

Foster Care - Licensor Resources

(Search tip: place your cursor on this document and then use “control/F” to search for a specific word.)

Family Systems licensor packet

Website: [Family Systems licensor packet](#)

The packet contains licensing forms, or links to required forms, that are the most current version. It also contains resources for your reference. In order to search to find the forms or resources, when you are on the table of contents page, hit “control/F” on your keyboard to access the search (find) function, and then enter the key word for your search. This will highlight the possible selections for your search.

As we have previously shared, the licensor packet is in the process of being transferred to a different format and will be referred to as the Licensor Library. We will notify you when this change is made. In the meantime, the licensor packet is available on the DHS website.

Licensing information look-up

Website: <https://licensinglookup.dhs.state.mn.us/>

Use the search functions on this site to find public information regarding licensed programs, including license states. Family child foster care programs do not include phone numbers or addresses. You can find that information for your own county in ELMS. If you need this information about a family child foster care program in another county, contact that county directly. On the site, there is also an option to convert the information to a CSV document (Excel spreadsheet) that you can custom sort.

DHS – Licensed programs

Website: <https://mn.gov/dhs/partners-and-providers/licensing/>

This is the home page for information about DHS licensed programs. On here, you will find helpful licensing-related links.

Minnesota Office of the Revisor of Statutes

Website: <https://www.revisor.mn.gov/pubs/>

The Minnesota Revisor website is where you access the most current versions of statutes and rules. Use the search function to find the following rules/statutes applicable to licensing:

Minnesota Statutes, Chapter 245A – Human Services Licensing Act
 Section 245A.143 - Family Adult Day Services (FADS)
Minnesota Statutes, Chapter 245C – Human Services Background Studies Act
Minnesota Statutes, Chapter 245D – Home and Community-based Services Standards
Minnesota Rules, parts 2960.3000 – 2960.3340 – Child Foster Care rule
Minnesota Rules, parts 9555.5105 – 9555.6265 – Adult Foster Care rule
Minnesota Rules, parts 9545.0755 – 9545.0845 – Rule 4 (child-placing agencies)

Minnesota Rules, parts 9543.0010 – 9543.0150 – Rule 13 (uniform enforcement of rules governing licensure of family programs)

Once you have located the rule or statute you need, you can convert it to a PDF version in order to use the search function.

Electronic Licensing Management System (ELMS) & Licensors Codes

Website: <https://elicensing.dhs.mn.gov/default.aspx>

All licensors must have a licensor code in order to be able to submit preliminary information forms (PIFs) and 3324 forms. All licensors must also have access to ELMS where you locate information about your licensing caseload.

New licensing workers must request a licensor code and access to ELMS by sending an email to dhs.fostercarelicensing@state.mn.us with the following information:

- Name of the new licensor or supervisor, including the middle initial (required to initiate the code)
example: James A. Jones
- Phone number
- Email address

The triage licensing worker will complete the internal process at DHS to process the request. Once assigned, the individual will receive an email confirmation of their new licensor code and a second set of emails regarding their ELMS account.

In ELMS, licensors are able to look up information about applications in process, currently licensed programs, closed cases, or withdrawn applications. You are only able to see the information related to your assigned cases. Beginning January 1, 2021, this is where you will access the information that was previously provided in the 30-60-90-120 day report. The hard copy of the report will no longer be sent to licensors.

NOTIFICATION TO DHS OF OTHER CHANGES:

Here is some additional guidance and information regarding other changes that must be reported to Family Systems foster care. All of the following reports should go to our triage email: dhs.fostercarelicensing@state.mn.us

Licensors/supervisor name or email address change

Notify us if any licensing staff have a change in their email or name. Provide the previous email/name, and the new information.

Adding a new supervisor or changes with an existing licensing supervisor

We keep a separate email list for licensing supervisors in order to send email blasts and other information. In addition to requesting a licensor code and ELMS access, Family Systems foster care licensing needs to be notified any time there is a new supervisor added or if there is a change in licensing supervisors within your agency.

Include the name of the supervisor, and program area of supervision. Also include the supervisor's licensor code if they have one.

Change in caseload assignments

Any time there is a change in licensing workers, licensing supervisors, or caseload assignments, it is important that you let us know so we can update our system and help ensure that we all have the correct information.

Notify us:

- When a licensor is no longer at your agency or is no longer performing licensor duties, and they need to be inactivated.
- When a partial caseload is reassigned.
- When individual cases are reassigned.

For each of the above situations, include a list of the case names (first & last), license #s, name of the current licensor and licensor code, and names and licensor codes of the licensor(s) to whom they should be assigned.

