Home Study Quality Assurance Tool

GENERAL INFORMATION			
Home Study Family Name		**Date Home Study Completed**	
Contract Agency			
Contract Worker			
Service Area			
QA Reviewer		**Second Level Reviewer**	
Review Date		**Second Level Review Date**	

REPORT INFORMATION	
HOME STUDY PURPOSE	☐ **Foster Care** ☐ **Child Specific** ☐ **Adoption** ☐ **Relative** ☐ **Parent**

Reviewer Comments:

GENERAL INFORMATION:

1. Did the contractor identify the purpose of the Home Study?	☐Y ☐N
Reviewer Comments:	
2. Did the contractor correctly enter all face sheet information? ***Reviewer Note: To include: face sheet, agency contacts, child specific, licensed, and relative sections. To include all information on 1st and 2nd pages of home study.***	☐Y ☐N
Reviewer Comments:	

BACKGROUND INFORMATION: LAW ENFORCEMENT, CENTRAL REGISTER AND CLEARANCES

3. Were all the required background checks for each household member recorded on the home study? ***NA warranted for National Criminal History when: applicant is the parent or check is not required for household member due to age. All other areas NA warranted only if not required due to age.*** **National Criminal History 18+** ☐Y ☐N ☐NA **Nebraska State Patrol 18+** ☐Y ☐N ☐NA **Sex Offender Registry 18+** ☐Y ☐N ☐NA **CPS-Central Registry 13+** ☐Y ☐N ☐NA **APS-Central Registry 18+** ☐Y ☐N ☐NA **Local Law Enforcement 18+** ☐Y ☐N ☐NA ***Reviewer Note: All must be yes or NA to receive a yes overall. The Adam Walsh Act requires central registry to be checked if applicants moved from another state in the last 5 years. If LE is verbal this must be documented.***	☐Y ☐N
Reviewer Comments:	

APPLICANT SECTION:

4. Does the home study include the date and place of birth for the applicant(s)? ***Reviewer Note: Yes when both are included.***	☐Y ☐N
Reviewer Comments:	
5. Does the home study include education for each applicant including any plans for future education and/or military background if applicable? ***Reviewer Note: Includes names and locations of schools attended and diplomas/degrees received and specifics regarding military involvement.***	☐Y ☐N
Reviewer Comments:	
6. Does the home study include current employment information of each applicant and future career goals? ***Reviewer Note: Includes name/city/location of employer, number of years employed and further career goals. If "no" skip to #7.***	☐Y ☐N
Reviewer Comments:	
6a. Were follow-up questions asked?	☐Y ☐N
Reviewer Comments:	
7. Does the home study include information regarding the applicant(s) personality and give specific examples that will attest to their maturity level?	☐Y ☐N

Reviewer Comments:	
8. Does the home study include information about the applicant(s) family background including relationship to siblings, parents, extended family and current/past significant relationships? ***Reviewer Note: Includes frequency and nature of contact with family members and those people who are considered "as family". Names and locations (city and state) should be included. If applicant has no "family", the historical information should be included.*** **If "no" skip to #9.**	☐Y ☐N
Reviewer Comments:	
8a. Does the home study expand on relationships by asking follow up questions?	☐Y ☐N
Reviewer Comments:	
9. Does the home study include information regarding the applicant(s) significant life experiences? ***Reviewer Note: Includes both positive and negative experiences such as death of a significant person, moving to another home/location, birth of siblings, etc.*** **If "no" skip to #10.**	☐Y ☐N
Reviewer Comments:	
9a. Does the home study expand on applicant(s) significant life experiences? ***Reviewer Notes: Answer yes when home study gives details of how this impacted the life and current functioning of the applicants.***	☐Y ☐N
Reviewer Comments:	
10. Does the home study identify any social problems the applicant and their extended family may currently have or have dealt with in the past? ***Reviewer Note: Includes drug/alcohol abuse, domestic violence, legal issues, and child abuse experienced by the applicant(s) and extended family. Describe the effect of social problems on present functioning and the ability to parent. This could be located anywhere in the applicant section. This would include adult children (19+) living in the home.*** ***NA is warranted when it was noted that there were no social problems.*** **If "no" or "NA" skip to #11.**	☐Y ☐N ☐NA
Reviewer Comments:	
10a. Does the home study expand on any social problems that were identified? ***Reviewer Note: Were follow up questions asked?***	☐Y ☐N
Reviewer Comments:	
11. Does the home study include information regarding the applicant(s) relationships between adults in the home? ***Reviewers Note: Narrative includes a description of the applicant's relationship to any other adult living in the home. For a single adult the home study should clearly indicate they live alone or identify anyone who lives there (sleeping over or having child supervision responsibilities). This is not to include a marital partner.*** ***NA is warranted when: It was noted that there are no other adults in the home.*** **If "no" or "NA" skip to # Children Section.**	☐Y ☐N ☐NA
Reviewer Comments:	

