

Unified Home Study

Adoption Unified Home Study



Participant Guide

Office of Child Welfare

4/1/2018

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Adoption Unified Home Study

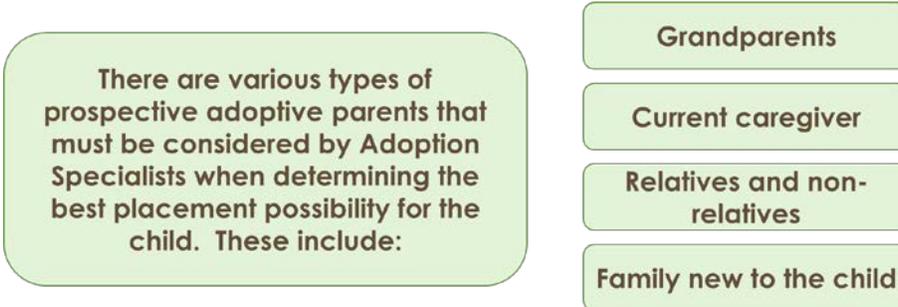
Learning Objectives:

1. Identify what information needs to be gathered and assessed in Adoption and Adoption Addendum Home Studies.
2. Demonstrate how to gather the necessary information for Adoption and Adoption Addendum Home Studies in accordance with laws and regulations.
3. Demonstrate how to document Adoption and Adoption Addendum Home Studies using FSFN.

Adoption Unified Home Study

Ensuring that the adoptive placement is the best possible placement for the child is vital. Thus, completing the Adoption and Adoption Addendum Unified Home Studies allow Adoption Specialists to make a thorough assessment of the prospective adoptive parents' living environment, family and social history, relationships, and criminal history, if any.

Possible Adoptive Placement



Adoption Training

The prospective adoptive parents' initial inquiry to the Department, CBC or subcontractor staff, either written or verbal, must receive a written or telephonic response within seven business days and they must be referred to an approved adoptive parent training program as prescribed in Rule 65C-13.024, F.A.C.

Once the prospective adoptive parents completes an approved adoptive parent training program, a UHS can be completed for prospective adoptive parents.

Demographic Information

Questions that may be asked in gathering this information include:

- What is their full name?
- Did they have any other last names or alias before?
- What is the date of birth and social security numbers of all household members?
- Did the prospective adoptive parent ever live out of state? If so, how long ago and where?
- Do they have frequent visitors that may babysit?

Once the demographic information is gathered and documented in FSFN and the UHS is created, the demographic page captures the following information:

- **Case(s) Associated:** Child Welfare Professionals can search for the relevant cases pertaining to the participants.
- **Children Associated:** Based on the case that was selected, any child under 18 years of age and active in a case is also displayed as long as the child has a role designation of “child receiving services”. Child Welfare Professionals must select the child associated with the UHS being completed. Only the child checked as part of the UHS is displayed when the UHS is launched /printed.
- **Contact/Identifying Information** (for caregiver 1 and 2): This populates from the Provider Inquiry page which will be discuss shortly. Child Welfare Professionals must ensure that the social security numbers are verified and that dates of birth, addresses, phone numbers, and length of time in Florida is collected.
- **Other States of Residence and Approximate Dates Lived There:** For both caregiver 1 and 2, Child Welfare Professionals need to enter all of the states that they lived in and the time periods.
- **Home Evaluation:** The Date Initiated field is system derived based on the date that the UHS is launched and required to initially save the UHS page. The Date Completed field is user entered and should capture the date the user completed the home study.
- **Provider Notes:** Entered into FSFN that are created on or after the Initiated Date captured in the Home Evaluation group box. The user can



FSFN Screens

UHS Demographics tab:

Florida Safe Families Network Hand Book | Print | Audit | Spell Check | Help

General Information
Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics | Prior Intakes and Investigations/Referrals | Background Check Information | Financial Security Resources and Child Care Arrangement | Narrative Family Assessment | Outcome/ Attachments to the Unified Home Study | **Actions:**
[Approval](#) | [Upload Image](#)

Case Information
Case(s) Associated

Case ID	Case Name	Investigation ID	Action
---------	-----------	------------------	--------

[Insert](#)

Children Associated

Names (Person ID)	DOB	Age	Relationship to Caregiver(if any)	Court Case Number
-------------------	-----	-----	-----------------------------------	-------------------

Contact/Identifying Information
Rivera, Amanda
Date of Birth: 05/27/1986

[Save](#) | [Close](#)

UHS Demographics tab:

Florida Safe Families Network Hand Book | Print | Audit | Spell Check | Help

General Information
Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics | Prior Intakes and Investigations/Referrals | Background Check Information | Financial Security Resources and Child Care Arrangement | Narrative Family Assessment | Outcome/ Attachments to the Unified Home Study | **Actions:**
[Approval](#) | [Upload Image](#)

Contact/Identifying Information

Rivera, Amanda
Date of Birth: 05/27/1986
Viewed SSN Verification: Yes No
Address: 518 Academy Ave
City: Tallahassee
County, State & Zip Code: Leon, FL 32399
Home Phone:
Cell Phone: (850)370-4516
Work Phone:
Fax:
Email Address:
Primary Language:
Race: White
Ethnicity:
FL Residence Length: 0 Years - 0 Months

Other States of Residence and Approximate Dates Lived There

State	From	To	Action
-------	------	----	--------

[Insert](#)

Date of Birth:
Viewed SSN Verification: Yes No
Address:
City:
County, State & Zip Code:
Home Phone:
Cell Phone:
Work Phone:
Fax:
Email Address:
Primary Language:
Race:
Ethnicity:
FL Residence Length:

Other States of Residence and Approximate Dates Lived There

State	From	To	Action
-------	------	----	--------

[Insert](#)

[Save](#) | [Close](#)

UHS Demographics tab:

Florida Safe Families Network Hand Book | Print | Audit | Spell Check | Help ?

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics | Prior Intakes and Investigations/Referrals | Background Check Information | Financial Security Resources and Child Care Arrangement | Narrative Family Assessment | Outcome/ Attachments to the Unified Home Study | **Actions:**

Home Evaluation
 Date Initiated: 03/22/2018 Date Completed: 00/00/0000

Provider Notes

PNID	Begin Date	Date Entered	Note Category	Note Type	Worker Creating Note	Worker Making Contact

Insert

Other Household Members
This includes biological children

Name	Person ID	Role	SSN Verified	Race/Ethnicity	Gender	Primary Language

All Children Currently Placed OR Exited within 1 Year from Home Evaluation Date Initiated
 Other Children Placed in the Home (by the Department or Other Agency)

Save **Close**

UHS Demographics tab:

All Children Currently Placed OR Exited within 1 Year from Home Evaluation Date Initiated
 Other Children Placed in the Home (by the Department or Other Agency)

First Name/Last Initial Only	Date of Birth	Age	Placement Type	Placement Begin Date	Placement End Date	Race	Ethnicity	Gender	Primary Language	Client Characteristics

Non-Household Members

Name	Person ID	Date of Birth	Role	SSN Verified	Frequent Visitor	Action
Rivera, Rebecca	900000340	03/20/1968	Mother	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	Delete

Insert

Background Checks

Adoption Specialists must obtain and assess background checks for all household members over the age of twelve. Adoption Specialists request a background check via fingerprints submission.

- The following checks are required to be requested, obtained and assessed PRIOR to the child being placed with a prospective adoptive parent.



- In addition to the required background checks, other record resources can be accessed in order to gather and/or validate additional background information that will inform if the participants over age 12, particularly the prospective adoptive parent's past behaviors have negative implications for child safety. These include but are not limited to:
 - Comprehensive Case Information System (CCIS): provides Florida Clerk of Court case information
 - FDLE Sexual Offender and Predator Public website
 - Dru Sjordin National Sexual Offender website

Analysis of Background Checks

A thorough review and analysis of all of the background information gathered provides Adoption Specialists with the insight needed in order to ensure that the BEST possible placement is made for the child.

When reviewing the criminal, abuse and/or neglect records obtained, Adoption Specialists must assess for patterns of criminal behavior that may currently place the child in danger.

Disqualifiers

Placement of a child with a relative or non-relative who has offenses listed in s. [39.0138](#), F.S., and Rule [65C-28.011](#), F.A.C. is prohibited. These include:

- Child abuse, abandonment, or neglect
- Domestic violence
- Child pornography or other felony in which a child was a victim of the offense
- Homicide, sexual battery, or other felony involving violence, other than felony assault or felony battery when an adult was the victim of the assault or battery resisting arrest with violence. (The underline section was a revision made by House Bill 1079.)

