

Changes in Foster Home Licensing

Level I Licensure Child-Specific Foster Care

Session B



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Level I Foster Home | Trainer's Guide

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How to Use This Guide

Layout of Information

This guide is designed to assist the trainer in delivering this module through the use of color, layout, and graphics.

Icons show the type of instructional strategy (presentation, activity, etc.)

Shaded text indicates material that only the instructor sees. It contains your script, in black text, and background information, or directions in red text. This example shows your script.

Participant Guide page number for your reference.

Copies of the PowerPoint™ slides that correspond to the Participant Guide pages.

Shaded text indicates material that only the instructor sees. It contains your script, in black text, and background information, or directions in red text. This example shows your script.

New Foster Home Licensing

Levels of Licensure:

Instructor Information	
 <p>Presentation – New Levels of Licensure PG. 11</p>  	<p>STATE: As I mentioned before, with the sunseting of Title IV-E Waiver, the department explored and identified ways to receive more federal funding. In addition, the department looked for ways to provide and enhance benefits for the relative/non-relative population.</p> <p>One way was to restructure the current foster care system and implement “levels” of licensure.</p> <p>DIRECTION: Go over each level.</p> <p>The levels of licensure are classifications of the foster homes licensed by DCF. The levels are:</p> <ul style="list-style-type: none"> • Level I - Child Specific Foster Home for relative, non-relative, and fictive kin. • Level II - Non-Child Specific Foster Home which is currently traditional foster home. • Level III - Safe Foster Home for human trafficking victims. • Level IV - Therapeutic Foster Home • Level V - Medical Foster Home for medical conditions. <p>The levels of licensure define licensing criteria that must be met for each level of licensure for 409.175, F.S.</p> <p>STATE: The largest impact is the addition of Level I-Child Specific Foster Homes.</p>

Text and graphics on a white background is a replica of the Participant Guide page. You can refer to it to make your point and see exactly what the participants are seeing.

Levels of Licensure:

There are five types of licensure in new levels of licensure.

- **Level I** - Child Specific Foster Home
- **Level II** - Non-Child Specific Foster Home (Currently Traditional Foster Home)
- **Level III** - Safe Foster Home for Victims of Human Trafficking
- **Level IV** - Therapeutic Foster Home

Trainer Guide Icons

	Presentation
	Discussion
	Debrief

Session B Objectives

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

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

Course Summary

Course Goal: To enable the trainees to explain the Level I licensure and document it in FSFN.

Structure of Course

- Level I-Child Specific Foster Home Licensure
 - Foster Parent Inquiry
 - Level I-Child Specific Foster Home Process
 - Background Screenings
 - Unified Home Study
 - Waivable Non-Safety Items
 - Ongoing Support and Relicensure for Level I-Child Specific Foster Home
- FSFN Practice
 - Issuing a Level I-Child Specific Foster Home License
 - Documenting a Non-DCF License
 - Creating a Multi-Level Licensure

Length of Course: 3 hours

Materials and Supplies Required:

- Participants Guide
- PowerPoint Presentation

Equipment

- Computer
- LCD Projector

Instructional Methods

- Lecture
- Question – Answer
- Hands-on Practice

Introduction

Instructor Information



*Presentation – Session B
Agenda and Objectives
PG. 21*



Session B



Session B Agenda

- Level I Child-Specific Licensure:
 - Level I Foster Parent Inquiry
 - Level I Licensure Process
 - Background Screening
 - Educational Resource Requirements
 - Non-Safety Waivable Items
- Ongoing Support – Relicensure for Level I
- Issuing Level I in FSFN
- Creating a Multi-level license in FSFN
- Documenting Non-DCF License Providers



- After this session, you will be able to:
- Describe the foster parent inquiry for Level I Foster Home.
 - Explain the steps in Unified Home Study for Level I Foster Home.
 - Describe the differences in Level I Foster Home and Level II Foster Home regarding background checks, educational resources, and waiving non-safety items.
 - Justify the non-safety waivable items for Level I Foster Home.
 - Describe the ongoing support and relicensure process for Level I Foster Home.
 - Issue a Level I license in FSFN.
 - Create a Multi-Level license in FSFN.
 - Document non-DCF licensed providers in FSFN.

STATE: Welcome to Session B. In this session we will be discussing Level I – child specific licensure and practice documenting Level I-Child Specific Foster Homes in FSFN.

READ The agenda and objectives.

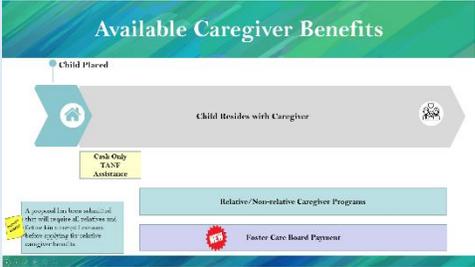
Session B Objectives

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

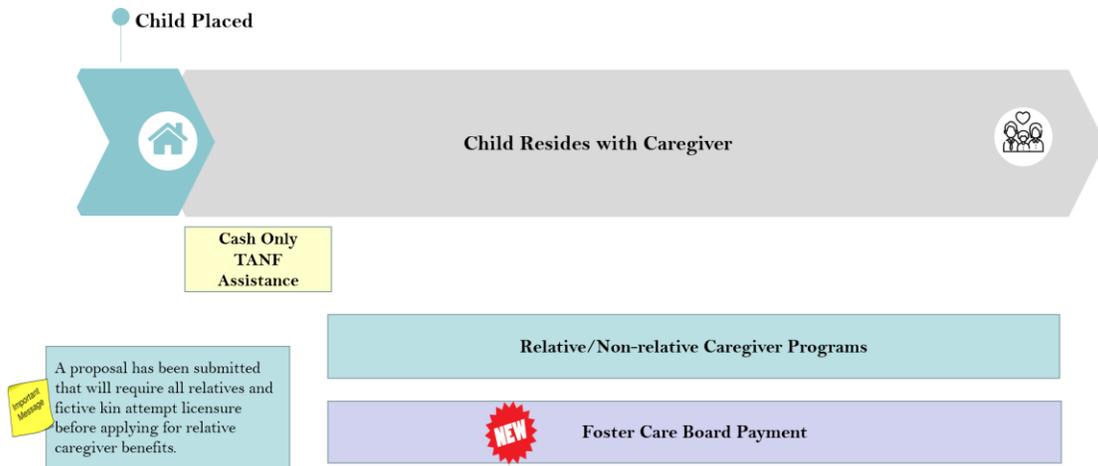
- Describe the foster parent inquiry for Level I-Child Specific Foster Home.
- Explain the steps in Unified Home Study for Level I-Child Specific Foster Home.
- Describe the differences in Level I-Child Specific Foster Home and Level II Foster Home in background checks, educational resources, and waiving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

