

FAMILY CHILD FOSTER CARE LICENSING CHECKLIST

Provider:	
Address:	
City, State, Zip	
Licenser:	
License #:	Date:

C = compliance, NC = non-compliance, NA = non-applicable

FOSTER FAMILY SETTINGS					
Requirement	Rule Part	C	NC	NA	Comments
License holder promotes child's physical and mental health, and ensures the child will experience a safe and healthy family life.	2960.3000 Subp. 2				
License holder implements the case plan and meets the child's needs.	2960.3000 Subp. 2 (a)				
License holder includes the child in the daily life of the family, including meals and recreational activities.	2960.3000 subp. 2 (b)				
Statement of intended use is developed and on file.	2960.3000 Subp. 4				
License holder works with the agency to determine outcomes of child's foster care placement.	2960.3000 Subp. 5				

LICENSING PROCESS					
Requirement	Rule Part	C	NC	NA	Comments
License application complete	2960.3020				
Family is licensed	2960.3020				
Licensure does not guarantee placement	2960.3020 subp. 3				
License holder notifies agency of household member or house changes	2960.3020 subp. 7				
Roomers and boarders must have agency approval and are subject to background study	2960.3020 subp. 8				

CAPACITY LIMITS					
Requirement	Rule Part	C	NC	NA	Comments
Foster home must have no more than six foster children. Maximum number of children allowed is 8. License holder maintains ratio of one adult for five children.	2960.3030 subp. 1				
Foster home must have no more than 3 children under the age of 2 or nonambulatory unless there is a ratio of one adult for every three children under 2 or nonambulatory children.	2960.3030 subp. 2 (a)				
Foster home must have no more than 4 foster children at one time if any of the children have severe or profound MR, SED, or assisted by medical technology.	2960.3030 subp. 2 (b)				
Variance granted for up to 8 foster children.	2960.3030 subp. 3				

PHYSICAL ENVIRONMENT					
Requirement	Rule Part	C	NC	NA	Comments
Foster home complies with applicable fire, health, building and zoning codes.	2960.3040 subp. 1				
Foster child provided with separate bed sized for child, or two siblings of same sex may share a double bed.	2960.3040 subp. 2				
Foster child cannot sleep in building, apartment, trailer or other structure separate from the home, or in unfinished attic, unfinished basement, hall, or any other room not normally used for sleeping.	2960.3040 subp. 2				
Bedrooms used by foster children must have two exits.	2960.3040 subp. 2				
Foster child must have identified space for belongings (cabinets, closets, shelves, or hanging space).	2960.3040 subp. 3				
Dining area must be able to accommodate all persons residing in the home at one time.	2960.3040 subp. 4				
License holder notifies agency of changes to home resulting from construction or remodeling.	2960.3040 subp. 5				

FOSTER HOME SAFETY					
Requirement	Rule Part	C	NC	NA	Comments
Home was inspected by agency using the home safety checklist before licensed	2960.3050 subp. 1				
License holder corrects deficiencies in the home identified by agency	2960.3050 subp. 1				
Fire inspection required <ul style="list-style-type: none"> a. free standing solid fuel heating appliance b. manufactured home built before 6/15/76 c. Licensing agency identified hazard in single-family home or mixed or multiple occupancy building d. Home is licensed for 4 or more foster children e. Foster home has foster child sleeping in room 50% or more below ground level 	2960.3050 subp 2 (a – e)				
Floor plan and emergency procedures on file at agency	2960.3050 subp 3				
Foster home with children under 6 years old must not have reptiles, chickens or ducks as pets.	2960.3050 subp 4				
Foster home with children over 6 years old that has reptiles, chickens or ducks as pets must require handwashing after handling animal, its food, and anything the animal has touched.	2960.3050 subp 4				
Pets must be immunized and maintained as required by local ordinances and state law.	2960.3050 subp 4				