In addition, Adoption Specialists may not place a child with a prospective adoptive parent if the criminal history records check reveal that the person has, within the previous five years, been convicted of a felony that falls within any of the following categories:

- Assault
 - Battery
 - A drug-related offense
 - Resisting arrest with violence
-
-
-

Documentation

Within FSFN, Adoption Specialists must document the records obtained and their thorough analysis of the background check results within the Background Check Information page.



FSFN Screens

Prior Intakes Investigations/Referrals:

Florida Safe Families Network Hand Book | Print | Audit | Spell Check | Help

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics		Prior Intakes and Investigations/Referrals		Background Check Information		Financial Security Resources and Child Care Arrangement		Narrative Family Assessment		Outcome/ Attachments to the Unified Home Study																																					
Prior Intakes																																															
Date	Intake Number	Intake Name	Intake Type	Referral Type	Screening Decision	Case ID	Finding	Investigative Sub Type																																							
<table border="1"> <thead> <tr> <th colspan="2">Demographics</th> <th colspan="2">Prior Intakes and Investigations/Referrals</th> <th colspan="2">Background Check Information</th> <th colspan="2">Financial Security Resources and Child Care Arrangement</th> <th colspan="2">Narrative Family Assessment</th> <th colspan="2">Outcome/ Attachments to the Unified Home Study</th> </tr> </thead> <tbody> <tr> <td colspan="12">Prior Investigations/Referrals</td> </tr> <tr> <th>Intake Number</th> <th>Case Name</th> <th>Case ID</th> <th>Intake Type</th> <th>Referral Type</th> <th>Investigative Sub Type</th> <th>Finding</th> <th>Status</th> <td colspan="4"></td> </tr> </tbody> </table>												Demographics		Prior Intakes and Investigations/Referrals		Background Check Information		Financial Security Resources and Child Care Arrangement		Narrative Family Assessment		Outcome/ Attachments to the Unified Home Study		Prior Investigations/Referrals												Intake Number	Case Name	Case ID	Intake Type	Referral Type	Investigative Sub Type	Finding	Status				
Demographics		Prior Intakes and Investigations/Referrals		Background Check Information		Financial Security Resources and Child Care Arrangement		Narrative Family Assessment		Outcome/ Attachments to the Unified Home Study																																					
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Intake Number	Case Name	Case ID	Intake Type	Referral Type	Investigative Sub Type	Finding	Status																																								

Actions: [Approval](#) [Upload Image](#)

Text: [Unified Home Study](#) [Prior Maltreatments and Findings/Referrals](#)

Save Close

How to locate document dates and statuses for background histories received on the Background Check information tab:

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics		Prior Intakes and Investigations/Referrals		Background Check Information		Financial Security Resources and Child Care Arrangement		Narrative Family Assessment		Outcome/ Attachments to the Unified Home Study	
Criminal Background Check Request											
Request Type: <input type="radio"/> Planned Placement <input type="radio"/> Emergency Placement											
Back-ground Check?	Name	Age	Last Background Check	Local Effective Date	Fingerprint Result Received	Date Received	Action				
<input type="checkbox"/>	Rivera, Amanda	31			<input checked="" type="radio"/> Yes <input type="radio"/> No	03/22/2018	Child Not Placed Disqualifying Offenses Not Supervised/Visits Offenses Pending Receipt of Results Requested in Error - Planned Not Emergency Requires Additional Review Unable to Submit				
<input type="checkbox"/>	Rivera, Rebecca	50			<input type="radio"/> Yes <input type="radio"/> No	00/00/0000	Delete				
Criminal Background Checks Completed											
Criminal Records have been checked by the caregiver(s), all adults and other persons living in the home as required. This may also include background checks for other individuals (visitors, other individuals who may have supervised contact with the child(ren)):											
Name	Action										
Additional background checks not listed above (include name of check, (e.g. driving record, civil court) name of individual's screened and date of results):											
Clearance Issues (Analysis of Background Check Results and All): Local Backgrounds: No records found for Amanda Rivera Clerk of Court: No records found for Amanda Rivera, except traffic offenses. FL Department of Corrections: No records found for Amanda Rivera. Sexual Offenders: No records found for Amanda Rivera.											

Actions: [Approval](#) [Upload Image](#)

Text: [Unified Home Study](#) [Prior Maltreatments and Findings/Referrals](#)

Save Close

Where to document the background analysis in the Clearance Issues text box:

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Background Check Information

Criminal Background Check Request
 Request Type: Planned Placement Emergency Placement

Background Check?	Name	Age	Last Background Check	Local Effective Date	Fingerprint Result Received	Date Received	Action
<input type="checkbox"/>	Rivera, Amanda	31			<input checked="" type="radio"/> Yes <input type="radio"/> No	03/22/2018	Child Not Placed Disqualifying Offenses No Disqualifying Offenses Pending Receipt of Results Requested in Error - Planned Not Emergency Requires Additional Review Unable to Submit
<input type="checkbox"/>	Rivera, Rebecca	50			<input type="radio"/> Yes <input type="radio"/> No	00/00/0000	Delete

Criminal Background Checks Completed
 Criminal Records have been checked by the caregiver(s), all adults and other persons living in the home as required. This may also include background checks for other individuals (visitors, other individuals who may have supervised contact with the child(ren)):

Name	Action

Additional background checks not listed above (include name of check, (e.g. driving record, civil court) name of individual's screened and date of results):

Clearance Issues (Analysis of Background Check Results and All)
 Local Backgrounds: No records found for Amanda Rivera
 Clerk of Court: No records found for Amanda Rivera, except traffic offenses.
 FL Department of Corrections: No records found for Amanda Rivera.
 Sexual Offenders: No records found for Amanda Rivera.

Buttons: [Save](#) [Close](#)

Updating criminal history dates:

Florida Safe Families Network Financial

Create Maintain Utilities Help

LISA I. YILLPH's Desktop - 20FSIQ FAMILY SAFETY QA & CUST RELATIONS

Date Restricted Participant View

- My Tasks Calendar
- Cases
- Providers
 - Abruzese, Michael (100159127) Actions
 - Musgrove, STEPHANIE (100038042) Actions
 - Rivera, Amanda (900000202) Actions
- Assignments
 - Basic
 - Licenses
 - Members
 - Narrative
 - Parent Agency
 - Provider File Cabinet
 - Unified Home Study
 - Non-Relative Placement 03/22/2018 Approved - Meets Requirements
 - Non-Relative Placement 04/25/2018
- Approvals
- Intakes

Florida Safe Families Network

Basic
 Number: 90000202 Name: Rivera, Amanda Type: Relative/Non-Relative Status: Active

Home Information
 Caregiver 1: Rivera, Amanda Primary Language: English
 Caregiver 2: Marital Status: Single Female

Provider Address: 518 Academy Ave, Tallahassee, FL 32399
 Mailing Address:
 Home: Work: Ext: Cell: (850)370-4516 Fax: Contact Phone: Ext:

Alternate Contact Information
 Name: Phone: Description:

Tax ID Number
 FEIN
 SSN
 N/A

Schools/Child Care Facilities
 School Vendor ID

Vendor ID
 Fiscal Agency Vendor ID

Operational Ho

Parent Agency: Rivera, Amanda

Actions:
[Delink Provider](#)
[Parent Agency History](#)
[Provider Repayment Method](#)
[Background Screening](#)
[License/Re-License Checklist](#)
[Unified Home Study](#)
[Upload Image](#)
[View Attached Images](#)
[Checklist](#)
[Text](#)

Save Close

Where to insert clearance from different sources:

Provider Background Screening -- Webpage Dialog

Florida Safe Families Network

Print Audit Spell Check Help

Person Provider Information
 Provider Name: Kimi Qismhim Provider Type: Relative/Non-Relative Worker:
 Provider ID: 100192984 Provider Status: Active Last Updated: 01/23/2018

Screened Records

Name	Cleared? Yes No	Source	LOCAL	FDLE	FBI	FL Abuse Registry	OS Abuse Registry
Qismhim, Kimi	<input type="radio"/> Yes <input checked="" type="radio"/> No	Effective Date:	01/23/2018	00/00/0000	00/00/0000	00/00/0000	00/00/0000
		Expiration Date:	00/00/0000	00/00/0000	00/00/0000	00/00/0000	00/00/0000
Qismhim, Montrey	<input type="radio"/> Yes <input checked="" type="radio"/> No	Effective Date:	01/23/2018	00/00/0000	00/00/0000	00/00/0000	00/00/0000
		Expiration Date:	00/00/0000	00/00/0000	00/00/0000	00/00/0000	00/00/0000

Background Screening Summary
 NA

Save Close

Legal Staffing

If the child is already placed in the home or the home study is being completed through a court order, a legal staffing must be requested when it is learned that a household member, another visitor, or a paramour of a household member has had verified findings of sexual abuse or has been found guilty of any of the serious crimes listed in this section.