Level I-Child Specific Foster Home

Available Caregiver Benefits

Instructor Information	
 <p><i>Presentation – Available Caregiver Benefits</i> PG.22</p> 	<p>STATE: Let's look at the placement of the child. At this point, the caregiver is eligible to receive the Relative/Non-relative caregiver program benefits. With Level I-Child Specific Foster Home, the relative/non-relative/fictive kin also can be paid a foster board rate if the caregiver chooses to be a Level I-Child Specific Foster Home.</p>

Available Caregiver Benefits



First Child Caregiver Visit

Instructor Information	
 <p><i>Presentation – First Child Caregiver Visit</i> PG. 22</p> <div style="background-color: #4CAF50; color: white; padding: 5px; text-align: center;"> Child Caregiver Visit </div> <p>Think through the following questions regarding your caregiver visit to explain Level I licensure:</p> <ul style="list-style-type: none"> ▪ Who will contact the caregiver? ▪ How will caregiver be contacted? ▪ Who will do the briefing? How will the process be described? ▪ Where will the briefing happen? ▪ What is process of contacting the caregiver again if the caregiver initially declines to be licensed? 	<p>STATE: Once the child care professional who did the initial placement notifies the designated child welfare professional for licensing, they will want to reach out and talk to the caregiver to explain the benefits of Level I-Child Specific Foster Home. This needs to happen within 2 business days of notification. As a region or CBC, you will need to think through how this process will happen.</p> <p>DIRECTION: Read the questions</p> <p>The questions listed in this slide may help you think through the child care professional for licensing's first visit to the caregiver. Also, you may already have answers for your process as a part of GAP Readiness Assessment.</p>

Child Caregiver Visit

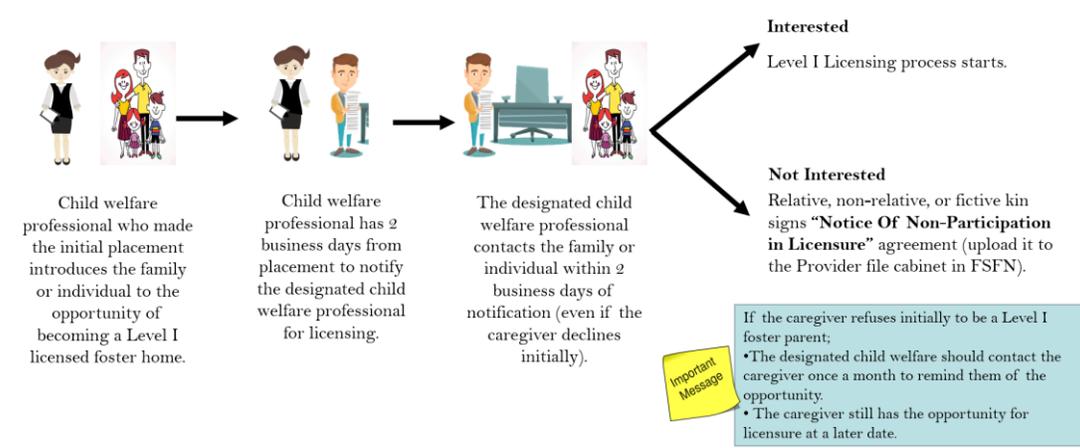
Think through the following questions regarding your caregiver visit to explain Level I licensure:

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



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

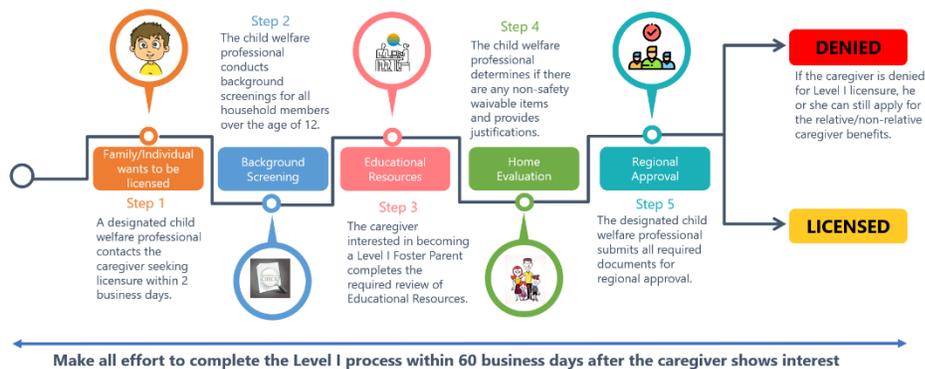
Level I-Child Specific Foster Parent Inquiry



Level I-Child Specific Foster Home License Process

Instructor Information	
 <p><i>Presentation – Level I-Child Specific Foster Home License Process</i> PG.24</p> 	<p>STATE: Once the caregiver chooses to be Level I licensed, the process starts.</p> <p>STEP 1: A designated child welfare professional contacts the caregiver within 2 business days to see if he or she is interested. Once the caregiver chooses to be Level I licensed, the process starts.</p> <p>STEP 2: The designated child welfare professional for licensing conducts background screening for all household members over the age of 12.</p> <p>STEP 3: The caregiver completes the foster care licensing educational resources.</p> <p>STEP 4: The designated child welfare professional for licensing evaluates the caregiver's house. If there are any non-safety waivable items identified, a justification for each item will be provided.</p> <p>STEP 5: After all assessment and documentation have been completed, the designated child welfare professional for licensing will provide justification for any non-safety waivable items and submit licensure packet for regional approval.</p> <p>STEP 6: Once the region approves, the caregiver is a Level I-Child Specific Foster Home.</p> <p>The goal is to complete the licensing process within 60 business days.</p>

Level I-Child Specific Foster Home License Process



Level I-Child Specific Foster Home Licensure Requirements – Background Screening

Instructor Information	
 <p><i>Presentation – Level I Licensure Requirements – Background Screening P G.25</i></p> 	<p>STATE: The department has a proposal to the Florida Legislator to amend the language specific to Level I-Child Specific Foster Homes to be screened only under F.S. 39.0138.</p> <p>Like Level II Foster Homes, all household members living in the house seeking licensure and new household members will go through the background check.</p> <p>The criteria for disqualification will remain the same.</p> <p>Also, the background check sources will remain the same.</p> <p>Background resources will remain same.;</p> <ul style="list-style-type: none"> • Federal, statewide, and local criminal record checks (including FDJJ record checks for household members between the age of 12-17) • Florida Sexual Offenders and Predators registry record checks • Abuse and neglect records checks through FSFN • Civil court checks for domestic violence • 911 Call-Outs <p>Also, out-of-state civil records and orders of protection have been removed for all foster parents.</p> <p>However, when and who will do the certain record checks are different.</p>

Level I Licensure Requirements Background Screening

Background screening is **REQUIRED** for:

- Household members residing in a home seeking licensure
- New household members

Background resources will remain same.;

