

Resource Family Tip Sheet

OASIS: Entering a Resource Home

Reminders:

- Complete a thorough search before adding a new resource to avoid duplicate entries. There are more resource screens available in OASIS than are covered in these instructions. LDSS may decide to create local policy around required use of additional screens.
- Homes are entered into the Resource Directory of OASIS once they are approved:
 - Non-relative approvals: once the home is fully approved.
 - Kinship approvals: at the time of placement and within 5 calendar days of placement
- The Home Office enters all Residential Facilities, hospitals, detention centers, Licensed Child Placing Agencies (LCPA - Contractors), etc. Contact VCCC at (866) 637-8482 to have a state licensed facility entered into the system. Local agencies are responsible for entering the LCPA family information (see below for instructions).

RESOURCE ENTRY STEPS:

1. After logging onto OASIS, select **Resource** on the main toolbar and then **Directory**.
2. The Find Resource box will pop up on the screen. In that dialog box, select **New**.
3. **Resource General Information Screen (Info Button):**

OASIS will automatically navigate to this screen and the following are mandatory fields:

- Resource Category: select **Foster Family**
 - Resource Type: select **LDSS Home** (or LCPA Home if this is for a TFC foster home)
 - Start Date - date the resource is available/active (defaults to the current date, but should be changed to the date of the resource home's approval date on the Certificate of Approval)
 - Resource Name
 - Agency - this field is completed on a conditional basis. If the type is LCPA- Homes, a list of state licensed LCPA - Contractors will display here. Select the appropriate agency, otherwise this should be left blank. If a state licensed facility or LCPA does not display here, contact the VCCC at (866) 637-8482.
 - First, Middle, Last Name - Complete for an individual. For couples, please use the person that would be considered the Head of Household 1 or the person whose name would be on the maintenance payment.
 - SSN - optional
 - Family Structure - choose the category that best describes the foster family.
 - Gender Accepted - choose one of the selections.
4. Select **Add** when finished entering information on this tab.
 5. The Assign/Transfer dialog box displays for LDSS homes for FSS assignment:

Select **Cancel** to automatically make the assignment based on the FSS signed on to the system. Select **New** to assign the resource to another FSS. Complete the transfer information and Summary box.
 6. Select **OK** and then **Cancel** when the General Information screen has been completed.

While still on the General Information screen, select the **Address** tab:

- Select the Address Format. This defaults to Street Address but may need to be changed.
- Select the Address Type. This defaults to Physical but can be changed. (There must be one Physical address for each resource.) If there is a separate mailing address (ie a PO Box), this can be added after completing the initial address. Select "Clear" and then choose "mailing" as the Address Type.
- Enter a Start Date for the resource address. (This should be the approval date on the Certificate of Approval and should match the Start Date on the General Info Tab)

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- Complete the Street Number, Name, Suffix, City, State, and Zip sections (this should be the same address that is on the Certificate of Approval)
 - An end date would not need to be entered unless the family relocates to another address.
 - Complete the “Phone Numbers” section by adding the contact number listed on the inquiry/application form.
 - For LDSS Home, the Added by: field should indicate the LDSS approving the home and for LCPA Homes, this field should reflect the locality in which the LCPA home is physically located.
7. Complete additional fields as desired for the resource. Entering complete address and name information will make it easier to see if another resource in OASIS is the same and should be merged. Resource Reports also pull information for FSSs from these screens. Accurate and complete information provides for data integrity, thus making reports and data collection more useful.
 8. Select **Add** to save the information before canceling or attempting to leave the screen.

Note: If a Foster Family/LDSS Home or Foster Family/LCPA Home resource is added to the General Information screen, the Vendor Update Confirmation dialog box displays. The radio button defaults to Print, Vendor Update Request Form. **FSSs simply need to select the Do Not Print, Vendor update Request Form radio button. After making the selection, select Close. The Resource General Information screen will reappear.**

The Vendor Update Request Form is also located within the Resource Report button, when a specific Resource is in view. FSSs are not able to preview the form but can print it.