Caregiver Supports

Adoption Subsidy	Post Adoption Services and Supports	Medical Assistance
Reimbursement for Non-Recurring Adoption Expenses	Federal Adoption Tax Credit	DCF Tuition and Fee Exemption
State Employee Benefits Program	State Parks Program	

Financial Security Resources and Child Care Arrangements

In the UHS, there are four areas of information used to assess the caregiver's financial situation:

1. **Finance Breakdown:** Information about the caregiver's current employment and the income they earn from each place of employment
 - Name of Prospective Adoptive Parent
 - Employer Name: Includes all current employers for each caregiver.
 - Employer Address
 - Length of Current Employment: The length is measured in years and months.
 - Hours and Shifts Worked
 - Net Monthly Salary: Total amount of money brought home after taxes and other expenses.

2. **Additional Monthly Support:** Information about other sources of income, outside of employment, that a caregiver or household member is contributing to the household.
 - Who Is Receiving the Additional Income (Member Name)
 - Income Type: Type of income that is being received. Options in dropdown menu in FSFN include:
 - Adoption subsidy
 - Disability benefits
 - Retirement benefits
 - Social Security benefits
 - Temporary Cash Assistance
 - Other
 - Income Amount: Amount of money from each specified type of income.

3. **Household Information:** Information on all of the expenses caregivers have on a monthly basis.
 - Expense Type: Type of expense that has been identified.
 - Expense Amount: Monthly expense amount for each selected expense type.
 - Combined Monthly Income, Total Monthly Expenses, and Net Monthly Income: This information is totaled by FSFN which allows for easy viewing.

4. **Family Situation:** Financial strengths/needs of the relative/non-relative placement. Includes the identification of any financial barriers and possible assistance that can be provided to the prospective adoptive parents.
 - Does the family have sufficient funds to support their current expenses?
 - Will child care or after-school care be needed?
 - What new expenses are anticipated for the child (ren) to be placed in the home?
 - Will the family be able to provide sufficient care for children to be placed in the

- home without causing financial hardship for the family?
- Does the family want to be referred for determining eligibility for assistance programs?
- What services will the family need in order to help ensure placement stability?
- Is the family willing to adopt this child without subsidy?



FSFN Screens

Employment Information:

Florida Safe Families Network Hand Book | Print | Audit | Spell Check | Help ?

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:									
<p>Finance Breakdown</p> <p>Employment Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Member Name</th> <th>Employer Name</th> <th>Net Monthly Salary</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rivera, Amanda (900000240)</td> <td>Walmart</td> <td>\$2,000.00</td> <td>Edit Delete</td> </tr> </tbody> </table> <p style="text-align: right;">Insert</p>						Member Name	Employer Name	Net Monthly Salary	Action	Rivera, Amanda (900000240)	Walmart	\$2,000.00	Edit Delete	<p>Actions:</p> <p>Approval</p> <p>Upload Image</p>	
Member Name	Employer Name	Net Monthly Salary	Action												
Rivera, Amanda (900000240)	Walmart	\$2,000.00	Edit Delete												
<p>Additional Monthly Support or Income</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Member Name</th> <th>Income Type</th> <th>If Other, Specify</th> <th>Income Amount</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rivera, Amanda (900000240)</td> <td>Other</td> <td>Food Stamps</td> <td>\$200.00</td> <td>Delete</td> </tr> </tbody> </table> <p style="text-align: right;">Insert</p>						Member Name	Income Type	If Other, Specify	Income Amount	Action	Rivera, Amanda (900000240)	Other	Food Stamps	\$200.00	Delete
Member Name	Income Type	If Other, Specify	Income Amount	Action											
Rivera, Amanda (900000240)	Other	Food Stamps	\$200.00	Delete											
<p>Household Information</p> <p>Combined Monthly Income: \$2,200.00</p> <p>Total Monthly Expenses: \$1,789.00</p> <p>Monthly Expenses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Expense Type</th> <th>If Other, Specify</th> <th>Expense Amount</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Expense Type	If Other, Specify	Expense Amount	Action					<p>Text:</p> <p>Unified Home Study</p> <p>Prior Maltreatments or Findings/Referrals</p>	
Expense Type	If Other, Specify	Expense Amount	Action												

Adding Employment Details:

Employment Details -- Webpage Dialog
Florida Safe Families Network
Print Audit Spell Check Help

Employment Details

Member Name: [Dropdown]

Employer Name: [Text Area]

Employer's Address: [Text Area]

Length of Current Employment: Years: [Text] Months: [Text]

Hours and Shifts Worked: [Text Area]

Net Monthly Salary (after taxes):
(if paid weekly or bi-weekly,
calculate into monthly amount) \$0.00

Save Close

Adding Additional Monthly Support or Income:

Additional Monthly Support or Income				
Member Name	Income Type	If Other, Specify	Income Amount	Action
Rivera, Amanda (900000240) [Dropdown]	Other [Dropdown]	Food Stamps	\$200.00	Delete
[Dropdown]	[Dropdown]		\$0.00	Delete

Adoption Subsidy
Disability Benefits
Other
Retirement Benefits
Social Security Benefits
Temporary Cash Assistance

Insert

Adding Monthly Expenses:

Household Information		Monthly Expenses		
Combined Monthly Income:	\$2,200.00	Car Payment	\$269.00	Delete
Total Monthly Expenses:	\$1,789.00	Car Insurance	\$200.00	Delete
Net Monthly Income:	\$411.00	Car Payment	\$200.00	Delete
		Child Care	\$125.00	Delete
		Food/Supplies		Delete
		Housing		Delete
		Medical		Delete
		Other Expense	Cable/Internet	Delete
		Transportation		
		Utilities		
		Insert		

Family Situation:

Florida Safe Families Network Hand Book Print Audit Spell Check Help

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:
<p>Family Situation</p> <p>1. Does the family have sufficient funds to support their current expenses? <input checked="" type="radio"/> Yes <input type="radio"/> No Amanda has sufficient funds to manger her current expenses.</p> <p>2. Will child care or after-school care be needed? <input checked="" type="radio"/> Yes <input type="radio"/> No Amanda will need child care for Jacob and before/after school care for Jenna.</p> <p>3. What new expenses are anticipated for the child(ren) to be placed in the home? Amanda will need beds, clothing and toys for the children. There will also be a need for additional food. Child care and before/after school care will be an additional expense.</p> <p>4. Will the family be able to provide sufficient care for children to be placed in the home without causing financial hardship for the family? <input checked="" type="radio"/> Yes <input type="radio"/> No There appears to be no concerns for financial hardship if Jenna and Jacob are placed in the home.</p> <p>5. Were all available assistance programs discussed with the family? if yes, explain. If no, why not. <input checked="" type="radio"/> Yes <input type="radio"/> No Amanda is currently receiving food stamps and will be adding the children to her account. She is aware of either applying for Medicaid or adding the children to her health insurance. Relative/Non-Relative Caregiver funds was explained to Amanda.</p> <p>6. What assistance programs will the family need in order to help ensure placement stability? (List all) Besides additional food stamps, health insurance and child care, no other assistance is needed</p> <p>7. Is the family willing to adopt this child without subsidy? <input type="radio"/> Yes <input type="radio"/> No</p>						<p>Upload Image</p> <p>Text:</p> <p>Unified Home Study</p> <p>Prior Malpractice or Findings/Referrals</p>

Adoption Subsidy

Adoption Specialists are required to ask prospective adoptive parent(s) if they are willing to adopt with or without subsidy and document their response in the narrative field provided.

The narrative field needs to be updated every time a home study is updated.

Narrative Family Assessment

Adoption Specialists conduct a narrative family assessment to gather the needed information to fully evaluate the caregiver's ability to provide a safe and nurturing environment for the child.

This assessment is not limited to just caregivers and needs to be reflective of all household members.

Not all questions listed as part of the Narrative Family Assessment are required for the Initial or Re-licensing UHS. It is best practice to answer all questions as best possible, but the questions with grey text boxes are not required for the completion of the home study.

The Narrative Family Assessment is split into nine areas:

1. **Assess Caregiver:** This is where Adoption Specialists assess the caregiver(s) and the family environment. There are 15 assessment questions. The questions are:
 - Question 1: Explain any experiences with child abuse or neglect, alcohol and/or substance abuse treatment, or domestic violence. Describe whether or not the history, if any, involved either of the parent(s) of the child being placed or the child. Explain how experiences may positively or negatively impact the ability of the caregiver(s) to care for and protect the child(ren).
 - *This question is required for ALL home study types.*

- Question 2: Explain any caregiver health or mental health conditions that may interfere with the ability of the caregiver(s) to care for the child. Explain how the caregiver will address any challenges.