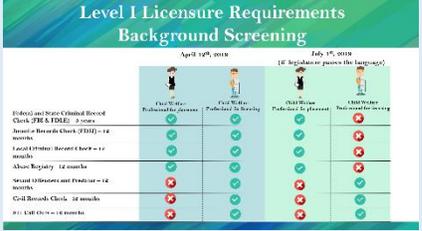
- Federal, statewide, and local criminal record checks (including FDJJ record checks for household members between the age of 12-17)
- Florida Sexual Offenders and Predators registry record checks
- Abuse and neglect records checks through FSFN
- Civil court checks for domestic violence



- 911 Call-Outs

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

Level I Licensure Requirements – Background Screening cont'd

Instructor Information					
 <p><i>Presentation – Level I Licensure Requirements – Background Screening PG. 25</i></p>	<p>STATE: Currently the process for Level I-Child Specific Foster Home background checks is the same as the process for Level II Foster Home background checks. Right now, when there is an emergency placement for the child, the child welfare professional initiates the fingerprint-based check under Florida Statute chapter 39, including federal, state, and local criminal background checks. If there is a child in the house between 12 to 17 years old, the child welfare professional looks at the Florida Department of Juvenile Justice records. The child welfare professional will also check the abuse registry.</p>				
	<p>Then, if the caregiver agrees to care for the child long term, the designated child welfare professional for licensing does all background checks under Florida Statute chapter 435: federal, state, and local record checks, abuse registry, sexual offenders and predator record checks, civil record checks, and 911 callouts.</p>				
		<p>If the legislature passes new language, the child welfare profession who does the initial placement will do background checks under Florida Statute chapter 39 for federal, state, and local record checks, and abuse registry. To be more efficient, the designated child welfare professional for licensing will not duplicate background checks that require fingerprinting.</p>			
		<p>If the caregiver chooses to become a Level I-Child Specific Foster Home, the designated child welfare professional for licensing will only conduct sexual offenders and predators, civil records check, and 911 callouts Florida Statute chapter 39. The professional does not need to duplicate the federal, state, and local criminal check and abuse registry.</p>			

Level I Licensure Requirements Background Screening

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

Level I Licensure Requirements Background Screening – Tip Sheet

Instructor Information	
 <p><i>Presentation – Level I Licensure Requirements – Background Screening Tip Sheet</i> PG.26</p> 	<p>STATE: Here is a copy of background screening tip sheet. You will also receive a copy of it to help you.</p> <p>Also, pay attention to the tip sheet. As you can see, the federal and state record checks are valid for five years while the abuse registry, DJJ, civil records, 911 callouts, and sexual offenders and predator checks are only valid for one year.</p>

Level I Licensure Requirements Background Screening - Tip Sheet



FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
MYFLFAMILIES.COM

Background Screening Requirements for Foster Parents

The Department shall conduct background screenings for all persons considered by the Department for licensure or re-licensure as out of home caregivers and all household members age 12 and older, pursuant to Sections 409.175, F.S. and 39.0136, F.S. and 89C-45.001, F.A.C.

Required Background Screening	Frequency of Screening	Effective Date	Required Background Screening for Household Members	Frequency of Screening
FBI & FDLE Criminal Records (Check through fingerprinting)	Results valid for 5 years	March 6, 2014	FDL Juvenile Records Check	Results valid for 12 months
Abuse and Neglect Records Check	Results valid for 12 months	March 6, 2014	Abuse and Neglect Records Check through Florida's Family Network	Results valid for 12 months
Local Criminal Record Check and 911 Call Out History	Results valid for 12 months	March 6, 2014		
Florida Sex Offender & Predator Registry Search	Results valid for 12 months	March 6, 2014		
Out Records Check	Results valid for 12 months	March 6, 2014		
Out of State Child Abuse and Neglect Records Check (F-4086-Lab)	Required if applicant resided out of state within 5 years upon initial licensure	March 6, 2014		

Questions or Concerns?
Please Contact Your DCF Regional

Level I Licensure Requirements – Educational Resources

Instructor Information					
 <p><i>Presentation – Level I Licensure Requirements – Educational Resources</i> <i>PG. 26</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; background-color: #4CAF50; color: white; padding: 2px;">Level I Licensure Requirements</p> <p style="font-size: small;">The required # of educational resource hours is the same as Level II licensure. However, it is expected to be reduced if legislature passes the law amending these requirements.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 50%; text-align: center;">April 12th, 2019</th> <th style="width: 50%; text-align: center;">July 1st, 2019 (if legislature passes the language)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle;">  Pre-service 21 hours of Educational Resources In-service 4 hours </td> <td style="text-align: center; vertical-align: middle;">  Reduced # hours of Educational Resources Reduced # hours of Educational Resources </td> </tr> </tbody> </table> </div>	April 12 th , 2019	July 1 st , 2019 (if legislature passes the language)	 Pre-service 21 hours of Educational Resources In-service 4 hours	 Reduced # hours of Educational Resources Reduced # hours of Educational Resources	<p>STATE: Currently the required number hours of training is the same as Level II licensure. However, the department also made a proposal to delete the required number of educational resource hours from statute and will place them in Florida Administrative Code (FAC). If the legislature passes the law, the number of educational resource hours will be less than 21.</p>
April 12 th , 2019	July 1 st , 2019 (if legislature passes the language)				
 Pre-service 21 hours of Educational Resources In-service 4 hours	 Reduced # hours of Educational Resources Reduced # hours of Educational Resources				

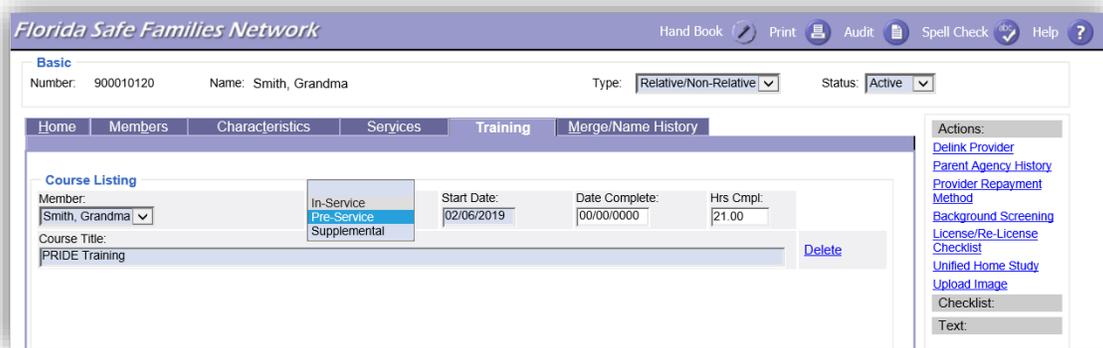
Level I Licensure Requirements Educational Resources

April 12 th , 2019	July 1 st , 2019 (if legislature passes the language)								
									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Pre-service</td> <td>21 hours of Educational Resources</td> </tr> <tr> <td>In-service</td> <td>4 hours</td> </tr> </table>	Pre-service	21 hours of Educational Resources	In-service	4 hours	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Pre-service</td> <td>Reduced # hours of Educational Resources</td> </tr> <tr> <td>In-service</td> <td>Reduced # hours of Educational Resources</td> </tr> </table>	Pre-service	Reduced # hours of Educational Resources	In-service	Reduced # hours of Educational Resources
Pre-service	21 hours of Educational Resources								
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In-service	Reduced # hours of Educational Resources								