LICENSE HOLDER QUALIFICATIONS					
Requirement	Rule Part	C	NC	NA	Comments
License holder agrees to cooperate with agency and: a. have at least 2 years full-time experience caring for or working with issues presented by children they will care for b. agree to receive training in child care and development as needed to meet needs of children c. be related to the child needing foster care d. be an important friend with whom the child has resided or had significant contact	2960.3060 subp. 1 (a-d)				
License holders, household members over the age of 13, and individuals with direct or indirect contact or access to children have completed background studies under Minnesota Statute 245C. (Adam Walsh studies must be completed on all new applicants and relicensures after 7/1/07)	2960.3060 subp 2 245C				
License holder(s) are at least 21 years of age	2960.3060 subp 3 (a)				
In applicant's own words a statement of health on file for license holders and household members (included on individual fact sheet)	2960.3060 subp. 3 (b)				
In applicant's own words a chemical use statement on file for license holders and adult household members. (included on individual fact sheet)	2960.3060 subp 3 (c)				
Three letters of reference on file for license holders	2960.3060 subp 3 (d)				
Previous foster care studies on file from any other agency to which the license holder has applied for foster care	2960.3060 subp 3 (e)				
Licensing agency determination for license holder whose: a. child was removed from home and placed in foster care, correctional facility, or residential treatment for SED within one year prior to the date of application b. child is in voluntary foster care	2960.3060 subp 3 (f)				
Home study using commissioner's designated format on file.	2960.3060 subp 4				

FOSTER PARENT TRAINING					
Requirement	Rule Part	C	NC	NA	Comments
Nonrelative foster parents complete minimum of 6 hours orientation before admitting foster child	2960.3070 subp.1				
Relative foster parents complete orientation within 30 days following initial placement	2960.3070 subp.1				
Prior to a nonemergency placement of a child in a foster care home, the cfc provider, licensed after 7/1/07, must complete two hours of mental health training	245A.175				

Orientation consists of: a. emergency procedures, including evacuation route, emergency telephone numbers, severe storm and tornado procedures, and location of alarms and equipment. b. Relevant laws and rules, including but not limited to Chapters 9560, 245A, 260, and 260C, and statutes 626.556 and legal issues and reporting requirements. c. Cultural diversity, gender sensitivity, culturally specific services, cultural competence, and information about discrimination and racial bias issues d. Information about the role and responsibilities of foster parent in development and implementation of case plan and in-court and administrative reviews of child's placement e. Requirements of the licensing agency	2960.3070 subp. 1 (a-e)				
License holders complete 12 hours each of training per year. If training not completed and good cause not shown why the training was not completed, foster parent may not accept new foster children until training is completed. *One hour of annual training must be on children's mental health issues and treatment	2960.3070 subp. 2				
Foster parents who care for children who rely on medical equipment to sustain life or monitor medical condition must meet training requirements	2960.3070 subp. 3				
Child Passenger Restraint Training if transporting children under age 9. Must be completed once every 5 years.	245A.18				
SIDS and Shaken Baby Training. Must be completed every 5 years.	245A.144				

PLACEMENT, CONTINUED STAY, AND DISCHARGE

Requirement	Rule Part	C	NC	NA	Comments
Placements are governed by the statement of intended use. Foster parents may deny placements without reason	2960.3080 subp 1				
License holders must cooperate with agency to ensure child's needs are identified and addressed	2960.3080 subp 2				
Foster child is allowed to bring and accumulate personal possessions to the extent the home is able to accommodate them	2960.3080 subp 3				
Foster parents received written information on child within 5 days of placement, and as updated	2960.3080 subp 4				
License holder provides basic services to the child	2960.3080 subp 5 (a)				
License holder cooperates with child's case manager to develop and implement child's case plan. License holder will: a. Identify and share information with persons directly involved in child's plan	2960.3080 subp 5 (b)				

<ul style="list-style-type: none"> b. Report child's behaviors and other important information c. Recommend changes in child's case plan to case manager d. Give placing agency additional information about child as known e. Facilitate child's school attendance f. Provide child with access to basic emergency and specialized medical, mental health, and dental care and treatment services by qualified persons g. Maintain record of illness reported by child, action taken, and date of child's medical, psychological, or dental care 					
Foster parents work with agency and child's parents to develop plan to identify and meet foster child's needs	2960.3080 subp 6 (a)				
Foster parents encourage age appropriate activities, exercise, and recreation for foster child.	2960.3080 subp 6 (b)				
Foster parents seek consultation from agency if issues arise that cannot be resolved between parents and child	2960.3080 subp 6 (c)				
Foster parents explain house rules and expectations about behavior, care of household items, and treatment of others	2960.3080 subp 6 (d)				
Foster parents know whereabouts of the child at all times. License holder notified agency immediately if child runs away or is missing	2960.3080 subp 6 (e)				
Child is provided food and beverages that are palatable, of adequate quantity, and variety, served at appropriate temperature, and sufficient nutritional value, or foster parent follows prescribed medical diet	2960.3080 subp 7				
Foster parent considers child's abuse history and developmental, cultural, disability, and gender	2960.3080 subp 8				
License holder follows visitation and communication plan in foster child's case plan	2960.3080 subp (9)				
License holder has a current complaint and grievance policy for persons served by the program.	2960.3080 subp (10) & 245A.04 subd 1 (c)				
License holder works with agency to ensure planned discharge. Before unplanned discharge, license holder must confer with other interested persons to review the issues, not to exceed 30 days.	2960.3080 subp (11)				