Background studies

Website: <https://netstudy2.dhs.state.mn.us>

COVID-19 related information: [the background studies COVID-19 webpage.](#)

dhs.netstudy2@state.mn.us

NetStudy 2.0 is the system used to complete background studies for licensed programs. On the website, you will find forms and manuals to assist you with background study questions and issues. Take the time to become familiar with available resources provided by the Background Studies Division. Use the above email for questions related to background studies.

NOTE regarding studies that are taking longer than expected: if you have not received the results of a background study or have not received any information regarding a study that is taking longer than two months, you should send an email to foster care triage so we can contact the Background Studies Division (BGS) to inquire about the delay. Please include the full name of the individual, date of birth, background study ID number and if there is a relative child in placement.

DHS.OIG.BGS.CFC-CANR@state.mn.us

The link above is the email for any questions you may have regarding background studies that require an out of state background form.

Community residential settings (CRS)

dhs.licensingCRS@state.mn.us

Licensors should email general questions about community residential settings directly to the email address listed above. Do not use the foster care triage email for CRS questions.

Use the CRS email for the following:

- All CRS issues*
- License capacity of 5
- License capacity variances (emergency/crisis)

- Respite capacity variances
- Alternate overnight supervision (AOS) variances
- Alternate overnight supervision technology (AOST) licenses
- ICF license changes/closures with and without CRS development
- Mental health certification
- 3324 forms with moratorium 6021 form submission errors
- Complaint and investigations in CRS, including maltreatment IM consultations

***Exception:** Dual variances and minimum age variances for CRS are still completed by the Family Systems foster care licensing unit. If you have a question about these variances, email the foster care triage email.

When sending an email, please include the following:

- Your name, phone number, and the county name
- The name of the license holder or company name
- The CRS license number
- The CRS address
- A brief description of your question/situation

For urgent or emergency situations in CRS, email the CRS email (above) and mark the email high priority. If you receive a response that the email is not being monitored that day and the issue **cannot** be discussed the next day, you should contact the HCBS 245D Help Desk (651-431-6624). You will be directed to the CRS backup staff.

The licensing CRS email box is for county licenser use only. HCBS 245D/CRS license holders should directly contact the HCBS Provider Help Desk (651-431-6624). The email address above should not be provided to license holders.

Disability Services

Corporate Foster Care Moratorium

Since July 2009, there has been a moratorium on new development of corporate foster care (CRS/AFC & CFC) programs. Exceptions to the moratorium are in Minnesota Statutes, section 245A.03, subdivision 7.

The Disability Services Division (DSD) of DHS manages requests for changes in corporate foster care/CRS **capacity**. Before changes in corporate foster care capacity can be licensed, approval must be granted by DSD.

Requests for changes in corporate foster care capacity are submitted by the [corporate foster care moratorium liaison](#) where the setting is located via the [DHS-6021](#) form to the following email address: FCMoratorium@state.mn.us. Please see the “[Submitting requests to DSD](#)” section of the [Moratorium-CBSM page](#) for scenarios when a 6021 request is required.

The 6021 form will be reviewed by DSD. If approved, the county may proceed with licensing. When licensing is completed, the DSD-approved 6021 form must be submitted along with the 3324 form recommending licensure. Please note, approval of a 6021 request by DSD does **not** guarantee licensing. Licensing is a separate DHS process.

Moratorium Resources

- [Moratorium on corporate foster care and community residential setting development-CBSM page](#)
- [Corporate foster care moratorium liaison contact list](#)
- [Adult corporate foster care and CRS setting closure process and procedure-CBSM page](#)
- If you have questions about the moratorium, please contact FCMoratorium@state.mn.us

Regional resource specialists

For licensors working with foster care providers who also have a 245D license:

The DHS Disability Services Division (DSD) has regional resource specialists (RRS) assigned to each geographic region in the state (click on the link below to find a map). The RRS team provides support to lead agency staff who administer DSD services, programs, and waivers. They provide case consultation, policy clarification, training, technical assistance, communication, and updates about DSD initiatives.

DSD.RRS@state.mn.us Phone: 651-431-4300.

[Community-based services manual: regional resource specialists](#)

Minnesota Adult Abuse Reporting Center (MAARC)

Website: [MAARC](#)

This link is for the Minnesota Department of Health site, for information and forms to report possible abuse, neglect or unexplained injury of a vulnerable adult.

Vulnerable Adults Mandated Training

Website: [DHS Vulnerable Adults Mandated Training](#)

An option for on-line training available to all applicants and license holders providing services to vulnerable adults.

eDocs

Website: [eDocs](#)

This is the searchable DHS document library. We also have links in the licensor packet to most of the eDocs forms that are used in Family Systems foster care licensing.

