



1750 PRE-LICENSING TRAINING	
Chapter: Foster Care Providers	Section: Foster Parent Training
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 16-48 Effective Date: December 2016 Scheduled Review Date:</p>	<p>Approved:</p>  Lorraine Bartlett, DCYF Director
	<p>Related Statute(s): RSA 170-E Related Admin Rule(s): He-C 6446 Related Federal Regulation(s): SSA 475</p>

The Division for Children, Youth and Families (DCYF) believes that everyone deserves to be safe and all children, youth, and families deserve a life of well-being. As an agency, we partner with families and the community to identify and provide services for the specific needs of individual children, youth, and families. Foster Care is one of the services aimed at providing for the safety and well-being of children and youth in a family setting. DCYF requires the completion of pre-licensing training requirements by foster care applicants to ensure that the children/youth's safety and well-being are supported.

Purpose

This policy describes the Resource Worker's role in Foster Parent Training, consistent with Foster Family Care Licensing Requirements (He-C 6446).

Definitions

"Age or Developmentally-Appropriate" means the federal standard in SSA 475(11)(A) that qualifies activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity, or that are determined to be developmentally-appropriate for a specific child based on the developmental stages attained by that child with respect to his/her cognitive, emotional, physical, and behavioral capacities.

"Contract Provider" means the agency contracted through the Division to provide training to relative, foster, or adoptive caregivers.

"DCYF" or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

"FACES" means Foster and Adoptive Care Essentials training that is offered through the Education and Training Partnership to those interested in providing foster/adoptive/relative care.

"Foster Parent" means an individual who has a license or permit for foster family care and who provides temporary substitute parental care for a child or children under an agreement with a licensed or approved child-placing agency.

"Reasonable and Prudent Parent Standard" means the federal standard in SSA 475(10)(A) characterized by careful and sensible parental decisions made by a caregiver for a child in foster care, that maintain the health, safety, and best interests of the child/youth while encouraging the emotional and developmental growth of the child through participation in extracurricular, enrichment, cultural, and social activities.

“Resource Worker” means a Child Protective Service Worker who specializes in the recruitment, retention and support of relative, foster and adoptive homes.

Policy

- I. Pursuant to He-C 6446 Foster Family Care Licensing Requirements, each foster family applicant must attend, in its entirety, pre-licensing training on the foster care system, which has been approved by DCYF.
- II. The pre-licensing training consists of instruction on:
 - A. Orientation;
 - B. Regulations (including the role of the foster parent in making decisions pursuant to the Reasonable and Prudent Parent Standard);
 - C. The Developing Child (including a review of age and developmentally appropriate considerations for children and youth);
 - D. Effects of Childhood Trauma;
 - E. Experiencing Grief and Loss;
 - F. Prompting Positive Parenting; and
 - G. Lifelong Connections.
 - H. Each District Office must schedule pre-licensing training at least twice a year through the Education and Training Partnership.
- III. Training is conducted and facilitated by qualified instructors, such as Resource Workers, experienced Foster Parents, or trained professionals, who have completed required training.
- IV. Applicants who have received training that is determined comparable to a pre-licensing training requirement described in II above may substitute the training as approved by the Division in consultation with the Education and Training Partnership, or may be eligible for an exemption pursuant to He-C 6446.
 - A. Initial training for foster care licensure may be valid for up to 4 years as determined by the Resource Worker.
- V. Alternative options to meet the training requirement may be substituted with prior approval from the Foster Care Program Specialist at State Office.
- VI. A graduation ceremony that includes staff, foster parents, the Education and Training Partnership staff (invited), and other invited guests is to be held following the completion of the pre-licensing training requirement or at another time as determined by District Office staff.

Procedures

- I. The Resource Worker must:
 - A. Coordinate with the Education and Training Partnership for the training sessions, which includes setting the dates, times, location, and instructors;

- B. Notify all those who have shown an interest in or are required to attend the training;
 - C. Inform the public of the training scheduled with the Education and Training Partnership via posters, use of media, or notice in church bulletins with the assistance of the Education and Training Partnership or Public Information Office;
 - D. Consult with Education and Training Partnership to verify that there is the minimum number of registrations (five unless otherwise agreed upon) in order for the training to take place;
 - E. Prepare all necessary training paperwork for the Orientation and Regulations trainings, which shall include:
 - 1. Training handouts;
 - 2. Attendance sheet; and
 - 3. Knowledge checks.
 - F. Conduct the Orientation and Regulations training modules;
 - G. Ensure distribution of the licensing forms that are required, pursuant to [Policy 1715, Application Process](#);
 - H. Administer and collect pre-knowledge and post-knowledge checks;
 - I. Keep an attendance sheet at each session, which includes each attendee's name, address, email address, and telephone number;
 - J. Ensure the documentation is submitted to the Education and Training Partnership or the BOLQI Training Administrator;
 - K. Ensure that those who have completed the training series receive a certificate of successful completion;
 - L. Retain a copy of the certificate of successful training completion in the Resource Family Licensing File;
 - M. Document the training completion date in the Bridges Resource Module activity screen;
 - N. If requested by Education and Training Partnership for random sampling, provide and collect completed evaluation forms for the Orientation and Regulations trainings; and
 - O. Invite DCYF staff, current foster families, an adolescent, parent partner, the Education and Training Partnership, and other community members to welcome the new foster families, celebrate their graduation, and to allow for networking.
- II. The Education and Training Partnership is expected to:
- A. Coordinate training sessions with each Resource Worker;
 - B. Provide training and copies of (or access to) handouts for all the FACES modules;

- C. Keep attendance and provide a tracking system for the Resource Workers;
 - D. If requested, provide and collect all contract provider evaluation forms for the identified session; and
 - E. Provide an evaluation summary about the training sessions to the Resource Worker.
- III. The participants are expected to:
- A. Pre-register for all required trainings;
 - B. Meaningfully participate in all trainings;
 - C. Come prepared to learn;
 - D. Complete the contract provider training evaluation, if requested, for all required trainings; and
 - E. Retain the original certificate of completion and transcripts from the contract provider.

Practice Guidance

If a foster family applicant is unable to attend a session or expresses their interest after the training series has initiated are they still able to participate?

- It is preferred for a foster family applicant to take all seven classes in the same setting and in the standard order but it is not required. Optimally foster family applicants should complete the FACES training in their local catchment area but flexibility can be used to meet the individual needs of the foster family applicants that need to take alternative sessions or in alternative locations.

After a foster family applicant completes the FACES training, can it be expected that they will know the full expectations and limits of their role?

- It is an overwhelming amount of information for applicants to learn at one time. FACES should be recognized as an overview of foster and adoptive care in NH. The training is primarily designed to help applicants decide if fostering and/or adopting from foster care is right for their family at this time. Once licensed, the foster family should be encouraged to take ongoing training to learn more extensive information. As the foster parent collaborates with the Resource Worker they should develop a solid understanding of their role with a child/youth in their care.