

Indiana Department of Child Services
Vendor Profile Attachments
Provider Instructions
Revised 9/4/2020

Authorized Vendor Users with either the security of “User Admin” or “Fiscal User” may attach documents within the “Vendor Profile Attachments” page.

Within this document, the various “Document Types” have been sorted by business areas. These correspond to each tab on the spreadsheet. **Note [this has been expanded as of September 4, 2020](#).**

License Type	Tab Labels
Instructions	Instructions
Background Check	BKGND CHK
Residential – Initial-Relicense	RES-Initial-Relicense
Residential – Ongoing	RES-Ongoing
LCPA Foster Care Only – Initial-Relicense	LCPA FC Only-Initial-Relicense
LCPA Foster Care Only – Ongoing	LCPA FC Only-Ongoing
LCPA Adoption Only – Initial-Relicense	LCPA Adopt Only-Initial-Relicen
LCPA Adoption Only – Ongoing	LCPA Adopt Only-Ongoing
LCPA Foster Care & Adoption-Initial-Relicense	LCPA FC&Adopt-Initial-Relicense
LCPA Foster Care & Adoption – Ongoing	LCPA FC&Adopt-Ongoing

Each tab contains the attachment types associated with that license type. Each “Document Type” is further explained on the corresponding tab.

Note: Documents may **not** be deleted. If an error occurs, please upload a new copy of the file and use the description to indicate that a correction has been made.

Navigate

Step #1 click “Vendor Profile” icon

Step #2 click “Attachments” tab

Step #3 click “Add” button

The screenshot shows the KidTraks interface. At the top left is the logo "KidTraks part of the MaGIK family". To the right are navigation links: "Vendor Profile" (with a red callout bubble labeled "Step #1 Click Icon"), "Account Profile", and "Messages". A search bar is also present. Below this is a blue navigation bar with links: "Account Home", "Invoices", "Payments", "Contracts", "Referrals", "Cases", "CPI/CPS Portal", and "Help". The main content area is titled "Vendor Profile" and has several tabs: "Profile", "Contact", "E-Invoicing", "Subscriptions", and "Attachments" (with a red callout bubble labeled "Step #2 Click Tab"). Below the tabs is a yellow bar labeled "Attachments" with an "Add" button (with a red callout bubble labeled "Step #3 Click button"). Below the yellow bar is a white box containing the text "There are no attachments..."

Add File(s)

Step #4 click "Select files" button

Step #5 select file(s) to add

Step #6 add a helpful description

Step #7 select the corresponding "Document Type"

Start typing in the box to reduce selections

Vendor Profile Attachment Guide provides a list of types

Step #8 click "Save" button

The screenshot shows the 'Add Attachment' form with the following elements and annotations:

- Step #4:** A red callout points to the 'Select files...' button.
- Step #5:** A red callout points to the file selection area showing 'Name: SampleTextFile_100kb.txt' and 'Size: 102180 bytes'.
- Step #6:** A red callout points to the 'Description' input field containing 'Sample Text File'.
- Step #7:** A red callout points to the 'Document Type' dropdown menu.
- Document Type Options:** Three options are visible: 'Vendor Profile Attachment Guide (pdf)', 'Vendor Profile Attachment Guide (Excel)', and 'Master Employee Background Check Sheet Template (Excel)'. A green arrow labeled 'Excel Template' points to the third option.
- Step #8:** A red callout points to the 'Save' button.
- Additional Annotations:** A green arrow labeled 'Detailed Instructions' points to the 'Vendor Profile Attachment Guide (Excel)' option.
- Note:** A red note states: 'Note: If multiple files are selected for upload, the same "Document Type" and "Description" will be applied to all.'

See “Vendor Profile Attachments”

KidTraks
part of the MaGIK family

Vendor Profile Account Profile Messages Search

Account Home Invoices Payments Contracts Referrals Cases CP/CPS Portal Help

Vendor Profile

Profile Contact E-Invoicing Subscriptions Attachments

Attachments Add

1 2 3 4 5 6 7 8 9

Document Type	Filename	Description	Created Date	User Name
Res_Initial_Lic\Policy&Procs\Behavior_Mgmt_Protocols	PNG_this.png	VLA Automation	07/01/2020	Test User
Res_Initial_Lic\Policy&Procs\Admission&Intake_Pol\ESC_Programs	Excel_VLA.xlsx	VLA Automation	07/01/2020	Test User
Res_Initial_Lic\Policy&Procs\Report_Req\Elopement_Rpt_Procs	TXT_teeny.txt	VLA Automation	07/01/2020	Test User
Res_Initial_Lic\Policy&Procs\Report_Req\Rpt_to_Agency_abt_Child	JPG_12.jpg	VLA Automation	07/01/2020	Test User
Res_Initial_Lic\Policy&Procs\Report_Req\Injury&Illness_Procs	TIFF_this.tif	VLA Automation	07/01/2020	Test User
Res_Initial_Lic\Policy&Procs\Report_Req\Medical_Attention_Rpt_to_Agency	TXT_teeny.txt	VLA Automation	07/01/2020	Test User
Res_Initial_Lic\Policy&Procs\Report_Req\Rpt_Child_Abuse_to_DCS	JPG_12.jpg	VLA Automation	07/01/2020	Test User

**Indiana Department of Child Services
Vendor Profile Attachment Guide**

Background Checks				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
Complete Background File Preferred - Identify Employee within File Description				
Master\Bkgnd_Chk\Employee_List	Master (Master)	Background Check (Bkgnd_Chk)	Employee_List (Employee_List)	
Res_Initial&Relicense\Bkgnd_Chk\Complete_Bkgnd_File	Residential Initial and Relicense (Res_Initial&Relicense)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
Res_Ongoing\Bkgnd_Chk\Complete_Bkgnd_File	Residential Ongoing (Res_Ongoing)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_FC_Initial&Relicense\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_FC_Ongoing\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_Adopt_Initial&Relicense\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_Adopt_Ongoing\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Adoption Only - Ongoing (LCPA_Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_FC&Adopt_Initial&Relicense\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Foster Care and Adoption Only - Initial Relicense (LCPA_FC&Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_FC&Adopt_Ongoing\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Foster Care and Adoption Only - Ongoing (LCPA_FC&Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
Individual File Naming Convention by License Type				
Res_Initial&Relicense\Bkgnd_Chk\Criminal_History_Consent	Residential Initial and Relicense (Res_Initial&Relicense)	Background Check (Bkgnd_Chk)	Criminal History Consent Form (All information needed to conduct check) (Criminal_History_Consent)	
Res_Initial&Relicense\Bkgnd_Chk\Fingerprints	Residential Initial and Relicense (Res_Initial&Relicense)	Background Check (Bkgnd_Chk)	Fingerprints (Fingerprints)	
Res_Initial&Relicense\Bkgnd_Chk\ID	Residential Initial and Relicense (Res_Initial&Relicense)	Background Check (Bkgnd_Chk)	ID for Identification (ID)	
Res_Initial&Relicense\Bkgnd_Chk\IN_CPS	Residential Initial and Relicense (Res_Initial&Relicense)	Background Check (Bkgnd_Chk)	Indiana CPS Check (IN_CPS)	
Res_Initial&Relicense\Bkgnd_Chk\IN_LEA_Court_Rcrd	Residential Initial and Relicense (Res_Initial&Relicense)	Background Check (Bkgnd_Chk)	Indiana LEA Court Records (IN_LEA_Court_Rcrd)	
Res_Initial&Relicense\Bkgnd_Chk\OOS_CPS	Residential Initial and Relicense (Res_Initial&Relicense)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) CPS (OOS_CPS)	
Res_Initial&Relicense\Bkgnd_Chk\OOS_LEA_Court_Rcrd	Residential Initial and Relicense (Res_Initial&Relicense)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) LEA Court Records (OOS_LEA_Court_Rcrd)	
Res_Initial&Relicense\Bkgnd_Chk\Sex_Offender_Reg	Residential Initial and Relicense (Res_Initial&Relicense)	Background Check (Bkgnd_Chk)	Sex Offender Registry (Sex_Offender_Reg)	
Res_Ongoing\Bkgnd_Chk\Criminal_History_Consent	Residential Ongoing (Res_Ongoing)	Background Check (Bkgnd_Chk)	Criminal History Consent Form (All information needed to conduct check) (Criminal_History_Consent)	
Res_Ongoing\Bkgnd_Chk\Fingerprints	Residential Ongoing (Res_Ongoing)	Background Check (Bkgnd_Chk)	Fingerprints (Fingerprints)	
Res_Ongoing\Bkgnd_Chk\ID	Residential Ongoing (Res_Ongoing)	Background Check (Bkgnd_Chk)	ID for Identification (ID)	
Res_Ongoing\Bkgnd_Chk\IN_CPS	Residential Ongoing (Res_Ongoing)	Background Check (Bkgnd_Chk)	Indiana CPS Check (IN_CPS)	
Res_Ongoing\Bkgnd_Chk\IN_LEA_Court_Rcrd	Residential Ongoing (Res_Ongoing)	Background Check (Bkgnd_Chk)	Indiana LEA Court Records (IN_LEA_Court_Rcrd)	
Res_Ongoing\Bkgnd_Chk\OOS_CPS	Residential Ongoing (Res_Ongoing)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) CPS (OOS_CPS)	

