

Title	Child Welfare Manual
Section 6:	Resource Development
Chapter 11:	Licensing of Resource Families Trained in Other States
Table of Contents:	Overview, Table of Contents, Memo History
Effective Date:	October 15, 2007

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## **Section Overview**

This section is developed to guide Children's Service 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 11 Overview**

This chapter describes procedures for licensing and assessing foster/kinship and adoptive families who were licensed and/or trained in another state.

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### 11.1 Acceptance of Training from Other States

#### **11.1 Acceptance of Training from Other States**

When the Division is contacted by a person who was licensed and/or trained in another state the licensing worker should conduct an initial home visit with the family and determine if they will meet other licensing criteria, i.e. structural requirements, background checks, etc. The worker should also provide the family with:

- Criminal background checks referral;
- Family Care Safety Registry forms; and

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- Other paperwork necessary to complete the assessment.

When it has been determined the family meets licensing criteria, a referral should be made to the Regional Director or designee to request approval to accept the training received in the other state. PRIDE and MAPP curriculums have been determined to meet the pre-service training criteria for licensure by the Division. All other curriculums are approved at the discretion of the Regional Director or designee based upon their review of the material. The referral should include documentation from the other state regarding:

- The training curriculum attended;
- Date the family completed the training; and
- The family's licensure status (if available).

The licensing worker will send a packet of information to the applicant. The packet should include:

- Resource Provider Welcome Letter (CD-68);
- MO Resource Parent Handbook;
- Maintenance reimbursement rate table; and
- Health Insurance Portability and Accountability Act of 1996 (HIPAA) information sheet.

This packet is sent after the approval is received by the licensing worker from the Regional Director or designee. Families will receive three hours of "Other Approved Pre-Service Training" for reviewing the MO Resource Parent Handbook and one hour of in-service training for reviewing the HIPAA information sheet.

The Division's pre-service training may be provided for any of these persons wanting to attend. It may also be required by a Regional Director or designee if, in their professional opinion, the time lapse between licensure and/or training in the other state and application with the Division is significant or there are other licensing concerns.

The process for licensing these homes will mirror the license renewal process.

**NOTE:** See Chapter 3 Attachment H of this section for more information on completing a renewal assessment.

**Related Subjects:** Section 6 Chapter 3 Attachment H Guide for Conducting Adoptive Family Assessment Services

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