FSFN Training Changes

Instructor Information	
 <p><i>Presentation – FSFN Training Changes PG. 27</i></p>  <p>Provider – Training Tab</p>	<p>STATE: The Training tab documents information about training classes and training taken by Caregiver 1, Caregiver 2, or other members of the Person Provider’s household. New training classes information can be added for the member by clicking the Insert button. The Date Complete field determines the order that the training courses are displayed on the Training tab. This aids the user in assessing the training needs and training history of the Provider.</p>

FSFN Training Changes



Provider – Training Tab

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

Level I Non-safety Waivable Items

Instructor Information	
 <p><i>Presentation – Non-safety Waivable Items</i> PG.28</p> <div style="border: 1px solid green; padding: 5px; margin: 10px 0;"> <p style="text-align: center; color: white; background-color: #008000; margin: 0;">Non-Safety Waivable Items</p> <p style="font-size: small;">Non-safety waivable item means a licensing requirement waivable under Level I license.</p> <div style="border: 1px solid red; padding: 2px; margin: 5px 0;"> <p style="font-size: x-small; color: white; background-color: red; display: inline-block;">IMPORTANT NOTICE</p> <p style="font-size: x-small; margin: 0;">Under LEVEL I-CHILD SPECIFIC FOSTER HOMES, some non-safety items are waivable on a case-by-case basis. Waivable items require alternative accommodations for the child(ren).</p> </div> <p style="font-size: x-small; border: 1px solid green; padding: 2px; margin: 5px 0;">When you waive a non-safety item, you must justify the reasons.</p> </div>	<p>STATE: Non-safety waivable item means a licensing requirement waivable under Level I license.</p> <p>Level I licensure allows for certain non-safety requirements to be waived on a case-by-case basis.</p> <p>However, waivable items require alternative accommodations for child(ren).</p> <p>When you waive a non-safety item, you need to justify the reasons.</p> <p>You can use Foster Home Licensing Level 1 - Waivable Items Tip Sheet to determine and accommodate the waivable items;</p> <div style="text-align: center; margin-top: 20px;">  <p>Waivable Item Tip Sheet</p> </div> <p style="color: red; text-align: right;"><i>Click on the Word icon to open the sheet.</i></p>

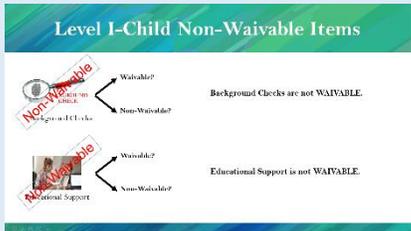
Level I Non-Safety Waivable Items

Non-safety waivable item means a licensing requirement waivable under Level I license.

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

Instructor Information	
 <p><i>Discussion – Non-safety Waivable Items</i> PG. 28-30</p> <div style="border: 1px solid green; padding: 5px; margin: 10px 0;"> <p style="text-align: center; color: white; background-color: #008000; margin: 0;">Level I-Child Non-Safety Waivable Items</p> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 5px;"> <div style="text-align: center;">  <p style="font-size: x-small;">Bunk Beds</p> </div> <div style="text-align: center;"> <p style="font-size: x-small;">Waivable?</p> <p style="font-size: x-small;">Non-Waivable?</p> </div> <div style="font-size: x-small;"> <p>Accommodation</p> <p>Children <u>under 10 years</u> old but older than 5 years old may sleep on the upper tier of the bunk bed if the level of development is appropriate.</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 5px;"> <div style="text-align: center;">  <p style="font-size: x-small;">Fire</p> </div> <div style="text-align: center;"> <p style="font-size: x-small;">Waivable?</p> <p style="font-size: x-small;">Non-Waivable?</p> </div> <div style="font-size: x-small;"> <p>Accommodation</p> <p>A phone within close proximity to the house for emergency purposes is acceptable.</p> </div> </div> </div>	<p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: Can a child who is younger than 10 years old but older than 5 years old, can you waive the bunkbed if the child will sleep on the upper tier of the bunkbed?</p> <p>Answer: Yes.</p> <p>ASK: What is your justification to waive the bunkbed?</p> <p>Possible Answer: The child's level of development is appropriate.</p> <p style="color: red;"><i>DIRECTION: Click on the mouse to reveal each item.</i></p>

	<p>ASK: When can you waive if there is no phone in the house?</p> <p>Possible Answer: The person's house has a phone within close proximity to the home for emergency purposes.</p>
	<p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: Do you think a crib is waivable?</p> <p>Answer: Yes.</p> <p>ASK: What are alternative accommodations for children?</p> <p>Possible Answers: Pack and play, bassinets.</p> <p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: What is not acceptable if the person does not have any alternative?</p> <p>Possible Answer: Sleeping with a child under the age of 18 months or an adult is not acceptable.</p>
	<p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: Should you allow the child to stay with the caregiver when the caregiver does not have access to a licensed child care program for the child's out-of-home care?</p> <p>Answer: Yes. Child care may be provided on an ongoing basis with an individual chosen by the caregiver that is not a licensed child care provider.</p> <p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: Should you allow a child to share a bed with another person or child?</p> <p>Answer: Yes. You can't allow the child to sleep with an adult, but you can allow the child to share a bed with a sibling when there is enough room in the bed for two children.</p>

 <p>Level I-Child Non-Safety Waivable Items</p> <p>Smoke Detector Waivable? Accommodation: There is a smoke detector in close proximity to the bedroom, and there must be a working one in the home. Non-Waivable?</p> <p>Evacuation Plan Waivable? Accommodation: If there is a documented evacuation plan from unified home study, another plan is not required. Non-Waivable?</p>	<p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: When can you waive a smoke detector?</p> <p>Possible Answer: If there is smoke detector in close proximity to the bedroom and there must be a working one in the home.</p> <p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: If the caregiver does not have an evacuation plan posted in their home, is it okay?</p> <p>Answer: Yes.</p> <p>ASK: When?</p> <p>Possible Answer: If there is a documented evacuation plan outlined in the unified home study, the posted plan is not required.</p>
 <p>Level I-Child Non-Safety Waivable Items</p> <p>Carbon Monoxide Waivable? Accommodation: If gas and oil equipment is used inside the home, the licensing specialist should review and document appropriate information and document in a provider note. Non-Waivable?</p> <p>Radon Test Waivable? Accommodation: If a radon test is conducted and results are not favorable, the licensing specialist should provide radon referral information and document the information in a provider note. Non-Waivable?</p>	<p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: What happens with a gas oven?</p> <p>Possible Answer: If gas and oil equipment is used inside the home, the licensing specialist should review carbon monoxide information and document in a provider note.</p> <p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: When can you waive a radon test, if the results are not favorable?</p> <p>Possible Answer: If a radon test is conducted and results are not favorable, the licensing specialist should provide radon referral information and document the information in a provider note.</p>
 <p>Level I-Child Non-Waivable Items</p> <p>Background Checks Waivable? Background Checks are not WAIVABLE. Non-Waivable?</p> <p>Educational Support Waivable? Educational Support is not WAIVABLE. Non-Waivable?</p>	<p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: Can you waive background checks? If yes, when?</p> <p>Possible Answer: No, you can't waive any background checks under any circumstances.</p>

	<p><i>DIRECTION: Click on the mouse to reveal each item.</i></p> <p>ASK: Can you waive educational support?</p> <p>Possible Answer: No, you can't waive educational support.</p>
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Bunk Beds

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



Phone

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



Baby Crib

Baby Cribs can be waived if there is an alternative accommodation, such as pack n' play or bassinets. However, sleeping with a child under the age of 18 months or an adult is not acceptable.



