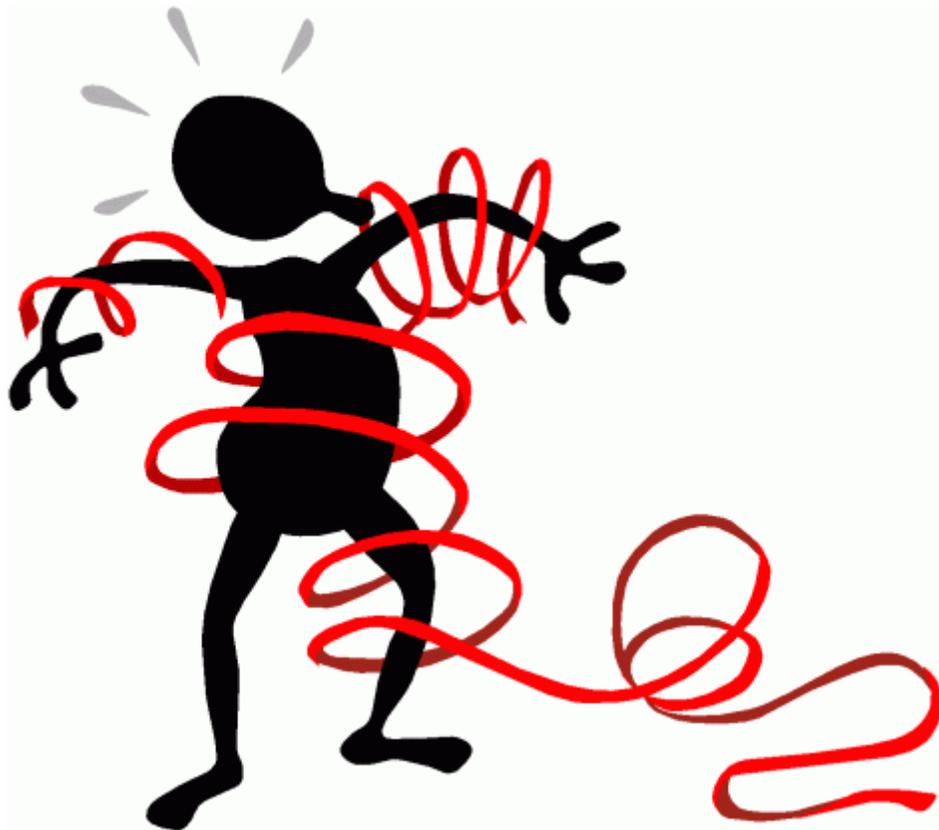


# Licensing Information

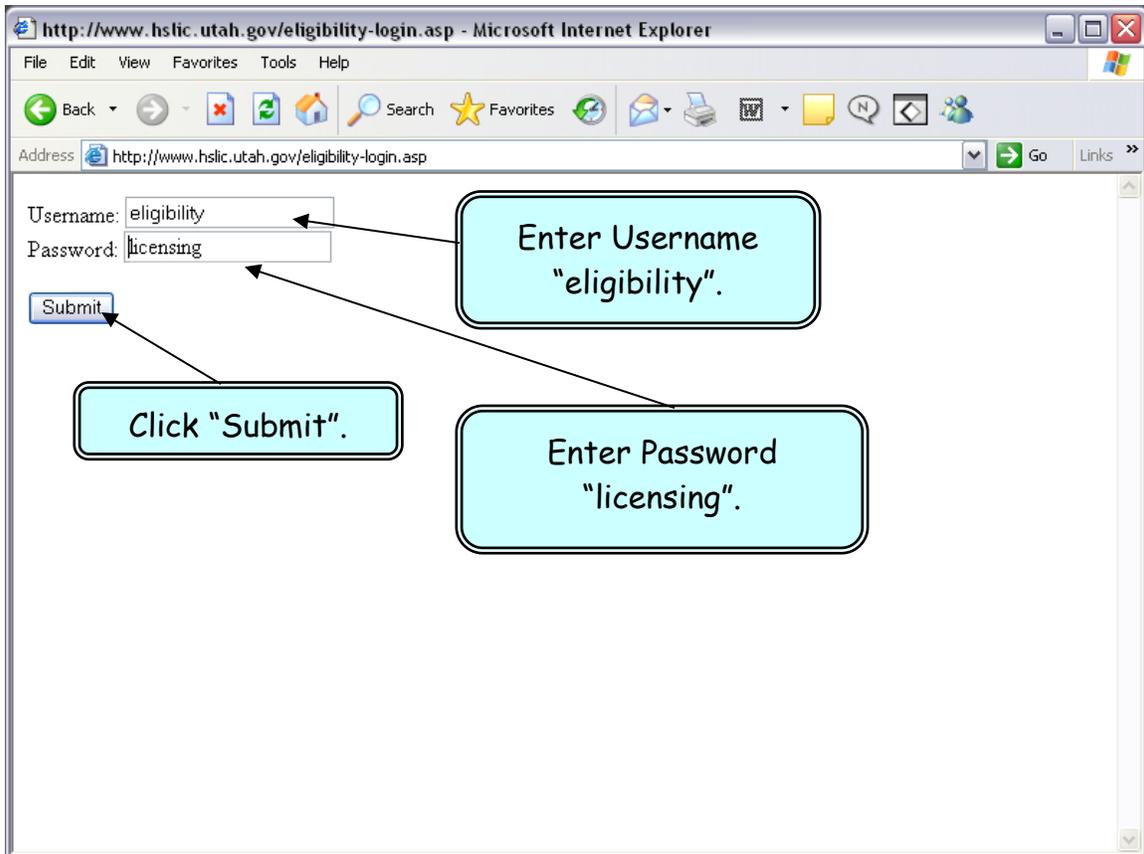


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## Foster Care Licensing Database- Pre SAFE

<http://www.hslic.utah.gov/eligibility-login.asp>



This webpage is strictly for use by DCFS Eligibility Workers. Login and database information must be kept secure.

## Office of Licensing License Documentation - Pre SAFE

**Office of Licensing**

### Eligibility look-up results

This page is for DCFS Eligibility Consultant use only.  
Unauthorized access to this page is prohibited.

ID#	License	Name	Capacity
11111111	LFC	Minnie Mouse	3

**Address**  
1053 EAST HILLSIDE CIR.  
PROVO UT 84604

LICENSES					
Status	Start	End	Type	Licensor	
Past	5/3/2004	7/31/2004	Initial-90		
Past	7/7/2004	4/30/2005	Annual		
Past	5/1/2005	5/31/2005	Extension		
Present	5/16/2005	4/30/2006	Renewal		

VARIANCES			
Status	Start	End	Reason

SANCTIONS			
Status	Start	End	Type

[Contact technical support for this page](#)

Considered a "conditional license". Provider is not eligible to receive IV-E payments during the timeframe of this license. A child in this placement would not be IV-E Reimbursable.

Considered "Full Licensure". Provider is eligible to receive IV-E payments.

Variance and Sanction information listed here. This information can affect the license status of the provider.

## Changes to Foster Care Licensing

Placements that are not fully licensed will now show as **"Probationary"** instead of **"Initial-90"**.

ID#	License	Name	Capacity	
	LSC		1	
Address				
Phone				
LICENSES				
Status	Start	End	Type	Licensors
Present	12/15/2005	3/31/2006	Probationary	Finefeuiaki
VARIANCES				
Status	Start	End	Reason	
SANCTIONS				