STATUS Button:

9. Select the **Status** button. The information that is completed on the Status screen is dependent upon the type of resource being added.
 - Examples:
 - For LDSS approved Homes, the types of Availability and Home Study must be completed.
 - For LCPA approved Homes, the screen is not required at all since the LCPA does the approval unless the LDSS wants to indicate Availability.
 - For an Independent Living resource, only Availability is required.
 - The steps to completing the Status screen:
 - On “Status Type” select Home Study.
 - On “Status” select Approved.
 - On “Family Assessment/Home Study/Approvals” complete the Status Date. This would be the day the MFA is signed by the supervisor.
 - Select **Add**. The Re-approval Due Date will automatically populate to 3 years after the Status Date (end of the month); however this date should be corrected to reflect exactly three years later from the status date and then select **Change** to save the correct date.

Note: On the Status screen, a Supervisor Approval is required when the Home Study status is selected.

- Select the **Approval** button and the Request checkbox and select **OK**.
- With security clearance (Level 3) to complete approvals, also select the Approval checkbox. If not, the request will be sent to the supervisor's box for approval.
- Select **Clear** to create a new line or row on the Status screen.
 - On “Status Type” select Availability

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- On “Status” select Available
- On “Availability” enter the date the home is available, which should coincide as follows:
 - For kinship approvals, the date of placement for child.
 - For non-relative placements, the Certificate of Approval “begin” date.
- Select **Add** and then **Cancel** to complete the status screen

HOMES:

- This screen is not completed for independent living resources and residential facilities.
- This is a screen with 3 tabbed sections: Information, Individual Check and Training.

10. Select **Homes** on the bottom row, then the **Members** button to input the following information about the resource household members: The Path is: Resource/Directory/Homes/Members.

Information Tab: (Resource demographics are required for AFCARS)

- Complete the following on this tab:
 - First name
 - Last Name
 - Date of Birth
 - Gender
 - SSN (not mandatory)
 - Hispanic: select appropriate response
 - Head of Household 1 and/or 2: This is connected to what is selected on the Family Structure section on the General Info Tab under the Information screen and must be completed for all Resource Homes.
 - Race - Primary
 - Federally Recognized Tribe: Select appropriate response.
 - Languages (select all that are applicable)
 - Select **Add**.
- To add another household member, select **Clear** and enter the new member's information. If “married couple” is chosen as the family structure, then the spouse must be entered as Head of Household 2. All other adult household members must be entered as well with N/A chosen after the Head of Households have been selected.

Individual Check Tab:

This section is used to record the following information:

- CPS Clearance
- Criminal History: National
- DMV
- TB Test
- Criminal History: State
- Criminal History: Local
- Sex Offender Registry Check
- Medical Examination/Report
- Employment History
- Reference

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- Other Verification

To complete this screen, highlight the member's name in the Household Members grid (on the Information tab) and select the Individual Check tab for the highlighted (in blue) household member.

- Select **Insert** to get a blank record to display and complete:
 - Verification Type
 - Requested Date
 - Received Date
- Select **Change**.
- Select **Insert** to add another verification.
- Repeat this process for the other remaining household members

Training Tab:

This section is used to track training attended by the resource parents listed as household members. The following training types can be entered:

- Adolescent Issues
- Behavioral Management
- Business
- Child Education
- CPR Certification
- First Aid
- Infant/Toddler Development
- Medical
- Nutritional
- Other Training
- Preschool Development
- Pre-Service
- Provider Development
- Safety

Steps for data entry are much the same as the Individual Check tab.

- Select **Insert** to get a blank record to display and complete:
 - Training Type
 - Invitation Date
 - Completion Date
 - Hours Completed (utilize for tracking in-service hours)
 - Comments (if needed for clarification or additional details)
- Select **Change** to save the information.
- Select **Insert** to enter additional training.
- Select **Cancel** to leave the Members screen.
- Repeat this process for all remaining adult household members.

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COMP:

After completing the Members section, move one button on the bottom toolbar to the right and click on **Comp**. Under “Household Composition” complete the relationships of those listed on the household members tab in relation to the person identified as the Head of Household. Select the appropriate Relationship in the drop-down list and then select **Change**. Household members must have the Information tab on the Members screen completed prior to the completion of this screen.

Note: This screen must be completed for Resource Homes if there is more than one household member.

The additional screens in this section are as follows and can be completed as needed:

- **Svs to Res:** Services Provided to Resource - provides a way to track services given to the resource parent.
- **Eval:** Resource Evaluation - provides an area to record special evaluations completed on the resource parent.
- **Verify:** Resource Verification - an area to record verifications that are not specific to a household member, such as fire inspection, water/sanitation inspection, pre-service and in-service training,
- **Assessment:** - Adoptive Home Family Assessment - for Adoptive Homes.

