

# New Hampshire Services

## Adult and Elderly Services

### Residential Support

#### Enhanced Home Care (EHC) / Enhanced Family Care / Shared Living / Host Family Services

This model is an alternative to facility-based residential settings, group homes, nursing homes, or staffed residences. In this model, the individual in need of residential support moves in with a home care provider, who is thoroughly trained and closely supervised by LifeShare. On some occasions, the home care provider may also be a family member. Through this model and with the support of their provider, individuals are encouraged to increase their independent living skills and to build relationships within the home and community. They participate in social events with friends, travel, go to movies, and explore new and exciting opportunities and other interests. As this program is developed and maintained for each individual based on his/her unique needs, the creative possibilities are endless!

The EHC model is ideal because:

- There is no stigma attached to the individual's home (as there is for a group home or nursing home).
- The individual has more choice and control in his/her life leading to a feeling of safety and security.
- The setting is more normalized (no shift-staff coming in and out).
- The home is truly in the community (not segregated). With the help of the provider, the individual can access the community on his/her own terms.
- This model is less expensive than group homes and more effective at connecting the people to the community, leading to the individual becoming more independent and self-reliant.

### Day Support

#### Community-Based Day Programs

Believing in full community involvement, LifeShare works hard to provide individuals with the tools they need to be successful in their communities. We create individualized schedules of activities for each person based on his/her abilities and interests. LifeCoaches give people the opportunity to learn about community resources, partake in specialized classes, and volunteer regularly.

LifeShare develops day programs for individuals so they can increase independence, fulfill goals, and enrich their lives every day. From paid employment to pottery, the list of meaningful activities is vast. Programs are developed around the needs, goals, and interests of the individuals we support and are offered in 1:1, 1:2, and 1:3 staff-to-person ratio, depending on the need and funding. This consistent schedule of activities might include participating in peer activities, academic and vocational studies, volunteering, and paid employment.

It is important to understand that this is the individual's program and that he/she is an integral part of the team, making the choices of what activities to pursue. We support all individuals in everything they do and help to facilitate their success within their community-based programs.

### Supported Employment

#### Community-Based Supported Employment / Job Coaching

Individuals who receive services through our community-based day program may also utilize our supported employment services. This service allows people, who have paid employment as their primary goal, to work 1:1 with a job coach to obtain, train for, and maintain their job. The job coach assists the person in finding potential opportunities, writing a resume, scheduling and preparing for interviews, and participating in job training. The job coach also develops a relationship with the employer in order to build quality natural supports, and offers assistance to the individual as long as he/she needs it.

## Child Services

### Foster Care

#### ISO (Individual Service Option) Foster Care Services

LifeShare's ISO foster care program provides youth with support and preparation for adulthood by focusing on the youth's strengths and by using a positive development approach to care. The program provides the youth with the goals of permanence, well-being, and safety. An emphasis is placed on developing the youth's knowledge and skill and preparing the youth to successfully acclimate into his/her community by incorporating "real life" activities. Our mission is to provide a structured home

setting with wraparound services such as counseling, psychiatry, behavior therapy, case management, and independent living skill development.

Our foster care providers receive extensive training in the areas of positive behavior support, Gentle Teaching, The Mandt System®, and behavior assistant training. Our behavior support team provides ongoing training, support, and oversight to all ISO foster homes. We ensure that wraparound services are provided to youth and foster families by working collaboratively with psychiatrists, mental health counselors, case managers, and other team supports.

Our foster care providers work with youth to develop community connections, natural supports, independent living, and vocational skills. Activities may include, but are not limited to, support with activities of daily living such as hygiene skills, increased independence, and positive coping skills. Providers also assist families in managing challenging behaviors within the home and working towards individualized, attainable goals that enrich their lives. As this is the youths' program, they are an integral part of the team and make the choices of what to do with their time. LifeShare's position is to support each individual and facilitate his/her success within the home and community settings.

## Independent Living

### Home-Based Independent Living Program

Once a youth is ready for a less structured foster care setting, he/she becomes eligible to participate in the Independent Living Program. This intensive independent living program simulates a "real-life" living situation so that the youth can experience the responsibilities of living independently, while developing the skills needed for transition to adulthood. Youth are supervised in an independent living apartment.

