

KIDS Family Profile Guide for Provider Users

Last updated October 22, 2019

An Important Note About This Guide

The purpose of this guide is to serve as a reference for completion of the Family Profile in KIDS. It will answer questions about where to go (which screen/field) and what to do (how the screen functions and what is required to save your documentation).

This guide is **NOT** meant to provide guidance on practice-related matters. For questions about practice or documentation standards, please reach out to your agency's Contract Monitor.

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[Hover Text for Family Profile Narratives](#)

1. About the KIDS Family Profile

The KIDS Family Profile was designed to reduce the amount of duplicate data entry via a link between the Family Profile and MPER. If you create a Family Profile in KIDS, you will be able to import data in all the linked fields to MPER for quicker provider creation. Conversely, if you wish to complete a Family Profile for a provider that *already* exists in MPER, you can import the data to the linked fields on the Family Profile. Additionally, a carry-forward feature allows for easy updates of a Family Profile from year-to-year or as changes are necessary.

2. Fields Linked Between the KIDS Family Profile and MPER

The table below shows the corresponding fields as linked between KIDS and MPER*:

<u>KIDS Family Profile Field</u>	<u>MPER Field</u>
Resource Home Address	Local Address
Phone Number	Home Phone
Email Address	Email Address
Resource Parent 1 Name	Head of Household 1 Name
Resource Parent 1 Date of Birth	Head of Household 1 Date of Birth
Resource Parent 1 Marital Status	Head of Household 1 Marital Status
Resource Parent 1 Legal Sex	Head of Household 1 Gender
Resource Parent 1 Race	Head of Household 1 Race
Resource Parent 1 Ethnicity	Head of Household 1 Ethnicity
Relationship to Resource Parent 2	Relationship to Head of Household 2
Resource Parent 2 Name	Head of Household 2 Name
Resource Parent 2 Date of Birth	Head of Household 2 Date of Birth
Resource Parent 2 Marital Status	Head of Household 2 Marital Status
Resource Parent 2 Legal Sex	Head of Household 2 Gender
Resource Parent 2 Race	Head of Household 2 Race
Resource Parent 2 Ethnicity	Head of Household 2 Ethnicity
Relationship to Resource Parent 1	Relationship to Head of Household 1
For each Household Member:	For each Household Member:
Name	Name
Date of Birth	Date of Birth
Legal Sex	Gender
Race	Race
Ethnicity	Ethnicity
Relationship to Resource Parent 1	Relationship to Head of Household 1
Relationship to Resource Parent 2	Relationship to Head of Household 2
Characteristics: This is a list of 15 characteristics for which you must indicate whether the family is willing to accept a child with that characteristic and, optionally, can indicate experience with, or an interest in training related to, each characteristic	Characteristics: This is a list of 15 characteristics for which you must indicate whether the family is willing to accept a child with that characteristic and, optionally, can indicate experience with, or an interest in training related to, each characteristic

*Please note the following data, while found in both KIDS and MPER, are not currently linked:

- School District
- Age Range (of children the family is able to accept)
- Gender Restriction (on children the family is able to accept)
- Home Capacity



How you create a new KIDS Family Profile will depend on whether or not the family you are working with already exists in MPER:

- If your family has not yet been entered into MPER as a Facility under your agency, follow the steps in **Section 3**.
- If your family is already in MPER as a Facility under your agency, follow the steps in **Section 4**.

3. Create a New Family Profile: Provider is Not in MPER

In this scenario, you will create an “unparented” Family Profile in KIDS and will later be able to “parent” the approved Family Profile by linking it to a Provider ID in MPER.

*A Family Profile can remain “unparented.” In other words, it is understood that Family Profiles will be created for families who ultimately may not become a Facility for your agency and, therefore, will never be entered into MPER.

To begin, log in to [KIDS](#) and click *My Family Profiles* in the Organizer tab:



A new window will open, and you will be taken to the Family Profiles Landing Page.

To create a new Family Profile for a family not already in MPER, click *New* at the bottom of the screen:

My Family Profiles

Filter Criteria

Agency*
AUBERLE

Provider Name

Provider ID

Search Clear

Family Profiles

Provider Name	Provider ID	Primary Resource Parent	Created Date	Date Approved	Is Voided?
		A A A	08/06/2019		
		B B B	08/06/2019		
		Test Resource Parent 1	08/13/2019		

View Voided Family Profiles

New Show Preview Void

Complete the Family Profile (see **Section 5** for a screen-by-screen guide) and send for approval. Only data from approved, unparented Family Profiles can be imported to MPER.