CONTACTS:

- Add meaningful contacts with the family that occurred before approval.
- Add the 3 face-to-face visits with family completed during MFA process.
- Add contacts between Resource FSS and MFA assessor into contacts.
- Add contacts for ice-breaker meetings as this is a purpose picklist for contacts.
- *For Kinship Homes*, the following are contact purposes on the picklist: Permanency Assessment Tool, Contact with Relative, and Out of Home Staffing. These purposes allow for documenting the work that has been done to discover, engage, assess, and utilize kinship connections for children entering foster care, or those in care who might experience a placement change.
- For more information, related to on-going documentation needed in the CONTACTS screen, please see the **Updating a Resource Home Oasis Tip Sheet**

NOTE:

Please remember that as part of the QAA review process now, the following items are expected to be uploaded to COMPASS|Portal as part of the Resource Family File:

- Certificate of Approval (COA)
- Checklist for Initial Provider Approval and Checklist for Re-approval
- Financial Agreement (should already be there as part of the child’s case record)
- Non-conviction letter
- LCPS license that covers the entire period of the home’s COA
- Kinship Waivers: Qualtrics will email notifications at the points of waiver submission and completion. These are uploaded as PDFs

Resource Family Tip Sheet

OASIS: Updating a Resource Case

It is important to maintain updated information in the OASIS resource case, and to document both the approval information and that the needs of the family are being met. This tip sheet is a basic tutorial of the main OASIS screens in a Resource Family case.

To find a Resource Case in OASIS

Select **Resource** on the main toolbar and select **Directory** on the secondary toolbar. On the “Find Resource” dialog box, there are 2 ways that you can search for a resource case:

1. If the Resource ID number is known, select the Resource ID check box (bottom, right) and type in the Resource ID #, tab & select **Find & OK**.
2. If you do not know the ID number, then you can search by the person’s last name and **Find**. When the resource is displayed in the Resource Search Results dialog box, double click on the name. (Or select once and then select **OK**). The resource record will open.
Go into any resource screens that need information updated. Most will require selecting **Change** after the update is completed.

Info Screen

Complete all sections in yellow which should be:

- 1.) Resource Category: Foster Family
- 2.) Resource Type: LDSS Home or LCPA Home
- 3.) Start date: the date that the COA is issued

Additionally under Resource Name (mid-way down), you should complete:

- 1.) The Resource Name (First & Last)
- 2.) You would add the LCPA Agency, if it is an LCPA family. If it is an LDSS family, then leave **Agency** blank.

Status Screen

If you are updating existing Contracts/Status data, highlight the line you want to update in the grid. The information will display in the lower portion of the screen. Make any changes to the displayed information, then select **Change**.

***Best practice would call for updating new information rather than deleting or overriding existing information.**

- When adding completely new data to the Contracts/Status screen, such as a renewal Home (MFA): Select **Clear** to get a blank record and enter the new information. Select **Add** when finished.
- Individual lines can be deleted from this screen. However, once a Home Study (MFA) has Supervisor Approval (indicated by a “Y” in the Approved column), that home study line cannot be deleted.

Use this screen to capture information on the status of the resource. This can be used to record status for Availability and Home Study. The Contract status is not required as of the OASIS Release 3.9.1. For most foster homes, **Availability and Home Study** must all be completed in order for a child in foster care to be connected to the home in the Placement area of a case.

Complete the following sections on the Contracts/Status screen:

1. Status Type: Home Study or Availability

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- **Availability:** Enter the Status and the date the resource opens or becomes available.
 - **Home Study:** Enter the Status and Status Date. The system auto-populates the Reassessment Due Date (every 3 years for foster homes).
 - **Reassessment is the same as re-approval**
2. Select the **Approval** button.
 3. In the Approval/Request dialog box, select the **Request** check box. The worker currently signed on to OASIS and today's date will automatically appear.
If the worker has security level 3, they can also select the Approve check box. Otherwise, the request for approval is sent to the supervisor's Inbox.
 - **Note: A child's placement screen cannot be entered until this is completed.**
 - **Reminder: the placement screen must be updated in OASIS within 5 calendar days.**
 - **Note** once a supervisor has approved a particular home study (indicated by a "Y" in the approved column), that Home Study line **cannot be changed or deleted**. Other Types can be changed, however, and new lines can be added to the Contracts/Status screen.
 4. **Comments:** Enter in any additional comments in this text field. Only one type can be entered at a time.

