

Section 6 Overview

This section is developed to guide resource development workers in decision making, the provision and documentation of services to children and their families, development of community resources, and their subsequent assessment and utilization. These resources are designed to enhance and augment services to children and their families in need of preventive, protective, and out-of-home care services.

Procedures contained in this chapter incorporate assessment standards (largely based on licensing rules) which reflect the concern of the agency for those children who must live apart from their families during some part of their minority. The purpose of these standards is to protect those children from abuse, neglect, injury, and exploitation, and to assist in treatment and improved social functioning.

It is recognized that such direction cannot be all inclusive; therefore, staff will still need to exercise judgment in individual case situations. In those situations in which staff do not follow the procedures, they will be expected to document the justification for their actions in the individual case record.

With each procedure, and each step within a procedure, it may be necessary for the worker to secure supervisory assistance in order to make a decision. The procedures do not contain a reference to worker-supervisor conferences, but this joint decision-making activity is understood to be an integral part of service delivery to community resource providers.

Chapter 13 Overview

This chapter will describe Resource Development Worker Responsibilities

Table of Contents

13.1 Resource Development Worker Responsibilities

Attachments:

Memoranda History:
CD14-64

13.1 Resource Development Worker Responsibilities

The role of the resource development worker responsible for assessing resource homes is to coordinate the licensing, approving and maintenance of all resource provider homes. This coordination includes recruitment, training, and support of the resource providers. It also includes providing guidance and discipline to these providers and assuring the home continues to meet licensing standards. The resource development worker is responsible for obtaining and maintaining quality care providers for children in Division custody and to help staff locate appropriate placement for children entering Division custody. A resource development worker also referred to as a family development specialist, must successfully complete Specialized Training, Assessment, Resources, Support and Skills, STARS, and STARS Making the Commitment to Adoption – Spaulding, Train the Trainer training to provide STARS and Spaulding training and to complete Resource Provider and Adoptive Family Assessments.

The responsibilities of this position include, but are not limited to:

1. Responding to initial inquiries and screenings for resource providers. This includes discussing foster parenting, adoption, and respite services with potential providers, the conducting of (or referral to contractors for) screening, and reviewing families after screening for appropriateness to attend Specialized Training Assessment Resources and Supports (STARS). This also includes presenting the Safe Sleep Practices, CD 117, the Discipline Agreement, CD-119, Foster Parent Bill of Rights and Responsibilities, the Resource Acknowledgement of Home Assessment & Case File Information Access, CD-128 and Notification of Hazards, CD-101, if applicable. The applicants(s) must review, agree to, and sign the forms.
2. Provision of, or referral to contractors for, STARS and STARS for the Caregiver Who Knows the Child and STARS Making the Commitment to Adoption training. This includes the completion of assessments and the Foster Family Profile, CD-56, for the families and assuring that all required background screens are completed. (See CWM [Section 6 Chapter 3](#) for required background checks.)
3. Review assessments and the Foster Family Profile, CD-56, after the completion of STARS or STARS for the Caregiver Who Knows the Child or STARS Making the Commitment to Adoption. This review should be completed with the licensing supervisor or Circuit Manager and a decision should be made as to the approval or denial of the resource home license or adoptive resource approval. Once the review is completed, the worker should notify the family (in person) and the STARS trainer of the decision to approve or deny the license application.
4. Staff should complete the Resource Home and Safety Checklist, CS-45, prior to issuing a license.

5. Complete the required cooperative agreements and paperwork.
6. Complete the Professional Family Development Plan, CD-100, with the family. Contact the family and set a date to meet with the family to discuss and work on the CD-100 within 30 days of initial licensure. A new CD-100 is created at each license renewal. The CD-100 should be reviewed quarterly and annually. The licensing worker should also discuss the family's progress in the CD-100 at the quarterly home visits.
7. Maintain file on resource family. (See CWM [Section 5 Chapter 1](#) for information on file maintenance.)
8. Conduct quarterly in-home visits with all licensed resource provider homes, which should include, but is not limited to, a walk through of the home to assure the home continues to meet licensing standards. If there are weapons in the home, the storage of these weapons must be reviewed with the family and the worker should request to review the storage. Medication storage compliance must be reviewed.

Quarterly visits are conversational allowing for the sharing of concerns as well as accomplishments and development of a mutual relationship of trust. The visits are to be used as a prompt to have meaningful conversations about pertinent issues and assure compliance with licensing requirements.

If, during the quarterly visits, it is determined that changes in the household composition have impacted information on the CD-56, a new CD-56 should be completed by the resource provider. The CD-56 should be returned to the local licensing worker within 10 business days. The quarterly summary is documented on the Resource Parent Quarterly Home Visit Checklist and Quarterly Summary, CD-118. Space is provided for the resource provider(s) to sign the form. A copy of the completed form should be provided to the resource provider(s).

9. Assure computer records are updated. This includes any changes in address, licensing status, renewal dates and in-service training hours.
10. Conduct renewal assessments on all foster and kinship care providers or refer to contracted agencies for completion of renewal assessment. (Guidelines for completion of renewal assessment are located in CWM Section 6 Chapter 3 Subsection 5 and the recording outline is located in [Section 6 Chapter 3 Attachment D](#).)
11. Keep track of training attendance, provide notification of available training, and provision of in-service training, as needed, to resource providers.
12. Assist in the development and continuation of support groups for foster and kinship care providers.

13. Assist in locating appropriate placement for children entering custody and those needing a change of placement. This includes maintaining a list of available providers, making phone calls to locate placement, help arranging pre-placement visits, and providing information to staff on the strengths and needs of placement providers. This also includes providing as much information on potential placements to resource providers as is available. Assure placement numbers do not exceed licensed capacity.
14. Conduct reviews of all licensing issues brought to agency attention. This may be through staff notification, outside source notification (i.e. in home service providers, biological parents, etc), or Out of Home Investigation (OHI) reports. These reviews should include the licensing supervisor and Circuit Manager or designee. Formal reviews shall be conducted on all OHI reports with Preponderance of Evidence findings and/or licensing concerns. The process for formal reviews can be located in CWM Section 6 Chapter 7 Subsection 7.
15. Inform elevated needs level B resource parents regarding eligibility to access medical, dental and vision insurance.
16. Conduct exit interviews with all resource providers. This should be completed for those resource providers who choose to close their license as well as those homes that are revoked. The purpose of the exit interview is to determine if the agency may have been able to do something differently or better to maintain this placement resource. This interview should be documented in the record. Provide a copy of the Resource Family Exit Interview, CD-112, for the resource provider to complete. The CD-112 shall be placed in the forms section of the case record. The CD-112 can be used to assist the worker in conducting the exit interview with the resource provider.
17. Collect the Certificate of Licensure, foster parent identification cards, and foster youth files when closing a home. Refer to [Section 6.3.7](#) regarding closing a resource home.

Chapter Memoranda History: (prior to 01-31-07)

[CD06-60](#)

Memoranda History:

[CD07-54](#), [CD09-105](#), [CD10-63](#), [CD12-110](#), [CD12-111](#), [CD13-100](#), [CD13-101](#), [CD14-64](#), [CD15-75](#), CD16-85