11a. Does the information provided expand on the applicant(s) relationship between adults identified in the home?	☐Y ☐N
Reviewer Comments:	

CHILDREN : ☐Y ☐N

Reviewer Note: This section is applicable for persons with children living in their home, as well as those with minor and/or adult children no longer residing in the home. Please check the appropriate box next to "children" to indicate if this section is applicable. Information for each child should be provided. If the applicant has ever had children answer questions 12-15; if not check no for this section and skip to question 16.

12. Does the home study include information about the name(s), birth date(s), grade level(s) and occupation if applicable, of children?	☐Y ☐N
Reviewer Comments:	
13. Does the home study include information about the relationship of each child to each applicant? ***Reviewer Note: Includes identifying the child's relationship to the applicant(s) as a biological, step, foster child or other applicable relationship.* If "no" skip to #14.**	☐Y ☐N
Reviewer Comments:	
13a. Does the home study expand on information about the relationship with each child?	☐Y ☐N
Reviewer Comments:	
14. Does the home study include a description of each of the children in the home? ***Reviewer Notes: Includes abilities, interests, personality and special needs. All of these areas need to be addressed for each of the children in order to receive a "yes".*** ***NA for children not living in the home.* If "no" or "NA" skip to #15.**	☐Y ☐N ☐NA
Reviewer Comments:	
14a. Does the home study expand on the description?	☐Y ☐N
Reviewer Comments:	
15. Does the home study include the child(ren)'s perception of foster care/adoption and includes their ability to relate that information. (as reported by the children)? ***Reviewer Note: Includes documentation that the children were interviewed regarding their feelings about foster/adoptive children being placed in the home.***	☐Y ☐N
Reviewer Comments:	

MARRIAGE & COHABITATION: ☐Y ☐N

Reviewer Note: this section is applicable for persons that have EVER been married or cohabitated with a partner. Please check the appropriate box next to "Marriage/Cohabitation". If "no" skip to Family Life Style Section.

16. Does the home study include a description of any "previous" marriages/cohabitations of either applicant? ***Reviewer Note: NA warranted when there are no previous marriages or cohabitations.***	☐Y ☐N ☐NA

Reviewer Comments:	
16a. If either applicant has children from any former relationships, is information regarding the relationship between the two adults covered in the home study? ***Reviewer Note: NA is warranted when there are no children from former relationships.***	☐Y ☐N ☐NA
Reviewer Comments:	
17. Does the home study include a description of applicant's "current" marriage/cohabitation and include the date? ***Reviewer Note: Include current marriage/cohabitation date. NA if not currently married or cohabitating.***	☐Y ☐N ☐NA
Reviewer Comments:	
18. Does the home study include marital functioning? ***Reviewer Note: All of the following question 18a-18c must be answered" yes" for this question to be a "yes".*** **Does the home study include the following:** **18a. The type of decision making process the applicant uses?** ☐Y ☐N ***Reviewer Note: Describes how decisions are made on the marriage, particularly regarding finances and parenting.*** **18b. How conflicts are resolved by the applicant?** ☐Y ☐N ***Reviewer Notes: Describes most common conflicts that occur within the marriage and how they are resolved.*** **18c. Does the home study include information on the attitude of each applicant toward their spouses' family?** ☐Y ☐N ***Reviewer Notes: Describes the relationship between the applicant and their spouses' families.*** ***NA is warranted when the applicant/s are not currently married/cohabitating.***	☐Y ☐N ☐NA
Reviewer Comments:	
19. Does the home study include information on any infertility problems and how they have been resolved? ***Reviewer Notes: NA warranted when infertility issues are not the reason for pursuing adoption or foster care.***	☐Y ☐N ☐NA
Reviewer Comments:	