Licensed Child Care

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



Child Sharing
Bed with

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



Smoke
Detector

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



Evacuation
Plan

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



Radon Test

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



Carbon
Monoxide

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

Non-Waivable Safety Items



Background Checks

Background Checks are not WAIVABLE.



Educational Support

Educational Support is not WAIVABLE.

FSFN Waiver Request

Instructor Information



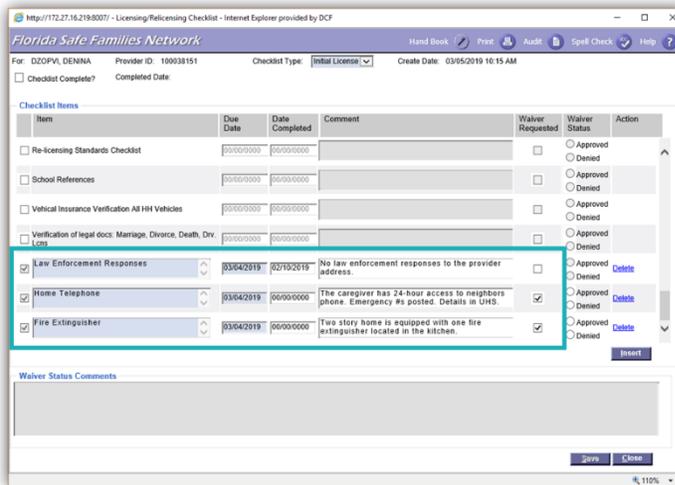
Presentation – FSFN Waiver Request PG. 30



STATE: The Licensing/Relicensing Checklist is accessed by selecting the hyperlink from the Actions list box on the Person Provider page. The checklist displays with standard checklist items and additional required items can be added by clicking the insert button.

A waiver is requested by documenting accommodations in the comments box and checking the waiver requested box. Region licensing will review, approve/deny, and document Date Completed.

FSFN Waiver Request



Licensing Checklist – Waiver Requested

The Licensing/Relicensing Checklist is accessed by selecting the hyperlink from the Actions list box on the Person Provider page. When the checklist displays, the user views the checklist items and any associated information that has been entered.



FSFN Practice

Instructor Information	
 <p><i>Presentation – FSFN Practice</i></p> 	<p>STATE: Lets practice the waiver request in FSFN</p> <p>SEED DATA: Create a Person Provider for each trainee prior to training. The Person Provider should have a completed UHS for purpose of Emergency Placement.</p> <p>ACTIVITY: Search for Person Provider and create assignment. Create UHS by using Copy feature. Create License/Relicense check-list, insert required items, request waiver.</p>

Ongoing Support

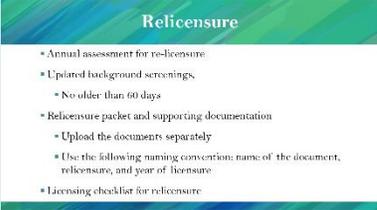
Instructor Information	
 <p><i>Presentation – Ongoing Support PG. 31</i></p> 	<p>STATE: The child welfare professional for licensing will provide ongoing support throughout the licensed caregiver's process.</p> <p>Level I licensed caregivers will have access to the same services and support groups available for Level II foster parents (when applicable). The child welfare professional for licensing should inform the caregivers about supports through their local foster/adoptive parent association (when applicable).</p> <p>The child welfare professional for licensing will complete quarterly home visits to ensure that licensed caregiver meets the requirements for the duration of their licensure year.</p> <p>If the child needs support, the child welfare professional for licensing should make available necessary support to the child.</p> <p>HIGHLIGHT that each CBC must decide what type of Level II Foster Parents services will be available to Level I Foster Parents.</p>

Level I – Ongoing Support

Ongoing support for Level I includes support groups, quarterly home visit, and supports for the child.

- **Support Groups:** The designated child welfare professionals for licensing should inform the licensed caregivers about support groups, such as local foster/adoptive parent associations.
- **Ongoing licensing compliance reviews:** The designated child welfare professionals for licensing will conduct Quarterly home visits.
- **Supports for children placed in home:** The designated child welfare professionals for licensing should ensure that the child has necessary support.

Relicensing

Instructor Information	
 <p><i>Presentation – Relicensing PG. 31</i></p> 	<p>STATE: If the caregiver chooses to be relicensed, the licensing professional must ensure that all requirements for relicensure are met.</p> <p>The child welfare professional for licensing will update background checks. Background checks should not be older than sixty (60) days from the licensure expiration date.</p> <p>The designated child welfare professional for licensing needs to upload relicensing packet documents separately and name as: name of the document, relicensure, and year of the licensure.</p> <p>Also, he or she must submit the licensing checklist to the Regional Licensing Counselor for review and approval via FSFN.</p>

Relicensure

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

- **Updated Background Screenings:** The designated child welfare professionals for licensing will ensure that all background screenings have been completed within 60 days of licensure expiration.

- **Relicensing Packet and Supporting Documentation** should be uploaded separately. The naming conventions for relicensing is as follows: name of the document, relicensure, and year of the licensure.
- **Licensing Checklist:** The list should be completed and submitted to the Regional Licensing staff within 30 days of the licensure expiration date.

