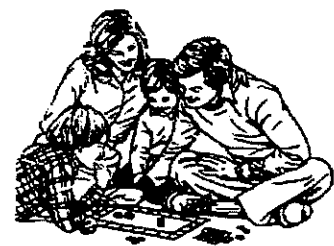


CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

FOSTER FAMILY HOME SELF-ASSESSMENT GUIDE



FOSTER FAMILY HOME SELF-ASSESSMENT CHECKLIST

This Foster Family Home checklist is designed to assist foster parents to comply with regulations and perform periodic self-inspections of their home. The checklist contains some of the most common deficiencies noted by Licensing Program Analysts during their evaluation visits. This checklist does not include requirements for *Children with Special Health Care Needs*; for information regarding those requirements, refer to the Foster Family Home regulations. This checklist is not a full summary of the Foster Family Home regulations. **It cannot be used as a substitute for a good working knowledge of the regulations.**

Foster parents should refer to the referenced regulation(s) for complete information on the requirements. This checklist should be used frequently to review the home's compliance with licensing regulations.

CHECK WITH YOUR LICENSING OFFICE IF AN ITEM IS NOT CLEAR OR YOU HAVE QUESTIONS

GENERAL REQUIREMENTS

MET NOT MET

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The home is clean, safe, sanitary and in good repair at all times.
89387 (b) |
| <input type="checkbox"/> | <input type="checkbox"/> | I have submitted Fingerprints and a Child Abuse Index for everyone 18 years old or older who lives in the home or who will have contact with the children. 89219 (a) – (l); 89319 |
| <input type="checkbox"/> | <input type="checkbox"/> | I have proof of a TB test for everyone 18 years old or older who is regularly in the home. 89465 (d) |
| <input type="checkbox"/> | <input type="checkbox"/> | My foster home only admits children as permitted by the terms of my license. 89228 (a) – (e), 89510.1(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | I have no more than two infants, including my own, in my home without additional household help. 89410 (b) |
| <input type="checkbox"/> | <input type="checkbox"/> | No form of corporal punishment, spanking, hitting or the threat to do so, is allowed. 89372 (c)(3) |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand that if I change my residence my license is no longer valid and I must submit a new application for the new location. 89235 (a); 89234 (a) |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand that before I accept a child, my home must be licensed.
89205 |

FOSTER FAMILY HOME SELF-ASSESSMENT CHECKLIST

SLEEPING AREAS

MET NOT MET

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A maximum of two children may share a bedroom. 89387 (a) (1) |
| <input type="checkbox"/> | <input type="checkbox"/> | Boys and Girls share the same bedroom only when both children under age 5. 89387 (a) (2) |
| <input type="checkbox"/> | <input type="checkbox"/> | Each child has his own individual bed with a good mattress and clean bedding. 89387 (a) (5) |
| <input type="checkbox"/> | <input type="checkbox"/> | A sturdy bassinet or crib is provided for each infant,(appropriate to the child's age and size). 89387 (a) (7) |
| <input type="checkbox"/> | <input type="checkbox"/> | Bunk beds are allowed, however the upper bed must have railings to prevent falling. 89387 (j) (1) |
| <input type="checkbox"/> | <input type="checkbox"/> | Children under 5 years of age or those who are unable to climb into or out of the upper tier unassisted are not permitted to use the upper tier. 89387 (j)(2) |
| <input type="checkbox"/> | <input type="checkbox"/> | There is drawer and closet space within each child's bedroom, for the storage of his clothing and personal belongings. 89387 (a) (6) |
| <input type="checkbox"/> | <input type="checkbox"/> | Living rooms, dining rooms, garages, separate buildings, etc., are not used as a bedroom. 89387 (a) (3) |
| <input type="checkbox"/> | <input type="checkbox"/> | No bedroom is used as a public or general passageway to another room. 89387 (a) (4) |
| <input type="checkbox"/> | <input type="checkbox"/> | Except for infants, children do not share a bedroom with an adult. 89387 (a)(8) |
| <input type="checkbox"/> | <input type="checkbox"/> | No more than two infants and two adults share a bedroom. 89387 (a)(8)(A) |
| <input type="checkbox"/> | <input type="checkbox"/> | Working smoke detectors are installed in the hallway and are audible in each bedroom. 89387 (p) |