**Indiana Department of Child Services
Vendor Profile Attachment Guide**

Background Checks				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
Res_Ongoing\Bkgnd_Chk\OOS_LEA_Court_Rcrd	Residential Ongoing (Res_Ongoing)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) LEA Court Records (OOS_LEA_Court_Rcrd)	
Res_Ongoing\Bkgnd_Chk\Sex_Offender_Reg	Residential Ongoing (Res_Ongoing)	Background Check (Bkgnd_Chk)	Sex Offender Registry (Sex_Offender_Reg)	
LCPA_FC_Initial&Relicense\Bkgnd_Chk\Criminal_History_Consent	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Background Check (Bkgnd_Chk)	Criminal History Consent Form (All information needed to conduct check) (Criminal_History_Consent)	
LCPA_FC_Initial&Relicense\Bkgnd_Chk\Fingerprints	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Background Check (Bkgnd_Chk)	Fingerprints (Fingerprints)	
LCPA_FC_Initial&Relicense\Bkgnd_Chk\ID	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Background Check (Bkgnd_Chk)	ID for Identification (ID)	
LCPA_FC_Initial&Relicense\Bkgnd_Chk\IN_CPS	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Background Check (Bkgnd_Chk)	Indiana CPS Check (IN_CPS)	
LCPA_FC_Initial&Relicense\Bkgnd_Chk\IN_LEA_Court_Rcrd	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Background Check (Bkgnd_Chk)	Indiana LEA Court Records (IN_LEA_Court_Rcrd)	
LCPA_FC_Initial&Relicense\Bkgnd_Chk\OOS_CPS	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) CPS (OOS_CPS)	
LCPA_FC_Initial&Relicense\Bkgnd_Chk\OOS_LEA_Court_Rcrd	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) LEA Court Records (OOS_LEA_Court_Rcrd)	
LCPA_FC_Initial&Relicense\Bkgnd_Chk\Sex_Offender_Reg	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Background Check (Bkgnd_Chk)	Sex Offender Registry (Sex_Offender_Reg)	
LCPA_FC_Ongoing\Bkgnd_Chk\Criminal_History_Consent	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Background Check (Bkgnd_Chk)	Criminal History Consent Form (All information needed to conduct check) (Criminal_History_Consent)	
LCPA_FC_Ongoing\Bkgnd_Chk\Fingerprints	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Background Check (Bkgnd_Chk)	Fingerprints (Fingerprints)	
LCPA_FC_Ongoing\Bkgnd_Chk\ID	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Background Check (Bkgnd_Chk)	ID for Identification (ID)	
LCPA_FC_Ongoing\Bkgnd_Chk\IN_CPS	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Background Check (Bkgnd_Chk)	Indiana CPS Check (IN_CPS)	
LCPA_FC_Ongoing\Bkgnd_Chk\IN_LEA_Court_Rcrd	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Background Check (Bkgnd_Chk)	Indiana LEA Court Records (IN_LEA_Court_Rcrd)	
LCPA_FC_Ongoing\Bkgnd_Chk\OOS_CPS	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) CPS (OOS_CPS)	
LCPA_FC_Ongoing\Bkgnd_Chk\OOS_LEA_Court_Rcrd	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) LEA Court Records (OOS_LEA_Court_Rcrd)	
LCPA_FC_Ongoing\Bkgnd_Chk\Sex_Offender_Reg	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Background Check (Bkgnd_Chk)	Sex Offender Registry (Sex_Offender_Reg)	
LCPA_Adopt_Initial&Relicense\Bkgnd_Chk\Criminal_History_Consent	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Criminal History Consent Form (All information needed to conduct check) (Criminal_History_Consent)	
LCPA_Adopt_Initial&Relicense\Bkgnd_Chk\Fingerprints	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Fingerprints (Fingerprints)	
LCPA_Adopt_Initial&Relicense\Bkgnd_Chk\ID	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	ID for Identification (ID)	
LCPA_Adopt_Initial&Relicense\Bkgnd_Chk\IN_CPS	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Indiana CPS Check (IN_CPS)	
LCPA_Adopt_Initial&Relicense\Bkgnd_Chk\IN_LEA_Court_Rcrd	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Indiana LEA Court Records (IN_LEA_Court_Rcrd)	
LCPA_Adopt_Initial&Relicense\Bkgnd_Chk\OOS_CPS	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) CPS (OOS_CPS)	
LCPA_Adopt_Initial&Relicense\Bkgnd_Chk\OOS_LEA_Court_Rcrd	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) LEA Court Records (OOS_LEA_Court_Rcrd)	
LCPA_Adopt_Initial&Relicense\Bkgnd_Chk\Sex_Offender_Reg	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Sex Offender Registry (Sex_Offender_Reg)	
LCPA_Adopt_Ongoing\Bkgnd_Chk\Criminal_History_Consent	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Criminal History Consent Form (All information needed to conduct check) (Criminal_History_Consent)	

**Indiana Department of Child Services
Vendor Profile Attachment Guide**

Background Checks				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_Adopt_Ongoing\Bkgnd_Chk\Fingerprints	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Fingerprints (Fingerprints)	
LCPA_Adopt_Ongoing\Bkgnd_Chk\ID	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Background Check (Bkgnd_Chk)	ID for Identification (ID)	
LCPA_Adopt_Ongoing\Bkgnd_Chk\IN_CPS	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Indiana CPS Check (IN_CPS)	
LCPA_Adopt_Ongoing\Bkgnd_Chk\IN_LEA_Court_Rcrd	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Indiana LEA Court Records (IN_LEA_Court_Rcrd)	
LCPA_Adopt_Ongoing\Bkgnd_Chk\OOS_CPS	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) CPS (OOS_CPS)	
LCPA_Adopt_Ongoing\Bkgnd_Chk\OOS_LEA_Court_Rcrd	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Out of-State (OOS) LEA Court Records (OOS_LEA_Court_Rcrd)	
LCPA_Adopt_Ongoing\Bkgnd_Chk\Sex_Offender_Reg	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Sex Offender Registry (Sex_Offender_Reg)	
LCPA_FC&Adopt_Initial&Relicense\Bkgnd_Chk\Criminal_History_Consent	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Criminal History Consent Form (All information needed to conduct check) (Criminal_History_Consent)	
LCPA_FC&Adopt_Initial&Relicense\Bkgnd_Chk\Fingerprints	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Fingerprints (Fingerprints)	
LCPA_FC&Adopt_Initial&Relicense\Bkgnd_Chk\ID	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	ID for Identification (ID)	
LCPA_FC&Adopt_Initial&Relicense\Bkgnd_Chk\IN_CPS	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Indiana CPS Check (IN_CPS)	
LCPA_FC&Adopt_Initial&Relicense\Bkgnd_Chk\IN_LEA_Court_Rcrd	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Indiana LEA Court Records (IN_LEA_Court_Rcrd)	
LCPA_FC&Adopt_Initial&Relicense\Bkgnd_Chk\OOS_CPS	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) CPS (OOS_CPS)	
LCPA_FC&Adopt_Initial&Relicense\Bkgnd_Chk\OOS_LEA_Court_Rcrd	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Out of-State (OOS) LEA Court Records (OOS_LEA_Court_Rcrd)	
LCPA_FC&Adopt_Initial&Relicense\Bkgnd_Chk\Sex_Offender_Reg	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Sex Offender Registry (Sex_Offender_Reg)	
LCPA_FC&Adopt_Ongoing\Bkgnd_Chk\Criminal_History_Consent	LCPA Foster Care and Adoption - Ongoing (LCPA_FC&Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Criminal History Consent Form (All information needed to conduct check) (Criminal_History_Consent)	
LCPA_FC&Adopt_Ongoing\Bkgnd_Chk\Fingerprints	LCPA Foster Care and Adoption - Ongoing (LCPA_FC&Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Fingerprints (Fingerprints)	
LCPA_FC&Adopt_Ongoing\Bkgnd_Chk\ID	LCPA Foster Care and Adoption - Ongoing (LCPA_FC&Adopt_Ongoing)	Background Check (Bkgnd_Chk)	ID for Identification (ID)	
LCPA_FC&Adopt_Ongoing\Bkgnd_Chk\IN_CPS	LCPA Foster Care and Adoption - Ongoing (LCPA_FC&Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Indiana CPS Check (IN_CPS)	
LCPA_FC&Adopt_Ongoing\Bkgnd_Chk\IN_LEA_Court_Rcrd	LCPA Foster Care and Adoption - Ongoing (LCPA_FC&Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Indiana LEA Court Records (IN_LEA_Court_Rcrd)	
LCPA_FC&Adopt_Ongoing\Bkgnd_Chk\OOS_CPS	LCPA Foster Care and Adoption - Ongoing (LCPA_FC&Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Out-of-State (OOS) CPS (OOS_CPS)	
LCPA_FC&Adopt_Ongoing\Bkgnd_Chk\OOS_LEA_Court_Rcrd	LCPA Foster Care and Adoption - Ongoing (LCPA_FC&Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Out of-State (OOS) LEA Court Records (OOS_LEA_Court_Rcrd)	
LCPA_FC&Adopt_Ongoing\Bkgnd_Chk\Sex_Offender_Reg	LCPA Foster Care and Adoption - Ongoing (LCPA_FC&Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Sex Offender Registry (Sex_Offender_Reg)	

**Indiana Department of Child Services
Vendor Profile Attachment Guide**

RESIDENTIAL - INITIAL-RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
Res_Initial&Relicense\Agency_Docs\App_for_License	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Application for License (App_for_License)	
Res_Initial&Relicense\Agency_Docs\Art_Incorp	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Articles of Incorporation/Certificate of Incorporation (Art_Incorp)	
Res_Initial&Relicense\Agency_Docs\Behavioral_Health_Plan	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Statement regarding how your agency plans to provide behavioral health services (Behavioral_Health_Plan)	
Res_Initial&Relicense\Agency_Docs\Budget	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Prospective budget including proof of three months of operating funds to show proof of financial stability (Budget)	
Res_Initial&Relicense\Agency_Docs\Daily_Program_Schedules	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Daily Program Schedules (Daily_Program_Schedules)	
Res_Initial&Relicense\Agency_Docs\Facility_Floor_Plan	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Simple floor plan of facility (Facility_Floor_Plan)	
Res_Initial&Relicense\Agency_Docs\Gov_Body_Mbrs	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	List of Governing Body members, including contact information (Gov_Body_Mbrs)	
Res_Initial&Relicense\Agency_Docs\IDOE_Cert	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	A Certificate of Accreditation by the State Board of Education (IDOE_Cert)	
Res_Initial&Relicense\Agency_Docs\License_Admin	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Transcripts and resume for the administrator of this license (License_Admin)	
Res_Initial&Relicense\Agency_Docs\Needs_Assessment	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Needs Assessment (Needs_Assessment)	
Res_Initial&Relicense\Agency_Docs\New_Facility_Trng_Cert <i>NOTE: Only needed for Initial License. Not needed for Relicense.</i>	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Needs Assessment (New_Facility_Trng_Cert)	
Res_Initial&Relicense\Agency_Docs\Org_Chart	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Organizational Chart (Org_Chart)	
Res_Initial&Relicense\Agency_Docs\Program_Description	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Program Description (Program_Description)	
Res_Initial&Relicense\Agency_Docs\Resident_Handbook	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Resident Handbook (Resident_Handbook)	
Res_Initial&Relicense\Agency_Docs\SOS_Bus_Ent_Rpt	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Business Entity Report (SOS_Bus_Ent_Rpt)	
Res_Initial&Relicense\Agency_Docs\Staffing\Completed_Form	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing (Staffing)	Completed staffing form, including targeted ratios (Completed_Form)
Res_Initial&Relicense\Agency_Docs\Staffing\Contracted_Agencies	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing (Staffing)	List of contracted agencies/persons (Contracted_Agencies)

**Indiana Department of Child Services
Vendor Profile Attachment Guide**

RESIDENTIAL - INITIAL-RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
Res_Initial&Relicense\Agency_Docs\Staffing\Positions&Descriptions	Residential Initial and Relicense (Res_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing (Staffing)	List of positions and job descriptions associated with each position (Positions&Descriptions)
Res_Initial&Relicense\Bkgnd_Chk\Complete_Bkgnd_File	Residential Initial and Relicense (Res_Initial&Relicense)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
Res_Initial&Relicense\Policy&Procs\Admission&Intake_Pol\ESC_Programs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Admission/Intake policies including exclusionary and inclusionary criteria (Admission&Intake_Pol)	For ESC programs, a description of how admissions will take place 24 hours a day, 7 days a week including holidays (ESC_Programs)
Res_Initial&Relicense\Policy&Procs\Allowance_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Procedures for allowance (required for long term care programs only) (Allowance_Procs)	
Res_Initial&Relicense\Policy&Procs\Behavior_Mgmt_Protocols	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Behavior management protocols including behavior management system utilized and de-escalation methods (Behavior_Mgmt_Protocols)	
Res_Initial&Relicense\Policy&Procs\CANS&Assessment_Tools_Utilization	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Utilization of CANS and other assessment tools (CANS&Assessment_Tools_Utilization)	
Res_Initial&Relicense\Policy&Procs\Child_Health_Req	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Health requirements for children (Child_Health_Req)	
Res_Initial&Relicense\Policy&Procs\Computer&Technology_Access_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Procedures regarding computer/technology access (Computer&Technology_Access_Procs)	
Res_Initial&Relicense\Policy&Procs\Critical_Incidents&Analyzing_Data_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Procedures regarding reporting of critical incidents and analyzing data (Critical_Incidents&Analyzing_Data_Procs)	
Res_Initial&Relicense\Policy&Procs\Cultural_Competyency_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Procedures regarding cultural competency of program (Cultural_Competyency_Procs)	
Res_Initial&Relicense\Policy&Procs\Discharge	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Discharge policies and procedures (Discharge)	
Res_Initial&Relicense\Policy&Procs\Discipline&Guidance	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Procedures relating to discipline and guidance policies which include use of seclusion/confinement and use of physical restraints (Discipline&Guidance)	
Res_Initial&Relicense\Policy&Procs\Education	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Education, including ESSA requirements, IEP provisions, post-secondary education, provision of school supplies (Education)	
Res_Initial&Relicense\Policy&Procs\Environment_of_Care_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Environment of Care procedures (Enviornment_of_Care_Procs)	
Res_Initial&Relicense\Policy&Procs\ESC_Programs_Pol	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Treatment Planning policies (or Care Plan for ESC programs) (ESC_Programs_Pol)	
Res_Initial&Relicense\Policy&Procs\Essential_Connections_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Procedures ensuring the youth maintains essential connections with the community, family, friends, school, churches (Essential_Connections_Procs)	
Res_Initial&Relicense\Policy&Procs\Extracurricular_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Procedures regarding extracurricular activities including recreation at the facility (Extracurricular_Procs)	