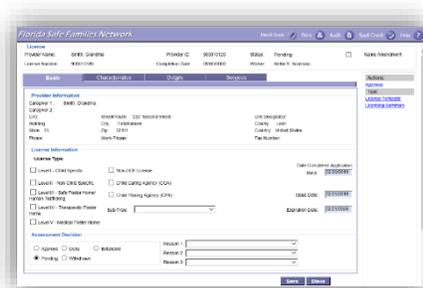
Licensing in FSFN

FSFN Levels of Licensing

Instructor Information	
 <p><i>Presentation – Levels of Licensing</i> PG. 32</p>  <p>Provider License – License Type(s)</p>	<p>STATE: The user can select the following provider license types:</p> <p>DIRECTION: Go over each level on the screen.</p> <ul style="list-style-type: none"> • Child Caring Agency (CCA) • Child Placing Agency (CPA) • Level I - Child Specific • Level II - Non-Child Specific • Level III - Safe Foster Home/ Human Trafficking • Level IV - Therapeutic Foster Home (replace existing therapeutic) • Level V - Medical Foster Home • Non-DCF License <p>Level I, II, III, IV, V checkboxes can be multi selected.</p> <p>If CPA or CCA is selected, all other checkboxes are disabled and grayed out.</p> <p>When a Level I - V checkbox is selected, the CCA and CPA checkboxes should be disabled and grayed out.</p>

FSFN Levels of Licensing

Provider License – License



Issuing Level I License in FSFN

Instructor Information	
 <p><i>Presentation – Issuing Level I License in FSFN PG. 32</i></p> 	<p>STATE: When Level I License is selected an Associated Children hyperlink will display. The children available for selection would ONLY be those children who were identified as associated to an Approved UHS for that Provider ID where the Purpose of the Home Study is Initial License for Foster Care; Re-License; or Addendum Non-Adoption.</p> <p>The user can multi-select the check boxes and once the License is Approved and frozen the check boxes would be disabled and grayed out but the can always access the pop-up to view the children associated.</p>

Issuing Level I License in FSFN

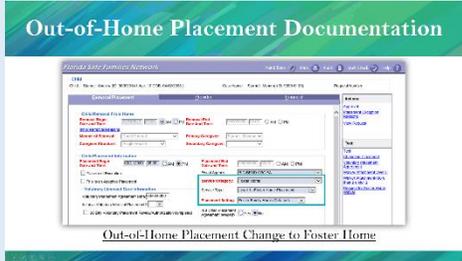
License Type Level I-Child Specific

License Information

License Type: [Associated Children](#)

<input checked="" type="checkbox"/> Level I - Child Specific	<input type="checkbox"/> Non-DCF License
<input type="checkbox"/> Level II - Non-Child Specific	<input type="checkbox"/> Child Caring Agency (CCA)
<input type="checkbox"/> Level III - Safe Foster Home/ Human Trafficking	<input type="checkbox"/> Child Placing Agency (CPA)
<input type="checkbox"/> Level IV - Therapeutic Foster Home	Sub-Type: <input type="text"/>
<input type="checkbox"/> Level V - Medical Foster Home	

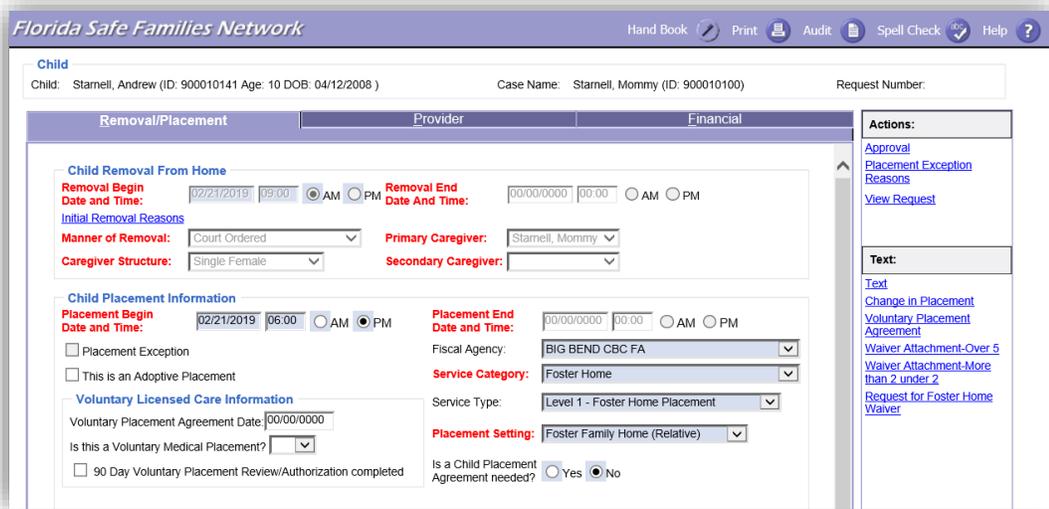
Out-of-Home Placement Documentation

Instructor Information	
 <p><i>Presentation – Out-of-Home Placement Documentation</i> PG. 33</p> 	<p>STATE: Upon issuance of the license, the out of home placement with the Service Category of Relative or Non-Relative should be end dated and a new out of home placement with the Service Category of Foster Home should be created. The Placement Setting will indicate if this placement is with a Relative or Non-Relative.</p>

Out-of-Home Placement Documentation

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

Out-of-Home Placement Change to Foster Care



The screenshot shows the Florida Safe Families Network interface. At the top, it displays 'Child: Starnell, Andrew (ID: 900010141 Age: 10 DOB: 04/12/2008)', 'Case Name: Starnell, Mommy (ID: 900010100)', and 'Request Number:'. Below this, there are tabs for 'Removal/Placement', 'Provider', and 'Financial'. The 'Removal/Placement' tab is active, showing 'Child Removal From Home' and 'Child Placement Information' sections.

Child Removal From Home:

- Removal Begin Date and Time: 02/21/2019 09:00 AM
- Removal End Date and Time: 00/00/0000 00:00 AM
- Initial Removal Reasons: Court Ordered
- Caregiver Structure: Single Female
- Primary Caregiver: Starnell, Mommy
- Secondary Caregiver: (empty)

Child Placement Information:

- Placement Begin Date and Time: 02/21/2019 06:00 PM
- Placement End Date and Time: 00/00/0000 00:00 AM
- Placement Exception:
- This is an Adoptive Placement:
- Fiscal Agency: BIG BEND CBC FA
- Service Category: Foster Home
- Service Type: Level 1 - Foster Home Placement
- Placement Setting: Foster Family Home (Relative)
- Voluntary Licensed Care Information:
 - Voluntary Placement Agreement Date: 00/00/0000
 - Is this a Voluntary Medical Placement?:
 - 90 Day Voluntary Placement Review/Authorization completed:
- Is a Child Placement Agreement needed?: Yes No

Actions:

- Approval
- Placement Exception Reasons
- View Request

Text:

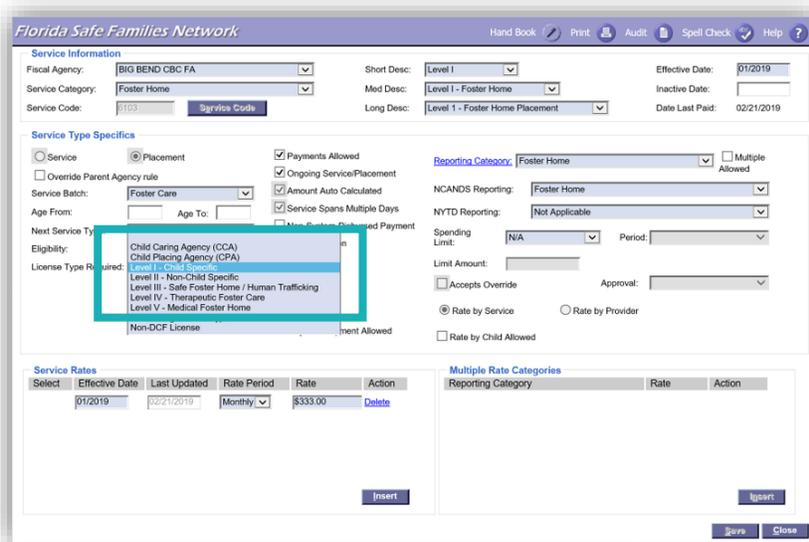
- Text
- Change in Placement
- Voluntary Placement Agreement
- Waiver Attachment-Over 5
- Waiver Attachment-More than 2 under 2
- Request for Foster Home Waiver

FSFN Service Type Change

Instructor Information	
	<i>Presentation – FSFN Service Type Change PG. 34</i>
	STATE: Traditional will convert to Level II and Therapeutic will convert to Level IV.