SAFEGUARDED ITEMS

MET NOT MET

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All medications including those requiring refrigeration, are kept SAFE and inaccessible to children. 89387.2 (a) |
|--------------------------|--------------------------|--|

FOSTER FAMILY HOME SELF-ASSESSMENT CHECKLIST

MET NOT MET

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Storage area for poisons, (Drano, pesticides, bleach, etc.) firearms and other dangerous weapons are. 89387.2 (a)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | All ammunition is stored and locked separately from firearms. 89387.2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Safety from fireplaces, open-faced heaters and wood stoves is ensured for the child in the home. 89387 (I) |
| <input type="checkbox"/> | <input type="checkbox"/> | When transporting children in a private motor vehicle; the licensee shall secure the children as required by law. 89374 |
| <input type="checkbox"/> | <input type="checkbox"/> | Only drivers properly licensed for the type of vehicle operated are permitted to transport children. 89374 |

EMERGENCY EQUIPMENT AND REQUIREMENTS

MET NOT MET

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency situations are discussed with children and emergency procedures are practiced every six months and at time of new placements. 89323 (a) |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency information including phone numbers is posted. 89323 (a) |
| <input type="checkbox"/> | <input type="checkbox"/> | Any time a foster child is in the home, at least one of the persons providing routine regular care and supervision to the child has valid and age appropriate first aid and CPR training. 89475 (b) |
| <input type="checkbox"/> | <input type="checkbox"/> | First aid supplies including an approved and current first aid manual are available in a central location in your home. 89475 (b) (2) |
| <input type="checkbox"/> | <input type="checkbox"/> | Prescription medications for each foster child is administered per directions on the label or as prescribed by physician. 89475(c) (4) |
| <input type="checkbox"/> | <input type="checkbox"/> | PRN medication is documented of the date, time and dose of medication administered. 89475 (c) (6) |
| <input type="checkbox"/> | <input type="checkbox"/> | Pools and other bodies of water are fenced, or covered, in a manner approved by the licensing agency. 89387 (d) – (f) |
| <input type="checkbox"/> | <input type="checkbox"/> | There are no permanently discontinued medications in the facility. 89475 (c) (2) |

What happens after the license is granted?

• Post-Licensure

- "B" documents received.
- Put on the system.
- Placement agency contacts caregiver.
- Licensing provides ongoing monitoring.>



CHANGE OF LOCATION

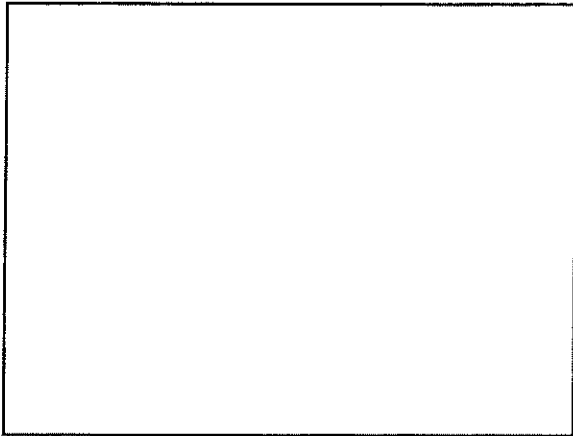
- Caregiver files new application and notifies the licensing agency:
 - Within 30 days prior to move or
 - As soon as caregiver becomes aware of change.>



REMEMBER

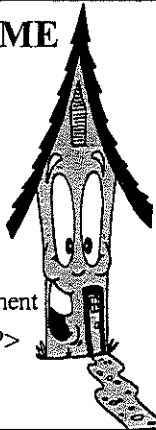


**A license does not entitle
(or guarantee)
placement of a child !!!***



FOSTER FAMILY HOME ORIENTATION

- Welcome & Introduction
- Types of Children's Residential Programs
- Role & Responsibilities
 - Prevention-Compliance-Enforcement
- What is a Foster Family Home?>



- Definitions:
 - A "Child"
 - A "Child with Special Health Care Needs"
- When is a license:
 - Required?
 - Not Required?
 - Relative approval
 - Nonrelative extended family member



**FOSTER FAMILY HOME LICENSE
-or- APPROVAL**

- FFH License- A licensing agency must authorize the license of a Foster Family Home.....