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Res_Initial&Relicense\Policy&Procs\ICPC_Pol	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Interstate Compact Policies (i.e. policies and procedures regarding placements from another state) (ICPC_Pol)	
Res_Initial&Relicense\Policy&Procs\Independent_Living	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Independent Living, including provision of IL services, number of hours, entry of information into the appropriate database (Independent_Living)	
Res_Initial&Relicense\Policy&Procs\Medication_Pol	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Medication policies including, training of staff who dispense medication, disbursement of medication, storage of where general medication, controlled substances, and refrigerated medication are stored at the facility (Medication_Pol)	
Res_Initial&Relicense\Policy&Procs\Pain_Assessments_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Procedures regarding pain assessments and re-assessments (Pain_Assessments_Procs)	
Res_Initial&Relicense\Policy&Procs\Personnel\Aid&Precaution_Req	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Personnel Policies (Personnel)	CPR/First Aid/Universal Precautions requirements, etc. (Aid&Precaution_Req)
Res_Initial&Relicense\Policy&Procs\Personnel\Bkgnd_Check_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Personnel Policies (Personnel)	Background check procedures, including annual attestation documentation (Bkgnd_Check_Procs)
Res_Initial&Relicense\Policy&Procs\Personnel\Health_Req	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Personnel Policies (Personnel)	Health requirements of staff (Health_Req)
Res_Initial&Relicense\Policy&Procs\Personnel\Intern_Utilization	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Personnel Policies (Personnel)	Utilization of interns (Intern_Utilization)
Res_Initial&Relicense\Policy&Procs\Personnel\Performance_Evals	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Personnel Policies (Personnel)	Performance evaluations (Performance_Evals)
Res_Initial&Relicense\Policy&Procs\Personnel\Relief_Utilization	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Personnel Policies (Personnel)	Utilization of relief/on call staff (Relief_Utilization)
Res_Initial&Relicense\Policy&Procs\Personnel\Staff_Dev	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Personnel Policies (Personnel)	Staff development policies including orientation, ongoing training in population specific competencies with description of the trainings provided and supervision of staff (Staff_Dev)
Res_Initial&Relicense\Policy&Procs\Personnel\Volunteer_Utilization	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Personnel Policies (Personnel)	Utilization of volunteers (Volunteer_Utilization)
Res_Initial&Relicense\Policy&Procs\PI&QA	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Performance Improvement/Quality Assurance (PI&QA)	
Res_Initial&Relicense\Policy&Procs\Psychootropic_Meds	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Psychotropic Medication policies and procedures including consent of psychotropic medication and use of psychotropic medication as a PRN/STAT medication (Psychootropic_Meds)	
Res_Initial&Relicense\Policy&Procs\Report_Req\Elopement_Rpt_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Reporting Requirements (Report_Req)	Elopement reporting procedures (Elopement_Rpt_Procs)
Res_Initial&Relicense\Policy&Procs\Report_Req\IN_Admin_Code_Req	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Reporting Requirements (Report_Req)	Requirements as outlined in the Indiana Administrative Code (i.e. what should be reported to DCS prior to occurrence and immediately upon occurrence) (IN_Admin_Code_Req)

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Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
Res_Initial&Relicense\Policy&Procs\Report_Req\Injury&Illness_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Reporting Requirements (Report_Req)	Procedures by which the child can report injury/illness (Injury&Illness_Procs)
Res_Initial&Relicense\Policy&Procs\Report_Req\Medical_Attention_Rpt_to_Agency	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Reporting Requirements (Report_Req)	Reporting to placing agency of injury/illness requiring emergency room medical attention, hospitalization, or invasive treatment of child (Medical_Attention_Rpt_to_Agency)
Res_Initial&Relicense\Policy&Procs\Report_Req\Rpt_Child_Abuse_to_DCS	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Reporting Requirements (Report_Req)	Procedures on reporting allegations of child abuse/neglect to the DCS Centralized Hotline, licensing, placing agency, parents, etc. (Rpt_Child_Abuse_to_DCS)
Res_Initial&Relicense\Policy&Procs\Report_Req\Rpt_to_Agency_abt_Child	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Reporting Requirements (Report_Req)	Reporting to placing agency of any issue that impacts the child's health, welfare, or well-being (Rpt_to_Agency_abt_Child)
Res_Initial&Relicense\Policy&Procs\Resident_Work_Exp_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Work experience policies for residents, including procedures regarding outside employment (Resident_Work_Exp_Procs)	
Res_Initial&Relicense\Policy&Procs\Search	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Search procedures (Search)	
Res_Initial&Relicense\Policy&Procs\Special_Precaution_Protocol	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Special precaution protocol (Special_Precaution_Protocol)	
Res_Initial&Relicense\Policy&Procs\Transfer_of_Youth	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Transfer of youth, emergency and request for transfer (Transfer_of_Youth)	
Res_Initial&Relicense\Policy&Procs\Transportation	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Transportation of youth including to school, visitation, court, activities, etc. (Transportation)	
Res_Initial&Relicense\Policy&Procs\Visitation&Correspondence_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Visitation and correspondence procedures including services that are provided to families (Visitation&Correspondence_Procs)	
Res_Initial&Relicense\Policy&Procs\Waiver&Variance_Pol	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies pertaining to how your agency would request a waiver/variance (i.e. exceeding capacity, age range, etc.) (Waiver&Variance_Pol)	
Res_Initial&Relicense\Policy&Procs\Youth_Confidentiality_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Procedures surrounding confidentiality of youth in care (Youth_Confidentiality_Procs)	
Res_Initial&Relicense\Policy&Procs\Youth_Personal_Items_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Procedures regarding personal items of youth, including clothing, and access (Youth_Personal_Items_Procs)	
Res_Initial&Relicense\Policy&Procs\Misc_Add_Pol	Residential Initial and Relicense (Res_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Miscellaneous Additional Policies (Misc_Add_Pol)	
Res_Initial&Relicense\Rpt_Templates\Assessments	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Assessments utilized (Assessments)	
Res_Initial&Relicense\Rpt_Templates\Critical_Incident	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Critical incident reports (Critical_Incident)	
Res_Initial&Relicense\Rpt_Templates\D&E\Comprehensive	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	D&E (D&E)	Comprehensive Diagnostic Evaluation (Comprehensive)

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Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
Res_Initial&Relicense\Rpt_Templates\DD&ID\Behavior_Support_Plan	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	For DD/ID programs (DD&ID)	Behavior Support Plan Template (Behavior_Support_Plan)
Res_Initial&Relicense\Rpt_Templates\DD&ID\Comp_Functional_Needs_Assessment	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	For DD/ID programs (DD&ID)	Comprehensive Functional Needs Assessment Template (Comp_Functional_Needs_Assessment)
Res_Initial&Relicense\Rpt_Templates\DD&ID\Individual_Program_Plan	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	For DD/ID programs (DD&ID)	Individual Program Plan Template (Individual_Program_Plan)
Res_Initial&Relicense\Rpt_Templates\Discharge_Plan	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Discharge Plan (if not a part of the treatment plan) (Discharge_Plan)	
Res_Initial&Relicense\Rpt_Templates\Environment_of_Care	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Environment of Care forms (Environment_of_Care)	
Res_Initial&Relicense\Rpt_Templates\ESC_Program_Treatment_Plans	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Treatment plans (Care plan for ESC) (ESC_Program_Treatment_Plans)	
Res_Initial&Relicense\Rpt_Templates\Medical_Follow_Up	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Medical follow up to incidents/injuries (Medical_Follow_Up)	
Res_Initial&Relicense\Rpt_Templates\Monthly_Progress	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Monthly progress reports (Monthly_Progress)	
Res_Initial&Relicense\Rpt_Templates\Pain_Assessments	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Pain assessment/reassessment (Pain_Assessments)	
Res_Initial&Relicense\Rpt_Templates\Progress_Notes	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Progress notes (Progress_Notes)	
Res_Initial&Relicense\Rpt_Templates\Root_Cause_Analysis	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Root Cause Analysis (Root_Cause_Analysis)	
Res_Initial&Relicense\Rpt_Templates\Sexually_Exploited\Assessment_Tools	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Sexually Exploited (Sexually_Exploited)	Assessment tools utilized (Assessment_Tools)
Res_Initial&Relicense\Rpt_Templates\Sexually_Exploited\Safety_Planning	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Sexually Exploited (Sexually_Exploited)	Safety planning documents (Safety_Planning)
Res_Initial&Relicense\Rpt_Templates\Sexually_Harmful_Behaviors\Assessment_Tools	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Sexually Harmful Behavior (Sexually_Harmful_Behavior)	Assessment tools utilized (Assessment_Tools)
Res_Initial&Relicense\Rpt_Templates\Sexually_Harmful_Behaviors\Safety_Planning	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Sexually Harmful Behavior (Sexually_Harmful_Behavior)	Safety planning documents (Safety_Planning)
Res_Initial&Relicense\Rpt_Templates\Special_Precaution_Protocol	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	Special precaution documentation (Special_Precaution_Protocol)	
Res_Initial&Relicense\Rpt_Templates\Substance\Abuse\Programs\Recovery_Plan	Residential Initial and Relicense (Res_Initial&Relicense)	Report Templates (Rpt_Templates)	For Substance Abuse programs (Recovery_Plan)	Recovery Plan template (Recovery_Plan)

