



# Practice Points

## Professional Family Development Plan Completion

The purpose of the Professional Family Development Plan, CD-100, is to assess training needs and professional goals of resource providers. Within 30 days of the family becoming licensed, the worker is to contact the family to schedule a meeting to develop a CD-100 with the resource provider. The CD-100 is to be completed with all new providers and reviewed at each quarterly visit. A new form is to be completed at the time of re-licensure. The form can be reviewed at any additional time as agreed by the resource provider and licensing worker. The development of the plan is a joint process between the resource provider and worker to assess the providers' learning needs in an ongoing, proactive, and purposeful way.

Completion of the CD-100 does not take the place of completing the required Quarterly Summary that is attached to the Home Assessment as directed in memo [CD10-70](#).

Information regarding the purpose of the CD-100 can be found in the STARS Resource Development Specialist's Handbook, Step 11. [Step 11](#) is now available to staff on the Resource Development page of the Children's Division Intranet home page.

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