When you are ready to create this provider in MPER, you will be able to import data (from the fields listed in Section 2, above) entered on the Family Profile to MPER for quicker provider creation.



If you do **not** have MPER access, the steps below can be followed by anyone at your agency who uses MPER.

To begin, log in to [MPER](#) and navigate to *Provider>New*:



To import data, click the *Import Family Profile* button at the bottom of the screen.

The screenshot shows the 'Provider Information' form in MPER. The form is divided into several sections: 'General Info', 'Provider Information', and 'Provider Detail'. The 'Import Family Profile' button is located at the bottom left of the form area, highlighted with a yellow box. Other buttons like 'Save' and 'Cancel' are also visible at the bottom.

A pop-up will appear with a list of approved, unparented Family Profiles that exist for your agency. Highlight the family you wish to import and click **OK**:

Primary Resource Parent	Created Date	Date Approved
Testing Validations	08/08/2019	08/08/2019
Lily Munster	08/07/2019	08/07/2019

OK Cancel

Data from the KIDS Family Profile will appear in the corresponding MPER fields (see Section 2 for a complete list of linked fields):

Provider Information

General Info | Addresses | Services Provided | Preference | Household Member

Agency Facility Individual

Provider Type

Direct Service Provider Vendor County Contracted Vendor

Internal Service Provider Contract Applicant

Audit

Last Updated Date: _____

Updated By: _____

Provider Information

Provider Number: _____ Agency/Facility (Tax Name As Verified on W-9): _____ Doing Business As: _____

Prefix: _____ First: _____ Middle: _____ Last*: _____ Suffix: _____

Adult Fields

Date of Birth*: 01/01/1900 | Marital Status*: Married | Gender*: Female | Date of Death*: _____ | Ethnicity*: Declined to Answer

Head of Household Member

Head of Household 1
 Head of Household 2
 N/A

Provider Detail

Type of Service at this Location*: Placement | Legal Status: _____ | SSN*: _____

JDE Number: _____ | FEIN Number: _____ | Total Facility Capacity: _____

Total Annual Budget: _____ | # of Volunteers: _____ | In Home Provider Type: _____

TOD#: _____ | THAD Mainframe ID: _____ | Business Designation: _____

Provider School District: _____ | Other: _____ | Provider Website Address: _____

Select

Type of Home*: _____

Select

Save Import Family Profile Cancel

Work your way through each tab in MPER, as there are additional fields required here that are not part of the Family Profile. Because data was imported to MPER from a KIDS Family Profile, the Family Profile has automatically been “parented,” or linked with the provider ID:



Please note that information can be updated in MPER at any time, but these changes will **not** push back to the KIDS Family Profile, as it locks down upon approval.

4. Create a New Family Profile: Provider Exists in MPER

In this scenario, you will be able to create a Family Profile for the provider that will pull data found in MPER (in the fields listed in Section 2, above) into your Family Profile.

Be sure you know the provider’s name or ID from MPER:



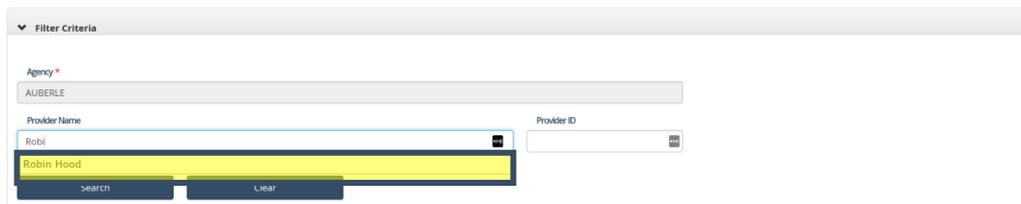
Log in to [KIDS](#) and click *My Family Profiles* in the Organizer tab:



A new window will open, and you will be taken to the Family Profile Landing Page.

To create a new Family Profile for a provider that already exists in MPER, enter the *Provider ID* and click *Search* or begin typing the name of the provider (first name first).