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Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
Res_Initial&Relicense\Spec_Populations_Policy&Procs\D&E\Collateral_Data&Evaluation_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	D&E (D&E)	Procedures as it relates to collection of collateral data and completion of the evaluation (Collateral_Data&Evaluation_Procs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\DD&ID\Behavior_Support_Plans	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	DD/ID (DD&ID)	Behavior Support Plans (Behavior_Support_Plans)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\DD&ID\Comprehensive_Funct_Assessments	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	DD/ID (DD&ID)	Procedures surrounding comprehensive functional assessments (Comprehensive_Funct_Assessments)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\DD&ID\IPPs	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	DD/ID (DD&ID)	Procedures surrounding individual program plans (IPPs) (IPPs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Assessment_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Assessment procedures (Assessment_Procs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Bldg_Safety&Security	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Safety and security of the building, including camera use (Bldg_Safety&Security)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Elopement_Reduction_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Procedures as it relates to reducing the risk of elopement (Elopement_Reduction_Procs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Entering&Leaving_Facility_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Procedures for entering and leaving the facility (Entering&Leaving_Facility_Procs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Medical_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Medical procedures for youth in care (Medical_Procs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Res_Safety_Planning_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Procedures as it relates to safety planning of residents (Res_Safety_Planning_Procs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Social_Media&Internet_Use	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Use of Social Media (Social_Media&Internet_Use)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Staff_Boundaries_Protocols	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Protocols relating to appropriate staff boundaries with residents (Staff_Boundaries_Protocols)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Staff_LEA_Engagement_Protocols	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Protocols relating to staff's engagement with LEA, including verification (Staff_LEA_Engagement_Protocols)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Survivor_Engagement_Pol	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Survivor Engagement policies that include age, length of time removed from sexual exploitation/trafficking, treatment history, history/training as an advocate, background checks, compensation, and network of support with other survivors (Survivor_Engagement_Pol)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Visitation	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Visitation (Visitation)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Visitor_Check_In	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Visitor Check-in (Visitor_Check_In)

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Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Exploited\Worker_Safety_Protocols	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Sexually_Exploited (Sexually_Exploited)	Worker Safety protocols (Worker_Safety_Procs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Harmful_Behaviors\Admission&Exclude_Criteria	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Admission/exclusionary criteria include evaluation of risk and appropriateness to current milieu (Admission&Exclude_Criteria)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Harmful_Behaviors\Alarms&Video_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Procedures regarding use of alarms and video monitoring (Alarms&Video_Procs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Harmful_Behaviors\Assessment_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Assessment procedures, including re-assessments (Assessment_Procs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Harmful_Behaviors\Comm_Involvement	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Community involvement (Comm_Involvement)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Harmful_Behaviors\Polygraph_Use	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Use of polygraphs (Polygraph_Use)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Harmful_Behaviors\Res_Supervision	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Supervision of residents, including room assignments (Res_Supervision)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Harmful_Behaviors\Safety_Planning	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Safety planning (Safety_Planning)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Harmful_Behaviors\Staff_Boundaries_Protocols	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Protocols relating to appropriate staff boundaries with residents (Staff_Boundaries_Protocols)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Sexually_Harmful_Behaviors\Victim_Clarification_Process	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Victim clarification process (Victim_Clarification_Process)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Substance_Abuse\Dev_of_Recovery_Plan	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Substance Abuse (Substance_Abuse)	Development of Recovery plan (Dev_of_Recovery_Plan)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Substance_Abuse\Drug_Screen_Procs	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Substance Abuse (Substance_Abuse)	Drug Screen procedures (Drug_Screen_Procs)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Teen_Mom&Baby_Safe_Sleep_Practices	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Teen Mom and Baby (Teen_Mom&Baby)	Safe Sleep practices (Safe_Sleep_Practices)
Res_Initial&Relicense\Spec_Populations_Policy&Procs\Teen_Mom&Baby_Training	Residential Initial and Relicense (Res_Initial&Relicense)	Specialty Populations policy and procedures (must align with current service standards) (Spec_Populations_Policy&Procs)	Teen Mom and Baby (Teen_Mom&Baby)	Training of mothers including: CPR/First Aid, car seat installment, safe sleep, child development, discipline (Training)

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RESIDENTIAL - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
Res_Ongoing\Agency_Appvls\Food&Nutrition	Residential Ongoing (Res_Ongoing)	Agency Approvals (Agency_Appvls)	Food/Nutrition Program Approval (Food&Nutrition)	
Res_Ongoing\Agency_Appvls\Health_Program	Residential Ongoing (Res_Ongoing)	Agency Approvals (Agency_Appvls)	Health Program Approval (Health_Program)	
Res_Ongoing\Agency_Appvls\Sanitation	Residential Ongoing (Res_Ongoing)	Agency Approvals (Agency_Appvls)	Sanitation Approval (Sanitation)	
Res_Ongoing\Agency_Appvls\State_Fire_Marshal	Residential Ongoing (Res_Ongoing)	Agency Approvals (Agency_Appvls)	State Fire Marshal Approval (State_Fire_Marshal)	
Res_Ongoing\Bkgnd_Chk\Complete_Bkgnd_File	Residential Ongoing (Res_Ongoing)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
Res_Ongoing\GI\Adv_Bd_Mbrs&Gov_Body	Residential Ongoing (Res_Ongoing)	General Information (GI)	List of Board of Directors/Governing Body, including contact information (Adv_Bd_Mbrs&Gov_Body)	
Res_Ongoing\GI\Agency_Staff_Form	Residential Ongoing (Res_Ongoing)	General Information (GI)	Staffing Form per agency license and/or program (Agency_Staff_Form)	
Res_Ongoing\GI\Art_Incorp	Residential Ongoing (Res_Ongoing)	General Information (GI)	Articles of Incorporation (Art_Incorp)	
Res_Ongoing\GI\IDOE_Cert	Residential Ongoing (Res_Ongoing)	General Information (GI)	A Certificate of Accreditation by the State Board of Education (IDOE_Cert)	
Res_Ongoing\GI\Org_Chart	Residential Ongoing (Res_Ongoing)	General Information (GI)	Organizational Chart (Org_Chart)	
Res_Ongoing\GI\Program_Descriptions	Residential Ongoing (Res_Ongoing)	General Information (GI)	Program Description(s) (Program_Descriptions)	
Res_Ongoing\GI\Resident&Parent_Handbooks	Residential Ongoing (Res_Ongoing)	General Information (GI)	Resident and Parent Handbooks (Resident&Parent_Handbooks)	
Res_Ongoing\GI\SOS_Bus_Ent_Rpt	Residential Ongoing (Res_Ongoing)	General Information (GI)	Business Entity Report (SOS_Bus_Ent_Rpt)	
Res_Ongoing\Policy&Procs\Bkgnd_Check_Pol	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Background check policies, including staff attestation (Bkgnd_Check_Pol)	
Res_Ongoing\Policy&Procs\Child_Transfer_Pol	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Transfer of child policies, including planned and unplanned (Child_Transfer_Pol)	
Res_Ongoing\Policy&Procs\Competence_Pol	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Cultural/Religious/LGBTQ Competence Policies (Competence_Pol)	
Res_Ongoing\Policy&Procs\Confidentiality_Pol	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Confidentiality policies, including disclosure of information (Confidentiality_Pol)	
Res_Ongoing\Policy&Procs\Discipline&Guidance\Restraint	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Discipline and Guidance Policies (Discipline&Guidance)	Use of Restraint policies (Restraint)
Res_Ongoing\Policy&Procs\Discipline&Guidance\Seclusion&Confinement	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Discipline and Guidance Policies (Discipline&Guidance)	Use of Seclusion/confinement policies (Seclusion&Confinement)

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RESIDENTIAL - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
Res_Ongoing\Policy&Procs\Discipline&Guidance\Time_Outs	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Discipline and Guidance Policies (Discipline&Guidance)	Use of Time Outs (Time_Outs)
Res_Ongoing\Policy&Procs\Environment_of_Care_Pol	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Environment of Care policies (Environment_of_Care_Pol)	
Res_Ongoing\Policy&Procs\Grievance_Procs	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Grievance procedures (Grievance_Procs)	
Res_Ongoing\Policy&Procs\Incident_Rpting_Pol	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Incident Reporting policies, including critical incidents and root cause analysis (Incident_Rpting_Pol)	
Res_Ongoing\Policy&Procs\Medication_Pol	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Medication policies including disbursement, training, storage, disposal, documentation (Medication_Pol)	
Res_Ongoing\Policy&Procs\Medication_Pol\Psihotropic_Meds	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Medication policies including disbursement, training, storage, disposal, documentation (Medication_Pol)	Use of psychotropic medications including consent and use as a STAT or PRN (Psihotropic_Meds)
Res_Ongoing\Policy&Procs\Pain_Assessmnt&Injury_Rpt	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Pain Assessment and Injury Reporting Policy (Pain_Assessmnt&Injury_Rpt)	
Res_Ongoing\Policy&Procs\Performance_Improvement	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Performance Improvement (Performance_Improvement)	
Res_Ongoing\Policy&Procs\Search	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Search policies (Search)	
Res_Ongoing\Policy&Procs\Special_Precaution&1to1_Pol	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Special Precaution policies and 1:1 (Special_Precaution&1to1_Pol)	
Res_Ongoing\Policy&Procs\Staff_Dev_Pol	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Staff Development policies, including orientation and annual trainings (Staff_Dev_Pol)	
Res_Ongoing\Policy&Procs\Misc_Add_Pol	Residential Ongoing (Res_Ongoing)	Policy and Procedures (Policy&Procs)	Miscellaneous Additional Policies (Misc_Add_Pol)	
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Bldg_Safety&Security	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Safety and security of the building, including camera use (BldgSafety&Security)
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Entering&Leaving_Facility	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Procedures for entering and leaving the facility (Entering&Leaving_Facility)
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Media&Internet_Usage	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Use of Social Media (Media&Internet_Usage)
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Reduce_Risk_of_Elopement_Procs	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Procedures as it relates to reducing the risk of elopement (Reduce_Risk_of_Elopement_Procs)
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Res_Safety_Plan_Procs	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Procedures as it relates to safety planning of residents (Res_Safety_Plan_Procs)
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Staff_Boundaries	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Protocols relating to appropriate staff boundaries with residents (Staff_Boundaries)
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Staff_LEA_Engagement_Protocols	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Protocols relating to staff's engagement with LEA, including verification (Staff_LEA_Engagement_Protocols)

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RESIDENTIAL - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Survivor_Engagement_Pol	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Survivor Engagement policies that include age, length of time removed from sexual exploitation/trafficking, treatment history, history/training as an advocate, background checks, compensation, and network of support with other survivors (Supervisor_Engagement_Pol)
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Visitation	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Visitation (Visitation)
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Visitor_Check_In	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Visitor Check-in (Visitor_Check_In)
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Exploited\Worker_Safety_Protocols	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Exploited (Substance_Exploited)	Worker Safety protocols (Worker_Safety_Protocols)
Res_Ongoing\Spec_Populations_Policy&Procs\Sexually_Harmful_Behaviors\Admission&Exclude_Criteria	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Admission/exclusionary criteria include evaluation of risk and appropriateness to current milieu (Admission&Exclude_Criteria)
Res_Ongoing\Spec_Populations_Policy&Procs\Substance_Abuse\Dev_of_Recovery_Plan	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Substance Abuse (Substance_Abuse)	Development of recovery plan (Dev_of_Recovery_Plan)
Res_Ongoing\Spec_Populations_Policy&Procs\Youth w_Sex_Harmful_Behaviors\Alarms&Video_Procs	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Procedures regarding use of alarms and video monitoring (Alarms&Video_Procs)
Res_Ongoing\Spec_Populations_Policy&Procs\Youth w_Sex_Harmful_Behaviors\Comm_Involvement	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Community involvement (Comm_Involvement)
Res_Ongoing\Spec_Populations_Policy&Procs\Youth w_Sex_Harmful_Behaviors\Staff_Boundaries	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Protocols relating to appropriate staff boundaries with residents (Staff_Boundaries)
Res_Ongoing\Spec_Populations_Policy&Procs\Youth w_Sex_Harmful_Behaviors\Supervision_of_Residents	Residential Ongoing (Res_Ongoing)	Specialty Populations Policies and Procedures (Spec_Populations_Policy&Procs)	Youth with Sexually Harmful Behaviors (Sexually_Harmful_Behaviors)	Supervision of residents, including room assignments (Supervision_of_Residents)