This program allows individuals to live as independently as possible, while developing the skills necessary to one day live on their own. This is achieved through hands on, side-by-side work with a dedicated team of independent living specialists. Emphasis is placed on developing an individual's knowledge and skills and preparing the individual to successfully acclimate to the community.

The program incorporates real-life activities ranging from nutrition and menu planning to money management and income security. As people have different abilities, learning styles, and strengths and challenges, programs are developed for the specific individual. Participants are always included in the development of their program and are encouraged to explore and develop new skills while enhancing the ones they already have. They are able to select which components of independent living are most relevant for their situation and then concentrate on those areas. Some individuals might access each of the options in the program while others might concentrate on a few specific areas of need.

## In-Home Support

### In-Home ISO

For families who do not choose day treatment services for their child, they still have access to counseling, behavioral health, case management, crisis resolution, recreation and socialization opportunities, therapy, life skills, independent living, and respite services. In-home support provides intensive therapeutic support without the day treatment component.

Our In-Home ISO service is a home-based program providing youth and their family with a variety of therapeutic services as either post-placement support or as a preventative measure. Preventative support helps youth avoid being removed from their home and placed in residential placements and helps connect families to natural supports in the community. The focus of this program is to maintain children in the least restrictive environment in addition to providing families with the tools needed to strengthen their family units with the ultimate goal being keeping families together. Upon referral, each family is assigned to a Therapist who will provide intensive case management, family therapy, and treatment planning. Also available to the youth and family is 24-hour crisis response and respite care.

## Home-Based Therapeutic (HBT)

### Home-Based Therapeutic Services / Family Counseling

Our clinicians offer supportive family counseling where the goal is to develop and maintain family growth and provide assistance necessary for independent family functioning. Our clinicians are trained to provide instruction in effective family interaction and parenting. The following topics are discussed and explored on an as-needed basis with families and children enrolled in the program:

- Anger and behavior management
- Child discipline alternatives
- Assistance with keeping a daily journal
- Child safety maintenance
- Positive parent and child communication and interaction
- Household management including assistance with budgeting and nutrition
- Connection to community resources

## Tracking

Tracking Services are a part of LifeShare's In-Home ISO Services but can be utilized as a separate service. Qualified staff assures that kids are attending school and abiding by curfews. This may include phone calls and/or physical check-ins at school or home. This service provides the oversight that a student needs to track and maintain accountability.

## Intensive Home and Community Based Services (IHCBS)

In addition to family therapy (in the home) and a therapeutic after school program, IHCBS provides supportive counseling services, behavioral health services, intensive case management, crisis resolution, recreation, socialization, therapy and life skills groups, parenting education, and independent living groups, all encompassed in the therapeutic day treatment program. Group work is available for teens in need. Students are picked up after school and in program until 7:00 p.m. working with adolescent counselors to create a more positive life path.

## Mental Health Services

LifeShare recognizes the importance of addressing mental health issues with individuals in need. Qualified clinicians offer office based individual and family therapy to adults and children, who are struggling with a variety of issues which may impact home, work or school.

## Educational Services

### Transition from School to Adulthood

#### Transitional Services

LifeShare recognizes the importance of transitional services for high school students who have exhausted the in-house curriculum and are ready to prepare for the "real world." As supports offered in a school setting are likely far different from that which is provided in the adult service arena, LifeShare provides individualized programs to youth receiving services through their school systems. A student's program could include support within the school as well as within the community, incorporating an array of goals. LifeShare works with students to fulfill educational goals as well as independent living goals with creative and "out of the box" approaches.

#### School-Based Support

It is essential that students are included in the mainstream classroom with their peers. In this program, LifeCoaches go into the classroom and support the student so that he/she is included in all of the mainstream classes. Students access the same education that other students enjoy, while receiving the individualized support they need in order to be successful in a classroom setting.

## Career Development

### Career Exploration

Individuals have the opportunity to identify pre-vocational goals such as gaining volunteer experience in a setting of their choice. During career exploration students are also given the opportunity to shadow careers of interest and participate in the school-to-work program.

### Job Development

LifeCoaches assist students in acquiring job development skills and provide training on how to research and identify sources for finding job leads and developing networking skills.

### Informational/Mock Interviews

LifeCoaches work with individuals to develop interviewing skills through informational interviews, role-playing, and mock interview sessions that address common questions asked during an interview. Students receive training on how to schedule and follow up with interviews with potential employers and the importance of appropriate demeanor during job search. They also review the Americans with Disabilities Act and understand how it relates to employment.