Select **Add** after each type is entered. If multiple types are necessary, select **Clear** after the previous record is added to get a blank record.

LCPA-Homes do not require a Contracts/Status screen to be completed. Local agency policy may require this screen. For additional assistance please contact the VCCC at (866) 637-8482.

Homes Screen

If you are in a resource case, the homes button is on the second row (in between Claims and Contacts).

After clicking on "Homes", then click on the "Members". Here you have 3 tabs to enter information on household members as part of updating the Resource File:

1. Information Tab: (*Resource demographics are required for AFCARS*)

Complete the following on this tab:

- First name
- Last Name
- Date of Birth
- Gender
- SSN (not mandatory)
- Hispanic: select appropriate response
- Head of Household 1 and/or 2: This is connected to what is selected on the Family Structure section on the General Info Tab under the Information screen and must be completed for all Resource Homes.
- Race - Primary
- Federally Recognized Tribe: Select appropriate response.
- Languages (select all that are applicable)

Select **Add**.

2. Individual Check Tab:

The below bullet points are information that is needed. There are other selections that can be entered if your agency determines that is necessary.

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- CPS Clearance
- Criminal History: National
- TB test/assessment
- Medical Examination/Report (physical)

The above listed are verification types that can be chosen as an “insert” and the following information entered with it:

- ***Requested Date:*** This is the date that the process is initiated
- ***Received Date:*** The date that the agency is in receipt of the results
- ***Met Standard:*** This is either a “yes” or “no” response
- ***Reassessment Due:*** This selection is optional at this time. This may change in the future or with a new system
- ***Comments:*** This is a box to capture any other pertinent/needed information

3. Training Tab:

Below bullet points are information that is needed. There are other selections that can be entered if your agency determines that is necessary.

- Pre-Service Training (ToC, PRIDE, MAPP, PATH)
- Other Training (Mandated Reporter Training)

The above listed are training types that can be chosen as an “insert” and the following information entered with it:

- ***Description of Training:*** this could be the name of the training
- ***Invitation Date***
- ***Completion Date***
- ***Hours Completed***
- ***Location of Training***
- ***Comments:*** This is a box to capture any other pertinent/needed information

* When completing a resource family reassessment, remember to update the Individual Check and Training tabs on the Household Members screen.

Contacts Screen

If you are in a resource case, the Contacts button is on the second row (in between Homes and Person).

The Case Contact Screen is where you should document all interactions with the Resource Parent. This is also where you should document the collection and receipt of paperwork that is related to the approval and reapproval of the home.

Select Contacts, then New and complete the following information

- For **TYPE**, please choose the type of contact that you had with the family (ex: phone, home visit, letter)
- Select either attempted or completed radio button (attempted would be chosen for situations when contact was attempted by the LDSS but no contact was actually made)
- Select the date and time of the contact
- Participants: choose select and then add all household members/collaterals that were seen during the visit – which would include household members & non-household members.
- For **PURPOSE**, please choose a selection that best describes your contact with the family. Some Purpose/Comments types that *may* be selected, and are “resource-related”, are listed below:

Address change notification
Assessment

Affidavit of Disclosure
At Home Consultation

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Case Consultation
Family Assessment (*In-Home Program*)
Interview
Medical
Opening Case Narrative
Placement Assessment
Placement Provider
Pre-Service Training
Recruitment
Reference
Safe Sleep Education Provided
Worker Visit
Contact with Relative
Out of Home Staffing

Child A/N Registry Check
In Service Training
Kinship Guardian Assistance (KinGAP)
Notification
Other
Placement Coordination
Placement Stabilization
Psychological
Re-evaluation
Relative Search
Training
Relative Placement Denial
Icebreaker Meeting
Permanency Assessment Tool

- To get credit for the quarterly contact with resource families
 - For purpose, select “worker visit”
 - Under Non-Household Member, type in: QUARTERLY CONTACT
- To get credit for utilization of respite
 - For purpose, select “other”
 - Under Non-Household Member, type in: RESPITE UTILIZATION
- Under Comments, write up the actual case narrative.