- Relative/ nonrelative extended family member Approval - Authorized by the placement agency...

**BOTH CATEGORIES ARE
REQUIRED TO MEET THE SAME
CORE STANDARDS>**



FFH Core Standards

- Criminal Record Clearances
- Caregiver qualification
- Safety of physical environment
- Personal Rights>

**THE FFH APPLICATION
PROCESS**

• STEP I



- Complete Section "A" Application Documents

STEP II
THE PRELICENSING VISIT



- All areas of the home (inside and outside) must be inspected.
- Assessment of licensing requirements and core standards
- Discussion of reporting responsibilities, civil penalties, record-keeping, personal rights

STEP III
PLACEMENT MATCHING
Before a child can be placed

- TB & Health Screening
- CPR & First Aid
- 12 Hours of Training>



- Types of Inspections
 - Compliance
 - Monitoring>



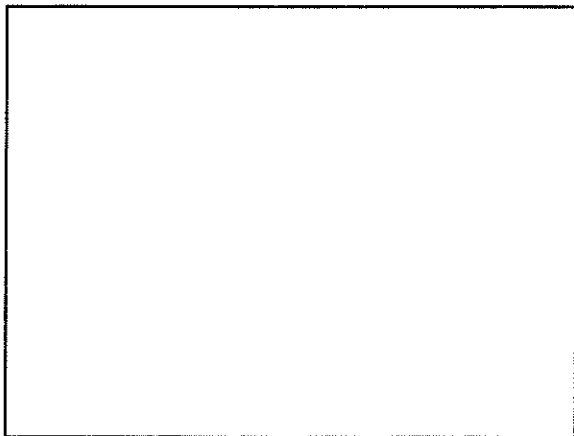
**CHILD WELFARE
SERVICES
FOSTER CARE
PLACEMENT***




**IMPORTANT
NUMBERS PROVIDED**




See handout #8
(FFH orientation)



**QUESTIONS
AND
ANSWERS**



**How?
When?
What?***



See handout #9 (Q+A)

FOSTER FAMILY HOME ORIENTATION AGENDA

- 1. WELCOME & INTRODUCTION**
- 2. TYPES OF CHILDREN'S RESIDENTIAL PROGRAMS**
- 3. ROLE & RESPONSIBILITY OF LICENSING AGENCY**
 - PREVENTION ~ COMPLIANCE ~ ENFORCEMENT
- 4. DEFINITION OF A FOSTER FAMILY HOME**
- 5. DEFINITION OF A "CHILD" AND A "CHILD WITH SPECIAL HEALTH CARE NEEDS"**
- 6. WHEN IS A LICENSE REQUIRED**
 - STATE REQUIREMENTS
 - COUNTY ADOPTION
- 7. WHEN IS A LICENSE NOT REQUIRED**
 - RELATIVE APPROVAL
 - NONRELATIVE EXTENDED FAMILY MEMBER
- 8. FOSTER FAMILY HOME ~ CORE STANDARDS**
 - (a) Criminal Records Clearances
 - (b) Caregiver Qualifications
 - (c) Safety of the Physical Environment
 - (d) Personal Rights
 - AB 899
- 9. THE FOSTER FAMILY HOME APPLICATION PROCESS**
 - Step I – Section A ➤ FFH Application Documents
 - Step II – Pre-Licensing Visit
 - Step III – Section B ➤ Placement Documents
- 10.COMPLIANCE/MONITORING/TYPES OF INSPECTIONS**
 - Pre-Licensing • Annual • Complaints • Case Management •
- 11.CHILD WELFARE SERVICES ~ FOSTER CARE PLACEMENT**
 - Placement/Specialized Care Options/Kinship Care Programs

07/03/02

8

FOSTER FAMILY HOME ORIENTATION

1. AGENDA

- **Welcome ~ Introduction & Handouts**
- *FFH Title 22 Emergency Regulations (Internet Instructions)*

2. TYPES OF CHILDREN'S RESIDENTIAL PROGRAMS

- **Foster Family Homes • Small Family Home • Group Homes**
- **Foster Family Agencies • Transitional Housing Placement Program**
- **Adoptions Programs**
- **Community Treatment Facility**

3. ROLE & RESPONSIBILITY OF LICENSING AGENCY

Community Care Licensing is a Regulatory Agency. Our Mission is to protect the Health & Safety of clients (Foster Children) in care. This is accomplished through the development and enforcement of regulations.

