

## Home Assessment Requirements

1. Certified Investigator must complete a comprehensive family home assessment using the outline found in the **Pre-Placement Investigation Instructions**.
2. Certified Investigator must conduct a minimum of 2 in-home visits interviewing the foster and adoptive applicant(s) to assess parenting abilities, motivation to foster/adopt, acceptance of child/family factors and all other necessary information (**see 'Adoptive Family Assessment' located within the Pre-Placement Investigation Instructions**) to make a recommendation as to the applicant(s)' suitability as foster and/or adoptive parent(s).
3. Whenever applicable, Certified Investigator must interview designated individuals identified as the following:
  - a. Guardians;
  - b. Children of the adoptive applicants; and
  - c. All references.
4. For child-specific studies, Certified Investigator must interview the foster care and adoption specialists of the child(ren) as well as the foster care licensing worker. In addition to the above-mentioned persons, interviews of other relevant individuals may be necessary. This may require contacting other associated persons and entities to gather evidence concerning the character and integrity of the adoptive applicants. Such person and entities include, but may not be limited to, the following;
  - a. Child welfare agencies;
  - b. Law enforcement agencies;
  - c. Military personnel;
  - d. Current/previous employers;
  - e. Affiliated organizations such as churches, schools, and businesses;
  - f. Extended family members, friends, and prior spouses of applicant(s); and
  - g. All other such persons as may be necessary for Provider to develop an informed assessment of each applicant.
5. Certified Investigator will review all documentation, including but not limited to the following:
  - a. Marriage certificates;
  - b. Financials;
  - c. Medical information and supporting records; and
  - d. All other supporting documentation to accompany the family assessment (**see Pre-Placement Investigation Instructions**).
6. Certified Investigator will coordinate with the parent trainers, who will provide feedback on the families being trained, to obtain information on each family to be included in the family home assessment.
7. Certified Investigator will be expected to work flexible hours to include daytime, evenings, weekends, and holidays in order to meet the schedules of the foster/adoptive

applicants and complete assessments. It is incumbent upon the Certified Investigator to notify DSS, promptly and ahead of time, of any dates and times in which the Certified Investigator will be unavailable so that SCDSS may seek investigators to fill in from outside the Region if needed.

8. Certified Investigator will submit the typed narrative of the family home assessment, along with all supporting documentation, to the assigned SCDSS Adoptions and Licensing Supervisor, no later than 30 days after the referral is accepted for assessment. There is an adoption supervisor for each Region.
9. The Certified Investigator will complete a detailed Home Study Invoice and submit to the region for processing. Certified Investigators completing initial home studies for DSS families cannot charge more than \$15 per hour, 40 hours maximum for a total of \$600.00.
10. When necessary, the Certified Investigator will prepare an extensive addendum from an active home study at a rate of \$15 per hour, 20 hours maximum for a total of \$300. Extensive addendums are sometimes necessary to update information of a previously closed or finalized home study. As with the home assessment, the extensive addendum must cover at a minimum the information required by the **Pre-Placement Investigation Instructions**.