### Job Placement

LifeCoaches assist individuals in obtaining employment in a setting conducive to the individual's skills, needs, and interest. Once an individual obtains employment, a job analysis is completed to assure that an appropriate placement is secured.

### Transitional/Supported Employment

LifeCoaches assist individuals in a competitive work environment. They provide support to the employer to identify appropriate wages, training, references, and accommodations as needed. Individuals learn to be aware of the company's culture, policies, work environment, supervisory style, and work expectations. Supported employment is available to individuals requiring ongoing support in order to maintain employment. Offsite support is provided to individuals for job maintenance.

## After School Outreach Program

Educational Intensive Home and Community-Based Services (E-IHCB) – Available through Soaring High School

This service combines Soaring High's educational services with LifeShare's therapeutic day treatment services. Students attend school at Soaring High, to satisfy educational requirements, and then participate in day treatment services after school. Students may complete their sending high school's curriculum with the support and direction of the Soaring High staff (and receive a diploma from the sending school) or the student may complete Soaring High's curriculum and receive a diploma from Soaring High School.

## Social and Peer Networking

### Independent Living Skills

LifeCoaches assist individuals in building upon their existing independent living skills as well as working on developing new skills. A student may attend various living skills classes at our community co-ops or real-life teaching within the community. For example, if a student needs to work on budgeting and meal preparation he/she may go shopping with a staff member, budget and pay for food, then cook those foods at a community co-op.

### Self Expression/Therapeutic Group

LifeShare believes that people learn best in real life situations and with their peers. We offer ongoing classes that focus on self expression, independent living, anger management, and social boundaries training. These classes are organized on an as-needed basis and can be created and implemented on a large variety of topics.

## Outdoor and Recreational Education

### Recreational/Social Group Activities

LifeShare offers and is involved with various recreational group activities. These activities can range from social activities, to volunteer sites and community co-op classes. There are a variety of innovative and exciting activities and classes, which may include yoga, tai-chi, pottery, artistic expression, music, and poetry. LifeShare feels that any personal interest holds potential for a meaningful and rewarding connection to the community, therefore we work hard to make it happen!

## Alternative Educational Placement

### Alternative Education Placement – Available Through Soaring High School

Many students need consistent support and direction during their day. This service can facilitate all state curriculum requirements as well as help to implement an independent living plan that will connect the student to his/her community, require job exploration, shadowing, and experience. After the student completes the program, Soaring High School will send the graduate into the community with connections, experience, and direction.

## Clinical Services

### Northeast Assessment and Treatment Services

Northeast Assessment and Treatment Services is the clinical arm of LifeShare Management Group, Inc. We offer state of the art comprehensive psychological evaluations, crisis intervention, counseling, and consultation services. We have experienced psychologists and mental health clinicians available to respond to a wide range of psychological and behavioral needs. A unique feature of this service is our "Mobile Unit" which has the capacity to respond quickly to the needs of individuals in the environments in which they live, work, or receive services. Available to individuals, families, vendors, and agencies in the public and private sectors, our services include:

- Comprehensive psychological evaluations (cognitive, psychosocial, personality, achievement, memory)
- Crisis intervention
- Behavioral and skills assessments, plans, training, and counseling
- Risk assessment (self-harm, suicide, sexual acting out, aggression, impulse control, self care)
- Substance abuse and addiction evaluations and counseling
- Consultations and training related to these areas

## Psychiatric Consultation

### Psychiatric Services

LifeShare Management Group contracts with licensed psychiatrists to provide medication assessment, evaluation, and management. We have a team of highly qualified Master Level Clinicians that are available to provide in-home therapy to children, foster, adoptive, and biological families.

After a comprehensive intake, an assessment and treatment plan are developed. Our licensed clinicians specialize in play therapy, trauma therapy, and family therapy.

## Behavioral Support

### Behavioral Consultation Services

Behavioral health services are available to provide short-term, intensive therapeutic support to children and their families within the home. Our consultants, who are Board Certified Behavior Analysts and/or Board Certified Associate Behavior Analysts, are specifically trained to work with families to identify the antecedents to a youth's challenging behavior within the home and assist the family in developing behavior management techniques. Our consultants also work one-on-one with each youth in the home to develop positive coping skills, utilization of community activities and resources, and social/emotional skill development. The goal of this service is to prevent out-of-home placements and/or to reunify a youth with his/her family following placement. LifeShare's certified Mandt® trainers are available to provide crisis management training to families on an as-needed basis.