For example, the caregiver takes medications that may result in drowsiness, causing restrictions in the caregiver's ability to drive a vehicle or the caregiver has significant individual needs that might affect the safety of the child, such as severe depression, lack of impulse control, medical needs, other current caregiving demands, etc.

- a. The prospective adoptive parent will need to disclose health history for themselves and each member of the household, to include current physical, mental or emotional health status, any condition that is progressive and debilitating in its course, and any past and current treatment and services received for such condition.
 - *This question is required for ALL home study types.*
- Question 3: Explain how the caregiver(s) will participate in a team supporting the child's safety, permanency, and well-being by sharing necessary information with others on the team, maintaining the confidentiality of the child and caregiver as required and participating in planning activities, court hearings, staffings and other key meetings.
 - *This question is required for ALL home study types EXCEPT Emergency home studies.*
- Question 4: Explain how the caregiver(s) are willing and able to make a loving commitment to the child(ren)'s safety and well-being. This may include, but is not limited to, the following:
 - a. Providing appropriate supervision and positive methods of discipline.
 - b. Encouraging the child in his/her strengths, and respecting the child's individual likes and dislikes.
 - c. Providing opportunities to develop the child's interests and skills.
 - d. Maintaining awareness of the impact of trauma on behavior.
 - e. Involving the child in family and community activities.
 - f. Providing transportation to school, child care, extracurricular activities, etc.
 - g. Ensuring the child's safety by employing appropriate physical safety measures, including in the household, for transportation, and with pets.
 - *This question is required for ALL home study types.*

- Question 5: Explain how the caregiver(s) are willing and able to:
 - a. Respect and honor any child's culture, religion, and ethnicity. It is important for the caregiver to have the commitment of the caregiver to value, respect, appreciate, and educate the child regarding his/her racial and ethnic heritage and to permit the child the opportunity to know and appreciate that ethnic and racial heritage.
 - b. Adapt to and support any child's individual situation, including sexual orientation and family relationships.
 - c. If the caregiving family's religion, culture, or other factors will impair their ability to meet the needs of any child, please explain what the family's limitations are, and how limitations could impact any child placed in their home.
 - *This question is required for ALL home study types.*

- Question 6: Explain how the caregiver(s) are willing and able to commit to maintaining any child they accept in their home until such time as it is in the child's best interest to leave the home.
 - *This question is required for ALL home study types.*

- Question 7: Explain how the caregiver(s) will address challenges in caring for the child(ren) to be placed, including available supports and resources.
 - a. These challenges may include, but are not limited to, behaviors that are a significant threat to others, juvenile sexual abuse, problematic sexual behavior, severe self-harm behavior, etc.
 - b. The caregiver is caring for the other children or adults which results in significant demands on their time.
 - c. The caregiver is caring for family members with mental health or medical conditions that might result in harm to the child.
 - *This question is required for ALL home study types.*

- Question 8: Explain how the caregiver(s) are willing and able to participate in transition planning for the child(ren).
 - *This question is required for ALL home study types EXCEPT Emergency home studies.*

 - Question 9: Explain how the caregiver(s) are willing and able to assist the biological caregivers in improving their ability to care for and protect their children and to provide continuity for the child after reunification.
 - *This question is required for ALL home study types EXCEPT Adoption and Adoption Addendum.*

 - Question 10: Explain how the caregiver(s) are willing and able to assist the child(ren) in family time/visitation and other forms of communication including Post Adoptions Communication Plans when appropriate.
 - *This question is required for ALL home study types.*
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- Question 11: Explain how the caregiver(s) will:
Maintain records and ensure that these records are made available to other partners that are important to the Child Welfare System , to the child and family, including child resource records, medical records, school records, and all psychotropic medication records.
 - *This question is required for ALL home study types EXCEPT Emergency home studies.*

- Question 12: Explain how the caregiver(s) are willing and able to advocate for children in their care as needed with the Child Welfare System, the court, and community agencies, including schools, child care, health and mental health providers, and employers.
 - *This question is required for ALL home study types.*

- Question 13: Explain the willingness and ability of the caregiver(s) to participate fully in any child's medical, educational, psychological, special or physical needs, and dental care. This includes providing transportation, attending appointments, and communicating with professionals.
 - *This question is required for ALL home study types.*

- Question 14: Explain how the caregiver(s) are willing and able to support the child(ren)'s school success by:
 - a. Participating in school activities and meetings, including disciplinary and/or IEP (Individualized Education Plan) meetings.
 - b. Assisting with school assignments, supporting tutoring programs, meeting with teachers and working with an educational surrogate if one has been appointed and encouraging the child's participation in extra-curricular activities.
 - c. For any child who has a disability, or is suspected of having a disability, to attend Educational Surrogate Parent training, if needed or recommended by the court, and thereafter, advocate for the child(ren) in the school system.
 - d. Maintaining the children in the school of origin, if it is in the child(ren)'s best interest to do so.
 - e. Maintaining the child(ren) in the school of origin until an appropriate grading break in the academic year, if not possible or not in the child(ren)'s best interest to remain in the school of origin for the remainder of the school year.
 - *This question is required for ALL home study types.*

- Question 15: Is the family willing and able to provide placement for any siblings?
 - a. The needs of each individual child must be considered, as well as the family's demonstrated efforts to maintain the sibling connection.
 - *This question is required for ALL home study types.*

2. **Motivation:** This area of assessment is where Adoption Specialists describe the motivation the caregivers have to adopt. If it is a two-parent household, Adoption Specialists need to address both caregivers' mutual desire to adopt the child. This includes, but is not limited to, gaining an understanding of the following:
- What is the alignment of the caregiver(s) with the child?
 - What is the understanding of the caregiver(s) of the danger threats that make the child unsafe?
 - What is the commitment of the caregiver(s) to implement and adhere to the safety plan?
 - What is the willingness of the caregiver(s) to help the child achieve permanency?
 - *This question is required for ALL home study types.*
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3. **Education and Employment:** This area of assessment differs from the financial employment questions previously discussed. Here Adoption Specialists are not detailing where caregivers work or how much money they make, but how their education and /or employment history has helped prepare them to care for a child. In this area of assessment, Adoption Specialists will:
- Describe how the caregiver(s)' education, special training, or employment history helps prepare them to care for a child.
 - Discuss if the person may have any challenges, including but not limited to the caregiver(s)' past difficulties in school, a specific learning disability, or his/her current work schedule.
 - *This question is required for ALL home study types.*
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4. **Family History:** This area used to be called Family Life in previous home studies. Here, Adoption Specialists describe the relationships between household members, extended family, and friends. This means gaining a clear understanding of the elements below:
- Describe/discuss relationships between household members and extended family and friends. Consideration should be given as to stability of the marriage and/or any significant relationships. In determining stability, Adoption Specialists need to consider the length of the marriage or relationship and any history of repeated separations and reconciliations.
 - Identify the family's formal and informal support systems, including current and anticipated child care arrangements.
 - Describe the family's cultural and religious beliefs and their willingness to accommodate children of different faiths, beliefs, ethnicities, and/or cultures.
 - Discuss each caregiver's history to include any past trauma that could impact the family's ability to provide quality care to children.
 - Describe attitudes towards children and parents involved in the Child Welfare System.
 - Describe how family members have demonstrated capacity to parent children with special needs.
 - Discuss any significant losses by the family members and any coping mechanisms used to manage such loss.
 - Describe the type of discipline used in the family prior to fostering and how they were disciplined as children.
 - *This question is required for ALL home study types.*
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5. **Child(ren) To Be Placed Interview(s):** This is a new area of assessment included in the UHS. This area allows Adoption Specialists to interview the child and gain their understanding and/or feelings about being placed in the home.
- Discuss and assess the child(ren)'s understanding or feeling about being placed in the home. Document any concerns or needs that they would want the prospective adoptive parent(s) to know about them.
 - *This question is required for ALL home study types.*
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6. **References and Reviews:** This is also a new area of assessment where Adoption Specialists will be able to describe references regarding the family's ability to meet the needs of the child.

- A minimum of five written references are required. Only one reference may be obtained from an employer and only one of the references may be obtained from a relative. All other references must be obtained from people who either:
 - have observed the applicants in situations that give some indication for their capacity for parenthood, or
 - who, as the result of their relationship to the applicant, possess documentation or knowledge of the applicant's capacity for parenthood.
 - Document the references received from relatives, non-relatives, professionals, and services providers regarding the family's ability to meet the needs of a child(ren) placed in the home.
 - *This question is required for ALL home study types.*
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7. **Child History:** This area of assessment is also a new to the UHS. Here Adoption Specialists will describe each child that is currently living in the home. When families have children by birth or adoption, the anticipated impact of a new child on the family must be considered. Contact must be made with all children of the prospective adoptive parents in order to determine the anticipated impact on the family.

