## Licensing Track, Pre-Service Curriculum

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| Module 1: Overview of Licensing | **Module Overview:** This module provides an overview of the purpose and goals of foster care licensing and the role of the Licensing Specialist. As this module serves as a foundation for the licensing course, we will cover many of these elements in greater detail in upcoming modules.  

**Unit 1.1: Introduction to Licensing**  
**Overview:** The purpose of this unit is to provide an overview of the role of foster care licensing in child protection, the importance of understanding the children we serve, and partnership expectations supported by Florida’s Child Welfare Practice Model.  
**Objectives:**  
1. Describe the purpose and goal of foster care licensing.  
2. Describe the types of circumstances that would bring children into licensed care.  
3. Describe different types of licensed settings and placement types.  
4. Explain the role of foster care licensing as it relates to the family-centered practice.  
5. Recognize the importance of quality parenting and establishing a relationship with foster parents as partners.  
6. Explain the role of the foster care Licensing Specialist with other members of the child welfare team.  

**Unit 1.2: Licensing Laws**  
**Overview:** The purpose of Unit 1.2 is to give an overview of the licensing laws designed to protect children in licensed care.  
**Objectives:**  
1. Explain how law and statute protect children in licensed care.  
2. Identify the focus of the licensing requirements in Chapter 39, F.S.; Section 409.175, F.S.; Chapter 65C-13, F.A.C. and DCF Operating Procedures.  
3. Describe how Chapter 65C-13, F.A.C. maintains the integrity the licensing process.  

**Unit 1.3: The Role and Skills of Assessment**  
**Overview:** The purpose of Unit 1.3 is to explain how assessment is an ongoing and mutual process that is fully woven within the fabric of a Licensing Specialist’s job.  
**Objectives:**  
1. Define ongoing and mutual assessment.  
2. Identify the phases of assessment and explain how these phases relate to the licensing process. |
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**Module 2: Collaboration and Partnership for Children**

**Module Overview:** The purpose of this module is to provide an overview of several important roles a foster parent plays and the steps a Licensing Specialist should take to support foster parents. These roles include participating as a professional member of the team, working with birth parents, trauma-sensitive care, creating and maintaining normalcy, and preparing for transitions. A major focus of the module will be on the behaviors and needs of children and youth in out-of-home care. By understanding behaviors and needs of children and youth, we gain a deeper understanding of the qualities we seek in foster parents, how the team can support foster parents, and how foster parents can be best matched with children and youth.

**Unit 2.1: The Support Team**

**Unit Overview:** The purpose of Unit 2.1 is to define the support team in terms of who they are and the services they provide. In addition, the process by which support team members and foster parents support and communicate with one another is highlighted.

**Objectives:**
1. Identify the foster parent’s support team, describe how to access them, and explain when they are needed.
2. Explain the importance of working with and assisting dependency Case Managers.
3. Explain the importance of establishing a relationship with foster parents as partners, especially regarding the significance of ongoing support and communications.
4. Explain how each role contributes to the child’s safety and interconnects with other roles to achieve the desired outcomes for the child.

**Unit 2.2: Co-Parenting and Partnership with Birth Parents**

**Unit Overview:** The purpose of Unit 2 is to explain to participants how to support foster parents by facilitating their relationships with birth parents.

**Objectives:**
1. Describe techniques to assist foster parents in meeting and establishing relationships with caregivers.
2. Discuss the requirements of foster parents participate in all case activities.
3. Explain how to assist foster parents when difficulties develop during involvement with birth parents.
4. Explain a situation in which foster parents would not be involved with birth parents.
5. Discuss the Licensing Specialist’s role in supporting co-parenting.
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## Unit 2.3: Working with Foster Parents to Manage Children’s Behavior and Meet their Needs

### Unit Overview:
The purpose of Unit 3 is to discuss the important aspects of parenting children in out-of-home care. In particular, the intent of the unit is to facilitate the participants’ understanding and sensitivity to the effects of trauma on a child and on the foster care family when a child who has experienced trauma has transitioned to foster care. The unit also focuses on how to provide normalcy for a child. The unit explores the ways Licensing Specialists and the team can support foster parents in this critically important role including how to prevent disruption and when to offer specialized therapeutic care.

### Objectives:
1. Explain the role of Licensing Specialists in understanding children’s behaviors and supporting foster parents.
2. Define secondary trauma and how it impacts Licensing Specialists and foster parents.
3. Explain how to work with the team to minimize trauma to a child during placement.
4. Explain the challenges foster parents may experience in working with a child exhibiting evidence of trauma-related behavior and how the Licensing Specialist can assist with facilitating collaboration to manage these challenging behaviors.
5. Define and explain the policy and practice expectations of normalcy in the life of a child in foster care.