CCL has three distinct functions:

(a) PREVENTION ~ COMPLIANCE ~ ENFORCEMENT

Prevention - To reduce predictable harm by screening out qualified applicants through the application process.

Compliance – Once a license is issued, CCL has the authority to inspect the Foster Family Home. This is to ensure that the home is operating in compliance with regulations. If the home is out of compliance, deficiencies are cited on a Licensing Report (LIC 809). The licensing report will have a time frame for correction of the deficiencies cited.

Enforcement – When the Foster Family Home (FFH) fails to protect the health and safety of the children, or if chronic serious deficiencies exist, then various administrative actions may occur. They may include:
Informal office meetings – Non-Compliance Conferences – Denial of Application – Revocation of License – Temporary Suspension Order (TSO)

4. DEFINITION OF A FOSTER FAMILY HOME

Any home where the caregiver, in their own home, provides care and supervision for six or fewer foster children and the caregiver has control of the property. This also includes sibling care for up to eight children provided the requirements of Section 1505.2 of the Health and Safety Code are met.

FOSTER FAMILY HOME ORIENTATION

- **Health and Safety Code Section 1505.2 provides**

(A) The foster family is not a specialized foster care home.

(B) The home is sufficient in size to accommodate the needs of all children in the home.

(C) For each child to be placed, the child's placement social worker has determined that the child's needs will be met and has documented that determination.

5. DEFINITION OF A "CHILD"

"Child" means a person who is under 18 years of age or a person up to 19 years of age, who meets the requirement of Welfare & Institutions Code Section 11403, who is being provided care and supervision in a foster family home.

"Child with Special Health Care Needs" means a child who is under 18 years of age or a person up to 22 years of age, who meets the requirements of Section 17710(a) of the Welfare and Institutions Code and the following conditions:

- (A) Has a medical condition that requires specialized in-home health care and**
- (B) Is one of the following:**
 - 1. A child who has been adjudged a dependent of the court under Section 300 of the Welfare and Institutions Code.**
 - 2. A child who has not been adjudged a dependent of the court under Section 300 of the Welfare and Institutions Code but who is in the custody of the county welfare department.**
 - 3. A child with a developmental disability who is receiving services and case management from a regional center.**

An AGE EXCEPTION WAIVER is no longer required.

FOSTER FAMILY HOME ORIENTATION

- **Who are the Foster Children?**

Children needing foster care come from all 58 counties in California. They are all ages, all religions, all cultures and ethnicity's, and all social economic backgrounds.

- **How do they become part of the Child Protective Services System?**

They may have been:

- Exploited
- Physically Abused • Sexually Abused • Neglected • Abandoned
- Exposed to drugs as an infant

As a result of these experiences they may have physical and emotional challenges.

6. WHEN IS A LICENSE REQUIRED

STATE REQUIREMENT

- The State requires that a Foster Family Home license must be obtained, if in your home:
 1. You provide 24-hour care/supervision of a child who is not related.
 2. You are **NOT** considered a **NONRELATED EXTENDED FAMILY MEMBER.**
 3. If a license is not obtained this is a misdemeanor and subject to a \$200.00 per day civil penalty.

COUNTY ADOPTION

- In order to place a child in an adoptive home, the Court must legally terminate the parental rights of the child's birth parents. Once this is done the child is "freed" for the adoptive process to proceed. The Department of Children & Family Services cannot place a child in an unlicensed home or with a nonrelative caregiver that has not been approved by their placement services. It is against State law. In order

FOSTER FAMILY HOME ORIENTATION

to comply with the law, an adoptive family will be asked to obtain a foster family home license while they are waiting for the court to proceed with the legal termination.

Usually, the family is only interested in adoption and will not be fostering any other children. This procedure may be termed Fost-Adopt.

7. WHEN IS A LICENSE NOT REQUIRED

Relatives and Nonrelative extended family members are not required to be licensed.

