

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: March 1, 2007
	Section 10: Second Licensing Home Visit	Version: 1

POLICY:	OLD POLICY: 609.2333
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The Indiana Department of Child Services (DCS) requires the licensing worker to conduct a second home visit of the applicant or resource family home to discuss and review policies and self-assessment activities.

Code Reference

1. [465 IAC 2-1-4: Housing; full-time care; standards and requirements](#)
2. [465 IAC 2-1-5: Sanitation; full-time care](#)
3. [465 IAC 2-1-11: Housing, intermediate care; standard and requirements](#)
4. [IC 31-27-4-4: Consultation with fire prevention and building safety commission](#)
5. [IC 31-27-4-16: Duration of license; limitations; renewal](#)
6. [IC 31-27-4-18: Inspection of foster family homes](#)
7. [IC 31-27-4-19: Records of monitoring activities and inspections](#)
8. [IC 31-27-4-20: Cooperation by licensees](#)

PROCEDURE

Prior to the second licensing home visit, the licensing worker will:

1. Review all information contained on the forms that were completed by the applicant and submitted at or after the first home visit;
2. Determine, based on the information collected during the home environment assessment, if the home environment meets minimum standards in its present condition or if changes are needed;
3. Review results of Background Checks on all persons living in the home, regardless of age. See separate policies, [12.29 Conducting Background Checks for Foster Family Home Applicants](#) and [12.18 License Denials](#);
4. Schedule the second home visit;
5. Assure that the applicant received a copy of the following documents in the licensing packet:
 - a. [Medical Report for Primary Caregivers \(SF45145/CW0039\)](#),
 - b. [Medical Report for Household Members \(SF45144/CW0038\)](#) (if applicable),
 - c. [Instructions for Water Analysis](#),
 - d. [Substitute Care Agreement \(SF47344/CW0015\)](#),
 - e. [Family Network Diagram Guide](#), and
 - f. [Paving the Way to a Decision, Part B \(SF53185/CW3416\)](#).
6. Provide the applicant with the following:
 - a. [Indiana Foster Family Resource Guide](#),
 - b. [Child Behavioral/Health Challenges Checklist \(SF53199/CW3517\)](#),
 - c. [Separation and Loss Tool](#), and

- d. The following DCS policies:
- 1) [8.12 Developing a Visitation Plan](#)
 - 2) [8.13 Implementing a Visitation Plan](#)
 - 3) [8.25 Health Care Services \(Overview\)](#)
 - 4) [8.20 Educational Services](#)
 - 5) [8.21 Special Education Services](#)
 - 6) [8.19 Clothing, Personal Items, and Permitted Per Diem Expenses](#)
 - 7) [8.18 Discipline in Resource Homes](#)
 - 8) [8.24 Travel, Outings and Overnight Stays While in Out-of-Home Care](#)
 - 9) [8.17 Respite Care for Resource Families](#)
 - 10) [8.16 Resource Parent\(s\) Role](#)
 - 11) [8.15 Services for the Resource Family](#)

During the second home licensing visit, the licensing worker will:

1. Collect the following completed forms, if not already collected:
 - a. [Medical Report for Primary Caregivers \(SF45145/CW\)](#),
 - b. [Medical Report for Household Members \(SF45144/CW0038\)](#), if applicable,
 - c. Results of the water analysis test, and
 - d. [Substitute Care Agreement \(SF47344/CW0015\)](#).
2. Complete self-assessment activities with the prospective resource parent(s) contained in the [Family Network Diagram Guide](#), [Child Behavior/Health Challenges Checklist \(SF53199/CW3517\)](#), and the [Paving the Way to a Decision, Part B](#) forms;
3. Review and discuss the DCS policies listed above, unless the step has already been completed during a prior placement; and
4. Discuss any remaining questions or concerns about fostering that the prospective resource family has.

Following the second home licensing visit, the licensing worker will:

1. Maintain collected documentation in the resource family home case record;
2. Prepare the [Foster/Adoptive Family Preparation Assessment Summary](#); and
3. Enter the date of the completion of the collected forms and home study into Indiana Child Welfare Information System (ICWIS).

See separate policy, [12.11 Family Preparation and Summary](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Medical Report for Primary Caregivers \(SF45145/CW\)](#)
2. [Medical Report for Household Members \(SF45144/CW0038\)](#), if applicable
3. [Instructions for Water Analysis](#)
4. [Substitute Care Agreement \(SF47344/CW0015\)](#)
5. [Family Network Diagram Guide](#)
6. [Indiana Foster Family Resource Guide](#)
7. [Child Behavioral/Health Challenges Checklist \(SF53199/CW3517\)](#)
8. [Separation and Loss Tool](#)

9. [Paving the Way to a Decision, Part B \(SF53185/CW3416\)](#)
10. [Foster/Adoptive Family Preparation Assessment Summary](#)

RELATED INFORMATION

N/A

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