Certification (Licensing) Process - Best Practice Timeframes

**Inquiry Call**
* Provide orientation dates

**Applicant Activities**

- Be available for home visits.
- Discuss training plan.
- Begin PRIDE pre-service training.
- Schedule/Complete Fingerprinting.
- Schedule medical.
- Provide References and contacts for adult children.

Within 2 weeks after orientation:
* Send out requests for references.
* Begin checking out of state central registry.
* Request environmental (if needed).
* Submit application and 1326 for enrollment.

**Following Orientation and Prior to 1st Home Visit**

Within 2 weeks after orientation:
* Provide PRIDE training schedule and develop a plan to complete.
* Provide copies of medical statements.

**Schedule regular and frequent orientations.**
* Orientation video and presentation on needed paperwork.
* Obtain signed application.
* Sign applicant up for fingerprinting.

**Certification Worker Activities**

- Review orientation.
- Schedule regular and frequent orientations.
- Conduct pre-service training.
- Schedule medical.

Within 2 weeks after orientation:
* Follow up with families that did not submit signed application after orientation.

Within 30 days of Application:
* Conduct assessment of the physical space (measure bedrooms, check water temperature, identify potential barriers).
* Collect medical statements or establish a plan to obtain them.
* Begin interviewing the HHM to gather social history.
* Continue interviewing the HHM’s.
* Follow up on progress towards completion of PRIDE.

**31-60 days of Application**

- Complete 1st Home Visit
- Conduct interview with HHM to gather social history.
- Complete 1326 for enrollment.

**61-90 days of Application**

- Complete 1st Home Visit
- Conduct interview with HHM to gather social history.
- Complete next portion of home assessment (3130).
- Continue interviewing/assessment.
- Identify barriers, establish plan to address barriers.

**91-120 days of Application**

- Complete 2nd Home Visit
- Conduct monthly HV with applicant(s).
- Write Assessment.
- Monthly Supervisor/Worker Conference.

**Prior to issuance of original license**

- Complete remaining 12 hours of PRIDE pre-service.
- Provide copies of birth certificate, marriage certificate, death certificate prior to issuance of original license.

*Monthly HV with applicant(s)*
* Monthly Supervisor/Worker consult.

*Finalize Family Assessment.*
*Meet with Supervisor to discuss assessment.*
*Submit BCAL 3130 include any variances or ARTS for review.*
*Monthly HV with applicant(s) until license is issued.*
*BCAL Reviews and Approves/Denies License.*
*BCAL issues license.*

*Follow up with family regarding remaining 12 hours of PRIDE pre-service training.*
* Maintain contact with family to assist in gathering the remaining verifications such as birth certificate, marriage certificate, death certificate etc.

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