

IS YOUR RESPONSE SYSTEM FAMILY FRIENDLY?

Check Your Score

Answer each of the following questions by circling a Yes or No:

Step 0: Recruitment Event

0.1 Is there an event planning process?	Y / N
0.2 Does the planning process include prospective family(ies)?	Y / N
0.3 Are experienced foster and adoptive families invited to participate in events?	Y / N

Step 1: First Contact

1.1 Have experienced and/or prospective families been engaged in developing the intake process?	Y / N
1.2 Is the person who responds to inquiries family-oriented?	Y / N
1.3 Is the person who responds to inquiries familiar with and trained to address expectations and fears families typically present?	Y / N
1.4 Is there a timely follow-up process for responding to families?	Y / N
1.5 Is the intake process audited using the “secret shopper method to assure family responsiveness?”	Y / N

Step 2: Initial Orientation

2.1 Does someone follow-up with the family to encourage them to come to orientation?	Y / N
2.2 Is the schedule for orientation meetings friendly to various family schedules?	Y / N
2.3 Are the meeting locations easy to find and, if applicable, near public transportation?	Y / N

Step 2: Initial Orientation (continued)

2.4 Are hearty snacks or meals provided with a time for welcoming and conversation?	Y / N
2.5 Is childcare made available?	Y / N
2.6 Are specific requirements of the home study process explained clearly upfront (i.e., background checks, fingerprinting, medical exams)?	Y / N
2.7 Are special materials or expertly adapted materials provided for special linguistic groups, non-literate groups and those who need alternate formats?	Y / N
2.8 Do you provide families with specific information (i.e., current demographic information) about children needing care?	Y / N
2.9 Do you educate families about specific, common special needs of children coming into care or awaiting permanence?	Y / N
2.10 Do you present training as a means for families to learn more about fostering and adopting before they make decisions?	Y / N

Step 3: Pre-Service Training

3.1 Is training offered at times and locations friendly to various family schedules and transportation issues?	Y / N
3.2 Is training offered frequently enough to keep families closely engaged in the process?	Y / N
3.3 Is childcare made available?	Y / N
3.4 Does the training team include experienced foster and/or adoptive parents?	Y / N
3.5 Are experienced foster and/or adoptive parents included in the training activities?	Y / N
3.6 Is special attention given to planning for diverse populations (i.e., foreign or sign language interpreters, reading assistants)?	Y / N
3.7 Are reasonably friendly provisions made for making up missed sessions?	Y / N
3.8 Is follow-up conducted with families who drop out?	Y / N
3.9 Are exit interviews (satisfaction surveys) conducted, reviewed, and analyzed?	Y / N
3.10 Does feedback from families drive quality improvement efforts?	Y / N

Step 4: Application Process

4.1 Is the paperwork simple and straight forward?	Y / N
4.2 Is the paperwork non-duplicative and streamlined?	Y / N
4.3 Are special materials or expertly adapted materials provided for special linguistic groups, non-literate groups and those who need alternate formats?	Y / N
4.4 Is fingerprinting available on site and processed in a timely way to reduce wait time?	Y / N
4.5 Does the agency provide assistance to families who need help filling out the paperwork?	Y / N

Step 5: Mutual Assessment and Home Study

5.1 Is the assessment a mutual process where families are encouraged to be active partners in deciding whether they want to foster or adopt and work with this particular agency?	Y / N
5.2 Are there enforced timelines and expectations for staff related to completion of the process so it does not drag on unnecessarily?	Y / N
5.3 Is help provided for prospective parents who have fixable impediments (i.e., minor home repairs, beds for children, medical exams, fees, special equipment)?	Y / N
5.4 Is the family fully informed about expectations for birth family involvement & sibling contact (if applicable) and the special needs of the children they are considering fostering and adopting?	Y / N
5.5 Are experienced foster or adoptive parents involved as “buddies,” mentors, or in other roles during this process?	Y / N

Step 6: Licensing, Certification and/or Approval

6.1 Have common barriers to certification or approval been identified and eliminated?	Y / N
6.2 Are parents provided with copies of their family assessment/home studies so that they have a chance to fix any mistakes or misunderstandings?	Y / N

Step 6: Licensing, Certification and/or Approval (continued)

<p>6.3 Are families informed when all the paperwork is complete and licensing/approval has been achieved?</p>	<p>Y / N</p>
<p>6.4 Is dual licensure/approval utilized in your area to eliminate duplication of effort and time?</p>	<p>Y / N</p>

Step 7: Placement

<p>7.1 Are prospective families provided information and support while they are waiting for placement?</p>	<p>Y / N</p>
<p>7.2 Are there support groups available that waiting families can attend?</p>	<p>Y / N</p>
<p>7.3 Are waiting parents treated with respect and consideration when they call the agency while they are waiting for a placement?</p>	<p>Y / N</p>
<p>7.4 Are parents encouraged to provide respite and/or emergency care while they are waiting?</p>	<p>Y / N</p>
<p>7.5 Are parents involved in matching and placement decisions?</p>	<p>Y / N</p>
<p>7.6 Are parents provided full disclosure of all necessary information so that they can make a fully informed consent to a placement?</p>	<p>Y / N</p>

Check Your Score

Count the number of questions that you answered with a Yes: _____

36 to 48 (75% - 100%)

Family friendly

24 to 35 (50% - 74%)

On your way to being family friendly

0 to 23 (below 50%)

Needs improvement

National Resource Center for

RECRUITMENT AND RETENTION

of Foster and Adoptive Parents

at



AdoptUSKids

Together we hold their future

More free resources at:

www.adoptuskids.org/nrc-recruitment

AdoptUSKids is a service of the U.S. Children's Bureau, member of the T/TA Network, and supported through a cooperative agreement (grant #90CQ0002) between the Adoption Exchange Association and the U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau.