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LCPA FOSTER CARE ONLY - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC_Initial&Relicense\Agency_Docs\App_for_License	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	Application for License (App_for_License)	
LCPA_FC_Initial&Relicense\Agency_Docs\Adv_Bd_Mbrs	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	List of Advisory Board Members, including contact information (Adv_Bd_Mbrs)	
LCPA_FC_Initial&Relicense\Agency_Docs\Behavioral_Health_Plan	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	Statement regarding how your agency plans to provide behavioral health services (Behavioral_Health_Plan)	
LCPA_FC_Initial&Relicense\Agency_Docs\Budget	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	Prospective budget including proof of three months of operating funds to show proof of financial stability (Budget)	
LCPA_FC_Initial&Relicense\Agency_Docs\IN_Locations	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	Description of each office location, if applicable, and address (IN_Locations)	
LCPA_FC_Initial&Relicense\Agency_Docs\New_Facility_Trng_Cert	NOTE: LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	Needs Assessment (New_Facility_Trng_Cert)	
<i>Only needed for Initial License. Not needed for Relicense.</i>				
LCPA_FC_Initial&Relicense\Agency_Docs\SOS_Bus_Ent_Rpt	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	Business Entity Report (SOS_Bus_Ent_Rpt)	
LCPA_FC_Initial&Relicense\Agency_Docs\Staffing\Completed_Form	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing (Staffing)	Completed staffing form, including targeted ratios (Completed_Form)
LCPA_FC_Initial&Relicense\Agency_Docs\Staffing\Contracted_Agencies	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing (Staffing)	List of contracted agencies/persons (Contracted_Agencies)
LCPA_FC_Initial&Relicense\Agency_Docs\Staffing\Positions&Descriptions	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing (Staffing)	List of positions and job descriptions associated with each position (Positions&Descriptions)
LCPA_FC_Initial&Relicense\Agency_Docs\Transcripts	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Agency Documents (Agency_Docs)	Transcripts and resume for the administrator of this license (Transcripts)	
LCPA_FC_Initial&Relicense\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Admission	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	All admission policies and procedures, including intake criteria (i.e. type of clientele best served by your agency and exclusionary criteria), and how the youth is appropriately matched with a foster home (Admission)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Case_Management	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Case management of the youth and foster families including, meaningful visits and contact with the child and foster parents (Case_Management)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Clothing&Personal	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Clothing and personal items (Clothing & Personal)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Confidentiality	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Confidentiality Policy (i.e. procedures as to how the agency ensures child confidentiality in relation to marketing, photographs, advertising, fundraising, etc.) (Confidentiality)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Cultural&Religious_Sensitivity_Pol	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Cultural and Religious Policies including how the agency maintains sensitivity to any cultural, religious, or LGBTQ needs (Cultural&Religious Sensitivity Pol)

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Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\DCS_Authorization	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	DCS authorization for non-routine, non-emergency care (DCS_Authorization)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Discharge_Planning	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Discharge Planning policies including a template of the Discharge Plan (Discharge_Planning)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Discipline	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Discipline in Resource homes, including use of physical restraints (Discipline)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Education	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Education, including ESSA, IEP provisions (Education)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Extracurricular_Pol	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Policies which describe how the agency will ensure the child is able to participate in age and developmentally appropriate extracurricular activities, including maintaining essential connections to the child's community (Extracurricular_Pol)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Health_Req	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Health requirements, including exams consisting of EPSDT requirements (Health_Req)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\IL	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Independent Living, including provision of IL services, number of hours, entry of information into the appropriate database (IL)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Medical_Info_Procs	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Procedures regarding maintaining medical information (Medical_Info_Procs)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Medication	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Medication administration, including psychotropic medication and consent (Medication)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Placement_Procs	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Policies which describe placement procedures if the foster home has not been utilized within 90 days prior to placement (Placement_Procs)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Progress_Rpts	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Completion of progress reports including information provided to the placing agency. Include a template of the progress report (Progress_Rpts)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Reporting_Pol\Abuse_or_Neglect	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Reporting Policies: Abuse/neglect reporting requirements, including timeframes reported. (Abuse_or_Neglect)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Reporting_Pol\ER_Care_Notification	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Emergency Care Notification (relating to requirements of DCS Policy 8.26) (ER_Care_Notification)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Reporting_Pol\LCPA_Notification	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Reporting to placing agency within 24 hours of any issue concerning a child placed with the foster parents that impacts the health, welfare, or well-being of the child. (LCPA_Notification)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Respite	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Respite policies, including timeframes of reporting emergency and non-emergency respite (Respite)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Transfer_Pol	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Child transfer policies, including transfers from one home to another, timeframes for reporting an emergency transfer, timeframes for requesting a transfer (Transfer_Pol)

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LCPA FOSTER CARE ONLY - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Transportation_Pol	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Transportation Policies, including how the agency will arrange transportation for visitation, court, etc. (Transportation_Pol)
LCPA_FC_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Treatment_Planning	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Treatment Planning policies including timeframe of completion and how often the treatment plan is updated. Include a template of the Treatment Plan (Treatment_Planning)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Annual_Review_Procs	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Annual review procedures (Annual_Review_Procs)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Bkgd_Check	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Character and suitability, including background check requirements of foster parents and household members (Bkgnd_Check)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Capacity_Req	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Capacity requirements, including the difference between a regularly licensed foster home and one possessing a therapeutic certificate (Capacity_Req)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Confidentiality	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Foster parent confidentiality (Confidentiality)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Finances	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Verification of finances (Finances)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Health_Req	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Health requirements of foster parents (Health_Req)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Hm_Study_Procs	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Home Study procedures (Hm_Study_Procs)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\InService_Trng_Req	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	In Service training requirements, number of hours and criteria (InService_Trng_Req)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Physical_Env_Req	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Requirements of the physical environment of the home, including bathrooms and bedrooms, safety, cleanliness and sanitation, etc. (Physical_Env_Req)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Placement_Referral_Procs	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Procedures regarding how the agency will accept a placement referral and that the agency will respond to the referral within one hour of receipt (Placement_Referral_Procs)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\PreService_Trng_Req	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Pre-service training requirements, number of hours and criteria (PreService_Trng_Req)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Qualifications	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Qualifications of the foster family (i.e. age, references, skills foster parents must possess, etc.) (Qualifications)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Recruitment_Plan	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Written recruitment plan (Recruitment_Plan)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Relicensure_Procs	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Re-licensure procedures (Relicensure_Procs)

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LCPA FOSTER CARE ONLY - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Respite	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Utilization of Respite (Respite)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Sub_Caregiver_Pol	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Substitute Caregiver Policy, including background check procedures for those providing substitute care (Sub_Caregiver_Pol)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Transfer	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Transfer of a foster family home (Transfer)
LCPA_FC_Initial&Relicense\Policy&Procs\FFH\Waiver&Variance_Procs	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Waivers/variance procedures (Waiver&Variance_Procs)
LCPA_FC_Initial&Relicense\Policy&Procs\Personnel\Availability_Proc	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	All personnel policies (Personnel)	Procedures describing assurance that agency staff are available to foster homes 24 hours a day, seven days a week, including holidays (Availability_Proc)
LCPA_FC_Initial&Relicense\Policy&Procs\Personnel\Bkgd_Check_Pol	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	All personnel policies (Personnel)	Background check policies, including annual attestation requirements (if contracting with DCS) (Bkgnd_Check_Pol)
LCPA_FC_Initial&Relicense\Policy&Procs\Personnel\Health_Req	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	All personnel policies (Personnel)	Health requirements (Health_Req)
LCPA_FC_Initial&Relicense\Policy&Procs\Personnel\Staff_Dev	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	All personnel policies (Personnel)	Staff development, including cultural competency, provision of training to foster parents, assurance of staff knowledge of IAC and contractual requirements (Staff_Dev)
LCPA_FC_Initial&Relicense\Policy&Procs\Misc_Add_Pol	LCPA Foster Care Only - Initial and Relicense (LCPA_FC_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Miscellaneous Additional Policies (Misc_Add_Pol)	

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LCPA FOSTER CARE ONLY - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC_Ongoing\Agency_Docs\Adv_Bd_Mbrs&Gov_Body	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Agency Documents (Agency_Docs)	List of Advisory Board Members/Governing Body, including contact information (Adv_Bd_Mbrs&Gov_Body)	
LCPA_FC_Ongoing\Agency_Docs\Art_Incorp	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Agency Documents (Agency_Docs)	Articles of Incorporation (Art_Incorp)	
LCPA_FC_Ongoing\Agency_Docs\Bus_Ent_Rpt	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Agency Documents (Agency_Docs)	Business Entity Report (Bus_Ent_Rpt)	
LCPA_FC_Ongoing\Agency_Docs\IN_Locations	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Agency Documents (Agency_Docs)	All office locations in Indiana, including address (IN_Locations)	
LCPA_FC_Ongoing\Agency_Docs\Org_Chart	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Agency Documents (Agency_Docs)	Organizational Chart (Org_Chart)	
LCPA_FC_Ongoing\Agency_Docs\Staff_Form&Info	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Agency Documents (Agency_Docs)	Staffing Form per agency office/region (Staff_Form&Info)	
LCPA_FC_Ongoing\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_FC_Ongoing\Policy&Procs\90_Day_Pol	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	90 day policies for unused homes (90_Day_Pol)	
LCPA_FC_Ongoing\Policy&Procs\Bkgd_Check_Pol	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Background check policies, including staff attestation (Bkgnd_Check_Pol)	
LCPA_FC_Ongoing\Policy&Procs\Child_Transfer_Pol	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Transfer of child policies, including planned and unplanned (Child_Transfer_Pol)	
LCPA_FC_Ongoing\Policy&Procs\Competence_Pol	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Cultural/Religious/LGBTQ Competence Policies (Competence_Pol)	
LCPA_FC_Ongoing\Policy&Procs\Confidentiality_Pol	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Confidentiality policies, including disclosure of information (Confidentiality_Pol)	
LCPA_FC_Ongoing\Policy&Procs\Educational_Svcs	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Provision of educational services, including ESSA requirements (Educational_Svcs)	
LCPA_FC_Ongoing\Policy&Procs\FFH_Discipline	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Use of discipline in foster homes (FFH_Discipline)	
LCPA_FC_Ongoing\Policy&Procs\Incident_Rpting_Pol	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Incident Reporting policies, including critical incidents (Incident_Rpting_Pol)	
LCPA_FC_Ongoing\Policy&Procs\Recruitment_Plan	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Plan for recruitment (Recruitment_Plan)	
LCPA_FC_Ongoing\Policy&Procs\Respite	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Utilization of Respite (Respite)	
LCPA_FC_Ongoing\Policy&Procs\Staff_Dev_Pol	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Staff Development policies, including orientation and annual trainings (Staff_Dev_Pol)	
LCPA_FC_Ongoing\Policy&Procs\Tracking_Pol	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Policies for tracking capacity, waivers, variances, exceptions (Tracking_Pol)	

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LCPA FOSTER CARE ONLY - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC_Ongoing\Policy&Procs\Misc_Add_Pol	LCPA Foster Care Only - Ongoing (LCPA_FC_Ongoing)	Policies and Procedures (Policy&Procs)	Miscellaneous Additional Policies (Misc_Add_Pol)	