When you see the person you are looking for, click their name, then click *Search*:



If this is the first KIDS Family Profile being created for this family, the grid that appears will be blank (“No data available in table” message will appear).

Click *New* to create a Family Profile that will import data from MPER to any linked fields.

You will be able to update the information if something that has been imported from MPER is incorrect/out-of-date, and those changes will push back to MPER upon approval of the KIDS Family Profile.

My Family Profiles

▼ Filter Criteria

Agency *
AUBERLE

Provider Name
Robin Hood

Provider ID
28961

Search Clear

▼ Family Profiles

Provider Name	Provider ID	Primary Resource Parent	Created Date	Date Approved	Is Voided?
No data available in table					

Show 10 entries

View Voided Family Profiles

New

Complete the Family Profile (see **Section 5** for a screen-by-screen guide) and send for approval.

Please note that information can be updated in MPER at any time, but changes made in MPER *after* approval of the Family Profile will **not** push back to the KIDS Family Profile, as it locks down upon approval.

5. Screen-by-Screen Guide to the KIDS Family Profile

A. Family Profile Landing Page

Log in to [KIDS](#) and click *My Family Profiles* in the Organizer tab:



The Family Profile Landing Page will open in a new window:



My Family Profiles

- 1 – Click here to log out of the Family Profile module
- 2 – By default, your agency will be displayed
- 3 – Use to search for providers when importing from MPER or updating a Family Profile
The grid can be sorted by clicking on the header row of any column
- 4 – Grid will display all Family Profiles for your agency
- 5 – Generates a PDF version of the highlighted Family Profile that can be saved, printed, emailed
- 6 – Supervisors can void an unapproved Family Profile
Anyone can use the checkbox below the grid to show or hide voided Family Profiles in the grid

B. Family Profile Tab

The Family Profile tab is where basic information about the family is entered. **All mandatory information on this tab must be entered and saved before you can access the rest of the Family Profile.**

Family Profile

Agency	<ul style="list-style-type: none"> ▪ Defaults to the logged-in user’s provider agency; cannot be changed.
Provider Name	<ul style="list-style-type: none"> ▪ For “parented” Family Profiles (see Sections 3 and 4), will display the corresponding <i>Facility Name</i> in MPER. ▪ Will be blank for “unparented” Family Profiles.

Provider ID	<ul style="list-style-type: none"> ▪ For “parented” Family Profiles (see Sections 3 and 4), will display the corresponding <i>Facility ID</i> in MPER. ▪ Will be blank for “unparented” Family Profiles.
Special Study/ Interstate	<ul style="list-style-type: none"> ▪ Check this if you are completing a Special Study for an Interstate Compact. ▪ You will be required to enter all the information that appears after checking the box: <ul style="list-style-type: none"> ○ Date of Request ○ Child(ren) Name(s) ○ State ○ Family Name
Purpose of Family Profile	<ul style="list-style-type: none"> ▪ If you are <u>not</u> completing the Family Profile for an Interstate Compact you will be required to select a reason for the Family Profile. <ul style="list-style-type: none"> ○ You can select any/all applicable options, but you MUST select at least one
Resource Home	<ul style="list-style-type: none"> ▪ For unparented Family Profiles this section will be blank and will need to be completed by the user. Either a home phone number or a cell phone number is required; you do not need to enter both. If the family does not use email, you can enter “none” or “n/a” in the <i>Email Address</i> field. ▪ For Parented Family Profiles the <i>Resource Family Address</i> should pre-populate, along with <i>Phone Number</i>, and <i>Email Address</i>. ▪ <i>Community</i>, and <i>School District</i> will need to be entered.
Resource Parent(s)	<ul style="list-style-type: none"> ▪ For Parented Family Profiles the following information will pull in from MPER (if entered) for Resource Parent 1 and 2 if applicable: <ul style="list-style-type: none"> ○ First Name/Last Name ○ Date of Birth ○ Current age will calculate based on today’s date the and Date of Birth entered for the resource parent ○ Race ○ Ethnicity ○ Legal Sex ○ Marital Status ○ *If there a Resource Parent 2 the relationship between parents is entered in MPER, it will pull and likewise for Resource Parent 2 ▪ Information that is free text will need to be entered manually in this section ▪ All information in this section is mandatory
Other Household Members	<ul style="list-style-type: none"> ▪ For parented Household Members entered in MPER will pull to the Family Profile. The following Information will be pulled from MPER if entered: <ul style="list-style-type: none"> ○ Name ○ Date of Birth ○ Legal Sex ○ Ethnicity ○ Relationship to Parent 1 and 2 (when applicable) ▪ User will need to answer the <i>Resides in Household</i> question for all Household Members