RESPITE AND SUBSTITUTE CARE FOR FAMILY SETTINGS

Requirement	Rule Part	C	NC	NA	Comments
License holder, parent, and agency must agree on respite and substitute arrangements within 10 days prior to use of respite or substitute care in non-emergency situation. In emergency, license holder notified agency as soon as possible.	2960.3090 subp 1				

<p>Long-term substitute caregivers must:</p> <ol style="list-style-type: none"> be at least 18 years of age have a background study completed within the last 12 months have no statutory or rule disqualifications if providing more than 30 days in 12 month period <ul style="list-style-type: none"> - submit physical statement - have at least 6 hours of training or 20 hours of experience care for children with particular needs Provide documentation of medical equipment training used to care for foster child from appropriate source 	2960.3090 subp 2				
Short-term substitute caregivers provide less than 72 hours of continuous care, and caregiver is able to meet the needs of the child	2960.3090 subp 3				
<p>Information to respite provider:</p> <ol style="list-style-type: none"> information about foster child's emotional, behavioral, medical and physical condition medications daily routine and schedule names and telephone numbers of individuals to contact for emergency 	2960.3090 subp (4)				
<p>Information to substitute caregivers:</p> <ol style="list-style-type: none"> information about foster child's emotional, behavioral, medical and physical condition medication daily routine and schedule names and telephone numbers of individuals to contact for emergency location of fire extinguisher and first aid supplies emergency and fire evacuation plans information about child abuse and mandatory reporting 	2960.3090 subp 5				
License holder seeks information from agency about overnights or short trips for foster child outside of license holders supervision.	2960.3090 subp 6				

RECORDS					
Requirement	Rule Part	C	NC	NA	Comments
<p>The following is on file:</p> <ol style="list-style-type: none"> application for licensure license holder agreement physical statements for license holder and household members home safety checklist and fire marshal report homestudy references annual evaluation <ul style="list-style-type: none"> - review of foster placements and assessment of impact and outcomes 	2960.3100 subp 1				

<ul style="list-style-type: none"> - review of comments, suggestions, or concerns raised by agency and implication for training - review of grievances - review of ability to care for children - development of plan for training <p>h. documentation for any variances</p> <p>i. record of training</p>					
<p>License holder must keep a record for each foster child including:</p> <ul style="list-style-type: none"> a. medical records b. grievance records c. other documentation required by case plan 	2960.3100 Subp 2				
Additional Requirements					
Requirement	Rule Part	C	NC	NA	Comments
License holder has current alcohol/drug policy for the program	245A.04 subd. 1(c)				
License holder ensures persons served by the program retain use of personal funds; keeps personal funds separate from program funds; and if assisting with personal funds complies with requirements for disbursement	245A. 04, subd. 13				