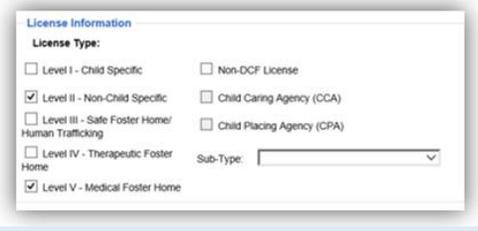
FSFN Service Type Change

Maintain Service Type – License Type Required

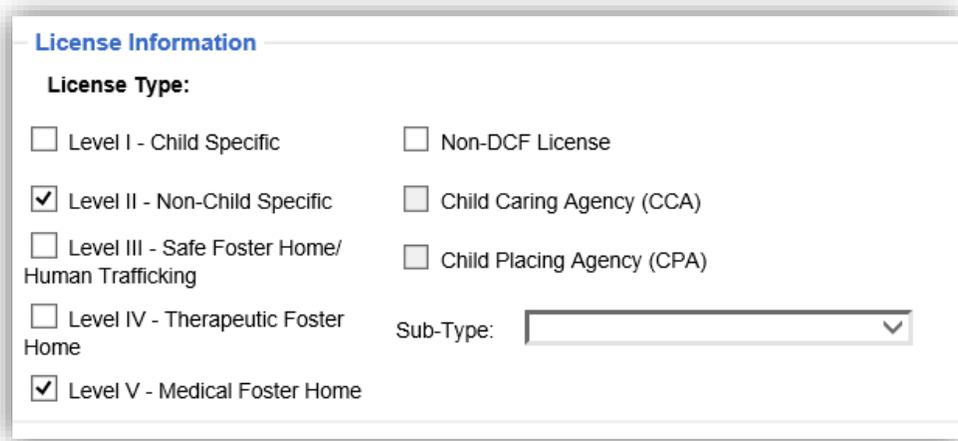


The screenshot shows the 'Florida Safe Families Network' software interface. The 'Service Information' section includes fields for Fiscal Agency (BIO BEND CBC FA), Service Category (Foster Home), Service Code (0103), Short Desc (Level I), Med Desc (Level I - Foster Home), Long Desc (Level I - Foster Home Placement), and Effective Date (01/2019). The 'Service Type Specifics' section has several checkboxes and dropdowns, including 'Placement', 'Payments Allowed', 'Ongoing Service/Placement', 'Amount Auto Calculated', 'Service Spans Multiple Days', and 'Non-DCF License'. A dropdown menu for 'License Type Required' is highlighted with a red box, showing options: Child Caring Agency (CCA), Child Placing Agency (CPA), Level I - Child Specific, Level II - Non-Child Specific, Level III - Safe Foster Home / Human Trafficking, Level IV - Therapeutic Foster Care, and Level V - Medical Foster Home. The 'Service Rates' section at the bottom shows a table with columns for Select, Effective Date, Last Updated, Rate Period, Rate, and Action. A single rate is listed for 01/2019, updated 02/21/2019, with a monthly rate of \$333.00.

Multi-Level License

Instructor Information	
 <p><i>Presentation – FSN Multi Level License</i> <i>PG. 34</i></p> 	<p>STATE: Level I, II, III, IV, and V License Type checkboxes can be multi-selected. When one of these checkboxes is selected, the CCA and CPA checkboxes are disabled and grayed out.</p> <p>The Associate Children hyperlink will display only when Level I – Child Specific License Type is selected.</p> <p>If CPA or CCA checkboxes are selected for License Type, all other checkboxes are disabled and grayed out.</p>

Multi-Level License



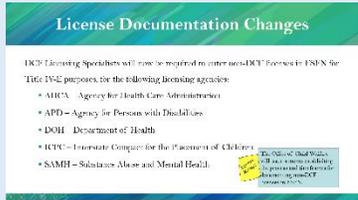
License Information

License Type:

<input type="checkbox"/> Level I - Child Specific	<input type="checkbox"/> Non-DCF License
<input checked="" type="checkbox"/> Level II - Non-Child Specific	<input type="checkbox"/> Child Caring Agency (CCA)
<input type="checkbox"/> Level III - Safe Foster Home/ Human Trafficking	<input type="checkbox"/> Child Placing Agency (CPA)
<input type="checkbox"/> Level IV - Therapeutic Foster Home	Sub-Type: <input type="text"/>
<input checked="" type="checkbox"/> Level V - Medical Foster Home	

License Documentation Changes

Non-DCF Licensed Providers

Instructor Information	
 <p><i>Presentation – License Documentation Changes PG. 35</i></p>  	<p>STATE: DCF Licensing Specialists will now be required to enter non-DCF licenses in FSFN for Title IV-E. The following agencies licenses are accepted, but they must provide copies of licensure and background screenings.</p> <p>DIRECTIONS: Read all agency names.</p> <p>Non-DCF license will have additional subtypes for the following agencies.</p> <ul style="list-style-type: none"> ▪ AHCA – Agency for Health Care Administration ▪ APD – Agency for Persons with Disabilities ▪ DOH – Department of Health ▪ ICPC – Interstate Compact for the Placement of Children ▪ SAMH – Substance Abuse and Mental Health <p>The Office of Child Welfare will issue a memo establishing the process and timeframes for documenting non-DCF licenses in FSFN.</p>

License Documentation Changes

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

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

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

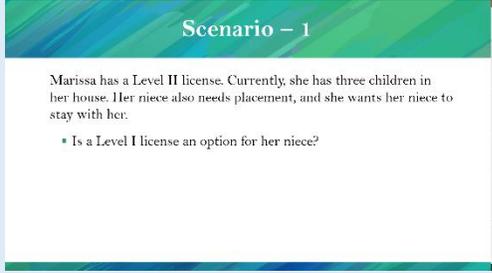
Non-DCF License Documentation

License Type Non- DCF License

The screenshot shows a web form titled "License Information". Under the heading "License Type:", there are several checkboxes. "Non-DCF License" is checked. Other options include "Level I - Child Specific", "Level II - Non-Child Specific", "Level III - Safe Foster Home/ Human Trafficking", "Level IV - Therapeutic Foster Home", and "Level V - Medical Foster Home". To the right, there are checkboxes for "Child Caring Agency (CCA)" and "Child Placing Agency (CPA)". Below these is a "Sub-Type:" label followed by a dropdown menu with the following options: AHCA, APD, DCH, ICPC, and SAMH. At the bottom of the form, there is a section labeled "Assessment Decision".