	<ul style="list-style-type: none"> ○ Note that if you are required to complete clearances on a household member, you must indicate they reside in the household, otherwise they will not pull to the Clearances section. ▪ User will need to enter Gender Identity ▪ All information is mandatory to save a Household Member ▪ User can have as many Household Members as needed ▪ User can delete Household Members when necessary
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C. Home Visits & Contacts:

The Home Visits and Contacts tab will become active only after the Family Profile tab has been completed and saved. On this tab you will document visits you – or anyone at your agency – conducts with the Resource Family, as well as the other preparation for certification, including home inspection and training.

Home Visits and Contacts	<p>User may enter as many Home Visits/Contacts as necessary, but you must enter at least one to submit the Family Profile for approval. The following information is required for each visit or contact:</p> <ul style="list-style-type: none"> ▪ Date ▪ Purpose of Contact ▪ Individuals Present
Family Preparation for Becoming Resource Parent(s)	<p>All information in this section is mandatory:</p> <ul style="list-style-type: none"> ▪ Agency Responsible for Preparing Resource Family for Placement ▪ Permanency Discussed with Family ▪ Family is Open to Providing Permanency Through ▪ Date Home Inspection Complete <ul style="list-style-type: none"> ○ Use this field to enter in the date the home <i>passed</i> inspection ▪ Home Inspection Passed ▪ Comments <ul style="list-style-type: none"> ○ If the home did not pass inspection, this field is mandatory ○ If multiple inspections were needed for the home to pass, you may document those details here
Trainings	<p>Users may enter as many trainings as needed, but must enter at least one training for <i>each</i> Resource Parent. The following information is required for each training:</p> <ul style="list-style-type: none"> ▪ Training Name ▪ Training Date ▪ Hours <ul style="list-style-type: none"> ○ Hours can only be entered in whole and half numbers ex: 5 or 5.5 <p>This section will keep a running total number of Training Hours for each Resource Parent.</p>

D. Interviews:

This section is where the individual interviews with the Resource Parent(s), Child(ren) in the home, as well as the Household Member(s), will be documented.

Resource parent(s)	<p>All information is mandatory on the Interview section:</p> <ul style="list-style-type: none"> ▪ Date of Interview ▪ Persons Present During Interview <ul style="list-style-type: none"> ○ Note that the user will not see the individual that the interview is being completed for in this list; if they are the only one present select “none” ▪ Highest Level of Education ▪ Employer ▪ Motivation to Provide Foster Care <p>The following are the interview points; guidance as to what information should be included in each section will appear on screen when you hover over it with your cursor (hover text). The hover text for all narratives in the Family Profile have been included at the end of this document in a printer-friendly format.</p> <ul style="list-style-type: none"> ▪ Emotional Stability ▪ Physical Health ▪ History of Marital Relationships ▪ History of Residence ▪ Childhood Experience ▪ Parenting Experience/Discipline
Child(ren) in Home	<p>Users will select the child from the dropdown box. Guidance as to what information should be included in a child interview will appear on screen when you hover over it with your cursor (hover text).</p> <ul style="list-style-type: none"> ▪ Age will populate based the child selected ▪ User will need to enter Date (this should be the date of the interview) ▪ Interviews can be edited by clicking the pencil icon ▪ Interviews can be deleted by clicking the trash can icon <p>While you may enter as many interviews as necessary, you must enter at least one interview for each child in the home. If you have children who cannot be interviewed (for example, due to age), you must still document an interview and explain why the child was not interviewed.</p>
Household Member Interview	<p>Users will select the household members from the dropdown box. Guidance as to what information should be included in a household member interview will appear on screen when you hover over it with your cursor (hover text).</p> <ul style="list-style-type: none"> ▪ Date will need to be entered by the user ▪ Persons Present During Interview will need to be selected (if no one aside from interviewee is present, select “none”) <p>While you may enter as many interviews as necessary, you must enter at least one interview for each household member.</p>

E. Family Functioning:

The Family Functioning Section is designed to capture information related to the dynamics of the family unit. Also on this tab, the user will document references for the family as well as required clearances for all individuals in the home that are 18 years of age or older.