FAMILY LIFE STYLE:	
20. Does the home study include the interests, activities, and hobbies of family members?	☐Y ☐N
Reviewer Comments:	
21. Does the home study include a description of the applicants' religious background/practices? ***Reviewer Notes: Describes any religious or spiritual practices of each family member and the expectations for the child placed with them. Both 21a and 21b must be answered yes in order for 21 to receive a yes.*** **21a. Does the home study include specific discussions on their willingness to accept a child with religious practices other than their own?** ☐Y ☐N **21b. Does the home study give specific details given on how the applicant would address this issue?** ☐Y ☐N	☐Y ☐N

Reviewer Comments:	
22. Does the home study include information on the physical description of the home? ***Reviewer note: This includes required narrative on location, style, number of bedrooms and bathrooms, fenced yard, needed repairs, safety issues, how weapons and medications are secured, accessible modifications, potentially dangerous animals in the home, proof of compliance with pet ordinance policies, etc.***	☐**Y** ☐**N**
Reviewer Comments:	
23. Does the home study include information regarding the applicant(s) accepting placement of a child with a physical handicap? ***Reviewer Notes: Describes if the home could accommodate a child with special needs. NA is warranted when the family has stated they are not interested in placement of a child with special needs.***	☐**Y** ☐**N** ☐ **NA**
Reviewer Comments:	
24. Does the home study include a description of the sleeping arrangements? ***Reviewer Notes: Includes the sleeping arrangements for all household members and for future foster/adoptive children.***	☐**Y** ☐**N**
Reviewer Comments:	
25. Does the home study include information regarding the income and financial management of the household? ***Reviewer Notes: All of the following questions (25a-25e) must be answered yes for #25 to be answered yes.*** **Are the following included in the home study:** 25a- Information regarding income and assets ☐**Y** ☐**N** *Reviewer Notes: Include all monthly income of applicant(s); other pertinent financial information the applicant is willing to provide, ie retirement plans, source of income, etc.* 25b- Information regarding monthly expenses ☐**Y** ☐**N** *Reviewer Notes: Includes mortgage/rent, utilities, vehicle payments, credit cards, daycare, groceries, entertainment and any other monthly expenditure.* 25c- Applicants ability to live within their income ☐**Y** ☐**N** *Reviewer Notes: Based on income, assets and monthly expenditures, if financial concerns were identified was this explored further?* 25d- Insurance plan including medical, dental, vision, and life ☐**Y** ☐**N** *Reviewer Notes: Includes applicants' insurance plan for medical, dental, and vision. Is the applicant anticipating a need to provide coverage for a child placed into their home?* 25e- Unusual expenditures and their circumstances ☐**Y** ☐**N** *Reviewer Notes: Includes a plan for how to pay for unexpected bills such as home repairs, medical bills, and other expenditures.*	☐**Y** ☐**N**
Reviewer Comments:	
26. Does the home study include a description of community resources and identify support systems? ***Reviewer note: All of the following questions (26a-26d) must be answered yes for #26 to be answered yes.*** **Does the home study include information from the applicant regarding the following:** 26a- A description of extended family and friends who will be a support ☐**Y** ☐**N** *Reviewer Notes: Describes specific support provided by extended family and how*	☐**Y** ☐**N**

