

Requesting a Psychological Evaluation for a Resource Family Approval (RFA) Applicant

(Revised 12/16/22)

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Forms

This file references the following forms:

- 04-29 Authorization to Use or Disclose Protected Health Information – Single Provider

Introduction

During the course of the Resource Family Approval (RFA) process, an applicant may demonstrate or divulge areas of concern with regard to their psychological well-being. If there are concerns about an applicant’s mental health and their ability to provide a home for a child, the RFA worker may arrange a professional psychological evaluation for the applicant.

Policy

Prior to requesting a psychological evaluation for an RFA applicant, the RFA SW must consult with their PSS and CWS manager as to the reasons the evaluation is needed and how it will help to determine the appropriateness of the placement.

Approval for Psychological Evaluation

When an RFA SW and PSS determine that a psychological evaluation is needed in order to complete an assessment of an RFA applicant, they must consult with the CWS manager and follow the steps below.

If the CWS Manager...	Then...
agrees that a professional psychological evaluation is necessary prior to moving forward with a placement...	Move forward with requesting the psychological evaluation utilizing the steps for requesting a psychological evaluation . NOTE: The primary SW will be notified of all plans to move forward with a psychological evaluation.

Approval for Psychological Evaluation (cont.)

When an RFA SW and PSS determine that a psychological evaluation is needed in order to complete an assessment of an RFA applicant, they must consult with the CWS manager and follow the steps below.

If the CWS Manager...	Then...
does not agree that a professional psychological evaluation is necessary...	Move forward with a plan to discuss any concerns (either through a CFT meeting or other planned meeting) with the family and work with the primary SW to create a plan with the family utilizing the family’s supports and any services that can help make the placement successful. This can be completed through the CFT process.

Requesting a Psychological Evaluation for an RFA Applicant

Follow the procedures below to request a psychological evaluation for an RFA applicant:

Step	Who	Action
1	RFA SW	<ul style="list-style-type: none"> Assess and document in the RFA contacts the need for a psychological evaluation of an applicant. Explain your assessment in an email to your supervisor. This email should include your assessment, the risk assessment document and a request for a meeting to discuss the appropriateness of moving forward with an evaluation. Determine if an applicant requires a psychological evaluation by consulting with your supervisor.
2	RFA PSS	If it is determined that a psychological evaluation is needed after consultation with the SW, schedule a consultation with the RFA SW and CWS manager to discuss and obtain approval for a psychological evaluation.

Requesting a psychological evaluation for an RFA applicant (cont.)

Follow the procedures below to request a psychological evaluation for an RFA applicant:

Step	Who	Action
3	RFA SW	<p>If the CWS RFA Manager agrees that a professional psychological evaluation is appropriate, complete the following tasks:</p> <ul style="list-style-type: none"> • Inform the applicant that they are required to receive a psychological evaluation in order to move forward with the RFA evaluation and will be responsible selection of the provider and for payment of the evaluation. <p>NOTE: In the event that an applicant cannot afford to pay for a psychological evaluation, consult with the CWS RFA manager regarding possible funding sources.</p> <ul style="list-style-type: none"> • Notify the applicant that if they finalize the adoption of a child, the Nonrecurring Expenses may be used to reimburse for costs associated with obtaining the psychological evaluation, up to the limit of \$400 per child adopted, with a receipt. • Have the applicant sign two 04-29 “Authorization to Use or Disclose Protected Health Information” forms, one authorizing this agency to disclose information to the evaluator, another authorizing the evaluator to disclose information to this agency. <p>NOTE: WIC 827 defines which entities are authorized to have CWS information. There are times when a party requesting CWS records has to file an 827 petition with the Juvenile Court. The Court then makes a determination as to what information will be disclosed. Please consult 827 - Petition for Disclosure of Juvenile Case File when requests for information are made.</p> <ul style="list-style-type: none"> • When you receive a copy of the evaluation, consult with a supervisor regarding the results of the psychological evaluation and how it may impact the placement of the child.

**Special
Circumstances**

In the event that an applicant is required to participate in a specialized assessment, such as a sexual offender evaluation, the applicant worker must consult with the staff psychologist to identify an appropriate off-panel provider.

Once you receive an evaluation from a non-term provider you should consult with a staff psychologist per the Non-TERM Providers policy.

**Alignment with
SET**

This policy supports SET [Value 3](#), helping children and youth achieve their full potential and develop lifelong relationships and the guiding principle to have a continual focus on a child's well-being while they are in our care.