**Note: If the facility serves youth age 18 and older, then the following requirements also apply.*

Protections

<p>An individual abuse prevention plan (IAPP) shall be developed for each vulnerable adult receiving services from the program. The IAPP shall contain an assessment of:</p> <ul style="list-style-type: none"> a) the person's susceptibility to abuse by other individuals, including other VAs b) the person's risk of abusing other VAs c) statements of specific measures to be taken to minimize the risk of abuse to that person and other VAs. "Abuse" includes self-abuse. If determined that there are additional specific measures that are not identified in the program abuse prevention plan (PAPP), the measures shall include specific actions the program will take to minimize the risk of abuse within the scope of the licensed services, and will identify referrals made when the vulnerable adult is susceptible to abuse outside the scope or control of the licensed services. If no additional measures are needed in addition to those identified in the PAPP, the IAPP shall document determination. 	626.557, subd. 14				
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<p>The scope of the PAPP is limited to the population, physical plant, and environment within the control of the LH and the location where licensed services are provided. The PAPP shall meet the following requirements in items A – E:</p>	<p>626.557, subd. 14 & 245A.65, subd. 2</p>				
<p>(A) The assessment of the population shall include an evaluation of the following factors: age, gender, mental functioning, physical and emotional health or behavior of the client; the need for specialized programs of care for clients; the need for training of staff to meet identified individual needs; and the knowledge a LH may have regarding previous abuse that is relevant to minimizing risk of abuse for clients.</p>					
<p>(B) The assessment of the physical plant where the licensed services are provided shall include an evaluation of the following factors: the condition and design of the building, including difficult areas to supervise as it relates to the safety of the clients.</p>					
<p>(C) The assessment of the environment for each facility and for each site when living arrangements are provided by the agency shall include an evaluation of the following factors: the location of the program in a particular neighborhood or community; the type of grounds and terrain surrounding the building; the type of internal programming; and the program's staffing patterns.</p>					
<p>(D) The LH shall provide an orientation to the PAPP for clients receiving services. If applicable, the client's legal representative must be notified of the orientation. The LH shall provide this orientation for each new person within 24 hours of admission, or for persons who would benefit more from a later orientation, the orientation may take place within 72 hours.</p>					
<p>(E) The LH's governing body shall review the plan at least annually using the assessment factors in the plan and any substantiated maltreatment findings that occurred since the last review. The governing body shall revise the plan, if necessary, to reflect the review results.</p>					
<p>A copy of the program abuse prevention plan shall be posted in a prominent location in the program and be available upon request to mandated reporters, persons receiving services, and legal representatives.</p>					

Reporting of Maltreatment of VAs					
Requirement	Rule Part	C	NC	NA	Comments
The LH has established and enforced written policies and procedures related to suspected maltreatment, and have oriented consumers and staff to these requirements defined in 626.5572, subd. 16.	245A.65, Subd. 1(a)				
The LH has a policy allowing, but not mandating internal reporting of suspected maltreatment.	245A.65, Subd. 1(a)				
The policy meets the requirements identified for optional reporting in MS 626.557, subd. 4a.	245A.65				
The policy must state all of the following: Reporters are informed in writing, when and to whom reports are forwarded (in a manner that protects the identity of the reporter). The reporter receives this information within two working days and the written statement includes information regarding the reporter's right to report to external agency and that the LH cannot retaliate against the reporter.	626.557, Subd. 4a, a-d				
The policy identifies the primary and secondary person or position to whom internal reports may be made, and the primary and secondary person or position responsible for forwarding internal reports to the common entry point (CEP).	245A.65 Subd. 1 (a)(2)				
The policy states that the secondary person must be involved when there is reason to believe that the primary person was involved in the alleged or suspected maltreatment.	245A.65, Subd. 1 (a)(2)				
The license holder identifies the common entry point, including the phone number, and this information is available to staff.	245A.65, Subd. 1 (d)				
The policy must identify the primary and secondary persons or positions that will ensure those internal reviews are completed. The secondary person shall be involved when there is reason to believe the primary person was involved in the alleged or suspected maltreatment.	245A.65, Subd. 1 (b)(2)				
The LH policy must document and make internal reviews accessible to the commissioner upon the commissioner's request.	245A.65, Subd. 1 (b)(3)				
The LH has posted a copy of the internal and external reporting policies and procedures in a prominent location or it is available on-site and accessible to consumers/staff.	245A.65, Subd. 1 (d)				

<p>Definitions:</p> <p>a) Does the LH’s policy include definitions or does the policy make reference to the definition section?</p> <p>b) If definitions are included, are the definitions consistent with the statutory language?</p> <p>c) If the definition of “error” is included, is it the most up-to-date, correction definition?</p> <p>d) If definitions are referenced, they must be attached to the policy.</p>	626.5572				
<p>The LH has provided orientation to the consumer/ consumer’s legal representative on the internal and external reporting procedures. This orientation took place within 24 hours of service initiation OR, if justification is documented, within 72 hours of service initiation.</p>	245A.65, Subd. 1(c)				
<p>The LH has ensured that mandated reporters received orientation within 72 hours of first providing direct contact services on:</p> <p>a) 245A.65 Requirements</p> <p>b) 626.557 Reporting of Maltreatment of Vulnerable Adults</p> <p>c) 626.5572 Definitions</p> <p>All internal policies and procedures related to the prevention and reporting of maltreatment.</p>	245A.65, Subd. 3				
<p>The LH has ensured that mandated reporters have received training on the topics identified above at least annually.</p>	245A.65, Subd. 3				

Notes:

Licensors’s Name: _____ Date: _____