Miscellaneous

Below are some situations that would necessitate the entry of a case contact into the resource record. Remember, ideally you should document all interactions with the Resource Parent (face-to-face, email, phone, letters, etc). You should also document the collection and receipt of paperwork that is related to the approval and reapproval of the home.

- Respite episodes
 - Case contacts should reflect a respite episode, as well as the planned temporary absence tab on placement screen in the child’s Foster Care case.
 - Put a case contact in 2 resource cases
 - The Resource Case for the family requesting respite, and
 - The Resource Case for the family who is providing the respite.
- Address changes
 - To ensure that address matches the COA
- Events that require an addendum (any new information or changes)
 - Change of address, due to a move
 - Change in household composition (marital status, youth turning 18, someone entering (including births/adoptions) or leaving the residence, etc)
 - Substantial physical modification to the residence (additional bedroom, swimming pool, etc)
 - Updates to capacity of the home
 - Change in a provider’s health status
- Quarterly Monitoring Visits/Documentation
 - At least quarterly, these may coincide with the monthly visits to the child & completed by the same LDSS worker. Worker must speak with resource parent(s) individually during this time about any resource related issues/concerns.
 - When no child is placed in the home, then quarterly visits may be replaced by a telephone contact.
 - Any contact with a resource family by the FSS worker, supervisor or other applicable staff should be entered into OASIS. If it’s not documented, it didn’t happen.

Resource Family Tip Sheet

OASIS: Closing a Resource Home

Note:

- When a resource family is no longer active or fully approved (this can be for a variety of reasons), and the family will remain that way, then a closure with the paper file and in OASIS to ensure accuracy of information within our system of records is necessary.
- The fields that must be completed for closure depend upon the category of resource (for example: LDSS-approved or LCPC-approved).
- A resource family cannot be closed if there are children in care still placed with the family.
- For “Residential Facility” or “LCPC Contractor” contact the VCCC at (866) 637-8482 to request closure of those type settings.

To locate a Resource Family:

1. Click Resource on the main toolbar and then click Directory. Enter the Resource ID number on the Find Resource dialog box, if it is known, or Search for a Resource Open or Closed. Click Find.
2. Highlight the name of the resource when it appears in the Resource Search Results dialog box and click OK.

For Foster or Adoptive Families:

- Click Status
 - Highlight the Contact Line in the Contracts/Status inset grid and complete the End Date in the Contract Portion of the screen. Change the Status to Closed.
 - Click Change
 - Highlight the Availability line in the Contracts/Status inset grid and change the Status type to Unavailable. Change the Availability Date field to the date closed.
 - Click Change
3. Click Assign. Complete the End Date in the Assign/Transfer Dates section of the screen and type a short reason for the closure in the Summary field. Click OK
 4. Click Info. On the Resource Gen Info tab, complete the End Date using the date the resource closed or lost licensure. Press Tab on the keyboard to enable the Change button. Click Change.

Note:

Closed resources will only display in the Resource Search Results if the “All” radio button is selected on the Find Resource dialog box. The “Active” radio button search shows resources with no End Date on the Gen Info Tab.

Resources in OASIS are only end dated, not deleted from the resource pool. They can still be found in the system, but if they contain an end date, then they are considered closed.

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OASIS: Closing a Resource Home

Assign/Transfer Screen

1. Click the **Assign** screen.
2. Enter End Date
3. Click OK to save changes.

Assign/Transfer - Resource: 1459022

| Locality | Unit | Worker | Responsibility | Start Date | End Date |
|--------------|-------------|-------------------|----------------|------------|------------|
| State Office | POLK, L-102 | DAVIS, HEATHER T. | Primary | 10/04/2018 | 00/00/0000 |

☐ Transfer Locality:
☐ Assign to Unit Unit:
☒ Assign to Worker Unit: POLK, L-102 Worker: DAVIS, HEATHER T.

Responsibility
☒ Primary ☐ Secondary Description:

Summary
 Test

Assign/Transfer Dates
 Start: 10/04/2018
 End: 00/00/0000

OK Cancel New Supervisor Help

Status Screen

1. Click Status screen.
2. If Contract has been entered, it must have an end date. If no Contract, just Cancel from the screen.
3. Click Change to save changes.

