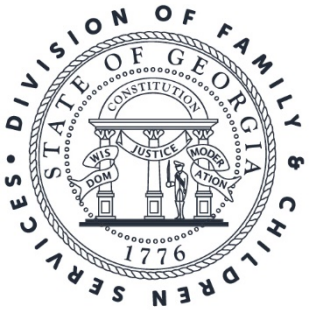

PROCESS GUIDE FOR THE SAFE HOME STUDY CONVERSION OF APPROVED FOSTER AND ADOPTIVE CAREGIVERS DURING ANNUAL RE-EVALUATION

January 2019

Detailed guided process for the use of the recently revised Caregiver Forms and the *SAFE Home Study©* tools to complete annual foster and adoptive home re-evaluations/updates.

Caregiver Recruitment and Retention Unit

FOREWORD

The "*Re-Evaluation/Update Process Guide for Approved Foster and Adoptive Caregivers"* was developed to support the Division of Family and Children Services', and its partners, transition to the *SAFE Home Study©* Process for the completion of annual caregiver re-evaluations. This Process Guide will support the conversion of existing homes using the SAFE Home Study tools and revised caregiver forms.

This Process Guide is being introduced during the *SAFE Home Study©* Pilot in January 2019. It is a fluid and living document which may be updated or changed as feedback is obtained from the pilot participants.

Therefore, your feedback is not only important, but vital to the success of this transition. Please contact us at crru@dhs.ga.gov with any concerns, questions, comments, and praise regarding the use of the forms, or the process flow.

The Caregiver Recruitment and Retention Unit

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SAFE Home Study: Foster or Adoptive Home Conversion During Annual Re-Evaluation

A. First Home Visit for SAFE Home Study Conversion

See policy 14.13 for clarification on re-evaluation requirements and approval periods.

I. Home Visit for Safety Assessment: *Home Safety Inspection and Screening Requirements*

a. DFCS CRRS or CPA Resource Development Staff will conduct the first home visit during the conversion process to complete the **Caregiver Home Safety and Compliance Checklist** within 90 days prior to the re-evaluation due date. *(All safety requirements/findings must be resolved within 30 days of the re-evaluation due date.)*

i. ***DFCS CRRS*** shall complete required annual DFCS Safety and Criminal History Screenings prior to the home visit – CRRS should contact family to obtain identifying information for any new adult HHM's *(Policy 19.8 & Policy 19.9).*

ii. ***CPA Resource Development Staff*** shall request required DFCS Safety and Criminal History screenings within the same time frame and review upon receipt *(Policy 19.8 & Policy 19.9)*. First home visit to complete **Caregiver Home Safety and Compliance Checklist** may take place prior to return of results from DFCS Screening Unit

b. Live Scan fingerprint and Required Medical Screenings

i. 5 Year Update Live Scan Fingerprint Screenings - must be initiated within 90 days prior to the re-evaluation due date.

1. DFCS CRRS must provide the Primary and Secondary Caregiver with the Live Scan Fingerprint Application to complete.

a. All Caregivers will be given 10 business to complete and return the Live Scan Screening Application.

2. DFCS CRRS must schedule the screenings within 10 business days of receiving the Live Scan Application.

ii. Utilize the **Foster or Adoptive Medical Evaluation Report - *Annual Update*** to complete the required 5-year medical screenings for Primary and Secondary Caregivers – unless it is deemed to be required more frequently.

iii. Utilize the **Other Household Member Medical Evaluation Report** to complete the required medical screenings for additional adult household members as required/needed.

1. Required medical screenings must be completed on new adult household members within 30 days of their occupancy into the home; and within 30 days of household members reaching age 18.

B. Caregiver Annual Re-Evaluation Forms Completion

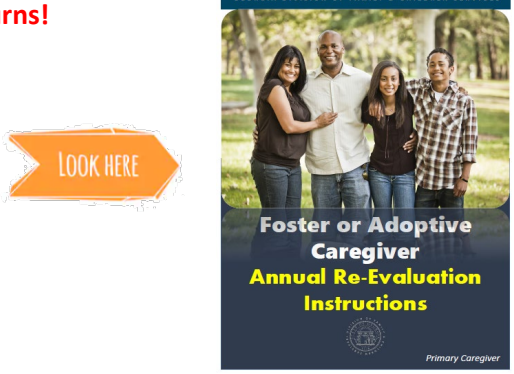
The Home Safety Assessment, which includes completion of **all** required safety screenings and the Caregiver Home Safety and Compliance Checklist, must be completed to determine the family's eligibility to proceed with the annual re-evaluation process. The re-evaluation packets and instructions should be sent to the caregivers at least 90 days prior to the re-evaluation due date. This can be sent by the case manager (or Caregiver Support Technicians). The instructions are theirs to keep, but they must return the accompanying forms and other supplemental verifications.