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LCPA ADOPTION ONLY - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_Adopt_Initial&Relicense\Agency_Docs\Adv_Bd_Mbrs&Gov_Body	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	List of Advisory Board Members/Governing Body, including contact information (Adv_Bd_Mbrs&Gov_Body)	
LCPA_Adopt_Initial&Relicense\Agency_Docs\App_for_License	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Application for License (App_for_License)	
LCPA_Adopt_Initial&Relicense\Agency_Docs\Art_Incorp	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Articles of Incorporation (Art_Incorp)	
LCPA_Adopt_Initial&Relicense\Agency_Docs\IN_Locations	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	All office locations in Indiana, including address (IN_Locations)	
LCPA_Adopt_Initial&Relicense\Agency_Docs\New_Facility_Trng_Cert <i>NOTE: Only needed for Initial License. Not needed for Relicense.</i>	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Needs Assessment (New_Facility_Trng_Cert)	
LCPA_Adopt_Initial&Relicense\Agency_Docs\Org_Chart	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Organizational Chart (Org_Chart)	
LCPA_Adopt_Initial&Relicense\Agency_Docs\SOS_Bus_Ent_Rpt	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Business Entity Report - (SOS_Bus_Ent_Rpt)	
LCPA_Adopt_Initial&Relicense\Agency_Docs\Staff_Form&Info	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing Form/Information (Staff_Form&Info)	
LCPA_Adopt_Initial&Relicense\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Accept_Svcs_Criteria	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Criteria for acceptance for service (Accept_Svcs_Criteria)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Adopt_Assist	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding adoption assistance (Adopt_Assist)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Adopt_History_Prep	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding preparation of adoption history for adoptive parents including gathering reports of medical, psychological, and educational records of the birth parents (Adopt_History_Prep)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Adopt_Matching	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding matching children to prospective adoptive parents (Adopt_Matching)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Adopt_Svcs_Fees	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Statement of fees for adoption services (Adopt_Svcs_Fees)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Adopt_Trng	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding adoptive family training (Adopt_Trng)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Agency_Rpts_Neglect_or_Abuse	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding agency reporting procedures as it relates to any incidents of child abuse/neglect (Agency_Rpts_Neglect_or_Abuse)	

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LCPA ADOPTION ONLY - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_Adopt_Initial&Relicense\Policy&Procs\App_Pol&Procs	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Application policies and procedures (App_Pol&Procs)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Birth_Mom_Search	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding searching/recruitment of birth mothers (Birth_Mom_Search)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Consents	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Consents (Consents)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Expenses_Reimbursement	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Reimbursement of birth parent expenses (Expenses_Reimbursement)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Putative_Father_Notice	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Notice (Putative Father Registry) (Putative_Father_Notice)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Services	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Services provided to birth parents (Services)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\TPR	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Termination of Parent Rights (TPR)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Verify_Child_Availability	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Verification of the child's availability to be adopted (Verify_Child_Availability)	

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Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Withdraw_Conse nt	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Withdraw of consents (Withdraw_Conse nt)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Bkgnd_Check_Pol	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Background check policies, including staff attestation (Bkgnd_Check_Pol)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Case_Records	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding case record retention and preservation (Case_Records)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Child_Pol\Artificial_Twinning	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Artificial twinning (Artificial_Twinning)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Child_Pol\Child_Buying_Prohibi tion	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Prohibition on Child Buying (Child_Buying_Prohibi tion)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Child_Pol\Profiles	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Child Specific Policies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\child_Pol)	Completion of Child Profiles (gathering information regarding social, medical, psychological, and education of the child) (Profiles)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Complaints	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Complaint Policies and Procedures (i.e. how does your agency handle grievances) (Complaints)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Confidentiality	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding release of identifying information - confidentiality requirements for adoption history and other adoption records (Confidentiality)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Countries	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	For those agencies who conduct international adoptions, provide a list of all countries in which the agency is working with (Countries)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Discharge_Criteria	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding discharge criteria (Discharge_Criteria)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Discrimination	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding discrimination (Discrimination)	

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LCPA_Adopt_Initial&Relicense\Policy&Procs\Ethical_Practice_Pol	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Ethical Practice policies (Ethical_Practice_Pol)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Finalization	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding finalization (Finalization)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Hm_Study_Waiver_Pol_Relative	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policy for waiver of home study for relative adoption (Hm_Study_Waiver_Pol_Relative)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Home_Pol&Procs\Hm_Study_Distribution	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Distribution of finalized home study (Hm_Study_Distribution)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Home_Pol&Procs\Hm_Study_Format	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Format for home study (Hm_Study_Format)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Home_Pol&Procs\Hm_Study_Review	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Review of home studies by prospective adoptive parents as well as agency staff (Hm_Study_Review)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Home_Pol&Procs\Hm_Study_Time	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Targeted timeframe for completion of home studies, including updates and addendums (Hm_Study_Time)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Home_Pol&Procs\Hm_Study_Who	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Who is responsible for preparing the home study (Hm_Study_Who)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\ICPC	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Adoptions involving state or countries other than Indiana (Interstate Compact Policies and Procedures) (ICPC)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Media&Internet_Usage	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding media/internet usage (Media&Internet_Usage)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Placement_Procs	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding placement (Placement)	

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LCPA ADOPTION ONLY - INITIAL AND RELICENSE

Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_Adopt_Initial&Relicense\Policy&Procs\PostPlace	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding post-placement (PostPlace)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\PreAdopt_Svcs	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding pre-adoption services including pre-placement visitation (PreAdopt_Svcs)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Quality	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding quality improvement program – i.e. how will your agency ensure families are receiving quality services (Quality)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Staff_Dev_Pol	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Staff Development policies, including orientation and annual trainings (Staff_Dev_Pol)	
LCPA_Adopt_Initial&Relicense\Policy&Procs\Misc_Add_Pol	LCPA Adoption Only - Initial Relicense (LCPA_Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Miscellaneous Additional Policies (Misc_Add_Pol)	

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LCPA ADOPTION ONLY - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_Adopt_Ongoing\Agency_Docs\Adv_Bd_Mbrs&Gov_Body	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Agency Documents (Agency_Docs)	List of Advisory Board Members/Governing Body, including contact information (Adv_Bd_Mbrs&Gov_Body)	
LCPA_Adopt_Ongoing\Agency_Docs\Art_Incorp	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Agency Documents (Agency_Docs)	Articles of Incorporation (Art_Incorp)	
LCPA_Adopt_Ongoing\Agency_Docs\IN_Locations	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Agency Documents (Agency_Docs)	All office locations in Indiana, including address (IN_Locations)	
LCPA_Adopt_Ongoing\Agency_Docs\Org_Chart	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Agency Documents (Agency_Docs)	Organizational Chart (Org_Chart)	
LCPA_Adopt_Ongoing\Agency_Docs\SOS_Bus_Ent_Rpt	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Agency Documents (Agency_Docs)	Business Entity Report - (SOS_Bus_Ent_Rpt)	
LCPA_Adopt_Ongoing\Agency_Docs\Staff_Form&Info	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Agency Documents (Agency_Docs)	Staffing Form/Information (Staff_Form&Info)	
LCPA_Adopt_Ongoing\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Adoption Only - Ongoing (LCPA_Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_Adopt_Ongoing\Policy&Procs\Accept_Svcs_Criteria	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Criteria for acceptance for service (Accept_Svcs_Criteria)	
LCPA_Adopt_Ongoing\Policy&Procs\Adopt_Assist	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding adoption assistance (Adopt_Assist)	
LCPA_Adopt_Ongoing\Policy&Procs\Adopt_History_Prep	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding preparation of adoption history for adoptive parents including gathering reports of medical, psychological, and educational records of the birth parents (Adopt_History_Prep)	
LCPA_Adopt_Ongoing\Policy&Procs\Adopt_Matching	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding matching children to prospective adoptive parents (Adopt_Matching)	
LCPA_Adopt_Ongoing\Policy&Procs\Adopt_Svcs_Fees	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Statement of fees for adoption services (Adopt_Svcs_Fees)	
LCPA_Adopt_Ongoing\Policy&Procs\Adopt_Trng	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding adoptive family training (Adopt_Trng)	
LCPA_Adopt_Ongoing\Policy&Procs\Agency_Rpts_Neglect_or_Abuse	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding agency reporting procedures as it relates to any incidents of child abuse/neglect (Agency_Rpts_Neglect_or_Abuse)	

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LCPA ADOPTION ONLY - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_Adopt_Ongoing\Policy&Procs\App_Pol&Procs	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Application policies and procedures (App_Pol&Procs)	
LCPA_Adopt_Ongoing\Policy&Procs\Birth_Mom_Search	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding searching/recruitment of birth mothers (Birth_Mom_Search)	
LCPA_Adopt_Ongoing\Policy&Procs\Birth_Parent\Consents	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Consents (Consents)	
LCPA_Adopt_Ongoing\Policy&Procs\Birth_Parent\Expenses_Reimbursement	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Reimbursement of birth parent expenses (Expenses_Reimbursement)	
LCPA_Adopt_Ongoing\Policy&Procs\Birth_Parent\Putative_Father_Notice	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Notice (Putative Father Registry) (Putative_Father_Notice)	
LCPA_Adopt_Ongoing\Policy&Procs\Birth_Parent\Services	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Services provided to birth parents (Services)	
LCPA_Adopt_Ongoing\Policy&Procs\Birth_Parent\TPR	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Termination of Parent Rights (TPR)	
LCPA_Adopt_Ongoing\Policy&Procs\Birth_Parent\Verify_Child_Availability	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Verification of the child's availability to be adopted (Verify_Child_Availability)	

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LCPA ADOPTION ONLY - ONGOING

Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_Adopt_Ongoing\Policy&Procs\Birth_Parent\Withdraw_Consent	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Withdraw of consents (Withdraw_Consent)	
LCPA_Adopt_Ongoing\Policy&Procs\Bkgnd_Check_Pol	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Background check policies, including staff attestation (Bkgnd_Check_Pol)	
LCPA_Adopt_Ongoing\Policy&Procs\Case_Records	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding case record retention and preservation (Case_Records)	
LCPA_Adopt_Ongoing\Policy&Procs\Child_Pol\Artificial_Twinning	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Artificial twinning (Artificial_Twinning)	
LCPA_Adopt_Ongoing\Policy&Procs\Child_Pol\Child_Buying_Prohibition	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Prohibition on Child Buying (Child_Buying_Prohibition)	
LCPA_Adopt_Ongoing\Policy&Procs\Child_Pol\Profiles	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Child Specific Policies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\child_Pol)	Completion of Child Profiles (gathering information regarding social, medical, psychological, and education of the child) (Profiles)	
LCPA_Adopt_Ongoing\Policy&Procs\Complaints	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Complaint Policies and Procedures (i.e. how does your agency handle grievances) (Complaints)	
LCPA_Adopt_Ongoing\Policy&Procs\Confidentiality	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding release of identifying information - confidentiality requirements for adoption history and other adoption records (Confidentiality)	
LCPA_Adopt_Ongoing\Policy&Procs\Countries	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	For those agencies who conduct international adoptions, provide a list of all countries in which the agency is working with (Countries)	
LCPA_Adopt_Ongoing\Policy&Procs\Discharge_Criteria	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding discharge criteria (Discharge_Criteria)	
LCPA_Adopt_Ongoing\Policy&Procs\Discrimination	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding discrimination (Discrimination)	

