Foster Parent File 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	N
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 selection, 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 (Effective: 2022; please reference the program-specific Cooperative Agreement)			
Completed Foster Home Study (Effective: 2022; please reference the program-specific Cooperative Agreement)			
Foster Home Inspections (per State licensing regulations. Effective: 2022; please reference the program-specific Cooperative Agreement)			
Foster parent agreement (signed; Effective: 2022; please reference the program-specific Cooperative Agreement)			
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)			

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 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 having access to UC)	In file? Y/N	Date	Notes (i.e. #hours obtained, to
ORR Standards to Prevent, Detect, and Respond to SA and SH involving UC. (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 UC (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)			

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 and trauma-informed care approaches, such as using conflict resolution, problem solving skills, using rewards and consequences, de-escalation techniques and helping children and youth learn accoutnability and self-control (Effective: 4/15/17)			
Prohibition against conflicts of interest (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 bourne 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)			
Grievance policies and procedures (Effective: 4/15/17)			
Incident Reporting (Effective: 4/15/17)			
Medication Management (Effective: 2022)			
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)			
Age determination policies (Effective: 2022)			
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)			
COMMENTS			