Foster Care – Home Inspection Checklist

Foster Parent: ___________________________ License Address: _______________________________________

Inspection Type:  □ Probationary  □ Initial  □ Renewal  □ Monitoring

Inspection Date: __________

Are there currently placements in this home? □ Yes  □ No

Home Safety Inspection Items (Initial and Renewal all license types):

□ Address visible and home is accessible 501-12-6-16
□ Interior/Exterior maintained and safe 501-12-6-1
□ Hazards abated 501-12-6-12 (see licensor reference guide)
□ Test smoke detector on each level 501-12-6-2
□ Carbon monoxide detector on each level 501-12-6-3
□ Check charge on extinguisher (min rated 2A-10BC) accessible on main level 501-12-6-4
□ Bathrooms have locks 501-12-6-5
□ Working appliances/plumbing 501-12-6-11
□ Chemicals locked 501-12-7-8/501-12-3-12 (see licensor reference guide) Where?
□ Chemicals stored in original packaging OR
□ Chemicals stored in compliant containers labeled with manufacturer directions/warnings Where?
□ Flammable substances (gas, kerosene etc) locked in ventilated area separate from living areas R-501-12-7-9 Where?
□ Medications (prescription, over the counter, vitamins, supplements) are locked 501-12-10-7 Where?
□ Medications remain in original packaging R-501-12-10-8
□ Alcohol is inaccessible to foster children R-501-12-7-7 □ N/A OR where kept?
□ Telephone (recognizable by 9-1-1 system) on-site with foster children at all times 501-12-7-3
  ➢ If family uses only mobile or internet phones, how will they ensure onsite phone at all times?
□ Emergency numbers posted visible to children 501-12-7-3
□ 2 exits on each level adequately sized for emergency personnel 501-12-6-14
□ Multi-level has automatic fire suppression system OR
□ Escape ladder OR □ Stairway OR □ Other egress to ground level describe:
□ Outlet covers □ Safety gates □ Fireplace gates □ Other
□ First aid kit in home (meds locked separately) 501-12-7-4
□ Pets that are required to be vaccinated by state or tribal law must be vaccinated against diseases that can transmit to humans, including rabies. □ N/A Comments:
□ Parents do not smoke with foster children present. 501-12-7-1 □ N/A

Smoking plan: ____________________________________________

Nov. 2014
Foster Bedrooms

- List number of bedrooms in home
- 40 sq. ft. per child; measurements/capacities:
- Comparable to other bedroom spaces (access, space, furnishings, location, etc.) 501-12-6.5.h
- Source of natural light that opens to outdoors 501-12-6.6.i
- Screened window R-501-12-6-6
- Closet or dresser 501-12-6-7
- Beds adequate to size of children R-501-12-6-6.e
- Available bed per child in accordance with 501-12-6-6.e
- No more than 4 kids in any bedroom 501-12-6-6.g

Comments:

Firearms

- No firearms in this home OR
- Stored together with ammo in container commercially manufactured for gun storage R-501-12-7-6.b OR
- Unloaded and securely locked R-501-12-7-6.c where? AND
- Ammo locked separately where? R-501-12-7-6.c.i
- Key/combo is not the same for locked gun and ammo storage areas R-501-12-7—c.ii
- Firearms in display cases are disabled and unloaded R-501-12-7-6.a AND
- Ammo securely locked in separate location. Where?

Comments:

Transportation

- Vehicles used for transporting foster youth are enclosed and registered 501-12-11-2
- Functional seatbelts R-501-12-11-2
- Emergency contact information posted 501-12-11-3
- First aid kit in each vehicle 501-12-11-4

Comments:

Verify these items when providers have placements (Review with new families also)

- No more than 2 children under age 2 (including biological/adopted etc). 501-12-5-6
- Rooms not shared by opposite genders (over age 2) 501-12-6-6.a
- No children over age 2 in the parent’s room 501-12-6-6.b
- No more than 2 non-ambulatory 501-12-5-7
- No more than 3 foster children (unless siblings) 62A-2-101-16.a and b (see licensor reference guide)
- No more than 4 in any bedroom 501-12-6-6.g
- Parents provided life safety/emergency/evacuation training to current foster children R501-12-7-2
- Parents don’t provide child care (see statutory definition on licensor reference guide) or DHS licensed services in home 501-12-4-7.f
- Respite care maximum 10 days per 30 day period R-5-1-12-5-9

Comments:

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Beds adequate to size of children R-501-12-6-e

Safety devices (outlet covers, safety gates, fireplace gates etc) appropriate to age 501-12-7-12:

