

Resource Home Concern

Part 1: Completed by HHS

Date:	CPS case worker:
CPS licensing worker:	HHS licensing supervisor:
Resource family name:	Resource family county:
RRTS caseworker name:	RRTS caseworker phone:
RRTS caseworker email:	RRTS supervisor:
Next license renewal date:	
Information about concern	
Date concern noted:	Names of child(ren) currently placed in home:
Description of the concern, including any interventions used to mediate the concern:	
Actions needed to resolve the concern:	
Timeframe for RRTS to complete initial contact in the home:	
Date form was forwarded to RRTS provider:	

Part 2: Completed by RRTS Contractor

Coordination of Service
Description of RRTS steps to resolve concern:
Action steps needed to ensure concern does not continue:
Date of RRTS intervention and list of resource family members included in resolving the concern:
Date form was forwarded from RRTS to licensing supervisor:

Part 3: Approved by HHS

Resolution:	
Concern and corresponding intervention approved by:	Date:

Concern Form Completion and Dissemination Instructions

Purpose: The purpose of the form is to document concerns, coordinate successful resolution and track a resource home's history.

Responsibilities: This form is completed by HHS to communicate concerns regarding a resource home. The concern is to be acted on and addressed by the RRTS provider.

Part 1:

1. Reporter completes and forwards this form to the identified service area HHS licensing supervisor with one business day following awareness of the concern.
2. HHS licensing supervisor reviews Part 1 and approves or denies the concern.
3. HHS licensing supervisor returns the form to the HHS licensing worker.
4. HHS licensing worker sends the form to the RRTS provider.

Part 2:

1. RRTS contractor develops and documents a resolution and returns the form, including the corrective action plan if applicable, to the HHS licensing worker within 10 business days.
2. HHS licensing worker sends the form to the HHS licensing supervisor for review and signature.
3. A copy is filed in the resource family HHS licensing file under the communications tab.
4. HHS licensing worker monitors to ensure concerns have been successfully resolved and will maintain documentation in the resource family file.