal and State Criminal Record Check (FBI & FDLE) – 5 years	✓	✓	✓	✗
Juvenile Records Check (FDJJ) – 12 months	✓	✓	✓	✗
Local Criminal Record Check – 12 months	✓	✓	✓	✗
Abuse Registry– 12 months	✓	✓	✓	✗
Sexual Offenders and Predator – 12 months	✗	✓	✗	✓
Civil Records Check –12 months	✗	✓	✗	✓
911 Call Outs – 12 months	✗	✓	✗	✓

Level I-Child Specific Foster Home Requirements – Background Screening Tip Sheet



FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
MYFLFAMILIES.COM

Background Screening Requirements for Foster Parents

The Department shall conduct background screenings for all persons considered by the Department for initial licensure or re-licensure as out-of-home caregivers and all household members age 12 and older, pursuant to Sections 409.175, F.S. and 39.0138, F.S. and 65C-45.001, F.A.C.



Required Background Screenings	Frequency of Screening	Effective Date	Required Background Screenings for Household Members Ages 12-17 Years Old	Frequency of Screening
FDLE/FBI Criminal Records (Check through fingerprinting)	Results valid for 5 years	March 6, 2014	DJJ Juvenile Records Check	Results valid for 12 months
Abuse and Neglect Records Check	Results valid for 12 months	March 6, 2014	Abuse and Neglect Records Check through Florida Safe Families Network	Results valid for 12 months
Local Criminal Record Check and 911 Call Out History	Results valid for 12 months	March 6, 2014		
Florida Sex Offender & Predator Registry Search	Results valid for 12 months	March 6, 2018		
Civil Records Check	Results valid for 12 months	March 6, 2014		
Out of State Child Abuse and Neglect Records Check (if applicable)	Required if applicant resided out of state within 5 years upon initial licensure	March 6, 2014		

Questions or Concerns?
Please Contact Your DCF Regional

Level I-Child Specific Foster Home Requirements – Educational Resources

April 12th, 2019

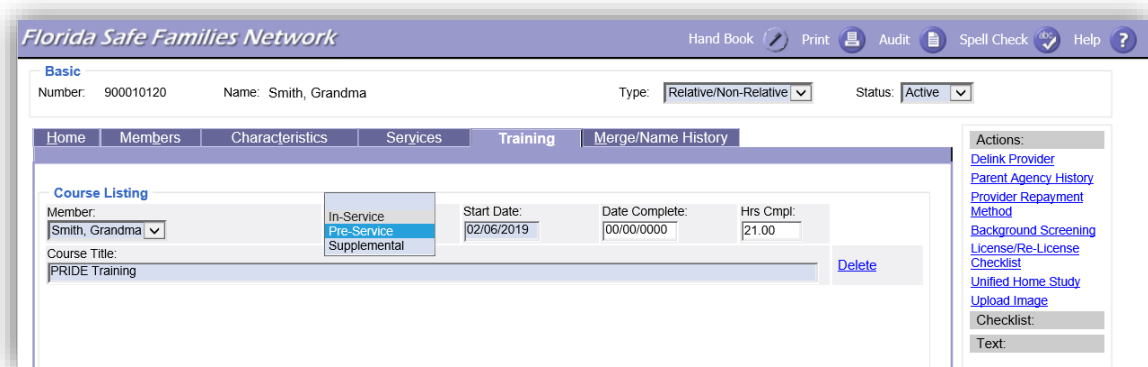
July 1st, 2019
(if legislature passes the language)

	
<p>Pre-service 21 hours of Educational Resources</p>	<p>Reduced # hours of Educational Resources</p>
<p>In-service 4 hours</p>	<p>Reduced # hours of Educational Resources</p>

The required # of educational resource hours is the same as Level II Licensure. However, it is expected to be reduced if legislature passes the law amending these requirements.

FSFN Training Changes

Provider – Training Tab



The **Training** tab documents information about training classes and training taken by the Caregiver 1, Caregiver 2, or other members of the Person Provider’s household. New training class information can be added for the member by clicking the Insert button. The Date Complete field determines the order that the training courses are displayed on the Training tab. This aids the user in assessing the training needs and training history of the Provider.

Level I-Child Specific Foster Home Non-Safety Waivable Items

Non-safety waivable item is the licensing requirement waivable under Level I-Child Specific Foster Home. Under Level I-Child Specific Foster Homes, some non-safety items are waivable on a case-by-case basis. Waivable items require alternative accommodations for the child(ren). When you waive a non-safety item, you must justify the reasons.



Bunk Beds

Children **under 10 years old** but older than 5 years old may sleep on the upper tier of the bunk bed **if level of development is appropriate.**



Phone

A phone within close proximity to the house for emergency purposes is acceptable.



Baby Crib

Baby cribs can be waived if there is an alternative accommodation, such as pack n' play or bassinets. However, co-sleeping with an adult or child is not acceptable.



Licensed Child Care

Child care may be provided on an ongoing basis with an individual chosen by the caregiver that is not a licensed child care provider.



