



ESAR A. PERALES  
 Commissioner

[An Administrative Directive is a written communication to local Social Services Districts providing directions to be followed in the administration of public assistance and care programs.]

**ADMINISTRATIVE DIRECTIVE**

TRANSMITTAL NO.: 85 ADM-2  
 [Family & Children Services]

TO: Social Services Commissioners

SUBJECT: Reporting the Training of Certified Foster Parents

DATE: January 17, 1985

SUGGESTED DISTRIBUTION: Social Services Districts  
 Child Placement Agencies

CONTACT PERSON: Any questions about this release should be directed to Peter Kasius, Associate Social Services Consultant, Office of Family and Children's Services Operations, telephone 1-800-342-3715, extension 4-2114.

I. Purpose

The purpose of this administrative directive is to advise authorized agencies about the Department's requirements and procedures for reporting the training of certified foster parents.

II. Background

An administrative directive, 83-ADM-56, issued November 9, 1983, advised authorized agencies about the Department's requirements for implementing the foster parent training regulation, 18 NYCRR 443.3(i). The directive indicated that a subsequent administrative directive would provide details about the procedures that were to be followed in reporting to the Department's Foster Parent Registry that a foster parent has completed an introductory training course during the year following initial certification, or subsequently, after recertification, has completed an advanced training course.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Social Services Law and Other Legal References	Bulletin/Chapter Reference	Miscellaneous Reference
83-ADM-56		443.3(i)			

L 296 (REV. 8/82)

### III. Program Implications

A revision is being made to the foster parent data entry form, DSS 2843-A. The revision involves the addition of a code to report when new foster parents, whose homes were certified in 1983 or thereafter, have completed an introductory training course. In addition, when foster parents certified in 1982 or before have completed an advanced training course during each year following recertification, the revised data entry form, DSS 2843-A, shall be used to report completion of the training.

### IV. Required Action - System Implications

The following procedures are required of authorized agencies for reporting to the Department's Foster Parent Registry that a certified foster parent has completed a training course.

Using the DSS 2843-A, "Certificate to Board Children Data Entry Form", authorized agencies shall:

1. Enter the date (month/year) that a certified foster parent satisfactorily completed the requirements for initial training in the fields entitled "Initial Training".
2. At recertification, enter the date (month/year) that a foster parent satisfactorily completed the requirements for subsequent training in the fields entitled "Subsequent Training".

NOTE: Data collected through this procedure will be stored in the Foster Parent Registry File historically. The record of "Subsequent Training" will be retrievable for the five (5) most current entries.

### V. Additional Information

1. "Certificate to Board Children" (DSS 2843-A) will continue to be completed, submitted, and processed as described in Procedures for the Certificate to Board Children.
2. Suggested Guidelines for Determining When a Foster Parent has Completed a Training Course.

Authorized agencies should refer to the following guidelines in determining whether a foster parent has completed a foster parent training course. Perfect attendance is to be encouraged, but cannot be expected from all participants. The following are suggested guidelines, for reporting on the DSS-2843-A that a foster parent, who has not attended all training sessions, has completed the agency's training program.

#### (a) Introductory Training

- (1) For single parents, attending 8 hours of training may be a reasonable basis for regarding a training participant as having completed an agency's training course.

- (2) For married foster parents a combined total of at least 15 hours may be a reasonable basis for regarding the participant as having completed the agency training course. This could mean, for example, that a foster mother has attended 10 hours of training and the foster father 5 hours for a combined total of 15 hours, or a foster father has attended 9 hours of training and the foster mother 6 hours of training for a combined total of 15 hours.

Having a combined total of 15 training hours as the suggested minimum standard for reporting the foster parents as having completed introductory training is intended to encourage agency efforts to involve both the foster mother and foster father in the agency training program.

b. Subsequent/Advanced Training

- (1) For single foster parents attending 3 hours of training may be a reasonable basis for regarding a training participant as having completed an agency's training course.
- (2) For married foster parents a combined total of at least 6 hours may be a reasonable basis for regarding them as having completed an agency's training course. This could mean for example, that a foster mother has attended 4 hours of training and the foster father 2 hours for a combined total of 6 hours.

NOTE: The suggested minimum number of hours for reporting foster parents as having completed an agency's training course does not change an agency's responsibility with regard to the number of hours it is required to offer new and experienced foster parents. The requirements, described in 83-ADM-56, stipulate that authorized agencies shall offer at least 10 hours of introductory training to new foster parents and 4 hours of advanced training for experienced foster parents.

- (3) For most foster parents, the above suggested guidelines in 2(a) and 2(b), should be appropriate, but agency flexibility in making decisions about whom to report as having completed training is expected and encouraged. Decisions that are made about foster parents whose attendance falls below the suggested standard should be based upon an evaluation of the effects that training has had upon the performance of the foster parent. Some of the questions that might be asked are these: As a result of training, is there greater clarity about the role of a foster parent? Does the foster parent demonstrate a more informed understanding of the needs and the behavior of children? Has there been acquisition of new child care skills that are reflected in better care and supervision of children, etc.?
4. For foster parents who assist an agency in some aspect of either organizing or conducting a training session (introduction or subsequent/advanced), it is recommended that each hour of such assistance may be credited as an additional hour of foster parent training for

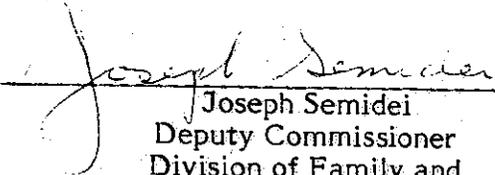
the year. Information about the assistance rendered should be summarized in the foster parent's record.

This recommendation is intended to encourage agencies to use qualified foster parents in their training programs. Some experienced foster parents may reject the role of a workshop trainee but will respond to an invitation to participate in training when given a leadership role.

5. Reports to the Department, on foster parents who have completed introductory and advanced training courses, make possible an ongoing evaluation of the progress authorized agencies are making in the implementation of the regulatory provision, 18 NYCRR 443.3(i), requiring agencies to offer training to foster parents.

VI. Effective Date

The requirements described herein for reporting the training of foster parents to the Department's Foster Care Registry are effective retroactively to January 1, 1984.

  
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Joseph Semidei  
Deputy Commissioner  
Division of Family and  
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