- Describe each child living in the home separately, including developmental history/issues, personality, health, education level, special needs and behavioral challenges.
 - In addition, describe/discuss the adjustment and integration of children previously adopted by or placed with the family.
 - Discuss any failed placements in terms of the cause, resolution, and any differences or changes that will be made as a result of lessons learned with all family members. Prospective adoptive parents who have experienced an adoption disruption or dissolution in the past must be assessed regarding the reasons for the disruption or dissolution, the family's openness in dealing with the problems that led to the disruption or dissolution, their willingness to accept help with the problems, and their continued support of the child through his/her change of placement
 - *This question is required for ALL home study types.*
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8. **Physical Environment:** Adoption Specialists need to ensure that they capture a detailed assessment of the entire home. It is important to ensure that the living environment is free of any potential hazards and the sleeping arrangements are appropriate for the age of the child.
- Florida families must be prepared to remain in Florida long enough to have the Adoption UHS completed, the child placed, and the adoption finalized.
 - Discuss the physical environment, including a description of the home, address the interior, exterior, number of rooms, etc., sleeping arrangements, and accommodations for child(ren)'s personal belongings. Housing must provide space and the living conditions necessary to promote the health and safety of the family.
 - Are there any changes needed in order to accommodate child(ren)?
 - *This question is required for ALL home study types.*
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9. **Family Supports and Resources:** This new addition to the UHS allows Adoption Specialists to fully describe what support system currently exist in the family's life.
- Describe if the applicant(s) have a well-developed support system comprised of extended family, friends, and community organizations that affirms the applicant's decision to provide care for a child placed in their home.
 - If there were an unforeseen emergency, who would they identify as using for respite, or additionally, for long-term planning?
 - What is their willingness to engage in recommended services, such as therapy and support group, etc.
 - *This question is required for ALL home study types.*
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FSFN Screens

Narrative Family Assessment Assess Caregiver(s) Questions:

Florida Safe Families Network Hand Book Print Audit Spell Check Help

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:
<p><i>The purpose of this section is to assess the caregiver(s) ability to provide a safe and nurturing environment in accordance with Florida Statute and Administrative Code, and Department of Children and Families Operating Procedures.</i></p> <p>Assess Caregiver(s)</p> <p>1. Explain any experiences with child abuse or neglect; alcohol and/or substance abuse treatment; or domestic violence. Describe whether the history, if any, involved either of the parent(s) of the child being placed or the child. Explain how experiences may positively or negatively impact the ability of the caregiver(s) to care for and protect the child(ren). *Reference any other household members (if applicable)* Amanda stated she does not drink socially and deny a history of substance abuse and domestic violence. She denied a history of childhood abuse or neglect. Amanda feels she had a great childhood</p> <p>2. Explain any caregiver health or mental health conditions that may interfere with the ability of the caregiver(s) to care for the child. Explain how the caregiver will address any challenges. (For example, the caregiver takes medications that may result in drowsiness, causing restrictions in the caregiver's ability for driving a vehicle; or the caregiver has significant individual needs that might affect the safety of the child such as severe depression, lack of impulse control, medical needs, other current caregiving demands, etc.) *Reference any other household members (if applicable)* Amanda denied having any medical or mental health conditions that would interfere with her ability to be a caregiver. Amanda does take Lisinopril 25mg for hypertension and Metoprolol for gout. She does not take any medications that would contribute to her sleeping when she is in care of the children.</p> <p>3. Explain how the caregiver(s) will participate in a team supporting the child's safety, permanency and well-being by: a) Sharing necessary information with others on the team maintaining the confidentiality of the child and caregiver as required by law, regulation and professional ethics. b) Participating in planning activities, court hearings, staffings and other key meetings. *Reference any other household members (if applicable)* Amanda stated she is willing to participate in any meetings, court hearings or staffings that are necessary to advocate for the children. She will take the children to any recommended appointments for the children and will ensure the children are at every appointment. She wants to be informed of the case and understand what is occurring in the dependency process. She hopes the parents will participate in the process to be able to care for the children again. She understands the importance of ensuring the children's involvement with services identified.</p>						<p>Approval</p> <p>Upload Image</p> <p>Text:</p> <p>Unified Home Study</p> <p>Prior Maltreatments ar Findings/Referra</p>

Narrative Family Assessment – Assess Caregiver(s) Questions:

Florida Safe Families Network Hand Book Print Audit Spell Check Help

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:
<p>4. Explain how the caregiver(s) are willing and able to make a loving commitment to the child(ren)'s safety and well being. This may include but is not limited to the following: a) Providing appropriate supervision and positive methods of discipline. b) Encouraging the child in his/her strengths, and respecting the child's individual likes and dislikes. c) Providing opportunities to develop the child's interests and skills. d) Maintaining awareness of the impact of trauma on behavior. e) Involving the child in family and community activities. f) Providing transportation to school, child care, extracurricular activities, etc. g) Ensuring the child's safety by employing appropriate physical safety measures, including in the household, for transportation, and with pets. *Reference any other household members (if applicable)* Amanda states that she is attached to the children. She wants the Jenna and Jacob to be safe and healthy. She is willing to provide transportation to any doctor appointments or any other necessary appointments. She is willing to provide and maintain the safety measures in his home to ensure the safety of the children. She is aware that as the children grow, if still in her care, there may be behavioral changes and/or difficulties. She would be supportive to engage the children in any needed services that are recommended or identified that the children would benefit from. She will remain with the children at all times when in the home and provide</p> <p>5. Explain how the caregiver(s) are willing and able to: a) Respect and honor any child's culture, religion and ethnicity. b) Adapt to and support any child's individual situation, including sexual orientation and family relationships. If the caregiving family's religion, culture, or other factors will impair their ability to meet the needs of any child, please explain what the family's limitations are, and how limitations could impact any child placed in their home. *Reference any other household members (if applicable)* Amanda is willing to continue their family traditions with the children. She is willing to provide any type of special support that the children will need while living in her home. She would like the children to learn about other cultures and religions. She wants the children to learn about many cultures and religions and identify with whichever one they desire. She does not want to sway the children's beliefs in any way and support them with whichever religion they choose. She will support the children regardless of what sexual orientation they will identify with if they are still in her home at an older age.</p> <p>6. Explain how the caregiver(s) are willing and able to commit to maintaining any child they accept in their home until such time as it is in the child's best interest to leave the home. *Reference any other household members (if applicable)* Amanda is willing and able to keep the children as long as needed in her home. She has hope that the parents will recover and will be able to reunify with the children. If the children reunifies with their parents she is willing to continue her relationship with the children. She is willing to have the children in her home for as long as needed. There is nothing that would change her mind in caring for the children at this time. Financially she is able to support the children without any added financial burden.</p>						<p>Approval</p> <p>Upload Image</p> <p>Text:</p> <p>Unified Home Study</p> <p>Prior Maltreatments ar Findings/Referra</p>

Narrative Family Assessment – Assess Caregiver(s) Questions:

Florida Safe Families Network						Hand Book	Print	Audit	Spell Check	Help	
General Information						Provider ID: 900000202	Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA)	Purpose of Home Study: Non-Relative Placement	Pending		
Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:					
<p>7. Explain how the caregiver(s) will address challenges in caring for the child(ren) to be placed, including available supports and resources.</p> <p>a) These challenges may include, but are not limited to, behaviors that are a significant threat to others, juvenile sexual abuse, problematic sexual behavior, severe self-harm behavior, etc.</p> <p>b) The caregiver is caring for the other children or adults which results in significant demands on their time.</p> <p>c) The caregiver is caring for family members with mental health or medical conditions that might result in harm to the child.</p> <p>*Reference any other household members (if applicable)*</p> <p>Amanda stated that she has no challenges to provide care for the children. She is aware that the children will need special care and they have her best interest. If any issues arise for the children, she is willing to have the children enter services and receive the assistance from professionals that is needed at that point in time.</p>						<p>Approval</p> <p>Upload Image</p>					
<p>8. Explain how the caregiver(s) are willing and able to participate in transition planning for the child(ren).</p> <p>*Reference any other household members (if applicable)*</p> <p>Amanda stated she is willing to participate in transition planning for the children and will help maintain a relationship with them after they leave the home. She is open to any suggestions that are presented on how to make this transition easy for the children. She will maintain a strong relationship with them.</p>						<p>Text:</p> <p>Unified Home Study</p> <p>Prior Maltreatments or Findings/Referrals</p>					
<p>9. Explain how the caregiver(s) are willing and able to assist the biological caregivers in improving their ability to care for and protect their children and to provide continuity for the child after reunification.</p> <p>*Reference any other household members (if applicable)*</p> <p>Amanda stated she is willing to assist the parents with improving their life to be able to care and protect the children. She is willing to help with reunification as long as the parents are providing a caring, loving and safe environment for the children. She wants the parents to become stable and drug free to be able to fully care for their children. She is willing to participate in identified services with the parents to help better themselves. She desires for the parents to become stable and able to care for their children. She has attempted to help the parents in the past.</p>											
<p>10. Explain how the caregiver(s) are willing and able to assist the child(ren) in family time/visitation and other forms of communication including Post Adoptions Communication Plans when appropriate.</p> <p>*Reference any other household members (if applicable)*</p> <p>Amanda is willing to assist with visitation for the parents in her home and able to communicate with both parents appropriately. She is willing to supervise contact between the parents and the children should it be approved by the courts.</p>											

