



**RESOURCE FAMILY EVALUATION REPORT** – The RFA 809 is to be used to document all visits or meetings conducted between a Resource Family applicant(s), a Resource Family and the County. Care should be taken not to disclose personal or confidential information. Inquiries concerning the location, maintenance and content of these reports may be directed to the Resource Family Worker or office whose address and telephone number are listed on the front.

**OFFICE VISITS** – are when the Resource Family come into the County office and the visit is conducted.

**PRE-APPROVAL VISITS** – are made prior to the Resource Family being approved. The Resource Family Worker determines whether the applicant meets all Written Directives and applicable laws.

**ADVISORY VISITS** – are made when the Resource Family asks for consultation that requires a visit to the home or can be used to assist the Resource Family instead of issuing a corrective action plan for deficiencies that are technical in nature and do not present an immediate or potential health, safety or personal rights risk.

**ANNUAL UPDATE VISITS** – shall begin no sooner than 60 days prior to the anniversary date of the Resource Family and shall be completed no later than 30 days after. The Resource Family Worker shall update the approval of a Resource Family by using form RFA 06: Resource Family Written Update Report or an equivalent form.

**CORRECTIVE ACTION PLAN VISIT** – is a plan developed by the County which describes how the Resource Family is not meeting the requirements of one or more of the Written Directives or any applicable law, and the steps the Resource Family and the County will take to ensure that the Resource Family meets the requirements of the Written Directives or any applicable law. The county is encouraged to request input from the Resource Family in developing a Corrective Action Plan (CAP) A Corrective Action Plan Visit can also be made to determine if those deficiencies previously CAPed have been corrected. The Corrective Action Plan will be documented on the RFA 809C.

**CASE MANAGEMENT VISITS** – are made for the following reasons: (1) There is a change to the Resource Family Approval Certificate, (2) One or more special incident reports raise concerns that the Resource Family Worker needs to review with the Resource Family or applicant at the home, (3) Deficiencies are observed during a complaint investigation by the Resource Family Worker that are not part of the allegation(s) in the original complaint being investigated, and (4) Other.

**CENSUS** – The number of children or nonminor dependents a Resource Family has under their care at the time of the visit.