

STATEWIDE RFA TECHNICAL ASSISTANCE CALLS  
 MEETING MINUTES  
 September 6, 2017  
 Time: 1:30 pm – 2:30 pm  
 Location: Conference Call  
 Call-In: 877-873-8017 Code: 5396369

County TA Questions	CDSS Response	Action Item
1) **Answer to question #1 on 8/30/17: Can the Written Report include criminal history info on the other adults living in the home?	A Written Report can summarize criminal history information; however, the information should not be directly copied from the criminal record documents, and the CORI document should not be shared. This applies to all adults in the home.	
2) Will the WD's be available in other languages?	At this time, there are no plans for that. Typically, regulations have not been provided in other languages and the WD's are still changing quite frequently.	
3) Do the families need to reprint if they were already printed in the adoption unit?	No. The prints can transfer from the county adoption unit to the RFA unit. Since the prints are still within the county, they can be shared.	
4) What is the current status of Kim Wrigley's participation in the RFA program?	Kim was promoted to Bureau Chief and will continue to oversee RFA at a higher level. Kendra promoted to RFA manager.	
5) How much information should be discussed regarding the criminal history of applicants and adults in the home?	A summary is all that is needed. Discretion should be used when determining what level of detail to include in the Written Report.	
6) Are there any changes being discussed about the 90-day timeframe for approval of emergency placements?	Not at this time. It is important to make the process as linear as possible, instead of breaking it into stages, which may increase the time to approval.	

**Next Meeting: October 14, 2017**