<p>Family Functioning</p>	<p>The following are the Family Functioning narratives; guidance as to what information should be included in each section will appear on screen when you hover over it with your cursor (hover text). The hover text for all narratives in the Family Profile have been included at the end of this document in a printer-friendly format.</p> <ul style="list-style-type: none"> ▪ Marital/Domestic Relationships ▪ Family Functioning ▪ Family Supports ▪ Home Environment ▪ Financial Status <p>This section is mandatory; each item on the above list must be addressed.</p>
<p>References</p>	<p>In this grid, names and contact information of references for the Resource Family will be entered:</p> <ul style="list-style-type: none"> ▪ References will need Name, Address and Phone Number ▪ Note that this section does not validate for accurate Addresses (if needed user can enter in an email address in this section) <p>User must enter a minimum of three references but can enter in as many as they want/need.</p>
<p>Clearances</p>	<p>Here, the user will document receipt and results of Criminal, FBI, and Childline clearances for Resource Parent(s) and all household members residing in the home who are over the age of 18, in this section.</p> <p>In order to save a clearance result, the user will need to enter in all information:</p> <ul style="list-style-type: none"> ▪ Applicant ▪ Clearance ▪ Date Results Received ▪ Is there a Record? <ul style="list-style-type: none"> ○ If there is a record the <i>Date of Record</i> section will become mandatory. ▪ Date of Record <ul style="list-style-type: none"> ○ This field allows for free text if user would like to enter a date and details of the record <p>The user must enter one Criminal, FBI and ChildLine clearance for each Resource Parent and all Household Members over the age of 18 to be able to submit the Family Profile for approval. If desired, multiple results may be entered for any applicant, for example, if</p>

	there is a criminal history, charge details may be entered under one record or separately.
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F. Views on Providing Care:

This tab is comprised of three open texts sections to highlight the Resource Family's views of providing care for a child or children.

Views on Provider Care	<p>The following are the Views on Providing Care narratives; guidance as to what information should be included in each section will appear on screen when you hover over it with your cursor (hover text). The hover text for all narratives in the Family Profile have been included at the end of this document in a printer-friendly format.</p> <ul style="list-style-type: none"> ▪ Maintaining Connections ▪ Cross-Cultural Awareness ▪ Permanency <p>This section is mandatory; each item on the above list must be addressed.</p>
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G. Recommendations & Approval:

The final tab contains the checklist of items needed to fully certify a Resource Family, as well as a place to document your agency's recommendation as to whether the Resource Family should be approved. If the Resource Family is approved, the user will be required to enter in additional information related to the characteristics of the child(ren) for whom this home is recommended. Lastly, this tab contains the signature section where the Resource Parent(s) will acknowledge agreement with the profile via signature.

Checklist	<p>The checklist serves as a guide for the user to ensure that they have all the paperwork completed that is needed to fully certify a Resource Home.</p> <p>The user will have the ability to check off each item as they receive or complete it but note that entire checklist will need to be completed before the user is able to send the Family Profile for approval.</p>
Recommendation to be approved as a Resource Family	<p>User will have the ability to select:</p> <ul style="list-style-type: none"> ▪ NOT be certified... <ul style="list-style-type: none"> ○ If user selects this option, the open text field below will become mandatory and the user will enter information as to why they do not recommend the family be certified ▪ Be Certified... <ul style="list-style-type: none"> ○ If user selects this option, the following fields are mandatory: <ul style="list-style-type: none"> ▪ Age Range