Relative" means: A person related to the child by birth or adoption within the fifth degree of kinship who, regardless of whether the parent's rights to the child have been terminated or relinquished, is one of the following:

- (A) Parent (mother, father) sibling (brother, sister), half-sibling (half-brother, half-sister), nephew, niece, uncle, aunt, first cousin, first cousin once removed, or any such person of a preceding generation denoted by the prefixes grand, great, great-great, or great-great-great.**
- (B) Stepfather, stepmother, stepbrother or stepsister; or**
- (C) The spouse of any person named in (A) or (B) above, even after the marriage has been terminated by death or dissolution.**

"A 'nonrelative extended family member' is defined as any adult caregiver who has an established familial or mentoring relationship with the child. The county welfare department shall verify the existence of a relationship through interviews with the parent and child or with one or more third parties. The parties may include relatives of the child, teachers, medical professionals, clergy, neighbors, and family friends."

FOSTER FAMILY HOME ORIENTATION

8. FOSTER FAMILY HOME ~ CORE STANDARDS (Article 3)

Foster Family Home License – A licensing agency must authorize the license of a Foster Family Home. All foster family homes (licensed and approved) are required to meet the same core health and safety standards ~~as relatives in order to become licensed~~. The core standards consists of four major areas:

- (a) **Criminal Records Clearances** – Includes the California Department of Justice fingerprints, the Child Abuse Index Check & the FBI fingerprint clearances
- (b) **Caregiver Qualifications** – Ability to supervise and provide for the varying needs of the children, including hard to place children.
- (c) **Safety of the Physical Environment** – Clean safe environment, storage of weapons, poisons, medications and water safety, this includes any bodies of water within the home or apartment.
- (d) **Personal Rights** – Ability to provide safe, healthy, and comfortable accommodations; freedom from corporal punishment, ownership and the use of their own personal possessions.

- **AB 899 – Foster Youth Rights (Chapter 653, Statutes of 2001):**

The Department of Social Services has established a Foster Care Ombudsman Office to inform all foster youth of their personal rights. The ombudsman office has a 24 hour telephone number to handle foster youths complaints and question concerning their rights. Their number is 1-877-846-1602.

9. THE FOSTER FAMILY HOME APPLICATION PROCESS

Step 1 – Section A: FFH Application Documents

- LIC 283 – FFH Application
- LIC 215 - Applicant Information
- LIC 508 – Criminal Record Statement
- LIC 198 – Child Abuse Central Index Check for County Licensed Facilities
- LIC 198A – Child Abuse Central Index Check for State Licensed Facilities

FOSTER FAMILY HOME ORIENTATION

- **LIC 610 - Emergency Plan for FFH**
- **Control of Property (copy of CDL or Utility Bill)**
- **Foster Family Home Orientation Certificate (valid for 6 months)**

Step 2 – Pre-Licensing Visit

The licensing agency must complete a pre-licensing inspection of your home, all areas of your home or apartment will be inspected indoors and out. The licensing analyst will make a site visit to determine whether or not you have the following qualifications:

- (1) Ability to provide care and supervision appropriate to the type of children to be served including ability to communicate with the children.**
- (2) Knowledge of and ability to comply with the applicable laws and regulations.**
- (3) Ability to maintain, or supervise the maintenance of, financial and other records.**
- (4) Ability to direct the work of others when applicable.**

A licensing report (LIC 809) will be completed to record the information discussed and areas observed. A copy of the report will be left with you. Reporting Requirements, Civil Penalties, Caregiver Responsibilities, Personal Rights and the required documents to keep on file will be reviewed with you during the pre-licensing visit. If corrections are needed a follow-up visit is required.

The following are general requirements for licensure:

- **No more than two infants (0-23months old), including the caregiver's children may reside in the home.**
- **Telephone service must be available at all times.**
- **First Aid supplies must be maintained at all times.**
- **Children's records must be maintained confidentially.**
- **All adults providing care & supervision must have age appropriate CPR and First Aid Training.**
- **Unusual Incidents must be reported.**
- **All adults living in the home must complete the Criminal Record Clearance Process. In addition, any adult not living in the home who provides care & supervision must complete the Criminal Record**

FOSTER FAMILY HOME ORIENTATION

Clearance Process. A \$100.00 Civil Penalty will be imposed if the caregiver violates the F/P Clearance Process.