Child Sharing
Bed with

Children older than 18 months may share a bed with a sibling if there is a sleeping space able to accommodate the children.



Smoke
Detector

There is a smoke detector in close proximity to the bedroom and there **must** be a working one in the home.



Evacuation
Plan

If there is documented evacuation plan from unified home study, another plan is not required.



Carbon
Monoxide

If gas and oil equipment is used inside the home, the licensing specialist should review carbon monoxide information and document in a provider note.



Radon Test

If a radon test is conducted and results are not favorable, the licensing specialist should provide radon referral information and document the information in a provider note.

Non-Waivable Safety Items



Background Checks

Background Checks are not WAIVABLE.



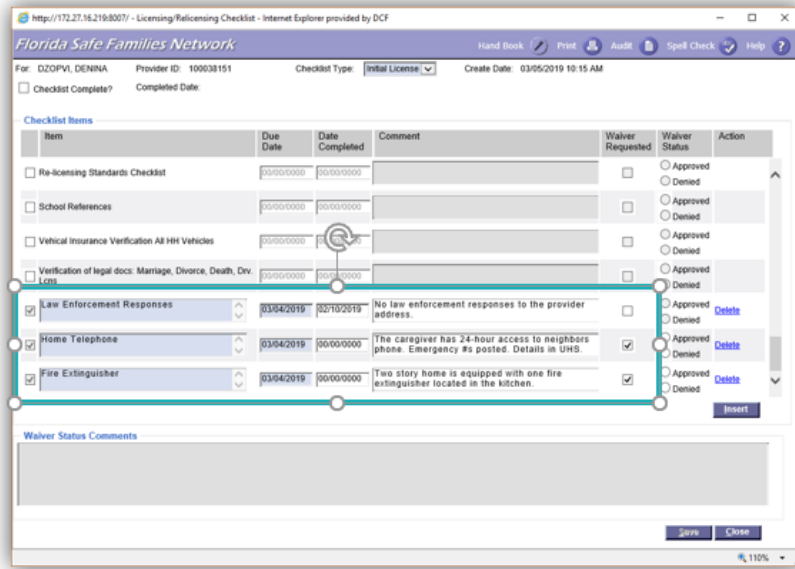
Educational Support

Educational Support is not WAIVABLE.

FSFN Waiver Request

Licensing Checklist – Waiver Requested

The Licensing/Relicensing Checklist includes the standard checklist items and insert additional required items by clicking the insert button. To request a waiver, the check the box and a comment entered to describe the accommodations. The Date Completed will be entered by the Region upon entering the Approval/Denial decision.



Naming conventions for FSFN "item" column are located on the waivable tip sheet.

Licensing Checklist – Waiver Requested

Ongoing Support

Ongoing support for Level I-Child Specific Foster Homes include support groups, quarterly home visits, and supports for the child.

- **Support Groups:** The designated child welfare professional for licensing should inform the licensed caregivers about support groups, such as local foster/adoptive parent associations.
- **Ongoing Licensing Compliance Reviews:** The designated child welfare professional for licensing will conduct Quarterly home visits and document it in FSFN.
- **Supports for Children Placed in Home:** The designated child welfare professional for licensing should ensure that the child has necessary support. For instance:
 - Child Care Assistance
 - Clothing Allowance

Re-licensure

The designated child welfare professionals for licensing must ensure that the caregiver meets all requirements and submits the licensure package.

- **Updated Background Screenings:** The designated child welfare professionals for licensing will ensure that all background screenings have been completed within 60 days of licensure expiration.
 - **Re-licensure Packet and Supporting Documentation:** Re-licensing Packet and Supporting Documentation should be uploaded separately. The naming conventions for relicensing is as follows: name of the document, re-licensure, and year of the licensure.
 - **Licensing Checklist:** The list should be completed and submitted to the Regional Licensing staff within 30 days of the licensure expiration date.
-
-
-

Licensing in FSFN

FSFN Levels of Licensing

Provider License – License Type(s)

Florida Safe Families Network

Hand Book Print Audio Spell Check Help ?

License

Provider Name: Smith, Grandma Provider ID: 900010120 Status: Pending Name Amendment

License Number: 900010180 Completion Date: 00/00/0000 Worker: Kellie S. Wozniwo

Basic Characteristics Details Services

Provider Information

Caregiver 1: Smith, Grandma

Caregiver 2:

C/O: Street/Route: 222 Second Street Unit Designator:

Building: City: Tallahassee County: Leon

State: FL Zip: 32311 Country: United States

Phone: Work Phone: Fax Number:

License Information

License Type:

Level I - Child Specific Non-DCF License Date Completed Application Recd: 02/20/2019

Level II - Non-Child Specific Child Caring Agency (CCA)

Level III - Safe Foster Home/Human Trafficking Child Placing Agency (CPA) Issue Date: 02/21/2019

Level IV - Therapeutic Foster Home Sub-Type: Expiration Date: 02/21/2020

Level V - Medical Foster Home

Assessment Decision

Approve Deny Extended

Pending Withdrawn

Reason 1: Reason 2: Reason 3:

Save Close

New license types will be added to align with policy. multiple license types can be selected. On April 12th, Traditional licenses will convert to Level II and Therapeutic licenses will convert to Level IV.