Scenarios

Scenario – 1

Instructor Information	
 <p><i>Discussion— Scenario 1</i> <i>PG. 37</i></p>  <p>Scenario – 1</p> <p>Marissa has a Level II license. Currently, she has three children in her house. Her niece also needs placement, and she wants her niece to stay with her.</p> <ul style="list-style-type: none">• Is a Level I license an option for her niece?	<p>STATE: In our first scenario, Marissa is a Level II licensed caregiver. A CPI decides to remove her niece from her sister's home and place the niece with Marissa. The problem is that Marissa already has three foster children staying with her.</p> <ul style="list-style-type: none">• Is a Level I license an option for her niece? <p>Possible Answers: If Marissa has a Level II licensure, she does not need to get Level I license.</p>

Scenario – 1

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

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

Scenario – 2

Instructor Information	
 <p><i>Discussion– Scenario 2 PG. 37</i></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Scenario – 2</p> <p>David has a Level I license for his granddaughter. Now, his other granddaughter needs a placement.</p> <ul style="list-style-type: none"> • Does he need to get another Level I license for the second granddaughter? Why? • Would it be different if the two granddaughters are siblings? </div>	<p>STATE: Based on our second scenario, David has a Level I license for his granddaughter. Now, he wants to take his other granddaughter.</p> <ul style="list-style-type: none"> ▪ Does he need to get another Level I license for the second granddaughter? Why? <p>Possible Answers: A home can only carry one license at a time. A Level I license can be issued for multiple children. To add a child, the family must be relicensed to include the additional child.</p> <ul style="list-style-type: none"> ▪ Would it be different if the two granddaughters are siblings? <p>Possible Answers: No, it would not.</p>

Scenario – 2

David has a Level I license for his granddaughter. Now, he wants to take his other granddaughter.

- Does he need to get another Level I license for the second granddaughter? Why?
- Would it be different if the two granddaughters are siblings?

Scenario – 3

Instructor Information	
 <p><i>Discussion– Scenario 3 PG. 38</i></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Scenario – 3</p> <p>Donna already has a Level I license for her nephew. She completed the required number of educational resource hours and decided she would like to become a Level II foster home.</p> <ul style="list-style-type: none"> • How many hours of educational resources does she need to take? • What is the effect on waived requirements? </div>	<p>STATE: In our last scenario, Donna already has a Level I license for her nephew. She completed the required number of educational resource hours and decided she would like to become a Level II foster home.</p> <ul style="list-style-type: none"> • How many hours of educational resources does she need to take? <p>Possible Answers: Donna needs to take many additional hours she needs to have a total of 21 hours. In other words, she does not need to take all 21 hours again.</p> <ul style="list-style-type: none"> • What is the effect on waived requirements? <p>Possible Answers: Non-safety waivable items are valid only for Level I-Child Specific Foster Home. To become Level II Foster Home, Donna must fulfill all safety requirements.</p>

Scenario – 3

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

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

Take Away

Instructor Information	
<div data-bbox="203 289 305 390" data-label="Image"> </div> <div data-bbox="342 275 626 350" data-label="Text"> <p><i>Debrief – Take Away</i> PG. 39</p> </div> <div data-bbox="215 625 675 884" data-label="Complex-Block"> <p style="text-align: center;">Take Away</p> <ul style="list-style-type: none"> ▪ The Level I licensing process differs from Level II in the following ways: <ul style="list-style-type: none"> ▪ Background Screening under Ch. 39 ▪ Reduced number of educational resources ▪ Non-safety waivable items ▪ Non-safety waivable items licensing requirement waivable for Level I-Child Specific Foster Homes. Some non-safety items can be waived if alternative accommodations can be made. </div> <div data-bbox="215 984 675 1243" data-label="Complex-Block"> <p style="text-align: center;">Take Away</p> <ul style="list-style-type: none"> ▪ When a child welfare professional places a child with a relative/non-relative/fictive kin caregiver, she or he leaves them a brochure for the Level I Foster Home License. Then, the child welfare professional informs the local CBC. ▪ Within 2 business days, a designated child welfare professional contacts the caregiver and explains the opportunity and process of becoming a Level I Foster Home. <ul style="list-style-type: none"> ▪ If the caregiver chooses to become a licensed Level I Foster Home, the Unified Home Study for Level I Foster Home process starts. ▪ If the family opts out, a designated child welfare professional for licensing get the caregiver sign a "notice of non-participation in licensure" agreement. ▪ If the caregiver chooses not to be licensed, the designated child welfare professional should contact the caregiver once a month to remind them the opportunity. </div>	<p>STATE: Before we conclude this session, let's go over the important messages one more time. Level I-Child Specific Foster Home is different from Level II Foster Home in terms of;</p> <ul style="list-style-type: none"> • Background Screening Ch. 39, F.S. vs Ch. 435, F.S. (if the legislature passes the language) • Reduced number of training (if the legislature passes the language) • Non-safety waivable items. <p>Non-safety waivable items are licensing requirement waivable for Level I-Child Specific Foster Homes. Some non-safety items can be waived if alternative accommodations can be made.</p> <ul style="list-style-type: none"> • Once the child placed with a relative/non-relative/fictive kin caregiver, the child welfare professional who made the placement gives a brochure to the family for becoming a Level I-Child Specific Foster Home. • Then, the child welfare professional who made the initial placement should inform CBC about the placement. • The designated child welfare professional contacts the caregiver and explain the opportunity and the process of becoming Level I-Child Specific Foster Home. • If the caregiver is interested in becoming Level I-Child Specific Foster Home, the process starts. • If the caregiver is not interested in becoming Level I-Child Specific Foster Home, the designated child welfare for licensing gets the caregiver sign the "Notice of Non-participation in licensure" agreement and upload it to the Provider file cabinet in FSFN. <p>If the caregiver chooses not to be licensed, the designated child welfare professional should contact the caregiver once a month to remind them the opportunity.</p>

Take Away

The Level I licensing process differs from Level II in followings:

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

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

Once the child welfare professional places the child with relative/non-relative/fictive kin, the professional gives a Level I-Child Specific Foster Home brochure to the caregiver and informs the designated child welfare professional within 2 business days about the placement.

The designated child welfare professional contacts the caregiver within 2 business days to explain the opportunity and process to become Level I-Child Specific Foster Home:

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

Instructor Information	
 <p><i>Presentation – Final Slide</i></p> 	<p>ASK: Before we conclude Session B, do you have any questions or comments?</p>