Narrative Family Assessment – Assess Caregiver(s) Questions:

Florida Safe Families Network						Hand Book	Print	Audit	Spell Check	Help	
General Information						Provider ID: 900000202	Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA)	Purpose of Home Study: Non-Relative Placement	Pending		
Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:					
<p>11. Explain how the caregiver(s) are willing and able to maintain records and ensure that these records are made available to other partners that are important to the child welfare system and to the child and family, that are important to any child's well being including child resource records, medical records, school records and all psychotropic medication records.</p> <p>*Reference any other household members (if applicable)*</p> <p>Amanda is willing to maintain all records pertaining to the children. She is also willing to provide their records to other partners in the child welfare system. She will obtain and organizer to maintain the children's records.</p>						<p>Approval</p> <p>Upload Image</p>					
<p>12. Explain how the caregiver(s) are willing and able to advocate for children in their care as needed with the child welfare system, the court, and community agencies, including schools, child care, health and mental health providers, and employers.</p> <p>*Reference any other household members (if applicable)*</p> <p>Amanda is willing to advocate for whatever is the best interest of the children. Should she be required to testify or speak to the courts she is willing to do so. There are no limits that he has identified that would place her in a situation to not do something for the children.</p>						<p>Text:</p> <p>Unified Home Study</p> <p>Prior Maltreatments or Findings/Referrals</p>					
<p>13. Explain the willingness and ability of the caregiver(s) to participate fully in any child's medical, educational, psychological, special or physical needs and dental care. This includes providing transportation, attending appointments and communicating with professionals.</p> <p>*Reference any other household members (if applicable)*</p> <p>Amanda is willing to participate fully in any type medical or any other needs which will benefit the children. This will include providing transportation, attending appointments and communicating with professionals.</p>											
<p>14. Explain how the caregiver(s) are willing and able to support the child(ren)'s school success by:</p> <p>a) Participating in school activities and meetings, including disciplinary and/or IEP (Individualized Education Plan) meetings.</p> <p>b) Assisting with school assignments, supporting tutoring programs, meeting with teachers and working with an educational surrogate if one has been appointed and encouraging the child's participation in extra-curricular activities.</p> <p>c) For any child who has a disability, or is suspected of having a disability, to attend Educational Surrogate Parent training, if needed or recommended by the court; and thereafter advocate for the child(ren) in the school system.</p> <p>d) Maintaining the children in the school of origin, if it is in the child(ren)'s best interest to do so.</p>											

Narrative Family Assessment – Assess Caregiver(s) Questions:

Florida Safe Families Network Hand Book Print Audit Spell Check Help ?

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions: Approval Upload Image
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14. Explain how the caregiver(s) are willing and able to support the child(ren)'s school success by:
 a) Participating in school activities and meetings, including disciplinary and/or IEP (Individualized Education Plan) meetings.
 b) Assisting with school assignments, supporting tutoring programs, meeting with teachers and working with an educational surrogate if one has been appointed and encouraging the child's participation in extra-curricular activities.
 c) For any child who has a disability, or is suspected of having a disability, to attend Educational Surrogate Parent training, if needed or recommended by the court; and thereafter advocate for the child(ren) in the school system.
 d) Maintaining the children in the school of origin, if it is in the child(ren)'s best interest to do so.
 e) Maintaining the child(ren) in the school of origin until an appropriate grading break in the academic year, if not possible or not in the child(ren)'s best interest to remain in the school of origin for the remainder of the school year.
 Reference any other household members (if applicable)
 Amanda is willing to participate in any school services that are needed for the children. She will assist with assignments, support any school programs and meet with educators.

15. Is the family willing and able to provide placement for any siblings? Yes No Undecided
 Amanda is willing to care for both children.

This section is intended to be a descriptive narrative assessment to further describe the overall functioning of the family and their capacity to provide (or to continue to provide) a safe and appropriate placement for children.

MOTIVATION
 Describe the motivation to foster, adopt or be approved as a relative/non-relative caregiver. If a two-parent household, address both caregivers' mutual desire to care for the child. This includes but is not limited to the following:
 a) What is the alignment of the caregiver(s) with the child?
 b) What is the understanding of the caregiver(s) of the danger threats that make the child unsafe?
 c) What is the commitment of the caregiver(s) to implement and adhere to the safety plan?
 d) What is the willingness of the caregiver(s) to help the child achieve permanency?

Narrative Family Assessment – Motivation and Education and Employment:

Florida Safe Families Network Hand Book Print Audit Spell Check Help ?

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions: Approval Upload Image
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This section is intended to be a descriptive narrative assessment to further describe the overall functioning of the family and their capacity to provide (or to continue to provide) a safe and appropriate placement for children.

MOTIVATION
 Describe the motivation to foster, adopt or be approved as a relative/non-relative caregiver. If a two-parent household, address both caregivers' mutual desire to care for the child. This includes but is not limited to the following:
 a) What is the alignment of the caregiver(s) with the child?
 b) What is the understanding of the caregiver(s) of the danger threats that make the child unsafe?
 c) What is the commitment of the caregiver(s) to implement and adhere to the safety plan?
 d) What is the willingness of the caregiver(s) to help the child achieve permanency?
 Amanda wishes to care for the children as she has been close to the family since Jenna was an infant. She loves both of them and wants to be in their lives. She works full time, 10 hours a day. So she will be able to spend time with the children and ensure their needs are met. She is willing to have the children in her home as long as needed. There is nothing that would change her mind in caring for the children at this time. Financially she is able to support the children without any added financial burden..

EDUCATION AND EMPLOYMENT
 Describe how the caregiver(s)' education, special training or employment history helps prepare them to care for a child. Discuss whether the person may have any challenges, including but not limited to the caregiver(s)' past difficulties in school, a specific learning disability or his/her current work schedule.
 Amanda has some college education. She has worked for Walmart for 5 years and she is a manager.

FAMILY HISTORY
 Describe/discuss relationships between household members and extended family and friends. Identify the family's formal and informal support systems, including current and anticipated child care arrangements. Describe the family's cultural and religious beliefs and their willingness to accommodate children of different faiths, beliefs, ethnicities, and/or cultures.
 Discuss each caregiver's history to include any past trauma that could impact the family's ability to provide quality care to children. Describe attitudes towards children and parents involved in the child welfare system. Describe how family members have demonstrated capacity to parent children with special needs. Discuss any significant losses by the family members and any coping mechanisms used to manage such loss. Describe the type of discipline used in the family prior to fostering and how they were disciplined

Narrative Family Assessment – Child History and Physical Environment:

Florida Safe Families Network Hand Book | Print | Audit | Spell Check | Help ?

General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:
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REFERENCES AND REVIEWS
 Please document the references received from relatives, non-relatives, professionals and services providers regarding the family's ability to meet the needs of a child(ren) placed in the home.

Rebecca Rivera (Amanda's mother) advised that she is willing to her help daughter as needed. She has know Jessa and Jacob for a long time and care for them as if they were her grandchildren. Rebecca believes Amanda will make a great caregiver. She will have some adjustments to make as she has never cared for children full time but believes Amanda will have no issues caring for the children.

CHILD HISTORY
 Describe each child living in the home separately, including developmental history/issues, personality, health, education level, special needs and behavioral challenges. In addition, describe/discuss the adjustment and integration of children previously adopted by or placed with the family. Discuss with all family members any failed placements in terms of the cause, resolution, and any differences or changes that will be made as a result of lessons learned.

Jessa is 7 years old, in the second grade at Ivey Hawn Elem. She is working at grade level in math, reading and English. Her teacher reports she is a bright child but there has been problems with behavior. However she is easily redirected. Jessa enjoys working on art projects and even won 2nd place last year at the school fair for a painting she completed.

Jacob is 4 years old, in VPK at Busy Bee Daycare. He has shown improvement over the year with his shapes, colors and numbers. He

PHYSICAL ENVIRONMENT
 Discuss the physical environment, including a description of the home and how the environment relates to the safety of the child(ren), including any pets and vehicles; address the interior, exterior, number of rooms, bathrooms, etc., sleeping arrangements, and accommodations for child(ren)'s personal belongings. Are there any changes needed in order to accommodate the child(ren)?