that support will assist the applicant. 26b- Local schools that could act as supports (i.e. Special Education) ☐Y ☐N *Reviewer Notes: Includes what schools the applicants children attend, what school a foster/adoptive child would attend, and would any special educational needs be adequately met.* 26c- Local churches, temples, synagogues, etc. that could act as supports ☐Y ☐N *Reviewer Notes: Includes what religious institutions are available in the applicants community,* 26d- Local medical practitioners and facilities that could act as supports ☐Y ☐N *Reviewer Notes: Includes what medical providers/facilities are available in the applicant's community.*	
Reviewer Comments:	
27. Does the home study include sufficient information regarding life style changes anticipated/or already incurred by the applicants after a child is placed? ***Reviewer Notes: Includes what changes would having a foster/adoptive child bring to the applicants lifestyle. Where placement has already occurred, includes what changes the family has already incurred. (Follow up questions, to include changes in work schedules must be asked.)***	☐Y ☐N
Reviewer Comments:	

PARENTAL EXPERIENCES:

28. Does the home study include information regarding the applicants parenting style and the experience they have with children? ***Reviewer Notes: Describes what experience the applicant has in caring for children.***	☐Y ☐N
Reviewer Comments:	
29. Does the home study include information about the nurturing style of the applicants? ***Reviewer Notes: Describes how the applicant physically/ emotionally nurtures a child.***	☐Y ☐N
Reviewer Comments:	
30. Does the home study include information about the applicants' methods of discipline and rewards for positive behavior? ***Reviewer Notes: Describes methods used by the applicants including physical discipline/corporal punishment as well as any reward for positive behavior and under what conditions.***	☐Y ☐N
Reviewer Comments:	
31. Does the home study include information about what is expected of children in the applicant(s) home? ***Reviewer Notes: Describes goals and aspirations for children placed in the home along with any house rules the applicants have for children placed with them.***	☐Y ☐N
Reviewer Comments:	
32. Does the home study include the applicants understanding of and ability to meet a child's specific physical, emotional, and behavioral needs? ***Reviewer Notes: Includes the applicants understanding of a child's specific needs and identify how applicant would meet those needs.***	☐Y ☐N
Reviewer Comments:	

MOTIVATION TO FOSTER AND OR ADOPT CHILDREN:	
33. Does the home study include how the intention to foster/adopt children came about? ***Reviewer Notes: Describes what led to the applicant's decision to Foster/Adopt. Include reasons for desiring a placement of a specific child.*** **If "no" skip to #34.**	☐Y ☐N
Reviewer Comments:	
33a. If needed were follow up questions asked regarding intent to foster/adopt?	☐Y ☐N
Reviewer Comments:	
34. Does the home study include the feelings of other family members, including children, about the decision to foster/adopt children? ***Reviewer Notes: Describes the feelings, negative and positive, of ALL family members regarding foster care/adoption. NA is warranted if there are NO extended family members.*** **If "no" skip to #35.**	☐Y ☐N ☐NA
Reviewer Comments:	
34a. If needed were follow up questions asked?	☐Y ☐N
Reviewer Comments:	
35. Does the home study include attitudes of the applicant(s) toward the child's birth parents and family history, including willingness to maintain contact with the birth family? ***Reviewer Notes: Narratives assess applicant(s) respect for the child's cultural, ethnic, religious background, including contact between the child and biological family.*** **If "no" skip to #36.**	☐Y ☐N
Reviewer Comments:	
35a. If needed were follow up questions asked?	☐Y ☐N
Reviewer Comments:	
36. Does the home study include information regarding the applicant's ability and willingness to work with the placing agency and service providers? ***Reviewer Notes: Narratives identify the applicant(s) understanding, willingness and ability to communicate and cooperate with the agency and other professionals involved with the child.*** **. If "no" skip to #37.**	☐Y ☐N
Reviewer Comments:	
36a. If needed were follow up questions asked?	☐Y ☐N
Reviewer Comments:	
37. Was information gathered regarding the applicant's understanding and interest in open adoption? ***Reviewer Notes: Narratives assess the applicant(s) willingness to allow/promote contact between the child and biological family and/or previous caregivers post adoption. NA is warranted for those applicants where home study purpose on front page in not marked "adoption".***	☐Y ☐N ☐NA
Reviewer Comments:	

