

Level 2 & 5 Licensing Process



The purpose of this document is to define and communicate Embrace Families process for the collection and exchange of information, establish responsibilities and timelines for the completion of required tasks and identify the steps required to ensure timely Level 2 & 5 licensure and re-licensure.

A Level 2 license is defined as any license issued for a traditional child. A Level 5 license is defined as any license issued to a home that accepts CMS children. A Level 5 license is issued in conjunction with a Level 2 license. The expectation is that a caregiver will be issued an initial Level 2 license within 60 days of receipt of certificate for a 10 week class or 90 days of receipt of certificate for a 5 weekclass.

Initial Level 2 and/or 5 Licensure

1. The family attends orientation and chooses to pursue becoming a Level 2 licensed home. The family receives the 'Level 2 Caregiver Preparation' Document and are informed of the 6 initiation documents that will be required of them at their first Pre-Service Class.
 1. Family Profile
 2. Release of Information
 3. Central Abuse Hotline Form
 4. Clearinghouse Registration Form/DCF Privacy Policy
 5. Driver's License
 6. Social Security Card (Optional)
2. Family attends Class 1
 1. The required 6 initiation documents are sent to the caregiver Information & Eligibility teams between Class 1 & 2 via central email address.
 - i. FLevel2CIEDocs@Embracefamilies.org
3. Assignment of New Home
 1. Caregiver Information and Eligibility Supervisors will monitor the central email address daily and assign the home to a Screening Caregiver Information and Eligibility Coordinator and a Caregiver Support Agency within 24 business hours of receiving the 6 initiation documents.
 2. CIES will create the home as a Provider in FSFN
 - i. The CSA will be assigned to the Provider in FSFN as Primary
 - ii. Screening CIEC will be assigned to the Provider as Secondary
 3. CIES will add the FSFN Provider number to the home in FosterTRACK, and enter an 'Assign Agency', and a 'CIE Assignment' activity
 - i. The CSA will be assigned to the home in FosterTRACK as primary
 - ii. Screening CIEC will be assigned to the home in FosterTRACK as secondary
4. Caregiver Support Agency
 1. Communication/Contacting the Caregiver

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- i. CSA has 2 business days from the date of assignment to attempt making contact with the caregiver.
 1. The initial attempt should be documented in FosterTRACK as a 'Level 2 Initial Contact' activity.
- ii. A home visit should be completed within 10 business days of assignment.
 1. Once complete, the visit should be documented in FSFN as a single provider note (Category: Out of Home, Type: Licensing) to include the date, who was present, and what took place.
 2. The first home visit should be documented in FosterTRACK as a 'Level 2 First Visit' Activity
- iii. A second home visit should be completed to gather missing documents and complete in-home licensing activities
 1. Once complete, the visit should be documented in FSFN as a single provider's Note (Category: Out of Home, Type: Licensing) to include the date, who was present, and what took place.
 2. The second home visit should be documented in FosterTRACK as a 'Level 2 Second Visit' Activity
2. CSA completes 2 initial licensing home visits to gather information for their sections of the UHS, obtain signatures on required documents, gather required supporting documents, complete the health inspection, and take photos of the home.
 - i. Initial Level 2 Licensing Visits – The following should be completed/gathered at one of the initial licensing home visits.
 1. Application for Licensure – Visit 2
 2. Physical Environment Checklist – Visit 2
 3. Unified Home Study signature page – Visit 2
 4. Affidavit of Good Moral Character and Addendum
 5. Confidentiality Agreement
 6. Partnership Plan
 7. Level 2 Affidavit
 8. Discipline Policy
 9. Firearm Safety Affidavit
 10. References (Personal, Employment, School/Daycare, Adult Child)
 11. Vehicle Insurance
 12. Fire Extinguisher Tag or Receipt
 13. Verification of Income
 14. Radon Test - if applicable; see Radon Instruction document
 15. Floor Plan
 16. Disaster/Evacuation Plan
 17. Home Health Inspection – Visit 2
 18. Photos of the home
 19. Training Certificates
 - a. Psychotropic Medication
 - b. Water Safety – if applicable
 20. Direct Deposit Form

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21. Home Visit Documentation
 - a. A Provider Note (Category: Out of Home, Type: Licensing) needs to be entered in FSFN following the home visit
3. Documents/Follow-Up
 - i. All signed documents/documentation obtained at the home visits should be emailed to the assigned Screening CIEC immediately after they are obtained so that uploads and background screening can be completed. If documents and forms are missing, do not wait until they are obtained to send the Screening CIEC what you have already gathered.
 - ii. UHS – Complete designated portions of the UHS in FSFN
4. Completion/Submission
 - i. Once all documents have been submitted to the Screening CIEC & your sections of the UHS are complete, sign the Licensing Specialist line of the UHS.
 - ii. Enter a 'UHS Specialist Signature' Activity in FosterTRACK. This will signify "submission" of the parts of the packet for which you are responsible.
 - iii. The due date for completing the above activities is 45 days from Pre-Service Certificate for a 5 week class and 30 days from Pre-Service Certificate for an 8 week class.
5. Screening CIEC
 1. Screening CIEC will complete the following regulatory tasks
 - i. Local City/County Background Checks
 1. Include previous/maiden names
 - ii. Calls for Service
 - iii. FBI/FDLE Clearance Results
 - iv. DJJ – if applicable
 - v. FSFN search
 1. Include previous/maiden names
 - vi. Adam Walsh – if applicable
 - vii. Civil Court Records
 1. Include previous/maiden names
 - viii. Sexual Offender Registry Check
 1. Include previous/maiden names
 - ix. DMV
 - x. Health Inspection Request – if cannot be completed by CSA
 - xi. Radon Results
 - xii. FSFN Checklist
 1. Use the FSFN Checklist Guide for naming conventions and comment/date requirements
 - xiii. CPA Request
 - xiv. UHS – Complete designated portions of UHS in FSFN

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2. FosterTRACK/Documents

i. All documents received from CSA's, as well as regulatory documentation, obtained should be entered into FosterTRACK in the Documents & Screenings section of Notes.

1. Completion Date: Date form is signed/documentation gathered
2. Screening Status: Pending if not uploaded into FSFN; Approved once uploaded
3. Uploaded to FSFN date should be entered/updated once this task is completed

ii. All packet documents should be uploaded into FSFN using naming conventions in the FSFN Document Upload Guide

3. Completion/Submission

i. Once all documents have been uploaded into FSFN and your sections of the UHS are complete, sign the second line (supervisor) of the UHS and upload the UHS in its entirety into FSFN

ii. Send the UHS for approval in FSFN

iii. Enter a Document/Screening FSFN Checklist note in FosterTRACK with the completion date as the day the packet is "submitted" to CIES. This date will indicate your "submission" of the completed Level 2 initial packet.

iv. The due date for submission of a complete packet is 10 business days from the CSA submission date.