## Other Services

### Art Community Cooperative

#### Community Co-op

Individuals who receive day services have the option of taking part in our community co-op. Our co-op offers a variety of classes, on all levels to interested parties. The following are some of the classes offered on a regular basis:

#### Artistic Expression:

Our artistic expression class focuses on experiencing art in as many different media as possible. Providing a wide spectrum of innovative activities not only stirs up the imagination, but also reaches out to so many talents. Because there are no limitations to art, each class attempts to strengthen every individual's sense of pride and accomplishment through art and expression.

#### Cooking Class:

Our cooking class focuses on healthy eating and staying safe while in the kitchen. Most of the recipes are things that the students can learn to cook independently and replicate in their homes. Cooking class is separated into two parts: determining and purchasing needed ingredients, and food preparation. After a recipe is chosen participants work on budgeting and purchasing what is needed as well as focusing on value and quality.

The second part of the class focuses on cooking, safety, and cleanliness. All participants have a hand in the recipe they are cooking for that day and in cleaning up afterwards. After each class individuals are asked to provide feedback on their cooking experience. Topics of discussion are generally likes/dislikes, difficulty level, healthiness, and whether they would be able to make it on their own.

#### Money Management:

These classes begin with coin identification by size, color, edge texture, and face details, then placing monetary values on the coins. Once a certain comfort and proficiency level is obtained, the next step is application in which participants are posed with various scenarios related to real life experiences. These activities strengthen estimating skills and the concepts of greater than, less than, and equal to, and lead to productive question and answer sessions surrounding previously encountered experiences. Money skills expand beyond coin usage and dollars, checkbook management, and paying bills when the need arises.

#### Pottery:

This is a hands-on approach to the basic techniques of pottery making from start to finish. Techniques such as pinch, coil, and slab construction with a wheel are used in formation of the pieces. Various paints and damp ware techniques are used for decorating which is followed by the final stages of using the kiln for firing and glazing. Students can produce vases, plates, ergonomic mugs, apple baking dishes, and bowls. While our skilled Associate Directors are proficient on the pottery wheel and at the kiln, we are very proud of our professional potter who visits our space monthly to give hands-on classes! Our pottery wheel is wheelchair accessible.

#### Poetry:

Students in this class choose poems to read from an assortment of books and writers. The reading portion of poetry class is modified to each reader's ability and comfort levels. It can be choosing a poem and reading it aloud, describing the illustration that goes with it, and a staff member or peer reading it to the class. Each reading is followed by discussion. In the second portion of poetry class, a new style of poetry is introduced each week and demonstrated through examples. The class writes a poem collaboratively and then each participant writes his/her own poem and shares it with the class. Each individual has a collection of poems that is kept in their poetry folder.

#### Intro to Computers:

During this class students learn how to navigate the computer in order to perform tasks like composing and sending e-mails, using Microsoft Word, researching topics, and searching for jobs. This class can take place at our co-op or with the assistance of staff within the community. This is an ongoing class that becomes more intensive when specific needs are suggested.

#### Yoga:

This 45-minute class includes breathing exercises, classic hatha yoga postures, and relaxation techniques. The series is designed to work joints, muscles, ligaments, tendons, organs, and tissues in the body, increasing circulation and improving strength, flexibility, balance, concentrations, and overall health. This class is taught by a certified yoga instructor.

#### Theater/Acting Class:

Students explore improv, skits, acting games, and lessons in method acting. Theater is a great way to express feelings in a positive, productive way and offers opportunity for great creative expression. Students learn to trust one another and work as a team towards a greater goal.

#### Nursing Oversight Services

LifeShare offers nursing services that are in accordance with state regulations, which allow for certified LifeShare staff and subcontractors to administer medication in the home and in the community. The Nursing Department offers direct oversight in each program and monitors the quality of each applicable program.

The nurse assigned to each program will be available to family members, staff, and subcontractors related to that program for questions. The nurse educates support providers regarding medical/health questions or concerns. Our nurses oversee the administration of medication and ensure the safety of each individual receiving support. Our nurse is on-call 24-hours a day.