Caseworker consulted re: locking common household items R-501-12-7-10

Physical restraint used? ☐ Yes ☐ No; certification submitted 501-12-12-9

Protective gear is accessible/utilized (helmets, life vests, safety certification training, body padding 501-12-7-12-b ☐ N/A OR Describe:

Age/size appropriate car seat, booster seat R-501-12-11-2 ☐ N/A

Agency/caseworker contact information posted in vehicle 501-12-11-3

Adherence to previous safety plan ☐ N/A OR

Adherence to specific restrictions (age, gender, capacity) R-r01-12-4-8

Disclosure of major changes in situation (may require new medical reference, income statement application if moved, investigations etc) ☐ N/A

Comments:

Safety plan initiated ☐ Yes ☐ No

Overall comments/safety plan details/hazards observed/items to monitor:

RECOMMENDATIONS

1. Type: ☐ LFC ☐ LSC
2. Capacity: ☐ One ☐ Two ☐ Three
3. Maximum capacity for siblings: 
4. Gender: ☐ Male ☐ Female ☐ Both
4. Ages:

Comments on current capacity/maximum capacity/gender groupings etc:

Printed name of person completing inspection: _____________________________

Date: ____________

Agency: ☐ Office of Licensing ☐ DCFS Kinship ☐ Other: _____________________________

Note: This checklist is a tool for licensor convenience and does not modify R501-12 or represent the rule in its entirety. It represents observations specific to the date above. Licensee remains responsible for full compliance with R501-12
Foster Care – Child Placing Agency Checklist

Parent Requirements
- Over age 21 \textit{501-12-5-1-c}
- Legal residents of US \textit{501-12-5-1-d}
- Legally married or single applicants \textit{501-12-4-1}
- Agency owners/directors/governing body are not certified to provide proctor or respite care services \textit{501-12-5-3}
- Parents do not provide child care or other DHS licensed services in the certified home \textit{501-12-4-8.f}
- Parents provide safety training to children initially and annually thereafter \textit{501-12-7-13}

Parent File Requirements
- Signed copies of code of conduct, confidentiality agreement and R-501-12 compliance agreement for each parent in the parent files \textit{501-12-4i, ii, iii}
  - Updated annually \textit{501-12-4-6.a}
- Signed initial and renewal applications \textit{501-12-4-1 and 501-12-4-6}
- Current background clearance forms approved by OL for each household member over age 18 in all certified foster homes. \textit{501-12-4-b (screenings cannot be transferred from other agencies 501-12-4-4)}
- Written statement of financial viability for each household with supporting documentation \textit{501-12-4-c}
- Income statement updated annually \textit{501-126.d}

Training:
- CPR/First Aid training
- Pre Service Training
- R501-12 Rules
- Policy and procedure training and
- Annual training
  - All training is completed PRIOR to making any placements in the home \textit{501-12-14-4&5 [NOTES]}
- Medical reference for each parent completed by licensed physician, physician’s assistant or nurse practitioner \textit{501-12-4-2}
- Medical reference annually or personal health statement if unchanged since last certification \textit{501-12-4-6b}
- 3 acceptable letters of reference \textit{501-12-4-3}
- Investigations, allegations, criminal activity (OL notified) \textit{501-12-4-4.d}
- Homestudy and annual updates are signed by a licensed social worker \textit{501-12-4-5.b and 501-12-4-6-e (see licensor guide for homestudy content requirements)}
- Original contractual agreement with each parent \textit{501-12-14-8}
- Written notification of parent’s rights and responsibilities with signed copy located in parent file \textit{501-12-14-11}
- If previously licensed/certified in past 3 years: written reference letter from each agency \textit{501-12-4-7}
- Written emergency plan \textit{501-12-8}
- Current vehicle Insurance
- Current Driver’s licenses
Agency Requirements

- Recruits, trains and supervises parents 501-12-14-3
- Provides DHS with identifying information on all of their certified homes via DHS/DCFS website 501-12-14-6
- Maintains documentation of initial written homestudy (see licensor reference guide page for contents) and annual updates 501-12-14-7
- Monitoring visits documented re: each parent’s adherence to R501-12 (in addition to initial and annual visits) 501-12-14-9
- Investigates and takes action according to their own policies and procedures (approved by the Office of Licensing) regarding parent violations of 501-12-14-10
- Provides OL with written documentation of any denial, revocation, or suspension within 2 weeks of the action 501-12-14-13
- Agencies don’t issue variances without OL director approval 501-12-14-14
- Agency adheres to CORE rules

Physical Facilities of Certified Homes

Use Foster Care-Home Visit Checklist to verify agency/parent compliance in individual residences.

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