



Administrative Policies and Procedures: 16.9

Subject:	Required Foster Parent In-Service Training
Authority:	TCA § 37-5-105(3), 37-5-106, TCA 37-4-201-207; Interstate Compact on the Placement of Children, T.C.A. § 36-1-115(g)(1); Adoption and Safe Families, P.L. 105-89; Safe and Timely Interstate Placement of Foster Children Act of 2006, P.L. 109-239, and Social Security Act; Fostering Connections To Success and Increasing Adoptions Act of 2008, P.L. 100-351; Preventing Sex Trafficking and Strengthening Families Act of 2014 (HR 4980)
Standards:	COA: PA-AS 2-3, PA-AS 8, PA-FKC 1-3, PA-FKC 6-7, PA-FKC 10, PA-FKC 16-19, PA-RC 2, PA-KC 10.
Application:	DCS Foster Care and Supervisory Staff and Contract Agency Staff
Policy Statement:	
Foster Parents receive in service training in accordance with policies of the Department of Children's Services (DCS) and Council on Accreditation (COA), other accrediting entities, State and Federal laws, rules, and regulations.	
Purpose:	
To ensure DCS/Contract Agencies maintain highly qualified and competent foster parents who are equipped to provide for the safety, permanency and well-being of the children placed in their care.	
Procedures:	
A. Mandatory Training Courses for DCS/Contract Foster and Kinship Parents	<ol style="list-style-type: none"> 1. All foster parents are required to complete a minimum number of annual in-service training hours, as required by their year of fostering and outlined in the <u>16.9 Att: Required In-Service Training Chart-Foster Parents</u>. 2. All foster parents complete annual training requirements by June 30th of each year, with the exception of foster parents approved between the period of January 1st and June 30th. All parents approved after December 31st will have until the following year to complete training requirements. <ol style="list-style-type: none"> a) All other adults/caregivers in the foster home that complete TN KEY are required to complete In-Service training requirements. b) During the years between biennial reassessment of the home, Contract Agency/DCS Foster Parent Support staff members assess completion of the annual mandatory training requirements for each of the approved family members. c) Proof of foster parent elective training not sponsored by DCS/Contract Agency, or other approved training received through media such as books, or videos or hours completed should be documented on CS-1000,

Foster Parent Elective Training Documentation, or on the [External Training Credit page](#) and submitted to the Office of Training and Professional Development (OTPD).

- d) The mandatory in-service training for foster family requirements, as described in this section, applies to DCS foster families serving children from another state.
- e) Under the ICPC, mandatory in-service training requirements for foster parents in another state serving DCS children is subject to training requirements or procedures of that state.
- f) Foster parents are allowed to roll-over up to 10 additional hours of training credit annually.
- g) All foster parents will be required to complete a minimum of 1 trauma course by the end of their first year of fostering. Parents should choose from the list in the [16.9 Att: Required In-Service Training Chart-Foster Parents](#) to fulfill this requirement:
- h) Foster parents providing services to diabetic children are required to complete the online course [Working with Children Who Have Diabetes](#) within 24-hours of placement.
- i) All DCS families with DCS custodial children placed in their home for the purpose of adoption are required to attend Adoption Preparation classroom training through the contract agency providing adoption preparation and supports, when the criteria below has been met:
 - ◆ Termination of Parental Rights (TPR) petition has been filed on or after July 1, 2017
 - ◆ Child is physically placed in the home
 - ◆ Family has made a verbal commitment to adopt
 - ◆ Intent may or may not have been signed, but is not necessary
 - ◆ Recruitment for a pre-adoptive placement is no longer needed, as determined by the team.
- j) Foster parents providing services for therapeutic agencies should meet the specialized/therapeutic training requirements outlined in the [Contract Provider Manual](#).

3. The following steps are followed for foster parents who **do not** meet annual training requirements:

- a) DCS FPS or Agency Staff meet with families during their monthly home visit to discuss compliance issue and develop a **CS-0909 Foster Home Performance Improvement Plan (PIP)** within 30 days.
- b) If foster parents do not progress towards complying with the PIP, DCS/Contract Agency places the home on suspended admissions for no more than 60 days.

	<p>c) If foster parent continues non-compliance, DCS/Contract Agency consults with Regional Administrator/Agency Director to discuss next steps for the family. The OTPD is then notified of the plan for the family.</p>						
<p>B. Written Request for Training Waiver</p>	<p>1. Staff may submit a waiver requesting exemption for the courses listed below or request a deferment of a training to an OTPD representative for review and approval utilizing form CS-0921, Waiver of Criminal Convictions, Pre and In-Service Training Requirements, Non-Safety Issues, CPS Substantiations and Education Requirements for foster parents that have the appropriate credentials.</p> <table border="1" data-bbox="459 548 1559 863"> <thead> <tr> <th data-bbox="459 548 1003 615">Course:</th> <th data-bbox="1003 548 1559 615">Credentials:</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 615 1003 758">CPR/First Aid</td> <td data-bbox="1003 615 1559 758">Medical and Emergency Medical Professionals (i.e., nurses, doctors, emergency medical personnel, etc.)</td> </tr> <tr> <td data-bbox="459 758 1003 863">Working with Education System</td> <td data-bbox="1003 758 1559 863">Educators License (i.e., teacher, principal, etc.)</td> </tr> </tbody> </table> <p>2. Staff may request for training requirements to be deferred due to employment, military, or medical reasons by submitting documentation from the foster parent's employer or physician.</p> <p>Note: All current foster parents who are certified to deliver In-Service training will receive credit for courses that they deliver. Foster parent trainers for In-Service courses are required to have a bachelor's degree.</p> <p>Foster parents who are medical professionals (Medical doctors, nurses, EMT's, and respiratory therapists) are exempt from the classroom Medication Administration Refresher course. However, they are required to complete an online course titled 'Medication Administration for Medical Professionals' every other year. In addition, foster parents are required to submit a copy of their medical license or certification for final completion of this course, here: https://stateoftennessee.formstack.com/forms/medadmin4prof</p>	Course:	Credentials:	CPR/First Aid	Medical and Emergency Medical Professionals (i.e., nurses, doctors, emergency medical personnel, etc.)	Working with Education System	Educators License (i.e., teacher, principal, etc.)
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<p>C. Out of State or Transfer Foster Homes</p>	<p>Foster Parents transferring from out of state must submit an official training transcript, official document, or certificates summarizing foster parents pre-service and in-service training experience to OTPD for review.</p>						
<p>D. Other Agency Transfers</p>	<p>Gaining agency reviews training transcript, official document, or certificates summarizing foster parents in-service training compliance. If foster parent(s) are not in compliance, a plan is developed to ensure compliance with 90 days of activation.</p>						

Forms:	<u>CS-0909 Foster Home Performance improvement Plan (PIP)</u> <u>CS-0921, Waiver of Criminal Convictions, Pre and In-Service Training Requirements, Non-Safety Issues, CPS Substantiations and Educational Requirements.</u> <u>CS-1000 Foster Parent Elective Training Documentation</u>
Collateral documents:	<u>16.9 Att: Required In-Service Training Chart-Foster Parents</u>