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LCPA ADOPTION ONLY - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_Adopt_Ongoing\Policy&Procs\Ethical_Practice_Pol	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Ethical Practice policies (Ethical_Practice_Pol)	
LCPA_Adopt_Ongoing\Policy&Procs\Finalization	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding finalization (Finalization)	
LCPA_Adopt_Ongoing\Policy&Procs\Hm_Study_Waiver_Pol_Relative	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policy for waiver of home study for relative adoption (Hm_Study_Waiver_Pol_Relative)	
LCPA_Adopt_Ongoing\Policy&Procs\Home_Pol&Procs\Hm_Study_Distribution	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Distribution of finalized home study (Hm_Study_Distribution)	
LCPA_Adopt_Ongoing\Policy&Procs\Home_Pol&Procs\Hm_Study_Format	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Format for home study (Hm_Study_Format)	
LCPA_Adopt_Ongoing\Policy&Procs\Home_Pol&Procs\Hm_Study_Review	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Review of home studies by prospective adoptive parents as well as agency staff (Hm_Study_Review)	
LCPA_Adopt_Ongoing\Policy&Procs\Home_Pol&Procs\Hm_Study_Time	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Targeted timeframe for completion of home studies, including updates and addendums (Hm_Study_Time)	
LCPA_Adopt_Ongoing\Policy&Procs\Home_Pol&Procs\Hm_Study_Who	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Who is responsible for preparing the home study (Hm_Study_Who)	
LCPA_Adopt_Ongoing\Policy&Procs\ICPC	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Adoptions involving state or countries other than Indiana (Interstate Compact Policies and Procedures) (ICPC)	
LCPA_Adopt_Ongoing\Policy&Procs\Media&Internet_Usage	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding media/internet usage (Media&Internet_Usage)	

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LCPA ADOPTION ONLY - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_Adopt_Ongoing\Policy&Procs\Placement_Procs	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding placement (Placement)	
LCPA_Adopt_Ongoing\Policy&Procs\PostPlace	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding post-placement (PostPlace)	
LCPA_Adopt_Ongoing\Policy&Procs\PreAdopt_Svcs	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding pre-adoption services including pre-placement visitation (PreAdopt_Svcs)	
LCPA_Adopt_Ongoing\Policy&Procs\Quality	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding quality improvement program – i.e. how will your agency ensure families are receiving quality services (Quality)	
LCPA_Adopt_Ongoing\Policy&Procs\Staff_Dev_Pol	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Staff Development policies, including orientation and annual trainings (Staff_Dev_Pol)	
LCPA_Adopt_Ongoing\Policy&Procs\Misc_Add_Pol	LCPA Adoption - Ongoing Licensure (LCPA_Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Miscellaneous Additional Policies (Misc_Add_Pol)	

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LCPA FOSTER CARE AND ADOPTION - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\Adv_Bd_Mbrs&Gov_Body	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	List of Advisory Board Members/Governing Body, including contact information (Adv_Bd_Mbrs&Gov_Body)	
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\App_for_License	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Application for License (App_for_License)	
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\Behavioral_Health_Plan	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Statement regarding how your agency plans to provide behavioral health services (Behavioral_Health_Plan)	
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\Budget	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Prospective budget including proof of three months of operating funds to show proof of financial stability (Budget)	
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\IN_Locations	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Description of each office location, if applicable, and address (IN_Locations)	
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\New_Facility_Trng_Cert <i>NOTE: Only needed for Initial License. Not needed for Relicense.</i>	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Needs Assessment (New_Facility_Trng_Cert)	
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\Org_Chart	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Organizational Chart (Org_Chart)	
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\SOS_Bus_Ent_Rpt	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Business Entity Report - (SOS_Bus_Ent_Rpt)	
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\Staff_Form&Info	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing Form/Information (Staff_Form&Info)	
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\Staffing\Completed_Form	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing (Staffing)	Completed staffing form, including targeted ratios (Completed_Form)
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\Staffing\Contracted_Agencies	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing (Staffing)	List of contracted agencies/persons (Contracted_Agencies)
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\Staffing\Positions&Descriptions	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Staffing (Staffing)	List of positions and job descriptions associated with each position (Positions&Descriptions)
LCPA_FC&Adopt_Initial&Relicense\Agency_Docs\Transcripts	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Agency Documents (Agency_Docs)	Transcripts and resume for the administrator of this license (Transcripts)	
LCPA_FC&Adopt_Initial&Relicense\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Foster Care and Adoption Only - Initial Relicense (LCPA_FC&Adopt_Initial&Relicense)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Accept_Svcs_Criteria	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Criteria for acceptance for service (Accept_Svcs_Criteria)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Adopt_Assist	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding adoption assistance (Adopt_Assist)	

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LCPA FOSTER CARE AND ADOPTION - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Adopt_History_Prep	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding preparation of adoption history for adoptive parents including gathering reports of medical, psychological, and educational records of the birth parents (Adopt_History_Prep)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Adopt_Matching	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding matching children to prospective adoptive parents (Adopt_Matching)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Adopt_Svcs_Fees	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Statement of fees for adoption services (Adopt_Svcs_Fees)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Adopt_Trng	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding adoptive family training (Adopt_Trng)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Agency_Rpts_Neglect_or_Abuse	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding agency reporting procedures as it relates to any incidents of child abuse/neglect (Agency_Rpts_Neglect_or_Abuse)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\App_Pol&Procs	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Application policies and procedures (App_Pol&Procs)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Birth_Mom_Search	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding searching/recruitment of birth mothers (Birth_Mom_Search)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Consents	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Consents (Consents)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Expenses_Reimbursement	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Reimbursement of birth parent expenses (Expenses_Reimbursement)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Putative_Father_Notice	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Notice (Putative Father Registry) (Putative_Father_Notice)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Services	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Services provided to birth parents (Services)	

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Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\TPR	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Termination of Parent Rights (TPR)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Verify_Child_Availability	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Verification of the child's availability to be adopted (Verify_Child_Availability)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Birth_Parent\Withdraw_Conse nt	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Withdraw of consents (Withdraw_Conse nt)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Bkgd_Check_Pol	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Background check policies, including staff attestation (Bkgd_Check_Pol)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Case_Records	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding case record retention and preservation (Case_Records)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Admission	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	All admission policies and procedures, including intake criteria (i.e. type of clientele best served by your agency and exclusionary criteria), and how the youth is appropriately matched with a foster home (Admission)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Case_Manag ement	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Case management of the youth and foster families including, meaningful visits and contact with the child and foster parents (Case_Management)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Clothing&Per sonal	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Clothing and personal items (Clothing & Personal)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Confidentiali ty	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Confidentiality Policy (i.e. procedures as to how the agency ensures child confidentiality in relation to marketing, photographs, advertising, fundraising, etc.) (Confidentiality)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Cultural&Reli gious_Sensitivity_Pol	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Cultural and Religious Policies including how the agency maintains sensitivity to any cultural, religious, or LGBTQ needs (Cultural&Religious_Sensitivity_Pol)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\DCS_Authori zation	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	DCS authorization for non-routine, non-emergency care (DCS_Authorization)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Discharge_Pl anning	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Discharge Planning policies including a template of the Discharge Plan (Discharge_Planning)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Discipline	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Discipline in Resource homes, including use of physical restraints (Discipline)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Education	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Education, including ESSA, IEP provisions (Education)

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LCPA FOSTER CARE AND ADOPTION - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Extracurricular_Pol	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Policies which describe how the agency will ensure the child is able to participate in age and developmentally appropriate extracurricular activities, including maintaining essential connections to the child's community (Extracurricular_Pol)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Health_Req	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Health requirements, including exams consisting of EPSDT requirements (Health_Req)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\IL	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Independent Living, including provision of IL services, number of hours, entry of information into the appropriate database (IL)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Medical_Info_Procs	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Procedures regarding maintaining medical information (Medical_Info_Procs)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Medication	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Medication administration, including psychotropic medication and consent (Medication)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Placement_Procs	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Policies which describe placement procedures if the foster home has not been utilized within 90 days prior to placement (Placement_Procs)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Progress_Rpts	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Completion of progress reports including information provided to the placing agency. Include a template of the progress report (Progress_Rpts)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Reporting_Pol\Abuse_or_Neglect	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Reporting Policies: Abuse/neglect reporting requirements, including timeframes reported. (Abuse_or_Neglect)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Reporting_Pol\ER_Care_Notification	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Emergency Care Notification (relating to requirements of DCS Policy 8.26) (ER_Care_Notification)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Reporting_Pol\LCPA_Notification	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Reporting to placing agency within 24 hours of any issue concerning a child placed with the foster parents that impacts the health, welfare, or well-being of the child. (LCPA_Notification)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Respite	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Respite policies, including timeframes of reporting emergency and non-emergency respite (Respite)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Transfer_Pol	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Child transfer policies, including transfers from one home to another, timeframes for reporting an emergency transfer, timeframes for requesting a transfer (Transfer_Pol)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Transportation_Pol	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Transportation Policies, including how the agency will arrange transportation for visitation, court, etc. (Transportation_Pol)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Caring_Pol\Treatment_Planning	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\Child_Caring_Pol)	Treatment Planning policies including timeframe of completion and how often the treatment plan is updated. Include a template of the Treatment Plan (Treatment_Planning)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Pol\Artificial_Twinning	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Artificial twinning (Artificial_Twinning)	

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LCPA FOSTER CARE AND ADOPTION - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Pol\Child_Buying_Prohibition	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Prohibition on Child Buying (Child_Buying_Prohibition)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Child_Pol\Profiles	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Child Specific Policies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\child_Pol)	Completion of Child Profiles (gathering information regarding social, medical, psychological, and education of the child) (Profiles)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Complaints	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Complaint Policies and Procedures (i.e. how does your agency handle grievances) (Complaints)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Confidentiality	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding release of identifying information - confidentiality requirements for adoption history and other adoption records (Confidentiality)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Countries	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	For those agencies who conduct international adoptions, provide a list of all countries in which the agency is working with (Countries)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Discharge_Criteria	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding discharge criteria (Discharge_Criteria)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Discrimination	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding discrimination (Discrimination)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Ethical_Practice_Pol	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Ethical Practice policies (Ethical_Practice_Pol)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Annual_Review_Procs	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Annual review procedures (Annual_Review_Procs)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Bkgd_Check	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Character and suitability, including background check requirements of foster parents and household members (Bkgd_Check)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Capacity_Req	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Capacity requirements, including the difference between a regularly licensed foster home and one possessing a therapeutic certificate (Capacity_Req)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Confidentiality	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Foster parent confidentiality (Confidentiality)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Finances	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Verification of finances (Finances)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Health_Req	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Health requirements of foster parents (Health_Req)