- **Licensed caregivers must complete 12 hours of initial Foster Parent Training and 8 hours of Annual Foster Parent Training.**

During the pre-licensing visit the following areas of the home are inspected:

- **Kitchen/Dinning room areas**
- **Living room/Den**
- **Bathrooms**
- **Bedrooms**
- **Hallways**
- **Outdoor/Yards**
- **Pools/Spas/Bodies of Water**
- **Garages/Outside Storage areas**

Items that are harmful, hazardous, and/or poisonous or that place a child at risk must be locked or made inaccessible to children.

- **Cleaning products toxic chemicals must be made inaccessible. Sharp Knives & medications are inaccessible based on the age and ability of the child.**
- **Sufficient quantities of food to meet the household needs and proper storage of food items.**
- **Floors, walls, are clean and kitchen appliances are in working condition.**
- **Poisons/Guns and other weapons must be locked.**
- **Fireplace/Floor/Wall heaters are inaccessible to small children.**
- **Home is maintained at a comfortable temperature at all times.**
- **Floor, carpet, and walls are cleaned and in good repair.**
- **Hot water is maintained at a safe temperature.**
- **Medications are safely stored inaccessible to children**

FOSTER FAMILY HOME ORIENTATION

- ❑ **Harmful items are inaccessible.**
- ❑ **Personal Hygiene (Shampoo, toothbrush, toothpaste etc.) products are provided to the children.**
- ❑ **Closet space and dresser drawer space is provided for the foster child.**
- ❑ **Each infant shall have a crib/bassinet appropriate for age & size.**
- ❑ **Mattress, Boxsprings, & Linen must be clean and in good repair.**
- ❑ **No more than two children per bedroom, one child per bed. Children of opposite sex shall not share a bedroom unless each child is under 5 years of age. Bunk Beds must have rail on upper tier. Children under 5 years cannot use upper tier of bunk bed.**
- ❑ **No room commonly used for other purposes can be used as a bedroom.**
- ❑ **No bedroom can serve as a passageway to another room.**
- ❑ **Bedrooms must have a door for privacy.**
- ❑ **No more than two infants can share a bedroom with an adult.**
- ❑ **Each bedroom or sleeping room must have at least one operable window or door that ensures safe, direct, emergency exit to the outside. If security window bars are used, the window is considered operable only if the window bars have a safety release device that meets all state and local requirements.**
- ❑ **Functioning smoke detectors located in the hallways of the sleeping areas. Smoke detectors must be heard from within each bedroom.**
- ❑ **All passageways are free of obstructions and hazards.**
- ❑ **Toys, books, games and educational material is provided**

FOSTER FAMILY HOME ORIENTATION

- **Outdoor activity space must provide must be free from hazards this includes (insecticides and dangerous gardening tools etc.)**
- **Pools/Spas/Bodies of Water must have appropriate fencing or pool covers when caring for children under 10 years of age, or a child that has a condition including one that makes the child developmentally disabled, or mentally handicapped, and for whom special care and supervision is required as a result of his/her condition. Any other options are to be discussed with your Licensing Analyst.**

Step 3 – Section B: Placement Documents

The following items must be in submitted to the licensing agency before a child can be placed in your home.

- **TB & Health Screening (no more than one year old)**
- **CPR and First Aid (must be age appropriate course)**
- **12 hours of Initial Foster Parental Training must be completed**
- **(If water is from a private source applicants must submit evidence of an on-site inspection and bacteriological analysis of the water)**
- **If non-ambulatory children are requested, a fire clearance is required.**

10 COMPLIANCE/MONITORING/TYPES OF INSPECTIONS

- **Pre-Licensing Inspections – announced visits**
- **Complaint Visits –unannounced visit to your home at anytime once a complaint allegation is received by the Licensing Agency**
- **Annual Visits – every 12 months – announced visits**
- **Plan of Correction Visit – as required an announced visit**
- **Case Management Visits – as required are announced visits that may include Increase & Decrease in Capacity**
- **Change of Location – announced visit requested by caregiver.**

11 IMPORTANT CHILD WELFARE SERVICES AND NUMBERS

- **Resource Information & Numbers # _____**

FOSTER FAMILY HOME ORIENTATION

- **Foster Care Rates #** _____
- **Removal of Children #** _____
- **Maintaining Children In Certified Homes #** _____
- **County Specialized Care Options #** _____
- **County Relative/Kinship Program #** _____
- **Child Abuse Hotline #** _____
- **Office of the Ombudsman #** _____
- **Foster Parent Associations #** _____