	<ul style="list-style-type: none"> ▪ Gender Restriction (if the family will accept males or females, select <i>None</i> to indicate no restrictions) ▪ Race (select “No Restriction” or individually select any/all races the family is willing to consider) ▪ Foster Care Capacity (how many beds) ▪ Characteristics (if the Family Profile was created by pulling in the Provider from MPER this is a field that will pull from MPER if it has been filled out) Only the Yes/No is mandatory
Resource Parent Signature	<p>Family Profiles should be shown to the Resource Parent(s) and signed. There are two checkboxes in this section:</p> <ul style="list-style-type: none"> ▪ “I(we) have reviewed the Family Profile and believe this to be fair...” This checkbox is mandatory. ▪ I(we) give permission to share this document with Allegheny County CYF for selection and matching purposes: This check box is optional. <p>The Name(s) will pre-populate based on who is entered as the Resource Parent(s).</p> <p>The user will have the ability to choose how the Resource Parent(s) signed the document:</p> <ul style="list-style-type: none"> ▪ Capture Signature (use this option if you are with the Resource Parent(s) and have computer for the parent(s) to sign) ▪ Paper Signature (User this option if unable to use computer to capture signature) ▪ Refused to sign (Use this option when resource parent(s) is not in agreement with Family Profile and is refusing the sign the document) <p>Date:</p> <ul style="list-style-type: none"> ▪ If user captures signature after saving the signature the date will automatically populate ▪ If user selects Paper Signature or Refused Signature, the date will populate based on date document is approved by Supervisor

At the end of this tab, there are three buttons:

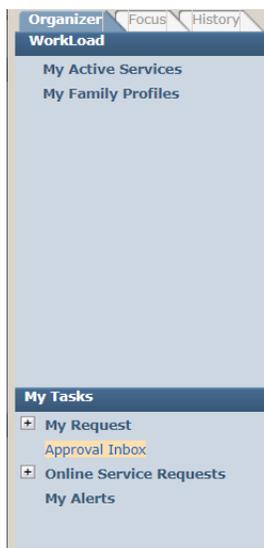
Validate is used to check the entire Family Profile and notify the user of any mandatory information that has been missed.

Preview is used to generate a PDF of the Family Profile that can be saved, emailed, or printed. Please note that the PDF will bear a draft watermark until it has been approved.

Approve is used to request approval of the completed Family Profile from your supervisor.

6. Approving a KIDS Family Profile

Supervisors will find Family Profiles that have been submitted for approval in the Approval Inbox in KIDS:



Clicking the link will take you to a list of all items awaiting approval. Click on the Family Profile you wish to approve and, when the row turns orange, click *Show*. This will launch the Family Profile module and take you directly to the Recommendations and Approval tab. You may review the Family Profile and, if you are ready to approve, click the Approval button on the last tab. Check the “Approve” box and click OK to approve.

Upon approval, several things will happen:

- The approval date will appear in the grid on the Family Profiles Landing Page
- The preview (PDF report) will no longer bear a draft watermark
- The approving supervisor’s name will appear in the signature section on the preview
- The Family Profile will lock down and will not be able to be edited unless you create a new one for the family (for example, for annual re-certification)
- Any data in the fields that are linked to MPER will feed back, thus updating MPER to match the information in the KIDS Family Profile

7. Parenting a Family Profile

There may be times when the KIDS Family Profile work and the MPER provider creation will occur separately (ex: different staff at the agency are responsible for each piece) and although you may eventually need to parent the Family Profile (link it to an MPER facility) if/when that provider home is created in MPER, you may not always use the processes described in Sections 3 and 4, above, to import data from one system to another.

To parent a Family Profile that is in-progress (has been saved at least once and appears in the grid on your agency's landing page), you simply need to Show the Family Profile and on the first tab, enter the Provider ID or Provider Name (first name first!) as they appear in MPER. When the correct information has been entered, click the *Save* button immediately below:

Please note that when parenting a Family Profile in this way, **no MPER data will be pulled into the KIDS Family Profile**; however, upon approval of the Family Profile, updated data in the linked fields will push to MPER.

8. Updating a Family Profile

To update a KIDS Family Profile, enter the *Provider ID* and click *Search* or begin typing the name of the provider (first name first) on the landing page. When you see the person you are looking for, click their name, then click *Search*:

You will be taken to a new page with a grid that displays all Family Profiles in KIDS for the selected provider.

Clicking *New* will create a copy of the most-recently approved Family Profile for the family that can be updated with all new information. The only section that will not carry-forward to the updated version is the data in the *Signatures* section. When all necessary updates have been made, the new Family Profile can be submitted for approval.

When approval is requested, a pop-up will appear indicated whether or not changes have been made to this version, along with the date, time, and name of user who last updated the document. Supervisors will also see this informational pop-up when they go in to approve the update.