These forms must be completed and returned within **ten (10) business days of receipt**. The primary caregiver, secondary caregiver, and additional adult household members (if applicable) shall be given their own re-evaluation forms which must be returned prior to the second home visit.

I. Primary Caregiver - *(Single or Married)*

*For electronic completion – the following forms must be sent to a **separate email address** for the Primary Caregiver.*

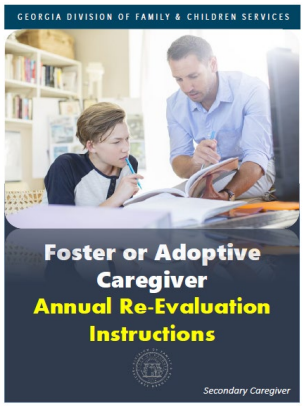
a. **Primary Caregiver Annual Re-Evaluation Instructions** – **Caregiver keeps!**
b. **Primary Caregiver Re-Evaluation Packet – Caregiver Returns!**
   i. Caregiver Feedback Form
   ii. Caregiver Safety and Quality Standards
   iii. Financial Statement for Resource Parenting
   iv. Caregiver Child Safety Agreement
   v. Caregiver Confidentiality and Privacy Standards



II. Secondary Caregiver Re-Evaluation Packet – *If Applicable*

*For electronic completion – the following forms must be sent to a **separate email address** for the Secondary Caregiver.*

c. **Secondary Caregiver Annual Re-Evaluation Instructions** – **Caregiver Keeps!**
d. **Secondary Caregiver Re-Evaluation Packet – Caregiver Returns!**
   i. Secondary Caregiver Feedback Survey
   ii. Caregiver Safety and Quality Standards
   iii. Caregiver Child Safety Agreement
   iv. Caregiver Confidentiality and Privacy Standards



III. Additional Adult Household Members – *If Applicable* –

The following documents must be sent to additional adult household members for completion at the annual re-evaluation

*For electronic completion – the following forms must be sent to a **separate email address** for the Additional Adult Household Member(s)*

e. **Additional Household Member Annual Re-Evaluation Instructions** – ***They Keep!***

f. **Additional Household Member Re-Evaluation Packet – *They Return!***

   i. Caregiver Child Safety Agreement

   ii. Confidentiality and Privacy Agreement

II. Supplemental Verifications Checklist

This checklist is included in the re-evaluation instructions for the primary and secondary caregiver, and for the additional adult household members. This checklist identifies documents that must be provided for the re-evaluation.

C. Second Home Visit for SAFE Home Study Conversion

1) DFCS CRRS or CPA Resource Development staff shall schedule the **Second Re-Evaluation Home Visit** with the Caregiver(s) to begin the *SAFE Home Study Update©* process after the family has returned all Re-Evaluation Forms and required Supplemental Verifications.

2) The information from these documents is vital for the completion of the harvesting sheet *(see SAFE Home Conversion instructions below)*. All re-evaluation forms and verifications must be returned from **all** household members before the second re-evaluation home visit can be held

Review the following documents and staff with Supervisor prior to the Second Re-Evaluation Home Visit:

- ✓ *Caregiver Home Safety and Compliance Checklist*
- ✓ ***ALL*** *Re-Evaluation Documents and Supplemental Verifications*
- ✓ *DFCS Safety Screenings and Criminal History Screenings*
- ✓ *Initial home study or annual re-evaluations and addendums**
- ✓ *SAFE Home Study Harvesting Sheet*

3) **Review of Non-SAFE Family Evaluations:** The case manager must review the Initial Non-SAFE Initial Family Evaluation and Recent Annual Re-Evaluation to complete the home conversion
   - *i.* **Homes with Initial Approval after 2013:** *Review Initial Home study and last annual re-evaluation for Homes approved after 2013. If any addendums were completed during the last approval period, this should also be reviewed.*
   - *ii.* **Homes with Initial Approval before 2013:** *Review last two annual re-evaluations **AND** any addendums completed within the last two approval periods.*

4) **The Second Re-Evaluation Home Visit**
   - *i.* This home visit shall be conducted after the Supervisory Staffing to discuss areas that made you curious and complete the Questionnaire II.
   - ***ii.*** DFCS CRRS or CPA Resource Development Staff shall proceed with the SAFE Home Study© Conversion Process identified below.