## Module 3: Recruiting and Licensing Foster Parents

### Module Overview:
The purpose of this module is to provide an overview of the licensing process and how to respond to issues related to licensing approval.

#### Unit 3.1: Recruitment and Inquiry

### Unit Overview:
The purpose of Unit 3.1 is to explore the recruitment and inquiry process, including how foster homes are recruited, the steps foster parents must take, and the basic requirements foster parents must meet in order to be recommended for licensure.

### Objectives:
1. Identify and explain strategies for identifying and recruiting foster homes that will accept traditional, enhanced, therapeutic, medical placements.
2. Identify the steps involved in the inquiry process.
3. Describe in general the necessary qualities and requirements of a foster parent.

#### Unit 3.2: Initial Licensing

### Unit Overview:
The purpose of Unit 2 is to explain to participants the requirements and process for initial licensing of foster homes.
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### Objectives:
1. Identify the steps involved in the initial licensing process.
2. Demonstrate the strategies to gather information about the strengths and needs of the family.
3. Identify strategies for resolving common approval problems.
4. Explain the importance and process of collecting and documenting proof of compliance.
5. Explain grounds for denial and demonstrate the strategies to work with potential foster parents to resolve these issues.
6. Identify and discuss the impact of various state laws that affect interstate approval.
7. List and explain each of the minimum standards for foster homes.

### Module 4: Placement, Retention and Re-licensing

#### Module Overview:
The purpose of this module is to provide an overview of the placement, retention and re-licensing processes.

#### Unit 4.1: Placement, Retention and Re-licensing

**Unit Overview:** The purpose of Unit 4.1 is to explore the placement, retention and re-licensing phase of assessment and licensing including how children are matched to foster homes, how to assess for strengths and needs in order to provide support and training, and the steps foster parents must take and the requirements parents must meet in order to be eligible for re-licensure. Licensing Specialists are expected to use professional judgment to ensure that on-going assessments are conducted and supports are provided to prevent placement disruption and encourage foster home retention.

**Objectives:**
1. Explain the importance of matching a specific foster home to a child’s needs and strengths, whenever possible.
2. Identify the types of transitions a child in the foster care system may experience on his/her personal journey towards permanency.
3. Identify strategies for maintaining foster homes.
4. Identify continuing supports for foster parents.
5. Identify common disruptions and supports to prevent these from occurring.
6. Summarize and explain the requirements, procedures and documents required for re-licensing foster homes.
7. Explain the importance of and requirements for home visits.
8. Identify eligibility requirements for completing the re-licensing process with intent to issue a three-year license.
9. Explain the possible issues resulting from incomplete re-licensing assessment.
### Unit 4.2: Foster Parent Development

**Unit Overview:** The purpose of Unit 2 is to provide an overview of the process by which Licensing Specialists plan and prepare development opportunities for foster parents.

**Objectives:**
1. Explain the stages of development and how to evaluate a foster parent to determine what their training needs are.
2. Identify development options available to prepare and support foster parents.
3. Explain the purpose of and steps for developing and using a Professional Development Plan with foster parents.
4. Identify strategies for effective coaching.
5. Explain strategies for best practices in training delivery and development.
6. Identify other training opportunities to which families may be referred.
7. Given a scenario, evaluate a family to determine a family’s training needs and select the appropriate training for them.
8. Prepare and deliver a training presentation for foster parents.

### Module 5: Resolving Foster Parent Concerns

**Module Overview:** The purpose of this module is to resolve concerns identified in a foster home and to address foster parent concerns and motivation.

**Unit 5.1: Reporting and Responding to Concerns in Foster Homes**

**Unit Overview:** The purpose of Unit 5.1 is to review the primary events and elements of reporting and responding to concerns in the foster home including calls to the Hotline which lead to investigations and foster care referrals.

**Objectives:**
1. Distinguish between a report of abuse/neglect and a foster care referral.
2. List and explain the steps professionals must take when a report to the Hotline results in a foster care investigation.
3. List and explain the steps professionals must take when a report to the Hotline results in a foster care referral.
4. List and explain types of problem situations that may need to be resolved.
Unit 5.2: Techniques to Manage Problems

Unit Overview: The purpose of Unit 5.2 is to provide an overview of the events surrounding cases where license revocation is deemed necessary. Specifically, participants will review foster care problem situations requiring resolution and the types of concerns a foster parent might have. In addition, participants will learn how to use corrective action plans and performance improvement plans as a response to problem resolution.

Objectives:
1. Determine how to recognize when a foster parent’s motivation is lacking or questionable and explain how to handle this.
2. Define and explain the purpose of a corrective action plan.
3. List and explain each element of a corrective action plan.
4. Write a corrective action plan.
5. List possible concerns a foster parent might express, and ways to address each type of concern.
6. List and describe each step required for license revocation.
7. List and explain the basic procedures of a Chapter 120 hearing pursuant to Florida Statutes.