1. Understand (and apply) policy to approve a foster home prior to placement of children, including references.
   A child may be placed in the kinship foster home prior to completion of the resource family assessment, criminal history records search, child abuse and neglect checks, and pre-service training when the foster parent applicant and each adult residing in the home of the applicant have resided in the State of Oklahoma for at least five years immediately preceding placement.

2. Understand (and apply) policy regarding an applicant with prior criminal convictions, confirmed Child Welfare history.
   Approval of an applicant who has, or is living with a person who has, a history of arrests, charges, or convictions for any felony, other than those listed in OAC 340:75-7-15(i)(1), or a relevant misdemeanor may be approved as a Bridge resource parent on a case-by-case basis. A relevant misdemeanor includes:
   (A) assault and battery;
   (B) alcohol or drug related offenses;
   (C) domestic violence; or
   (D) other offenses involving the use of physical force or violence against the person or property of another.
   (4) History of child abuse and neglect investigations. OKDHS determines the approval of any Bridge resource applicant with a history of child abuse and neglect investigations on a case-by-case basis.

3. Understand policy for fingerprint screening of resource applicants.
   a Federal Bureau of Investigation (FBI) national criminal history search, based on the fingerprints of the applicant and any adult household members as required by Section 1-7-111 of Title 10A of the Oklahoma Statutes (10A O.S. § 1-7-111)

4. Define the purpose of a “Bridge” parent.
   “Bridge resource family” means the family who is asked to:
   (A) provide temporary care, love, and nurturing to the child;
   (B) serve as a mentor actively helping the parent improve the parent’s ability to safely care for the parent’s child while staying connected and assisting in the child’s transition to reunification, legal guardianship, or adoption to another family; and/or
   (C) serve as the legal guardian for the child while maintaining the child’s connection to kin, culture, and community; and/or
   (D) adopt the child while maintaining the child’s connection to kin, culture, and community

5. Review the payment schedule for approved kinship homes and why a home may not receive payment.
   A Foster care claim for a maintenance payment is approved after:
   (A) the foster home assessment is completed and approved;
(B) pre-service training is completed by each resource parent in the Bridge resource home unless an exception applies;
(C) a national criminal history records search results based on fingerprints is received regarding each Bridge resource parent applicant and each adult household member;
(D) a foster care contract is signed by each Bridge resource applicant; and
(E) a Designated Client Number (DCN) is assigned to the foster care contract

6. Review policy on when to request exceptions regarding sleeping arrangements. (G) The applicant may not designate a room such as the living room, utility room, den, dining room, pantry, or unconverted garage as a bedroom unless the room is specifically designed as a bedroom

7. Understand policy of how long contractors have to complete a home study on a resource home.
   30 days

8. Review policy on Foster Parent training timeframes, ongoing training and reasons for waiver.

   (5) An applicant who is a former Bridge resource parent with a break in OKDHS service of less than five years meets the training requirements.
   (6) An applicant may request a permanent training waiver. A request for a training waiver is reviewed and approved or denied by the regional field manager or designee. The request includes:
       (A) a list of equivalent training from another state, tribe, or private agency that details subjects addressed in the training

9. Be familiar with the number of references required for a Bridge Family.
   • Three personal references are interviewed by phone or in person.
   • The applicant's current or most recent employer is contacted by letter, phone, or in person. When the applicant is self-employed, a reference is obtained from a customer.
   • When applicable, school teachers, counselors, or administrators who have recently served the applicant's child are contacted by letter, phone, or in person to assess the applicant's involvement in educational issues.
   • When the applicant's child is home-schooled by the applicant, a person that has knowledge of the applicant's home-schooling experience is contacted by letter, phone, or in person.
   • When applicable, each of the applicant's adult children are interviewed by letter, phone, or in person.
   • The behavioral health professional is contacted by letter when the applicant or applicant's child receives counseling or has received counseling in the past.
   • The resource specialist obtains additional personal references when the required references do not total at least six

10. Review policy on when to report concerns for abuse or neglect and understand the policy regarding different allegations.
An investigation is conducted that addresses each reported allegation that meets the definition of abuse or neglect, including all non-accidental physical or mental injuries to a child of any age, neglect, sexual abuse, and any practices by the foster or trial adoptive parent that involve hitting or striking a child 5 years of age or younger, even when there is no report or observation of injury.

11. Review (and apply) policy for 10 day staffing.
   The resource specialists attends the 10-day staffing that occurs during the Bridge resource home investigation.

12. Understand who addresses safety concerns with the foster parent.
   Foster Care Specialist

13. Understand (and be able to apply) the policy regarding Policy Violations.
   When the concerns do not meet the criteria for abuse or neglect, per OAC 340:75-3, the resource specialist documents the information on Form 04AF022E, Report of Violation of Rules in an OKDHS Resource Home.

14. Define Written Plan of Compliance, and apply policy as to timeframes and when a WPC is required.
   Joint plan developed between the foster family and DHS; Within 10 working days after the final determination by the Appeals program, a Written Plan of Compliance should be initiated.

15. Review (and apply) policy timeframes for closure of a Foster Home and decision to not return a child to a Foster Home.
   3 working days for a Notice of Decision Not to Return Child and 30 Calendar Days to close a home for a reason of policy violation, non-compliance with a WPC or the family's request.

16. Understand when to assess resource homes when changes occur in the family dynamic.
   The resource specialist addresses any household changes with the Bridge resource parent within seven business days and documents the information. An assessment is completed and conducted in the home regarding the foster parent's ability to continue providing care for a child in OKDHS custody.

17. Review Federal Acts that govern foster care recruitment.

18. Understand the purpose of quarterly contacts.
   Assess the needs of the foster parent.

19. Understand (and apply) policy regarding placement preferences.
   Placements in (1) through (4) of this subsection, listed in the least to the most restrictive order, are a:
   (1) kinship home, that includes a:
      (A) relative home; and
      (B) close family relationship;
   (2) non-kinship foster home;
   (3) therapeutic foster home; and
   (4) group home or residential child care facility.