Status	Start	End	Type	

Considered a **"Conditional License"**. Provider is not eligible to receive IV-E payments during the timeframe of this license. A child in this placement would not be IV-E Reimbursable.

ID#	License	Name	Capacity	
	LSC		1	
Address				
Phone				
LICENSES				
Status	Start	End	Type	Licensors
Past	10/28/2005	1/31/2006	Initial-90	Lund
Present	2/1/2006	9/30/2006	Initial-P	Lund
VARIANCES				
Status	Start	End	Reason	
SANCTIONS				
Status	Start	End	Type	

**"Initial-P"** is how a kinship placement license will show when the licensing process has been completed. Placement is now

## Office of Licensing Background Screening Information Pre Oct 2013

<http://hslic.utah.gov/old/dcfs-login.asp>

---

Username:	<input type="text" value="Eligibility"/>
Password:	<input type="text" value="Licensing"/>
<input type="button" value="Submit"/>	

---

### DCFS Licensing reports

This page is for DCFS use only.  
Unauthorized access to this page is prohibited.

<b>Screening Results</b>	<input type="text" value=""/> <small>example: "XX0000"</small>	<input type="button" value="Submit"/>
--------------------------	---	---------------------------------------

[Contact technical support for this page](#)

- Use the first initial of the person's first name, first initial of the person's last name and the last 4 numbers of the SSN as the search criteria. Click "Submit".

## SAFE Licensing Information

License information is now being directly entered into SAFE by the licensor. That current information is available in SAFE. Historical information in SAFE was retrieved from USSDS and may not match the historical data you have on a printout from the OL Access data base. Please keep the printouts from the data base in your case files.

