

| LTFC Foster Parent Checklist | | | |
|--|---------------------|-------------------------------|--|
| Program: | | | |
| Name of Foster Parent(s): | | | |
| Date Foster Parent(s) started with program: | | | |
| Reviewer: | | | |
| Date of Review: | | | |
| General Documentation: | In file? Y/N | Date, if applicable | Notes |
| Resume (Effective: 04/15/17) | | | |
| Foster Parent Application (to include asking about past work and volunteer experiences) | | | |
| Personal References (at least one) (Effective: 1/14/19) | | | |
| Professional References (Effective: 04/15/17) | | | |
| Educational records/diploma (Effective: 04/15/17) | | | |
| Criteria for the employee's selection, hiring, suspension, or termination (Effective: 04/15/17) | | | |
| Results of medical exam (as required by State licensing, including results of TB tests and immunization records) (Effective: 04/15/17) | | | |
| Child Abuse Mandated Reporter Agreement (signed) | | | |
| Confidentiality Policy Acknowledgement (Effective: 04/15/17) | | | |
| Foster Home License (not required to be in file, program should provide if requested) | | | |
| Annual Performance Review (signed, with foster parent's written comments, must incl. questions about any prior misconduct since last background investigation) | | | |
| Prevent and Report Sexual Abuse and Harassment (signed by applicant (foster parents licensed since Feb. 2019), acknowledging receipt; Effective: 01/14/19) | | | |
| Fraud Scheme Acknowledgement (signed; Fraud Scheme training document signed by foster parent is acceptable) | | | |
| Background Investigation Documentation: | In file? Y/N | Initial Clearance Date | Notes |
| FBI fingerprint check of national and state criminal history repositories (Documentation of the review and conclusion. Completed prior to obtaining license) | | | |
| CPS check (child abuse and neglect record check) with the foster parent's State(s) of U.S. residence for the last 5 years (Documentation of the review and conclusion. Completed prior to obtaining license) | | | |
| Background Investigation updates at a minimum of every 5 years of the foster parent's start date or last background investigation update. (Documentation of the review and conclusion) | | | |
| Driver's Record and Clearance (if transporting children and youth. Effective: 04/15/17) | | | |
| Efforts to ask applicants about previous misconduct and employee's response (Effective: 02/22/15) | | | |
| Efforts to contact past employers where applicant had access to children and youth, including asking about any substantiated allegations of sexual abuse and sexual harassment (Effective: 02/22/15) | | | |
| Pre-Service Trainings (Before the employee has access to UAC in care) | In file? Y/N | Date | Notes (i.e. #hours obtained, topic title if different from ORR, etc.) |
| ORR Standards to Prevent, Detect, and Respond to SA and SH involving UAC. New employees must complete training before hire. (Effective: 02/22/15) | | | |
| State license required trainings (Foster Parents - 30 hours of MAPP training or equivalent foster parent training curriculum. Effective: 4/15/17) | | | |
| Pre-Service trainings include date, number of hours, subject-matter, a confirmation that the employee understood each training, and the name of the individual and/or entity providing the training (Spot check. Effective: 04/15/17) | | | |
| Annual Trainings | In file? Y/N | Current Date | Notes (i.e. #hours obtained, topic title if different from ORR, etc.) |
| 40 hours per year (Effective: 4/15/17) | | | |
| Flores Settlement Agreement, HSA 2002, TVPRA 2008, and Perez-Olano (2 hours per year. Effective: 4/15/17) | | | |
| ORR Policies and Procedures (10 hours per year. Effective: 4/15/17) | | | |
| ORR-provided refresher training about avoiding inappropriate relationships and reporting sexual abuse and sexual harassment (Every six months. Effective: 1/14/19; Currently not a requirement until further notice) | | | |
| ORR Standards to Prevent, Detect, and Respond to SA and SH involving UAC (per training list under 4.3.6) | | | |
| State licensing requirements (Foster Parents. Effective: 04/15/17) | | | |
| Annual trainings include date, number of hours, and topic area, a confirmation that the employee understood each training, and the name of the individual and/or entity providing the training (spot check. Effective: 04/15/17) (Hover for additional comments) | | | |
| Trainings Every Two Years Per Cooperative Agreement | In file? Y/N | Current Date | Notes (i.e. hours obtained, topic title if different from ORR, etc.) |
| Safe and Timely Release Process (Effective: 4/15/17) | | | |
| Cultural Competency, including awareness of and sensitivity to different cultural backgrounds (Effective: 4/15/17) | | | |
| Prohibition against providing legal advice or counsel (Effective: 4/15/17) | | | |
| Strengths-based behavior management approaches, such as using conflict resolution, problem solving skills, using rewards and consequences, de-escalation techniques and helping children and youth learn accountability and self-control (Effective: 4/15/17) | | | |

| | | | |
|---|--|--|--|
| Crisis/intervention procedures and techniques (Effective: 4/15/17) | | | |
| Immigration and child welfare systems (local, national, international) (Effective: 4/15/17) | | | |
| Child development theory (Effective: 4/15/17) | | | |
| Issues related to loss and family separation (Effective: 4/15/17) | | | |
| Common health and mental health issues (Effective: 4/15/17) | | | |
| First aid and CPR (Effective: 4/15/17) | | | |
| Infection control procedures and OSHA or equivalent course that covers blood borne pathogens, airborne pathogens, and employee safety (Effective: 4/15/17) | | | |
| Working with victims of human trafficking and other crimes (Effective: 4/15/17) | | | |
| Mandatory child abuse and neglect reporting requirements: prevention, signs, and reporting (Effective: 4/15/17) | | | |
| Professional boundaries (Effective: 4/15/17) | | | |
| Emergency disaster preparedness (Effective: 4/15/17) | | | |
| Prohibition against conflicts of interest (Effective: 4/15/17) | | | |
| Grievance policies and procedures (Effective: 4/15/17) | | | |
| Incident Reporting (Effective: 4/15/17) | | | |
| Medication Management (Foster parents who dispense medications) | | | |
| Child-friendly and trauma informed interviewing, assessment, observation, and identification of suspected victims of human trafficking and children who have been smuggled into the country (Foster Parents) | | | |
| Trainings include date, number of hours, and topic area, a confirmation that the employee understood each training; and the name of the individual and/or entity providing the training (spot check; Effective: 04/15/17) (Hover for additional comments) | | | |

COMMENTS