38. Was information gathered regarding how the applicant(s) plan to assimilate a child with special needs into the present family? ***Reviewer Notes: Narratives identify the applicant(s) understanding of the physical, emotional, behavioral and mental health needs of a child and how they will meet those needs.*** ***NA is warranted for those families where it is stated they are not intending on taking in children with special needs. (This should RARELY be NA)***	☐**Y** ☐**N** ☐**NA**
Reviewer Comments:	
39. Was information gathered regarding how a child will be told of his/her adoption and background if adoption were to occur? ***Reviewer Notes: Narrative describes how and when an adopted child will be informed of his/her biological background. . NA is warranted for those applicants where home study purpose on front page in not marked "adoption".***	☐**Y** ☐**N** ☐**NA**
Reviewer Comments:	

REFERENCES:	
40. Were a minimum of 3 positive references secured as part of the home study? ***Reviewer Notes: Do not use name of the reference.***	☐**Y** ☐**N**
Reviewer Comments:	
41. For adoption cases, to confirm employment, was a current employer reference obtained for both applicants? ***Reviewer Notes: NA is warranted when the family is not planning to adopt or either applicant is unemployed or self employed. If NA explain why?***	☐**Y** ☐**N** ☐**NA**
Reviewer Comments:	
42. Were strengths identified by the references incorporated into the body of the home study? ***Reviewer Notes: Do not use name of the reference.***	☐**Y** ☐**N**
Reviewer Comments:	
43. Were areas of concern identified by the references incorporated into the body of the home study? ***Reviewer Notes: Do not use name of the reference. NA warranted when there were no areas of concern noted by any of the references.***	☐**Y** ☐**N** ☐**NA**
Reviewer Comments:	
44. Was the Health Information Report completed? ***Reviewer Notes: NA response is warranted when:*** ***This home study is being completed within one year of the existing home study.***	☐**Y** ☐**N** ☐**NA**
Reviewer Comments:	
44a. Does the home study include a treatment plan for any medial condition identified? ***Reviewer Notes: A description of the treatment plan is required when there is an identified medical condition. NA is warranted when there is no medical condition identified.***	☐**Y** ☐**N** ☐**NA**
Reviewer Comments:	

45. Was information sufficient in the home study to address any identified or observable medical condition which might be expected to affect the parenting ability of the applicant(s)? ***Reviewer Notes: Identifies and describes the condition and its likely effect upon the applicant's ability to parent. If the applicant is receiving disability is there a detailed report indicating how that will affect their ability to parent.*** ***NA is warranted when: It was noted no medical conditions were identified/and or conditions would not be expected to affect parenting ability.***	☐**Y** ☐**N** ☐**NA**
Reviewer Comments:	

EVALUATION:

46. Is the evaluation in the home study complete? ***Reviewer note: The following questions (46a-46c) need a yes or NA answer for this to be answered yes.*** **Does the home study contain the following:** 46a- A summary of the strengths of the applicant(s) ☐Y ☐N *Reviewer Notes: Strengths including emotional, physical, intellectual maturity, and overall readiness to foster/adopt children. (Strengths identified anywhere in the home study should be summarized in this section).* 46b- Any identified limitations or weaknesses of the applicant(s) ☐Y ☐N ☐NA *Reviewer Notes: Includes any emotional, physical, intellectual deficits that may predict future problems or risks to foster/adopt children. (Limitations identified anywhere in the home study should be summarized in this section).* 46c-Recommendations for additional training/support for the applicant(s)☐Y ☐N	☐**Y** ☐**N**
Reviewer Comments:	

RECOMMENDATION:

47. Is there an explanation of approval or disapproval for the placement of children in this home? ***Reviewer Notes: Narrative must support an approval or disapproval and there must be a recommendation with reason(s) documented if applicant is not approved.***	☐**Y** ☐**N**
Reviewer Comments:	
48. If the applicant is approved does the home study identify the type of children to be considered for placement? ***Reviewer Notes: NA for child specific/relative and parental home studies.***	☐**Y** ☐**N** ☐**NA**
Reviewer Comments:	
49. Did the contractor use the designated format?	☐**Y** ☐**N**
Reviewer Comments:	