Screening information will still be accessed in the OL Access data base. Background screening information is not being entered directly into SAFE. The licensor is entering a background screening completion date on the licensing information. Eligibility workers must continue to verify background screening information in the OL Data Base.

### SAFE Provider "General Tab" View

### SAFE "Licensure Tab" View

Resource Type	License Period	Start	End	Worker	Disposition	Close	Close Reason
LFC	Initial	13Aug09	31Jul10	Tacy, Kolyn	Issued		

Resource Type - LFC or LSC

License Period - Probationary, Initial or Renewal

Start and End Date - Indicate the period of the license

Worker - Licensor

Disposition - Issued, Renewal or Pending (pending would not be fully licensed)

Close and Closure reason - Entered when a provider closes their license

### SAFE Background Screening Information

Provider, Spouses and Other Adults

Name	Relationship
	Primary
	Spouse

Medical Record Received: 14NOV11

Training Verified: 01DEC11

Background Screening Complete: 18NOV11

The background screening completion date in SAFE is entered by the licensor. The individual clearances must be verified through the Office of Licensing data base. An individual's information will appear when that individual's name is highlighted.

### Background Screening Clearance Verification Office of Licensing - Pre 10/2013

Background Screening ID: TG1492

<b>Name:</b>		
<b>Date of Birth:</b> 6/17/1964:		
<b>Licensor Name:</b> Serena Hubert		
<b>Database Field</b>		
<b>AW</b>	National Background Checks Required*	no
<b>CPF</b>	Proctor Home	no
<b>DCFS</b>	Kinship Clearance Process Used	no
<b>Closed File</b>	Background Screening Process Terminated	no
<b>Database Field</b>	<b>Screening Type</b>	<b>Date</b>
<b>CAL</b>	Criminal Background Check Approved (CAL)	4/16/2007
<b>LISA</b>	Utah Child Abuse Registry Check Approved (LISA)	4/11/2007
<b>AMIS</b>	Adult Abuse Check Approved (AMIS)	4/11/2007
<b>OSCAR</b>	Out of State Child Abuse Registry* Approved (OSCAR)	
<b>Database Field</b>		
<b>Received from FBI</b>	Results Received from FBI*	4/26/2007
<b>Approval Mailed</b>	Approval Mailed by Licensing	

Dates fields reflect the clearance date for each individual element of the background clearance.

## Office of License October 2013 Online Database

The Office of Licensing has provided a Help Manual for the 2013 Database. Refer to it for complete instructions. Use of the system is **ONLY** for Department-related purposes. Inappropriate use of the system will result in termination of access.

### Contents

-  Accessing the system
-  Searching Residential Facility Providers
-  Background clearances by provider
-  Background clearances by individual

### Accessing the system

1. System can be found at

<https://dhslic.utah.gov/dhsLicensing/home/index.action>



utah.gov UTAH.GOV SERVICES AGENCIES My Account Portal Search all of Utah.gov »

**dhslic.utah.gov**

Please Login

If you don't have an account  
[Create Account](#)

Forgot your password?  
[Forgot Password?](#)

Email or Utah-ID

Password

Remember Me?

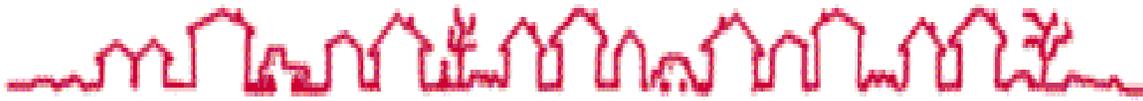
[Login](#)

[Privacy Policy](#) | [Ask for Help](#)

**Contact Joseph Gonzalez, [jgonzalez@utah.gov](mailto:jgonzalez@utah.gov) if you are unable to view or access the system. He will verify that you have been set up as a user.**

**\*\*See 2013 Online Database Help Manual for detailed instructions for searches.**

# Proctor Homes



## What is a Proctor Home?

- ✚ A foster home licensed by an agency other than the Utah Department of Human Services Office of Licensing.
- ✳ The Office of Licensing will license this agency as "Child Placing".
- ✳ The Child Placing Agency licenses their proctor homes in accordance with the rules set forth by the Department of Human Services Office of Licensing.

## Do Proctor Homes meet the IV-E Placement Requirements?

- ✚ Yes, a proctor home is considered a foster home and meets the IV-E Placement Requirements as long as it is fully licensed. A conditionally licensed proctor home does not meet the IV-E Placement Requirements.

## Are Proctor Homes considered fully licensed?

- ✚ Documentation of the foster homes licensure must be contained in the eligibility case record. A proctor home cannot be considered fully licensed until the necessary documentation is obtained from the licensing agency.