Note: *Questionnaire II shall be administered to other adult household members and others frequenting the home or serving as substitute caregivers.*

Converting a Non-SAFE Study to the SAFE Format

Required Materials:

- SAFE Update Psychosocial Inventory
- Harvesting Sheet
- SAFE Questionnaire II
- SAFE Update Report

1. Review the initial non-SAFE study and subsequent updates and documents. Identify issues, behaviors and events that "makes you curious" and need further clarification and understanding.

   Use the SAFE Harvesting Sheet and record the things that "make you curious" from the original Home Study and supporting documents.

2. Administer SAFE Questionnaire II in the same manner you do for a SAFE Home Study (administer together and interview immediately after).

3. After the interviews, go through the SAFE Update Psychosocial Inventory and use the SAFE Desk Guide to assign Desk Guide ratings in Column A**.**

***Reminder:** **When converting a non-SAFE Home Study to the SAFE format, Column B is not used.**

		Person #1			Person #2		
A. HISTORY		**A**	**B**	**No Change**	**A**	**B**	**No Change**
A-1	Childhood Family Adaptability	**2**		☐	**4**		☐
A-2	Childhood Family Cohesion	**2**		☐	**3**		☐
A-3	Childhood History of Deprivation/Trauma	**3**		☐	**4**		☐
A-4	Childhood History of Victimization	**3**		☐	**3**		☐
A-5	Adult History of Victimization/Trauma	**2**		☐	**4**		☐
A-6	History of Child Abuse/Neglect	**4**		☐	**2**		☐
A-7	History of Alcohol/Drug Use	**2**		☐	**3**		☐
A-8	History of Crime/Allegations/Violence	**2**		☐	**2**		☐
A-9	Psychiatric History	**2**		☐	**2**		☐
A-10	Occupational History	**2**		☐	**3**		☐
A-11	Marriage/Partner History	**4**		☐	**n/a**		☐

Consortium for Children, Converting to a SAFE Study Instructions, Copyright 2018

4. Review your SAFE Desk Guide ratings of 3, 4, and 5 and determine if the issues, behaviors, or events can be Sustained, Reduced or Erased (mitigated).

5. Place your Mitigation Rating into the same column as the SAFE Desk Guide Rating.

		Person #1			Person #2		
A. HISTORY		**A**	**B**	[illegible]	**A**	**B**	No Change
A-1	Childhood Family Adaptability	**2**		☐	**4/3**		☐
A-2	Childhood Family Cohesion	**2**		☐	**3/2**		☐
A-3	Childhood History of Deprivation/Trau[illegible]	**3/3**		☐	**4/2**		☐
A-4	Childhood History of Vi[illegible]	**3/2**		☐	**3/3**		☐
A-5	Adult History of Victim[illegible]tion/Trauma	**2**		☐	**4/2**		☐
A-6	History of Child Abuse/Neglect	**4/2**		☐	**2**		☐
A-7	History of Alcohol/Drug Use	**2**		☐	**3/2**		☐
A-8	History of Crime/Allegations/Violence	**2**		☐	**2**		☐
A-9	Psychiatric History	**2**		☐	**2**		☐
A-10	Occupational History	**2**		☐	**3/3**		☐
A-11	Marriage/Partner History	**4/2**		☐	**n/a**		☐

Mitigation Rating

SAFE Desk Guide Rating

6. Use the SAFE **Update** Report and follow the narration directions.

Reminder! The Update Report focuses on "what has changed" or "what is new" and does not require narration of anything covered in the original Home Study Report unless there has been an increase in severity (higher Desk Guide Rating) or changed Mitigation Rating.

7. Due to the fact that you are converting a non-SAFE Home Study, the Update will most likely require more narration than when you update a SAFE Home Study. You will have to fully narrate (using the SAFE Psychosocial Narration Instructions) any new issues you discover as well as those issues that you feel the original Home Study Practitioner missed, didn't explore fully, or mitigate properly.

If you require further clarification or have questions please call us at: 415-491-2200 or use the "Contact Us" tab on www.SAFEHomeStudy.org.

SAFE HOME STUDY UPDATE DOCUMENTS TO INCLUDE IN OFFICIAL FILE

The following documents should be kept in the SAFE Home Study official file and should be uploaded into external documents in Georgia SHINES.

1) SAFE Home Study Update Report
2) Psychosocial Inventory Results
3) Original Questionnaire II signed and dated by applicants
4) All other documents/forms used in the home study update/ conversion process*
5) Harvesting Sheet
6) Supervisor Certification

**All other documentation such as medical evaluations, criminal background checks, financial verifications, etc.*

Structured Analysis Family Evaluation © 2017, Consortium for Children