Amanda resides in a two bedroom, 1 bathroom home with a fenced in backyard. When you enter the home through the front door, there is an open concept living space. The carpeted living room is to the left, which flows into the kitchen area with an eat-in dining space. There is a door to the backyard off of the kitchen area. There is a hallway to the left which leads to the bathroom on the immediate right, and the spare bedroom on the left which will be for the children. Amanda will be purchasing bunk beds for the children. The master bedroom is on the right. All parties have their own sleeping arrangements and each bedroom has a closet for their belongings.

FAMILY SUPPORTS AND RESOURCES
 Describe if the applicant(s) have a well-developed support system comprised of extended family, friends and community organizations that affirms the applicant's decision to provide care for a child placed in their home. If there were an unforeseen emergency, whom would they identify as using for respite, or additionally, for long term planning? What is their willingness to engage in recommended services such as therapy and support group, etc.

Amanda is currently single and has no children of her own. Her sister and mother live locally and has a good relationship with them. She knows she will be able to depend on them if she is caught at work and unable to get the children on time as well as help with appointment, if needed.

Actions:

[Approval](#)

[Upload Image](#)

Text:

[Unified Home Study](#)

[Prior Maltreatments at Findings/Referrals](#)

Narrative Family Assessment – Family Supports and Resources:

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General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:
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CHILD HISTORY
 Describe each child living in the home separately, including developmental history/issues, personality, health, education level, special needs and behavioral challenges. In addition, describe/discuss the adjustment and integration of children previously adopted by or placed with the family. Discuss with all family members any failed placements in terms of the cause, resolution, and any differences or changes that will be made as a result of lessons learned.

Jessa is 7 years old, in the second grade at Ivey Hawn Elem. She is working at grade level in math, reading and English. Her teacher reports she is a bright child but there has been problems with behavior. However she is easily redirected. Jessa enjoys working on art projects and even won 2nd place last year at the school fair for a painting she completed.

Jacob is 4 years old, in VPK at Busy Bee Daycare. He has shown improvement over the year with his shapes, colors and numbers. He

PHYSICAL ENVIRONMENT
 Discuss the physical environment, including a description of the home and how the environment relates to the safety of the child(ren), including any pets and vehicles; address the interior, exterior, number of rooms, bathrooms, etc., sleeping arrangements, and accommodations for child(ren)'s personal belongings. Are there any changes needed in order to accommodate the child(ren)?

Amanda resides in a two bedroom, 1 bathroom home with a fenced in backyard. When you enter the home through the front door, there is an open concept living space. The carpeted living room is to the left, which flows into the kitchen area with an eat-in dining space. There is a door to the backyard off of the kitchen area. There is a hallway to the left which leads to the bathroom on the immediate right, and the spare bedroom on the left which will be for the children. Amanda will be purchasing bunk beds for the children. The master bedroom is on the right. All parties have their own sleeping arrangements and each bedroom has a closet for their belongings.

FAMILY SUPPORTS AND RESOURCES
 Describe if the applicant(s) have a well-developed support system comprised of extended family, friends and community organizations that affirms the applicant's decision to provide care for a child placed in their home. If there were an unforeseen emergency, whom would they identify as using for respite, or additionally, for long term planning? What is their willingness to engage in recommended services such as therapy and support group, etc.

Amanda is currently single and has no children of her own. Her sister and mother live locally and has a good relationship with them. She knows she will be able to depend on them if she is caught at work and unable to get the children on time as well as help with appointment, if needed.

Actions:

[Approval](#)

[Upload Image](#)

Text:

[Unified Home Study](#)

[Prior Maltreatments at Findings/Referrals](#)

Activity A: Part 1 – Jacob and Jenna Are Getting Adopted!

Directions:

1. Read the scenario.
 2. Select who will be the interviewer, observer, and caregiver in each group.
 3. The interviewer must select one of the narrative assessment questions and using the four interview phases gather the needed information from the caregiver.
 4. After five minutes, switch roles and the new interviewer must select a different question.
 5. Discuss what your group observed was easy and/or difficult about completing the UHS and the interview behaviors/skills they employed when conducting the assessment. Address questions and areas of difficulty.
-

Scenario

Part A:

Bill and Elizabeth have been married for five years. They have two children, four-year-old Jacob and seven-year-old Jenna. A child abuse investigation determined that Jacob and Jenna were unsafe in their home and an In-Home Safety Plan could not be completed at this time. The children were removed and placed a family friend, Amanda Rivera, age 32.

Update: Jacob and Jenna have been in out of home care for the last eight months and they have continued to be placed with Amanda Rivera. Amanda has expressed that she is willing to care for the children long term, to include adoption. Bill and Elizabeth, parents of Jacob and Jenna, have not enhanced their caregiver protective capacities to have the children returned to their care and their rights have been terminated.

Part B:

Additional Information for the Prospective Adoptive Caregiver/Interviewee: Only read if you are role-playing as the Prospective Adoptive Caregiver/Interviewee. This only provides a basic level of information; additional information should be added as needed to answer the questions asked by the Interviewer.

- Amanda has known the family for six and a half years. She met Elizabeth through work and they became friends.
- Amanda resides in a two bedroom, one bathroom home with a fenced in backyard. When entering the home through the front door, there is an open-

concept living space. The carpeted living room is to the left, which flows into the kitchen area with an eat-in dining space. There is a door to the backyard off of the kitchen area. There is a hallway to the left which leads to the bathroom on the immediate right, and the spare bedroom on the left which is for the children. The master bedroom is on the right. All parties have their own sleeping arrangements and each bedroom has a closet for their belongings. The home was observed to be very clean and no environmental hazards were noted.

- Amanda is currently single and has no children of her own. Her sister and mother live locally and has a good relationship with them. She knows she will be able to depend on them if she is caught at work and unable to get the children on time as well as help with appointment, if needed.
- Rebecca Rivera (Amanda's mother) advised that she is willing to her help daughter as needed. She has known Jenna and Jacob for a long time and care for them as if they were her grandchildren. Rebecca believes Amanda will make a great caregiver. She will have some adjustments to make as she has never cared for children full time but believes Amanda will have no issues caring for the children.
- Sonja Rivera (sister of Amanda Rivera) advised that she is willing to care for the children as needed to assist her sister. Sonja stated that Amanda was always the nurturing one and believes she will have no issues taking on a caregiver role.
- Amanda does take Lisinopril 25mg for hypertension and Metoprolol for gout.
- Amanda has worked full time at Wal-Mart for two years and five months. She works four ten-hour days, Monday, Tuesday, Thursday, and Friday from 7am to 5pm.
- There is no criminal or child abuse information found that automatically prohibits Amanda Rivera from being considered as a placement option.
- Jenna is seven years old in the second grade at Ivey Hawn Elementary. She is working at grade level in math, reading, and English. Her teacher reports she is a bright child but there has been problems with behavior. However, she is easily redirected. Jenna enjoys working on art projects and even won 2nd place last year at the school fair for a painting she completed.
- Jacob is four years old, in VPK at Busy Bee Daycare. He has shown improvement over the year with his shapes, colors, and numbers. He is struggling with fine motor skills, such as holding a pencil correctly. He is very active and likes to spend time playing outside. He also loves playing video games, especially Minecraft.
- Both Jenna and Jacob were advised of the placement with Amanda and her interest in adoption. They both have known Amanda most of their life and report no concerns for being with her.

Finalizing the Licensing UHS

Attachments

Attachments provide verification of information gathered and evidence of information shared with the prospective adoptive parent.

The attachments that are required depend on the type of Unified Home Study being completed.

The Outcome/ Attachments is the tab used to upload documents externally to the UHS and/or FSFN.

Attachments	Upload Requirements for UHS
Adoption- Child Study	Required for Child Specific Home Studies
Affidavit of firearm safety	Required: Signed Acknowledgement of Firearms/Safety Requirements
Consent to Release Information	Required: Use Agency Specific Release
Personal references	Required
Referrals	Optional to Upload Information Provided to Caregiver
Receipts of Rights and responsibilities	Optional to Upload Information Provided to Caregiver
Receipt of Grievance Brochure	Optional to Upload Information Provided to Caregiver
Water Addendum	Optional to Upload Information Provided to Caregiver
Information Packet Sent-Adoptive Home	Optional to Upload Information Provided to Caregiver in Parent Preparation Class
Adoption-Subsidy Acknowledgement form	N/A
Affidavit of Good Moral Character	N/A
Florida Adoption Assistance Program	N/A
Information Packet Sent-Foster Home	N/A
Florida Adoption Reunion Registry	N/A
TANF information	N/A
Relative Caregiver Program Information	N/A

Signatures, Recommendations, and Approvals

Once all information required has been gathered and assessed, Child Welfare Professionals must ask the caregiver to review and sign the home study.

