

Child Placement Agency Traditional Foster Homes- Staff Records

Facility Name	ID#	CDHS Staff Date			
Staff Name					
Position					
Hire Date					
Application w/ Qualifications & Experience 710.24 B 2					
Perjury Statement 701.8					
Education – Original certified transcript 710.24 B 1					
Experience 710.24 B 2					
References- minimum 3 710.24 B 3					
Fingerprint card submitted to CBI within 5 days 701.33 D 4					
CBI Clearance 701.33 D					
FBI Clearance 701.33 D					
FBI Updated every 5 years 701.33 D 5					
TRAILS/BIU Submitted w/in 10 days / Received 701.32 E					
701.32 K					
TRAILS/BIU Updated every 5 years 701.32 J					
Resolution of background issues 710.24 B 5					
Child Abuse Reporting Signed 701.53 A					
Personnel Policy/Job Description 710.23 A					

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Job Performance Evaluations 710.24 B 4					
SAFE Training 710.25 B 5 (Placement Supervisor) 710.25 C 4 (Placement Worker)					
Prudent Parent Standard Training 701.200 C					
Cultural Responsiveness Training 701.300 B (4 hrs initial & 2 hrs annual)					
Trauma-Informed Care Training 701.400 B (4 hrs initial & 2 hrs annual)					
Trails Access for CIRs, foster certificates, and review of applicants' Trails history 701.500 A 1-3					

CPA ONLY	
Non-Profit Board Minutes 7.710.2 F	
Insurance Coverage 7.710.2 G8	
Annual financial audit/statements 7.710.21 D	
Adoption Files Only- Scanning and Indexed 7.710.72 F 7.710.72 G 7	
Adoption Files Only- Two Copies of File 7.710.72 H	