Upon approval, any new information in the linked fields will push to MPER. The new version will appear in the grid on the landing page along with all other Family Profiles. In order to differentiate the original and any subsequent updates, refer to the *Created Date* or *Date Approved* columns.

9. Technical Assistance

For technical assistance with the KIDS Family Profile, please contact the KIDS Team via email: CYF-KIDSSpecialist@AlleghenyCounty.US

Please be sure to indicate you need assistance with a Family Profile and include as much information about the issue as possible, including the name of the family you are working with and the name of your agency. Screenshots are encouraged, especially if you receive an error message.

Hover Text for Family Profile Narratives:

Resource Parent(s) Interviews:

Emotional Stability: Must document that foster parents demonstrate emotional stability, adult responsibility, ability to provide nurturing care, ability to provide appropriate supervision, ability to provide reasonable discipline, and ability to provide a home-like atmosphere.

Physical Health: Must document information about the physical and behavioral health status, including substance abuse history. If applicable, must address how it will impact parenting ability.

History of Marital Relationships: Must document information about any previous marriages, divorces, or deaths of former spouses.

History of Residence: Length of time spent at each residence for the past 10 years (street address, city, state).

Childhood Experiences: Must discuss, assess, and document the foster parent's feelings about his/her childhood and parents, including any history of abuse or neglect and his/her resolution of those experiences.

Parenting Experience/Discipline: Must discuss, assess, and document the foster parents' knowledge of child development and their child-care experience. Discuss and assess the ways they were disciplined as children and their reactions to the discipline they received. Discuss and assess the foster parents' discipline styles, techniques, and their ability to recognize and respect differences in children and use discipline methods that suit the individual child.

Child Interview(s):

Interview: Include age, and general description of the child's personality and level of development. Discuss the child's vulnerability with foster or adoptive children being placed in the home. Include school and intellectual functioning, including school reference. What are the child's behavioral issues, mental health, development or medical issues to be considered?

Household Member Interview(s):

Interview: Must discuss, assess, and document the attitudes of other household members toward the plan to provide foster care. Discuss and assess their involvement in the care of children, their attitudes toward foster children, and their acceptance of their home being utilized as a resource home for children.

Family Functioning:

Marital/Domestic Relationships: Must describe the quality of marital and family relationships. Must discuss and assess the stability of the couple's relationship, the strengths and problems of the relationship, and how those issues will relate to foster children placed in the home. Must discuss and assess the quality of the relationships between foster parents and their children, living in or out of the home, strengths and problems of those relationships, and how those issues will relate to foster children placed in the home.

Family Functioning: Include family structure, clarity of roles and boundaries, communication, and how family decisions are made. How does the family display affection? What are their recreational activities? What is their religious involvement? What cultural activities have they incorporated into their family routines? Describe the family's daily routine.

Family Supports: Must discuss, assess, and document the support systems available to the foster family and the support they may receive from the resources.

Home Environment: Must include the safety standards (no exposed wiring, smoke detectors, etc., but also the sleeping arrangements for each member including a plan of where the identified or potential foster children will sleep.) A discussion must be documented if firearms are in the home and how they are stored safely.

Financial Status: Must verify and document information on the family's income.

Views on Providing Care:

Maintaining Connections: What do the applicants think is the effect of abuse and/or neglect on children? What is their viewpoint on birth families? How will they incorporate visitation with birth families into having a CYF child placed in their home? What are their attitudes about – and abilities to incorporate – reunification into the plan for the child, the birth family and their own family? What are their attitudes about – and abilities to incorporate – being an equal team member for the child with birth families and/or previous foster parents?

Cross Cultural Awareness: Discuss the family's willingness and ability to support a child's culture; religion; language; inherent sexuality; gender identity or expression, and other cultural considerations. What is the community's ability to support cultural needs of the child, if different from the family?

Permanency: If reunification is no longer a viable option, and adoption becomes the plan, is the home an adoptive resource for a child? What are their attitudes toward – and abilities for – legal risk adoptions, open adoptions, and ongoing connectedness to important people in the child's past outside of the adoptive home? How will they share the child's history with that child? How will the family handle a child's loyalty to his/her birth family? What is the family's willingness to maintain a connection between the child and birth family?