	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	7 Louisiana Adoption Resource Exchange
	Part No./Name	3. Using TIPS/LARE for Family Information
	Section No./Name	Using TIPS/LARE for Family Information
	Document No./Name	7-350 Updating The Family TIPS/LARE Record At Recertification Or When Changes Occur
	Effective Date	January 1, 2015

I. STATEMENT OF POLICY

The assigned Home Development * (HD) ** Worker shall review, verify and update all TIPS/LARE foster/adoptive family screens within five days of the completion of each recertification study and/or within five days of knowledge of any change.


II. PROCEDURES

* The following steps should be taken when conducting a review and/or update of information on a certified foster/adoptive family. **

1. Members of the household shall be updated on TIPS/LARE Screen 353A: Family Composition. Children who have been legally adopted since the last certification shall be added as household members. If there is an active service authorization on behalf of an adopted child for an adoption subsidy, the child will also be included in the "Occupancy" count.
2. Update the "Approved Capacity" for foster * /adoptive ** recertification on TIPS/LARE Screen 353A. For adoptive homes this number should include the child receiving an adoption subsidy as well as the number of other children the family wants to adopt.
3. Update TIPS/LARE Screen 355A: Type of Child Desired, if applicable, based on information discussed during the recertification consultation. The recertification should be used as an opportunity to discern the family's interest in one of the children * in agency custody awaiting adoption ** or to allow them to consider changing the description of the type child they will accept ***.


4. As part of the first annual adoptive home recertification, the * HD Worker should discuss with the family their desire to be registered on a national adoption exchange, if they desire the children available on that exchange. If the family is interested in being registered, the HD Worker shall provide the family with information the website address for Adopt Us Kids: www.adoptuskids.org. **

5. *** Enter the date and "202 Active LARE: National" status on the family's TIPS/LARE Screen 356A: Family Status History and enter the NAE registration date on TIPS/LARE Screen 358A: Family Agency/Exchange History.

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6. Enter "Completion Dates" on TIPS/LARE Screen 357A: Family Scheduled Events for events automatically generated by the computer as follows:
 - Event "9071 Notice of * Six ** Month Recertification (FC): Due Date" is automatically generated for foster homes four months from the "Certification: Completion Date" event. The date the notification letter is sent to the foster home should be entered as the "Completion Date".
 - Event "9072 Six Month Recertification (FC) Due Date" is automatically generated for foster homes six months from the "Certification: Completion Date" event. The approval date for recertification should be entered as the "Completion Date".
 - Event "9073 Notice of Annual Recertification: Due Date" is automatically generated for foster and adoptive homes ten months from the date of the "Certification: Completion Date" event or the last recertification completion date. The date the notification letter is sent to the family should be entered as the "Completion Date".
 - Event "9074 Annual Recertification: Due Date" is automatically generated for foster and adoptive homes twelve months from the "Certification: Completion Date" event or the last recertification completion date. The approval date for the recertification should be entered as the "Completion Date".
 - Event "9075 Three Year Health Report (FC): Due Date" is automatically generated for foster homes three years from the "Certification: Completion Date" event. When a medical report is a part of the recertification, the medical report forms shall be sent to the foster parents with the recertification notification letter to allow them time to submit medicals by the due date. If "Completion Date" is later than the "Due Date", include an explanation in the "Comments" field.
7. Medical reports, criminal clearances, agency clearances for new household members, and waivers, when required according to Home Development Policy, shall be added to TIPS/LARE Screen 357A, Family Scheduled Events.
8. TIPS/LARE Screen 356A: Family Status History. The * HD ** Worker shall update the foster parent's LARE status to the appropriate status. If the home remains active and in good standing, the status would remain "103 Pre-LARE Certified Family". If the family is asking for respite or closure or if a corrective action plan is in effect, refer to the Section 7-355 or 7-360 for "Inactive" or "Closure" statuses.

The adoptive family's TIPS/LARE status will be automatically generated as an adoption progresses from data input on the child's record by the Foster Care Worker or the Adoption Specialist. (Refer to Sections 7-210, ***).

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When the child's worker closes the child's record in TIPS following finalization of the adoption, the family's TIPS/LARE status "Matched: Adoption Finalized" will be automatically generated. This change triggers an adoption recertification due date for the family six months after finalization.

At the first recertification (Foster home or Adoption home) following that due date, the *** HD **** Worker shall contact the adoptive or dually certified family to determine whether they are interested in adopting other children not already in their home. If *** the family is interested in adopting other children, **** the adoption record should be placed in the appropriate "Active" LARE status on TIPS/LARE Screen 356A: Family Status History. A family interested in adopting additional children but desiring a longer adjustment time may be placed in the "402 Inactive: Hold/Family Request" status for up to one year. If the family desires neither of these statuses, the TIPS/LARE record should be closed as described below.

The TIPS/LARE records of all foster homes which were converted to adoptive homes as presumed eligible shall be closed either as "404 Inactive: Adoption Subsidy Provider Only" or "534 Closed: Adoption Completed (without a subsidy)" even if the foster parents may want to adopt another foster child in the future. The record will be reopened at that time according to instructions in Section *** 7-310. **** At that time, the events "9091 Re-application: Due Date and Completion Date" and "9092 Home Study Updated" should be entered on TIPS/LARE Screen 357A: Family Scheduled Events.

The homes placed in the status "404 Inactive: Adoption Subsidy Provider Only" will be closed by the Adoption Subsidy worker when the Adoption Subsidy terminates if there are no other children in the home receiving an adoption subsidy.

III. FORMS AND INSTRUCTIONS

*** There are no forms associated with this policy.**

IV. REFERENCES

There are no references associated with this policy. **