#### Quality Assurance

Our QA department ensures that visits are made to homes on a monthly basis to review documentation, medication administration records, and the home environment. We review all incident reports and progress made towards individual treatment plan goals. A quarterly report is compiled and reviewed with our management team on how to improve quality as part of our agency self assessment. LifeShare is affiliated with the Council on Accreditation to assure that best practice is followed and only the highest standards in QA are followed.

#### Advocacy Services

LifeShare is available for consultation with regard to local and national advocacy services, such as legal proceedings, residential transitions, or any situation that may call for extra support and advice.

#### Crisis Resolution Services

All individuals, providers, and families will have access to our Urgent Response Line available 24 hours/7 days per week. This service is available to people needing immediate support and intervention wherever they are. Support will include individual support strategies and necessary intervention to prevent the crisis from escalating. Following the resolution of the crisis, a written support plan will be available that outlines how the crisis will be stabilized as well as offer prevention methods to avoid further crises from occurring.

## Training, Recruitment, and Licensing

#### The Mandt System®

The Mandt System training courses are based upon the philosophy that all people have a right to be treated with dignity and respect, and that relationships should be based on principles in which people are allowed to participate in decisions about their lives. We recognize and consider people's behavior, even negative behavior, as a form of communication. Mandt I is taught in three sessions:

- Mandt Part I: Relational Skills form the basis for skills needed to be effective in de-escalating, resolving, preventing conflict, aggression, and violence.
- Mandt Part II: Conceptual Skills presents a collection of special topics that are related to working with people in crisis and can enhance and strengthen programs that serve aggressive and violent people.
- Mandt Part III: Technical Skills consists of the physical skills, maneuvers, and techniques that may be used if an immediate threat of harm is present and a failure to respond would in fact lead to greater injury or death.

#### Core Module Training

This series of seven classes was developed to give the Direct Support Professional a basic awareness of concepts that are critical to the provision of personal services.

- an overview of developmental disabilities
- rights
- a quality life in the community

- understanding and supporting effective behavior
- helping people learn useful skills
- everyday health and safety
- support through empowerment

#### American Heart Association Certification:

- adult/child/infant CPR
- adult/child AED
- first-aid
- blood borne pathogens

#### Visions

The purpose of Visions is to educate our staff and providers of the history of LifeShare and our roots, our mission--why we do what we do, and our values--how we believe everyone should be treated and our responsibility to ensure that those we support also enjoy those same beliefs.

#### LifeShare's LifeSpecific Training

This two-part training provides LifeCoaches and Providers with a complete outline of each individual that they will be supporting. Part I: Staff/Provider is given the opportunity to review the clinical record of the person they will be supporting. The staff will meet with their director/clinical team to discuss how the training they received applies and can be utilized with their supported individual. Part II: A mentoring process in which all newly hired LifeCoaches be paired with a seasoned LifeCoach who will act as a mentor during the process. New LifeCoaches will learn about daily routine, activities, etc, and will not have sole responsibility for the individual until the mentoring process is complete.

#### Health Information Portability and Accountability Act (HIPAA)

General knowledge for all staff and providers concerning what HIPAA is, how it effects the protection of individual personal information (privacy), and their role in ensuring that this is done.

#### Home Visit/Behavior Support

A home visit with providers and parents concerning issues they are facing in interacting with their child or adult. We provide both information and insight into how parents should react to the behavior being expressed.

#### Body Mechanics

A general outline of facts around back injuries, types of injuries, contributing factors, and some effective proactive preventive measures.

#### Common Health Conditions

Available to staff/providers/guardians, this training gives an overview of common health conditions that may be faced by those that we support. Staff should be able to recognize symptoms and report these to the individual's health care team so he/she can receive treatments early, before there are life threatening consequences.

#### Boundaries

The class outlines what boundaries do, and the effects of having good or bad boundaries on relationships and social skills.

#### Safety for the Professional Visitor

For staff who provide services at various times of the day or night, this course offers safety tips, things to watch out for, proper dress, and appearance. The class outlines the importance of knowing when and when not to enter someone's home, when to know that it is unsafe, and what steps to take to be safe.

#### The Effects of Psychotropic Medications on Children

A general overview of the effects of psychotropic medications on children and the effects of overuse and misdiagnosis. The intent of this training is to ensure that providers/guardians know their rights in order to make informed choices when psychotropic medications are recommended.