Issuing Level I-Child Specific Foster Home License in FSFN

License Type Level I-Child Specific Foster Home

License Information

License Type: [Associated Children](#)

Level I - Child Specific Non-DCF License

Level II - Non-Child Specific Child Caring Agency (CCA)

Level III - Safe Foster Home/
Human Trafficking Child Placing Agency (CPA)

Level IV - Therapeutic Foster
Home Sub-Type:

Level V - Medical Foster Home

A Level I license type requires the association of the children for which the Child-Specific license is issued.

Out-of-Home Placement Documentation

Upon issuance of the license, the out of home placement with the Service Category of Relative or Non-Relative should be end dated and a new out of home placement with the Service Category of Foster Home should be created. The Placement Setting will indicate if this placement is with a Relative or Non-Relative.

FSFN Service Type Change

Traditional will convert to Level II and Therapeutic will convert to Level IV.

Maintain Service Type – License Type Required

The screenshot shows the Florida Safe Families Network interface. The 'Service Information' section includes fields for Fiscal Agency (BIG BEND CBC FA), Service Category (Foster Home), and Service Code (9103). The 'Service Type Specifics' section has a dropdown menu for 'License Type Required' which is open, showing options like 'Level II - Non-Child Specific', 'Level III - Safe Foster Home / Human Trafficking', and 'Level V - Medical Foster Home'. The 'Service Rates' table shows a rate of \$333.00 for the month of 01/2019.

Select	Effective Date	Last Updated	Rate Period	Rate	Action
	01/2019	02/21/2019	Monthly	\$333.00	Delete

Multi-Level License

Licensing Type Multi-Level License

The 'License Information' dialog box shows the 'License Type' section with several checkboxes. 'Level II - Non-Child Specific' and 'Level V - Medical Foster Home' are checked. Other options include 'Level I - Child Specific', 'Level III - Safe Foster Home/ Human Trafficking', 'Level IV - Therapeutic Foster Home', 'Non-DCF License', 'Child Caring Agency (CCA)', and 'Child Placing Agency (CPA)'. There is also a 'Sub-Type' dropdown menu.

License Documentation Changes

Non-DCF Licenses

DCF Licensing Specialists will now be required to enter non-DCF licenses in FSFN for Title IV-E purposes. The following agencies licenses are accepted, but they must provide copies of licensure and background screenings.

- AHCA – Agency for Health Care Administration
- APD – Agency for Persons with Disabilities
- DOH – Department of Health
- ICPC – Interstate Compact for the Placement of Children
- SAMH – Substance Abuse and Mental Health

Important Message
The Office of Child Welfare will issue a memo establishing the process and timeframes for documenting non-DCF licenses in FSFN.

Non-DCF License Documentation

License Type Non- DCF License

License Information

License Type:

Level I - Child Specific

Level II - Non-Child Specific

Level III - Safe Foster Home/ Human Trafficking

Level IV - Therapeutic Foster Home

Level V - Medical Foster Home

Non-DCF License

Child Caring Agency (CCA)

Child Placing Agency (CPA)

Sub-Type:

Assessment Decision

Scenarios

Scenario – 1

Marissa has a Level II license. Currently, she has three children in her home. Her niece also needs a place to stay, and she wants her niece to stay with her.

- Is a Level I license an option for her niece?

Scenario – 2

David has a Level I-Child Specific Foster Home license for his granddaughter. Now, his other granddaughter needs a placement.

- Does he need to get another Level I-Child Specific Foster Home license for the second granddaughter? Why?
- How would it be different if the two granddaughters are siblings?

Scenario – 3

Donna already has a Level I license for her nephew. She completed the required number of educational resource hours and decided she would like to become a Level II foster home.

- How many hours of educational resources does she need to take?
- What is the effect on waived requirements?

Take Away

The Level I-Child Specific Foster Home process differs from Level II in the followings:

- Background screening Ch. 39, F.S. vs Ch. 435, F.S. (if the legislature passes the language)
- Reduced number of educational resources (if the legislature passes the language)
- Non-safety waivable items

Non-safety waivable items are licensing requirement waivable for the Level I-Child Specific Foster Homes. Some non-safety items can be waived if alternative accommodations can be made.

Once the child welfare professional places the child with relative/non-relative/fictive kin, the professional gives a Level I-Child Specific Foster Home brochure to the caregiver and informs the designated child welfare professional for licensing within 2 business days of placement. The designated child welfare professional contacts the caregiver within 2 business days to explain the opportunity and process to become a Level I-Child Specific Foster Home:

- If the caregiver chooses to become a Level I-Child Specific Foster Home, the Level I process starts with a Level I-Child Specific Foster Home Unified Home Study.
- If the caregiver opts out, the caregiver signs a “notice of non-participation in licensure” agreement.
