

Individualized Training Assessment & Plan (ITAP)

To be completed due to responses from “prompts” within the licensing application. **Not all applicants will need to have this assessment completed.*

This **Individualized Training Assessment & Plan (ITAP)** is designed as a one-page guide for workers to use during the licensing interview. It helps determine if a professional applicant can waive standard training modules based on their demonstrated competency in the challenge scenarios we discussed.

Applicant name: _____

Professional background: _____

Instructions for the concierge worker

1. **Identify the tier:** Based on the Foster Parent Training Assessment Matrix, determine if the applicant is waived from the required classes identified below.
2. **Ask the "Challenge Questions":** Do so without prompts, taking notes of each response.
3. **Evaluate the responses:** Concierge will complete the form with the applicant and make a determination based on the scoring rubric.

Week 1: Child Welfare & The Legal System (3 hrs.)

Challenge Questions:

- Walk us through what happens after a child abuse report is made, from intake through court involvement and toward permanency. As part of your response, explain:
 - Key decision points (acceptance, removal, court involvement)
 - The purpose of major hearings
 - How decisions are made about visitation and permanency

Response:

- Describe the role of a foster parent within the child welfare and legal system. Include:
 - How you support the case plan (including reunification when applicable)
 - How you communicate concerns or observations
 - Your role in medical decisions and consent
 - How you interact with other professionals (caseworkers, GAL, providers)

Response:

Week 3: Separation, Grief, & Loss (2 hrs. + Foster Care Panel)

Challenge Scenario:

A child has recently moved into your home after multiple placement changes. They seem angry and withdrawn, struggle with transitions, and sometimes say they want to go home or push adults away. At other times, they seem fine and do not want to talk about what happened.

Question:

Using your understanding of separation, grief, and loss, explain how you would respond and support this child.

In your response, include:

- How separation and ambiguous loss may affect a child's emotions and behaviors
- Why grief in children may look different than grief in adults and may show up unexpectedly
- How behaviors may be connected to loss, grief, or fear rather than defiance
- At least two ways you would help the child feel safe and supported while acknowledging their losses
- How you would honor important relationships, connections, or parts of the child's identity while helping them adjust
- How your own self-awareness and emotional regulation can impact how you support the child

Response:

Post Training Classes: Attachment (2 hrs.) & Child Development (1.5 hrs)

Challenge Scenario:

A child in your care is 10 years old but struggles with emotional regulation, has difficulty following directions, and often behaves more like a much younger child.

Question:

Explain how you would understand and respond to this situation.

In your response, include:

- The difference between **chronological age** and **developmental age**, and why it matters

- How **trauma and disrupted experiences** can impact development and behavior
- At least two **developmental domains** that may be affected (e.g., social-emotional, cognitive, communication, physical)
- How you would **adjust your expectations and parenting approach**
- How you would work with **professionals** to support the child

Response:

Challenge Scenario:

A child in your care avoids closeness, does not seek comfort when upset, and often acts like they don't need adults.

Question:

Explain what may be happening and how you would respond.

In your response, include:

- How early experiences impact a child's **ability to form attachments and trust caregivers**
- What this behavior may indicate about **attachment needs or patterns**
- Why behaviors may reflect **unmet needs rather than defiance**
- Specific strategies you would use to:
 - Build **trust and predictability**
 - Show **attunement to the child's needs**
 - Keep the **relationship as the priority**, even during challenging moments
- Why consistency and time are critical in **developing secure attachment**

Response:

Concierge worker signature: _____ **Date:** _____

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<i>This ITAP has been reviewed for waiver eligibility based on the applicant's demonstrated competency during the challenge-question interview.</i>	
Reviewer name:	Review date:
Waiver decisions – Week 1: Required ☐ Waived ☐ – Week 3: Required ☐ Waived ☐ – Post-training classes: Required ☐ Waived ☐	
Additional comments:	

