

Memorandum

CDP26-01

DATE: March 20, 2026

TO: Children's Division and Foster Care Case Management

FROM: Sara Smith, Children's Division Director

SUBJECT: **Resource Development Updates to Quarterly Visit Forms**

OVERVIEW:

The purpose of this memorandum is to announce updates to the Resource Provider Quarterly Home Visit (CD-118) form and discontinuation of the Professional Family Development Plan (CD-100).

As the result of the Business Process Reengineering (BPR) workgroup recommendations, the Resource Provider Quarterly Home Visit (CD-118) form has been updated to incorporate information previously obtained from the Professional Family Development Plan (CD-100). The CD-118 is now titled Professional Family Development and Quarterly Review and now includes an assessment of the family's ability to meet foster care licensing competencies, and documentation of the family's professional development goals. With the modifications to the Professional Family Development and Quarterly Review (CD-118), the Professional Family Development Plan (CD-100) is no longer required.

The 30-day post licensure visit to develop the professional development plan is still required. Please use the section of the CD-118 that is now dedicated to that plan for the visit. Licensing workers should not enter that visit into FACES as a licensing visit. However, please upload the form for that visit to OnBase through the Licensing Visit screen.

The following sections in the Child Welfare Manual have been updated to reflect these changes:

- [5.2.9 Specifics on Documentation in Resource Licensing](#)
- [6.2 Resource Provider Training](#)
- [6.2.2 In Service Training](#)
- [6.3.1 Resource Provider Licensing](#)
- [6.3.2 License Maintenance](#)
- [6.13.1 Resource Development Worker Responsibilities](#)
- [6.16.2 Agency Arranged Relative Foster Care Due to the Children's Division's Legal Custody](#)

For questions or concerns, please contact:

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CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

[5.2.9 Specifics on Documentation in Resource Licensing](#)

[6.2 Resource Provider Training](#)

[6.2.2 In Service Training](#)

[6.3.1 Resource Provider Licensing](#)

[6.3.2 License Maintenance](#)

[6.13.1 Resource Development Worker Responsibilities](#)

[6.16.2 Agency Arranged Relative Foster Care Due to the Children's Division's Legal Custody](#)

[Professional Family Development and Quarterly Review \(CD-118\)](#)

Professional Family Development Plan (CD-100) *ARCHIVED*

NECESSARY ACTION:

1. *Review this memorandum with all Children's Division and Foster Care Case Management team members.*
2. *Review Child Welfare Manual chapters and forms as indicated above.*