If known, it is at this time that Child Welfare Professionals inform the caregiver of any concerns or changes that might affect the anticipated outcome of the home study.

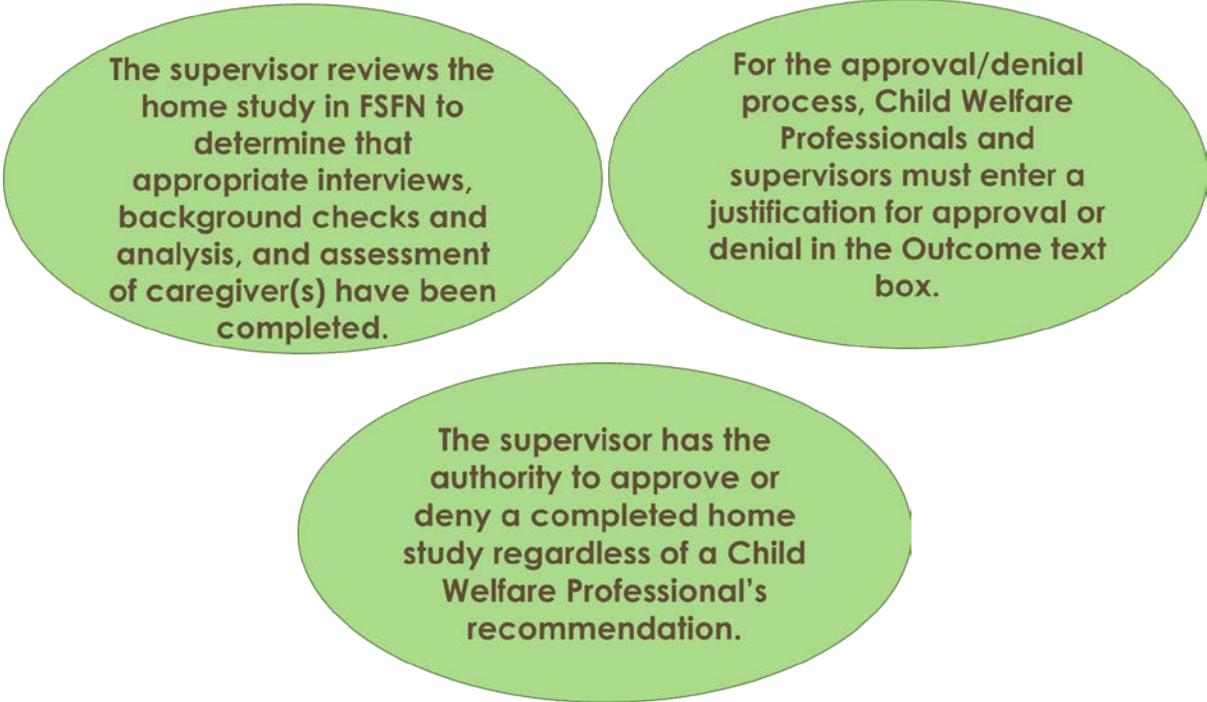
Once signed by the caregiver(s), CPIs, and supervisors, the entire UHS, including the signature page, must be uploaded into the UHS page in FSFN within two business days.

Signatures

In the Recommendation group box on the FSFN UHS page, the Child Protection Investigator selects an appropriate recommendation from the Recommendation drop-down choices:

- Application Withdrawn
- Denied - Criminal Disqualifier
- Duplicate - Created in Error
- Approved - Meets Requirements
- Denied - FSFN Disqualifier
- Approved - Review Comments
- Denied - Review Comments

Recommendations



Final Approvals

Final Approvals

In the Outcome group box on the FSFN UHS page, the supervisor selects an appropriate conclusion from the Outcome drop-down choices:

- | | | |
|-------------------------------|--------------------------------|------------------------------|
| Application Withdrawn | Denied - Criminal Disqualifier | Duplicate - Created in Error |
| Approved - Meets Requirements | Denied - FSFN Disqualifier | Denied - Court Approved |
| Approved - Review Comments | Denied - Review Comments | |

The Child Welfare Professional Supervisor must approve their outcome by completing the approval routing process.

If the Child Welfare Professional's supervisor is not available, they can choose an alternate supervisor.

Child Welfare Professionals cannot approve their own home study.



FSFN Screens

Outcome/Attachments, Recommendations, and Approva

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General Information
 Provider ID: 900000202 Worker Name: YILLPH, LISA I (20FSIQ FAMILY SAFETY QA) Purpose of Home Study: Non-Relative Placement Pending

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:
Recommendation Recommendation: Denied - Review Comments Amanda appears to be willing to care for the children long term and has a good relationship with the family. However there is only one extra room in the home and the children will have to share a bedroom. Due to the children being a different sexes, it is the recommendation of this CPI to deny the homestudy at this					Outcome Outcome:	Approval Upload Image
Attachments						Text: Unified Home Study Prior Maltreatments or Findings/Referrals
Adoption - Child Study		<input type="radio"/> Attached <input type="radio"/> Not Attached	Reason:			
Adoption Subsidy Acknowledgement Form		<input type="radio"/> Attached <input type="radio"/> Not Attached	Reason:			
Affidavit of Firearm Safety		<input type="radio"/> Attached <input type="radio"/> Not Attached	Reason:			
Affidavit of Good Moral Character		<input type="radio"/> Attached <input type="radio"/> Not Attached	Reason:			
Consent to Release Information		<input type="radio"/> Attached <input type="radio"/> Not Attached	Reason:			
Florida Adoption Reunion Registry		<input type="radio"/> Attached <input type="radio"/> Not Attached	Reason:			
Florida Adoption Assistance Program		<input type="radio"/> Attached <input type="radio"/> Not Attached	Reason:			

Copy Function

FSFN will now have the functionality to copy over selected fields from the MOST RECENT APPROVED home study in FSFN.

The information that will copy over includes:

- Purpose of home study
- Narrative Family Assessment information, except for non-required questions (i.e., questions 3, 8, 9, and 11)
- Finance Breakdown, Additional Monthly Support or Income, and Household Information from the Financial Security Resources tab
- Other states of residence
- Background check narrative



FSFN Screens

Copy Function:

Provider			
Provider ID:	900000202	Provider Name:	Rivera, Amanda
Forms Information			
Date Created	Date Initiated	Purpose	Status
03/22/2018	03/22/2018	Non-Relative Placement	Pending

Adoption Addendum

The Adoption Addendum Home Study type is an updated Adoption Unified Home Study that captures the factors outlined in Chapter 65C-16.005, F.A.C., and is initiated when the items below have occurred:			
The home study has expired (over a year).	A family has now been matched to adopt a specific child.	Prospective adoptive parent(s) want to adopt again.	There have been significant changes regarding the prospective adoptive parent(s).

Prior approval of a family to adopt does not automatically mean that this family is appropriate to adopt again. Consideration of any family for placement of another child requires the previous Adoption UHS to be updated through an Adoption Addendum UHS.

Activity A: Part 2 – Jacob and Jenna Are Getting Adopted!

Directions:

1. Read the scenario.
 2. Discuss the information needed to be collected and complete the UHS template.
 3. Choose a spokesperson to share questions, what the group felt was easy and/or difficult about completing the UHS. Address questions and areas of difficulty.
-

Scenario

Bill and Elizabeth have been married for five years. They have two children, four-year-old Jacob and seven-year-old Jenna. A child abuse investigation determined that Jacob and Jenna were unsafe in their home and an In-Home Safety Plan could not be completed at this time. The children were removed and placed a family friend, Amanda Rivera, age 32.

Update: Jacob and Jenna have been in out of home care for the last eight months and they have continued to be placed with Amanda Rivera. Amanda has expressed that she is willing to care for the children long term, to include adoption. Bill and Elizabeth, parents of Jacob and Jenna, have not enhanced their caregiver protective capacities to have the children returned to their care and their rights have been terminated. All other information listed above is the same.

Update the Unified Home Study in FSFN with the purpose of Adoption.

- Amanda has known the family for six and a half years. She met Elizabeth through work and they became friends.
- Amanda resides in a two bedroom, one bathroom home with a fenced in backyard. When entering the home through the front door, there is an open-concept living space. The carpeted living room is to the left, which flows into the kitchen area with an eat-in dining space. There is a door to the backyard off of the kitchen area. There is a hallway to the left which leads to the bathroom on the immediate right, and the spare bedroom on the left which will be for the children. Amanda will be purchasing bunk beds for the children. The master bedroom is on the right. All parties have their own sleeping arrangements and each bedroom has a closet for their belongings. The home was observed to be very clean and no environmental hazards were noted.

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- Amanda does take Lisinopril 25mg for hypertension and Metoprolol for gout.
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