Bulletins

Website: [DHS Bulletins](#)

DHS bulletins are official communication to inform county and other DHS business partners about program changes and required actions by workers and partner agencies. DHS licensing does not issue bulletins; however, many other DHS divisions do, and they are an excellent source of information. In general, the

website has bulletins issued within the last three years. Of particular interest, related to licensing, would be the areas for Children's Services (we occasionally work together with them on bulletins); SSIS; and Disability Services Division.

Social Service Information System (SSIS)

dhs.ssishelp@state.mn.us

Questions about the SSIS system (county only) should be directed to the help desk email address listed above. In addition, each county generally has an SSIS "mentor" assigned within your county and they are a good resource for SSIS information.

Website: [SSIS Worker Mentor Program](#)

DHS Child Safety and Permanency

dhs.csp.fostercare@state.mn.us

Use this email for questions or information regarding foster care placements, Northstar Care for Children information, MAPCY payments etc.

Rapid Child Welfare Consultation and support system

This system facilitates access to experienced peer consultants regarding difficult child safety and neglect decisions with child welfare colleagues within 24 hours of initiating contact with a family. Consultation is available to county and tribal child welfare agency social workers and their supervisors and/or managers when making decisions about child safety. More information can be found here:

Website: [Minnesota Rapid Child Welfare Consultation and Support System](#)

dhs.csp.rapidconsult@state.mn.us

Phone - 888-234-1138.

Minnesota Child Welfare Training Academy

Website: <https://mnchildwelfaretraining.com/>

Information about training for child foster care applicants and license holders, as well as for child welfare professionals. Mandated reporter training is available on this website.

Interstate Compact for Placement of Children (ICPC)

mn.icpc@state.mn.us

ICPC is the required process for a child residing in one state to be placed for foster care or adoption in a different state. Direct questions regarding ICPC to the above email. In general, Family Systems cannot assist with information about ICPC.

Intrastate Process for Child Foster Care placements in another county

mn.intrastate@state.mn.us

Bulletin 20-68-18, issued on April 30, 2020, describes the new process in place to support placement of foster children when placed in another county. Direct any questions about this process to the email listed above.

Adoption

Website: [Adoption Programs and Services](#)

DHS website page for adoption information and links.

MN Department of Public Safety

State Fire Marshal

Website: [Day Care/Foster Care Fire Safety Inspections](#)

Information on the state fire marshal website includes current fact and information sheets, licenser training information, permission form, and a map of trained local inspectors. There is also a link to contact information for Ryan Whiting, the state fire marshal.

The interagency request form to request a fire marshal inspection is only available in our licenser packet – Form A33b. There is also a link to the website listed above, in the licenser packet – Form A33c.

MN Department of Traffic Safety

Website: [Child Passenger Safety](#)

For child foster care, this is where you can access information about child passenger safety information and links to C.A.R.S. training for child foster care providers. Information and forms for a variance for training specific to relative providers is in the licenser packet – Forms C35 & C36.

Minnesota Joint Underwriting Association (MJUA)

Website: [MJUA Foster Provider Liability Insurance](#)

This link is to a memo regarding foster provider liability insurance that is provided by the state for licensed adult and family child foster care, and family adult day services providers. It is good practice to provide this memo to all of your licensed providers. The memo contains information about what is covered, link to the incident report form, and contact person at MJUA. They are very helpful and welcome calls directly to them if there are any questions.

State MAFCWA meetings for AFC licensors

The Minnesota Adult Foster Care Workers Association (MAFCWA) is the state organization for adult foster care licensors. Their purpose is to provide a network of support, provide resources and training, share information, and provide a means for impacting regulations and policies related to adult foster care. MAFCWA holds

quarterly meetings in the metro area (currently the meetings are virtual due to the pandemic). Representatives from DHS Family Systems and Home and Community-based services regularly attend and participate in the meetings.

Individual licensors may join MAFCWA for a small bi-annual fee. All AFC/CRS licensors are welcome to attend the quarterly meetings without joining; however, the fees collected are used to pay for outside speakers or training that is provided at the meetings. You may contact Chelsea Lorenz or Deb Suek at Dakota County if you're interested in joining. If you have general questions about MAFCWA, you may contact Kristi Filipiak at Dakota County (651-554-6160, Kristi.Filipiak@co.dakota.mn.us)

Regional licensor meetings

Several regions throughout the state have regularly scheduled regional licensor meetings. There is a smaller monthly MAFCWA meeting in the metro area (you may contact Kristi Filipiak in Dakota County for information). There is also a metro child foster care licensor meeting. You may contact Casey Casper in Isanti County (763-689-8144, casey.casper@co.isanti.mn.us) for information. DHS does not have contact information for the other regional meetings in the state, so we encourage you to reach out to neighboring county licensors to find out if your region has regular meetings.

The regional meetings are a great resource for information and to consult with other licensors about a variety of topics. Generally, someone from DHS Family Systems attends the metro meetings, and we are open to attending other regional meetings as requested.