

Resource Family Approval (RFA) – Changes for Written Directives (WD) 5.0

1. Training:

- CPR/First Aid moved to post-approval, but required within 90 days of approval.

2. Interviews of Applicants and Other Adults in the Home:

- Reduced the minimum number of required interviews with individual applicants from three face-to-face, to two face-to-face. If there is a joint applicant, then one individual interview with each applicant and one joint interview must be done.
- For “other adults in the home”, only a minimum of one face-to-face interview is required, but that may be accomplished via Skype, Facetime or other audio/visual communication if unable to meet in person. The county has the option to determine if that interview with the other adult is necessary for approval.

3. Health Screen and TB Screen:

- A new self health care questionnaire (RFA 07) has been developed for the applicant to complete. This replaces the old RFA 07 form for which an applicant would need a TB test/screen prior to approval. County option to require a doctor to sign off on the applicant’s health via a screening if the county has concerns.
- TB Screen was removed as an approval requirement for applicants and other adults in the home.

4. References: Reduced the number of references that must be provided from three to two, and it is a county option to obtain information from these references as part of the approval.

- Note: The WDs allow that, if the applicant is unable to provide references, the application may still be approved but the county must evaluate the reasons for not providing references.

5. Family Evaluation: CDSS renamed the psychosocial assessment to Family Evaluation. Some discussion items were also removed or changed to encompass a broader discussion with the family. Removed/changed items include:

- Removes discussion of marital status, history of marriages, etc. and replaces it with a simplified description of current relationships and co-parenting roles.
- Removes listing of children living in or outside of the home, information about their custody arrangements, general health, etc. and replaces it with a simple description of parenting experiences.
- Removes characteristics and demographics of a child or Nonminor Dependent best served by the applicant.
- Removes counties asking if the applicant’s home address is used by others.
- Removes social support system, and replaces it with a discussion of any additional services needed by the applicant to meet their resource family responsibilities.

6. **Written Report:** The Written Report (RFA 05) resulting from the interviews for the family evaluation and other components of the RFA process is streamlined. The template Written Report will be updated to reflect these items.
7. **Inactive status:** The ability for a family to request to be placed on inactive status.
 - Family would not be required to adhere to the WD requirements while on inactive status.
 - Cannot exceed two years.
 - An annual update is needed to remove the family off inactive status.
8. **Portability:** An All County Letter on Portability will be forthcoming.
9. **Complaint Investigations:** When conducting an unannounced visit to a resource family's home, the requirement went from three attempts to two.

RFA Implementation/Outreach

Trainings:

- **RFA Academies-** These 4 day academies are for county child welfare or probation workers who are performing RFA duties, to learn about the RFA process.
- **Background Assessment Guide (BAG) Roundtable-** Provides guidance on the criminal exemption process for RFA. Attendees can ask questions about the BAG and how to apply it to cases.
- **Quarterly Technical Assistance for RFA (TARFA)-** Meetings are intended for RFA workers in the counties to come and hear updates, be provided mini trainings and network. Held in May, August and November.
- **Monthly Statewide RFA TA calls-** Held the first Wednesday of every month from 1:30-2:30. Counties are able to call in and ask RFA policy related questions. Updates are also provided on policy, trainings etc. The minutes to these calls are posted on the CDSS RFA website.
- **Regional CWDA Learning Collaborative-** Held in each CWDA region. A forum for counties to learn from one another, ask policy questions and hear updates about RFA.
- **Family Evaluation/Written Report Training-** Training provided by Lilliput Children's Services and Seneca Institute for Advanced Practice. This training will focus on how to effectively gather necessary information when doing a family evaluation and then use the information gathered to write a concise, useful Written Report.
- **RFA Recordings on the CDSS RFA [website](#):**
 - RFA Placements Prior to Approval Audio Presentation
 - RFA Overview Audio Presentation
 - RFA Conversion Audio Presentation
 - RFA QPI California Training Video