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LCPA FOSTER CARE AND ADOPTION - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Hm_Study_Procs	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Home Study procedures (Hm_Study_Procs)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\InService_Trng_Req	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	In Service training requirements, number of hours and criteria (InService_Trng_Req)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Physical_Env_Req	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Requirements of the physical environment of the home, including bathrooms and bedrooms, safety, cleanliness and sanitation, etc. (Physical_Env_Req)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Placement_Referral_Procs	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Procedures regarding how the agency will accept a placement referral and that the agency will respond to the referral within one hour of receipt (Placement_Referral_Procs)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\PreService_Trng_Req	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Pre-service training requirements, number of hours and criteria (PreService_Trng_Req)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Qualifications	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Qualifications of the foster family (i.e. age, references, skills foster parents must possess, etc.) (Qualifications)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Recruitment_Plan	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Written recruitment plan (Recruitment_Plan)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Relicensure_Procs	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Re-licensure procedures (Relicensure_Procs)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Respite	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Utilization of Respite (Respite)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Sub_Caregiver_Pol	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Substitute Caregiver Policy, including background check procedures for those providing substitute care (Sub_Caregiver_Pol)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Transfer	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Transfer of a foster family home (Transfer)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\FFH\Waiver&Variance_Procs	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	Policies in relation to foster homes and procedures of licensing foster homes, including documentation utilized (Policy&Procs\FFH)	Waivers/variance procedures (Waiver&Variance_Procs)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Finalization	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding finalization (Finalization)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Hm_Study_Waiver_Pol_Relative	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policy for waiver of home study for relative adoption (Hm_Study_Waiver_Pol_Relative)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Home_Pol&Procs\Hm_Study_Distribution	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Distribution of finalized home study (Hm_Study_Distribution)	

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LCPA FOSTER CARE AND ADOPTION - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Home_Pol&Procs\Hm_Study_Format	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Format for home study (Hm_Study_Format)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Home_Pol&Procs\Hm_Study_Review	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Review of home studies by prospective adoptive parents as well as agency staff (Hm_Study_Review)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Home_Pol&Procs\Hm_Study_Time	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Targeted timeframe for completion of home studies, including updates and addendums (Hm_Study_Time)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Home_Pol&Procs\Hm_Study_Who	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Who is responsible for preparing the home study (Hm_Study_Who)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\ICPC	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Adoptions involving state or countries other than Indiana (Interstate Compact Policies and Procedures) (ICPC)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Media&Internet_Usage	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding media/internet usage (Media&Internet_Usage)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Personnel\Availability_Proc	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	All personnel policies (Personnel)	Procedures describing assurance that agency staff are available to foster homes 24 hours a day, seven days a week, including holidays (Availability_Proc)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Personnel\Bkgd_Check_Pol	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	All personnel policies (Personnel)	Background check policies, including annual attestation requirements (if contracting with DCS) (Bkgd_Check_Pol)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Personnel\Health_Req	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	All personnel policies (Personnel)	Health requirements (Health_Req)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Personnel\Staff_Dev	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and Procedures (Policy&Procs)	All personnel policies (Personnel)	Staff development, including cultural competency, provision of training to foster parents, assurance of staff knowledge of IAC and contractual requirements (Staff_Dev)
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Placement_Procs	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding placement (Placement)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\PostPlace	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding post-placement (PostPlace)	

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LCPA FOSTER CARE AND ADOPTION - INITIAL AND RELICENSE				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\PreAdopt_Svcs	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding pre-adoption services including pre-placement visitation (PreAdopt_Svcs)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Quality	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding quality improvement program – i.e. how will your agency ensure families are receiving quality services (Quality)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Staff_Dev_Pol	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Staff Development policies, including orientation and annual trainings (Staff_Dev_Pol)	
LCPA_FC&Adopt_Initial&Relicense\Policy&Procs\Misc_Add_Pol	LCPA Foster Care and Adoption - Initial and Relicense (LCPA_FC&Adopt_Initial&Relicense)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Miscellaneous Additional Policies (Misc_Add_Pol)	

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LCPA FOSTER CARE AND ADOPTION - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA FC&Adopt_Ongoing\Agency_Docs\Adv_Bd_Mbrs&Gov_Body	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Agency Documents (Agency_Docs)	List of Advisory Board Members/Governing Body, including contact information (Adv_Bd_Mbrs&Gov_Body)	
LCPA FC&Adopt_Ongoing\Agency_Docs\Art_Incorp	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Agency Documents (Agency_Docs)	Articles of Incorporation (Art_Incorp)	
LCPA FC&Adopt_Ongoing\Agency_Docs\Bus_Ent_Rpt	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Agency Documents (Agency_Docs)	Business Entity Report (Bus_Ent_Rpt)	
LCPA FC&Adopt_Ongoing\Agency_Docs\IN_Locations	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Agency Documents (Agency_Docs)	All office locations in Indiana, including address (IN_Locations)	
LCPA FC&Adopt_Ongoing\Agency_Docs\Org_Chart	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Agency Documents (Agency_Docs)	Organizational Chart (Org_Chart)	
LCPA FC&Adopt_Ongoing\Agency_Docs\SOS_Bus_Ent_Rpt	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Agency Documents (Agency_Docs)	Business Entity Report - (SOS_Bus_Ent_Rpt)	
LCPA FC&Adopt_Ongoing\Agency_Docs\Staff_Form&Info	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Agency Documents (Agency_Docs)	Staffing Form per agency office/region (Staff_Form&Info)	
LCPA_FC&Adopt_Ongoing\Bkgnd_Chk\Complete_Bkgnd_File	LCPA Foster Care and Adoption - Ongoing (LCPA_FC&Adopt_Ongoing)	Background Check (Bkgnd_Chk)	Complete Background File (Complete_Bkgnd_File)	
LCPA FC&Adopt_Ongoing\Policy&Procs\90_Day_Pol	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	90 day policies for unused homes (90_Day_Pol)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Accept_Svcs_Criteria	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Criteria for acceptance for service (Accept_Svcs_Criteria)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Adopt_Assist	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding adoption assistance (Adopt_Assist)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Adopt_History_Prep	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding preparation of adoption history for adoptive parents including gathering reports of medical, psychological, and educational records of the birth parents (Adopt_History_Prep)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Adopt_Matching	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding matching children to prospective adoptive parents (Adopt_Matching)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Adopt_Svcs_Fees	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Statement of fees for adoption services (Adopt_Svcs_Fees)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Adopt_Trng	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding adoptive family training (Adopt_Trng)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Agency_Rpts_Neglect_or_Abuse	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding agency reporting procedures as it relates to any incidents of child abuse/neglect (Agency_Rpts_Neglect_or_Abuse)	
LCPA FC&Adopt_Ongoing\Policy&Procs\App_Pol&Procs	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Application policies and procedures (App_Pol&Procs)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Birth_Mom_Search	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding searching/recruitment of birth mothers (Birth_Mom_Search)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Birth_Parent\Consents	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Consents (Consents)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Birth_Parent\Expenses_Reimbursement	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Reimbursement of birth parent expenses (Expenses_Reimbursement)	

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LCPA FOSTER CARE AND ADOPTION - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA FC&Adopt_Ongoing\Policy&Procs\Birth_Parent\Putative_Father_Notice	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Notice (Putative Father Registry) (Putative_Father_Notice)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Birth_Parent\Services	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Services provided to birth parents (Services)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Birth_Parent\TPR	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Termination of Parent Rights (TPR)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Birth_Parent\Verify_Child_Availability	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Verification of the child's availability to be adopted (Verify_Child_Availability)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Birth_Parent\Withdraw_Consent	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Birth Parent Specific - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Birth_Parent)	Withdraw of consents (Withdraw_Consent)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Bkgd_Check_Pol	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Background check policies, including staff attestation (Bkgd_Check_Pol)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Case_Records	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding case record retention and preservation (Case_Records)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Child_Pol\Artificial_Twinning	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Artificial twinning (Artificial_Twinning)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Child_Pol\Child_Buying_Prohibition	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Prohibition on Child Buying (Child_Buying_Prohibition)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Child_Pol\Profiles	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Child Specific Policies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\child_Pol)	Completion of Child Profiles (gathering information regarding social, medical, psychological, and education of the child) (Profiles)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Child_Transfer_Pol	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Transfer of child policies, including planned and unplanned (Child_Transfer_Pol)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Competence_Pol	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Cultural/Religious/LGBTQ Competence Policies (Competence_Pol)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Complaints	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Complaint Policies and Procedures (i.e. how does your agency handle grievances) (Complaints)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Confidentiality	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding release of identifying information - confidentiality requirements for adoption history and other adoption records (Confidentiality)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Countries	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	For those agencies who conduct international adoptions, provide a list of all countries in which the agency is working with (Countries)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Discharge_Criteria	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding discharge criteria (Discharge_Criteria)	

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LCPA FOSTER CARE AND ADOPTION - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA FC&Adopt_Ongoing\Policy&Procs\Discrimination	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding discrimination (Discrimination)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Educational_Svcs	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Provision of educational services, including ESSA requirements (Educational_Svcs)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Ethical_Practice_Pol	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Ethical Practice policies (Ethical_Practice_Pol)	
LCPA FC&Adopt_Ongoing\Policy&Procs\FFH_Discipline	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Use of discipline in foster homes (FFH_Discipline)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Finalization	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding finalization (Finalization)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Hm_Study_Waiver_Pol_Relative	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policy for waiver of home study for relative adoption (Hm_Study_Waiver_Pol_Relative)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Home_Pol&Procs\Hm_Study_Distribution	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Distribution of finalized home study (Hm_Study_Distribution)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Home_Pol&Procs\Hm_Study_Format	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Format for home study (Hm_Study_Format)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Home_Pol&Procs\Hm_Study_Review	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Review of home studies by prospective adoptive parents as well as agency staff (Hm_Study_Review)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Home_Pol&Procs\Hm_Study_Time	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Targeted timeframe for completion of home studies, including updates and addendums (Hm_Study_Time)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Home_Pol&Procs\Hm_Study_Who	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Home Studies - Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs\Home_Pol&Procs)	Who is responsible for preparing the home study (Hm_Study_Who)	
LCPA FC&Adopt_Ongoing\Policy&Procs\ICPC	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Adoptions involving state or countries other than Indiana (Interstate Compact Policies and Procedures) (ICPC)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Incident_Rpting_Pol	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Incident Reporting policies, including critical incidents (Incident_Rpting_Pol)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Media&Internet_Usage	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding media/internet usage (Media&Internet_Usage)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Placement_Procs	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding placement (Placement)	
LCPA FC&Adopt_Ongoing\Policy&Procs\PostPlace	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding post-placement (PostPlace)	

**Indiana Department of Child Services
Vendor Profile Attachment Guide**

LCPA FOSTER CARE AND ADOPTION - ONGOING				
Document Type	DCS Program	General Document Description	Document Name	Document Name Sub Category
LCPA FC&Adopt_Ongoing\Policy&Procs\PreAdopt_Svcs	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding pre-adoption services including pre-placement visitation (PreAdopt_Svcs)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Quality	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies and procedures regarding quality improvement program – i.e. how will your agency ensure families are receiving quality services (Quality)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Recruitment_Plan	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Plan for recruitment (Recruitment_Plan)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Respite	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Utilization of Respite (Respite)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Staff_Dev_Pol	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Staff Development policies, including orientation and annual trainings (Staff_Dev_Pol)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Tracking_Pol	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Policies for tracking capacity, waivers, variances, exceptions (Tracking_Pol)	
LCPA FC&Adopt_Ongoing\Policy&Procs\Misc_Add_Pol	LCPA Foster Care and Adoption - Ongoing (LCPA FC&Adopt_Ongoing)	Policies and procedures (if your agency does not provide services for all identified areas below, please indicate your agency does not provide this service) (Policy&Procs)	Miscellaneous Additional Policies (Misc_Add_Pol)	