Contracts / Status - Alice Nelson

| Type | Status | Approved | Date 1 | Date 2 | Date 3 |
|--------------|---------------|----------|------------|------------|--------|
| Contract | Open/Approved | | 10/10/2018 | | |
| Availability | Available | | 10/10/2018 | | |
| Home Study | Approved | | 10/10/2018 | 10/31/2021 | |

Status Type
 Type: Contract Status: Open/Approved

Contract
 Contract No.: 1459022 Start Date: 10/10/2018 End Date: 00/00/0000
 Finance No.: Start Date: 00/00/0000 End Date: 00/00/0000

Comments:

Add Change Delete Clear Approval... Cancel

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OASIS: Closing a Resource Home

Info Screen – Address Tab

1. Click on Info screen.
2. Click on Address tab.
3. Enter End Date
4. Click Change

Resource Directory **1** Info Status Plc/Srv Claims Homes Contacts Person Svc/Adm Log Other Assign Reports

Gen Information - Alice Nelson

Gen Info **2** Address

Address

| Type | Address | City | State |
|----------|-------------------|----------|----------|
| Physical | 123 E Main Street | Richmond | Virginia |

Phone Numbers

| Phone Type | Phone Number | Ext. | Comment |
|--|--------------|------|---------|
| <input type="button" value="Insert Phone #"/> <input type="checkbox"/> No Phone <input type="button" value="Remove Phone #"/> | | | |

Address Detail

Format

- ☒ Street Address
- ☐ P.O. Box
- ☐ Rural Route Address
- ☐ Foreign Address

Address Type : Physical **3**

Start Date : 06/01/2018

End Date : 00/00/0000 **4**

P.O. Box :

Rural Route Number : Box Number :

Street

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OASIS: Closing a Resource Home

Info Screen – Gen Info Tab

1. Click on Info screen.
2. Click on Gen Info tab.
3. Enter End Date
4. Click Change

Resource Category: Foster Family

Resource Type: LDSS Home

Resource Number: 1459022 Worker: HEATHER T DAVIS

Vendor Number:

Resource Dates

Start: 06/01/2018 End: 00/00/0000

Resource Name

*Agency:

Prefix: First: Middle: *Last: Suffix:

Alice Nelson

Languages

Select...

Buttons: Add, Change, Delete, Clear, Copy, Cancel

Fully End Dated

- After completing these steps, the resource should no longer appear on the FSS's caseload.
- This does not delete anything from our system. If a resource is end dated by mistake, it can be opened by removing the end date on the Info screen and reassigning the Resource on the Assign/Transfer screen.

Resource Family Tip Sheet

OASIS: Data Cleanup for Resource Homes

The integrity of Resource Family data is contingent upon the information that is entered into our OASIS system of record. To maintain an accurate list of LDSS-approved homes in our Commonwealth, the following tasks should be assessed at least four times a year (or more often if need be) by the Resource Family supervisor or designee. Consistent and regular clean-up efforts will ensure that newly approved homes are entered into OASIS after the Certificate of Approval is issued, and that old resources are closed out after the Certificate of Approval has expired (or after a revocation).

- It is suggested that clean-up is done every February, May, August, and November.
- Pull the Resource Report in OASIS as follows:
 - Reports
 - “Resource Reports” radio button & OK
 - Resource Report & PREVIEW
 - Resource Category: Foster Family (drop down box)
 - Resource Type: LDSS Home (drop down box) & OK
 - This report can be printed from OASIS and/or exported to an excel spreadsheet by using the radio buttons at the top of the OASIS screen.
- Cross-reference this report to see if it matches the actual resource records in your LDSS which have current Certificate of Approvals.
- If there are resources that need to be closed because the Certificate of Approval has expired, then close them out within the month of the expiration. (See tip sheet on how to close a RF case).
- If there are other homes where the approval paperwork is complete, but the home isn’t on the resource report, then the resource case should be opened in OASIS *even if the family doesn’t have a placement yet*. (See tip sheet on how to open a RF case).
- If the LDSS has *zero* non-relative resource homes, recruitment efforts should be prioritized so that children can remain in their communities, ***if kin or fictive kin placement is not an option***. Don’t forget that Faster Families Highway is a recruitment tool that can assist LDSS with this task.
- If there are “bogus” resource homes on the OASIS resource report, correct/update the information ASAP. An LDSS name or address is not an appropriate way to identify a resource family record. Best practice would dictate that the name of the OASIS record should match the official name of the resource family, which would be listed on a valid driver’s license and the resource parent’s Certificate of Approval.