### Required Documentation

- ✓ A copy of current BCI's, completed prior to placement of the foster child, for each adult (over age 18) living in the proctor home. BCI's should be completed every 12 months.
- ✓ A copy of a current licensing certificate. Licensing rules require that a license be issued every 12 months. Alternate documentation may include copies of current training records and a home study or a letter from the agency stating the requirements have been met and the dates of the current license.

**Do not determine a child placed in a proctor home to be IV-E Eligible until the above documentation is in the case record! A proctor home must be fully licensed to meet the IV-E Placement Requirements.**

## Kinship Placement Pending Licensure

- ✦ **Kinship and Specific Home Approval**
  - ✓ An applicant may be licensed for placement of a specific child or sibling group. The home study shall be completed and all licensing requirements met. This license is valid for the duration of the specific placement only and must be renewed annually. *Title R501-12.4.f Human Services, Administration, Administrative Services, Licensing.*
  
- ✦ **A child is not IV-E reimbursable while placed with relatives who are in the process of becoming licensed as foster parents.  
(Probationary in foster home licensing data base)**
  - ✓ A child can be IV-E eligible if all other requirements are met.
  - ✓ No IV-E foster care payments for room and board may be made with IV-E funds.
  - ✓ IV-E administrative costs can be claimed.
  - ✓ Children placed in a kinship placement that does not meet the IV-E definition of kin are not IV-E eligible until the placement is fully licensed.

## Time Frame for Completing Licensing Requirements

- ✚ Children placed with relatives who are in the process of becoming licensed as foster parents meet the IV-E eligibility placement requirements as long as the relatives complete licensure requirements with the average time frame for licensing foster family homes.
- ✓ The average time frame for full licensure as identified for Utah's Office of Licensing is FIVE months.
- ✓ In the process of licensing means that the Office of Licensing has issued a "Probationary" license. The Foster Care Licensing Data Base is the source of verification of placement licenses.

Probationary License Issued  
licensed by

Placement must be fully



July 15, 2006

Dec 31, 2006

- ✚ If the kinship placement fails to become fully licensed by the end of the 5<sup>th</sup> month, IV-E eligibility must be discontinued until the home is fully licensed.





# Adam Walsh Act

A child who is in the legal custody of the state may only be placed with prospective foster parents who have passed criminal background screening requirements as defined in state law and licensing rules.

**Prior to April 1, 2007**, background screening for foster or adoptive parents and any adults living in the home consisted of:

1. Bureau of Criminal Investigation Report for Utah;
2. Utah child abuse and neglect registry check;
3. Utah adult abuse and neglect registry check; and
4. If the foster or adoptive parents or any adults in the home lived outside of Utah for at least 28 consecutive days within the previous 5 years, a fingerprint based FBI national criminal history records check. The FBI check is also completed if individuals self-disclose a crime outside of the State of Utah, the Utah BCI shows a multi-state offense, or if the individual has an out of state driver license.

*Note: The above background screening requirements continue to be required for renewal of foster family homes licensed prior to April 1, 2007.*

## What Documentation is Necessary

### Foster homes licensed by the Office of Licensing

1. Print out from licensing data base OR
2. Copy of BCI clearances prior to placement date for all adults living in the foster home.

### Proctor/foster homes licensed by other child placing agencies

1. Copy of BCI clearances prior to placement for all adults living in the proctor/foster home.

**Beginning April 1, 2007**, initial background screening for prospective foster or adoptive parents of a child in state custody and any adults living in the home consists of:

1. A fingerprint based FBI national criminal history records check for each foster or adoptive parent and each adult living in the home;
2. Bureau of Criminal Investigation Report for Utah;
3. Utah child abused and neglect registry check;
4. Utah adult abuse and neglect registry check; AND
5. If the foster or adoptive parents or any adult living in the home resided outside of Utah in the five years prior to the date of application as a foster parent, a child abuse and neglect registry check for each adult living in the prospective foster home for each state in which they resided.

### What Documentation is Necessary

#### Foster homes licensed by the Office of Licensing

1. Print out from licensing data base OR
2. Copy of BCI clearances prior to placement date for all adults living in the foster home.

#### Proctor/foster homes licensed by other child placing agencies

1. A copy of BCI clearances prior to placement for all adults living in the proctor/foster home.

### Things to Remember

The FBI clearance for the foster parents (and all adult living in the home over age 18) must be completed prior to the child being placed in the home or the child **CAN NOT** be IV-E eligible for the entire period of their placement in that home.