#### Inhalant Abuse

The class provides general knowledge of what inhalant abuse is, symptoms, effects, and products used in the abuse including common items found in the home.

#### Self Injurious Behavior (SIB)

This course gives insight into the different types of SIBs, the causes, signs to watch for, and measures to take to reduce or prevent this behavior.

### Reporting Abuse and Neglect

A review for staff, providers, and volunteers on recognizing and reporting of actual or suspected neglect, abuse, or exploitation of an individual we support.

### The Language and Ideas of Best Practice

An overview of practices that reflect the best ideas we have today regarding how to support people with developmental disabilities.

### Assessment of Suicidal Risk

A general overview for the new clinician that gives a demographic view of suicide victims, statistics, and reasons. This course is taught by a minimum of a Master Level Clinician.

### Traumatic (TBI) or Acquired (ABI) Brain Injury

This course offers a close look at what a TBI or ABI Injury is, and the effect each one has on the brain. The course will help staff/providers/guardians have a better understanding on the nature of the injury and the challenges faced by the individual in expressing thoughts, memory, and completion of tasks.

### Bullying Among Children & Youth

The course helps staff/providers/guardians of children to understand the different types of bullying, what is known about the nature and prevalence of bullying, why we should be concerned about bullying, how schools are addressing bullying, and what works and doesn't work in bullying prevention and intervention. The course offers an overview of HRSA's National Bullying Prevention Campaign.

### Foster and Adoptive Caregiver Essentials (FACES) Orientation and Regulations

This course, required for those who want to be licensed to do foster care, covers the history of child welfare and the Child Welfare System and reviews the process and implications of the foster care program. The class teaches providers the risk factors including familial, environmental, economic, and cultural that contribute to child abuse and neglect. It also explains the roles and expectations of foster and adoptive parents, and helps providers identify ways to assist children and families.

### Real Life for Real People

This workshop discusses the human service system's approach to providing services to people in need of support. It outlines the system's need to go from a protective approach to an empowerment model, giving service recipients choice and control in their lives. We focus on the elimination of institutionalization, the use of restraints, and overstuffed programs as a way of moving people into a real life model of support. True stories of people who have moved from highly staffed settings to living on their own in the community are provided. We also outline the approach we take in these cases, and the process the individual goes through while experiencing a real life approach.

## Home Licensing

### Foster Home Licensing

The goal of our licensing department is to provide a continuum of support to families in order to develop long lasting connections and permanency for children in the child welfare system.

### Recruitment Services

Our licensing team will conduct a needs assessment to determine the specific requirements of children in need of foster care placement. A tailored recruitment and retention plan is developed for recruiting foster families.

The Director of Child Operations actively participate in recruitment events such as attendance at match events, heart gallery openings, committee meetings, and community events, presentations at local churches, schools, community groups, and organization of quarterly informational sessions. This individual is responsible for responding to inquiries, sending informational packets to prospective families, follow up, and coordination of orientation and pre-service trainings.

### Retention Services

The Associate Directors/Case Managers are responsible for conducting weekly visits at each home to monitor the child's adjustment to the home, provide support and technical assistance to the providers. The Director of Child Operations makes quarterly visits to the home to ensure the home remains in compliance for state regulations. The Associate Directors/Case Managers also attend all child-specific meetings such as treatment plan meetings, school meetings, medical and therapeutic appointments as requested, and visitations to provide support to the child and foster families.

Additional supports that are available to foster families include: 24/7 crisis resolution services, intensive case management, individual and family counseling, monthly foster parent support groups, behavioral health services to include assessments and behavior consultation, psychiatric consultation, and in-service specialized care training.

### Licensing Services

The Director of Child Operations is responsible for assisting each prospective foster family through the licensure process and for completing a thorough home study on each family during the time period that the family is attending the FACES training sessions.

The home study will address the following elements: autobiography to include personal and family background, family relationships, demographics, motivation to foster/adopt, marriage and family relationships, description of the home and neighborhood, social history (medical history, parenting experience, discipline, religion, child care), transportation, employment, financial capacity and income, parenting skills, references, background screenings, trainings, and summary/recommendations.

Once the home study is complete, the Director of Child Operations will review the prospective foster family's licensure file to ensure accuracy and uniformity of forms.