**RCCL Home Visit Inspection Checklist**

**These items are required for Inspections and Investigations as RCCL will ask to see them.**

(Anchor Family Services **strongly recommends** that all bolded documents be kept in the Foster/Adoptive Parent Handbook or in another folder readily available for RCCL to look at). If you do not have a copy of these documents, your AFS Case Manager will provide you with copies; or your home will be out of compliance.

**Current verification (license) with correct capacity and age range**

**Signed copy of Foster/Adoptive Parent Agreement**

**Current fire inspection**

**Current health inspection**

**Current pet vaccinations for all pets in the home (if applicable)**

**Each child’s Individual Service Plan**

**Each child’s Education Portfolio kept up to date**

**Copy of most recent Foster/Adoptive Parent training log**

**CPR/First Aid Certificate**

**Indoor Home Environment:**

Smoke detectors are located on each level of the home and in open areas/hallways in front of bedrooms.

There is a 5lb fire extinguisher on each level of the home and in the kitchen, check the expiration date. Ensure yearly weight check has been completed and documented.

Poisonous/flammable substances are kept out of the reach of children.

Firearms, weapons, explosive materials, and projectiles are kept locked at all times except when in use.

New weapons obtained since the time of the initial home study has been added to the home with an addendum.

All ammunition is locked in a separate container.

Home free of piles of trash/clutter, is clean and well maintained.

Furniture, doors, walls, and windows in good repair.

Exits in living areas are not blocked by furniture.

Windows and doors used for ventilation are screened.

Home is free of rodents and insects.

**Medication:**

Topical and oral medications are locked and stored separately.

Refrigerated medications are locked (if applicable).

Medication is in its original container and clearly labeled.

Medication is not expired.

Home has copy of child’s medical records/logs.

**All** controlled substances are double locked.

Emergency supply kit (ensure that there are no expired items).

Medication logs are completed up to date, each time a child is administered the medicine. Review for missing dates and correct immediately.

**Outdoor Home Environment:**

No standing bodies of water in the yard.

Home is free of stray animals/rodents.

Outdoor furniture and play equipment are in good repair.

Play equipment is not installed over asphalt or concrete.

Play equipment is securely anchored; not collapsing, tipping, sliding or overturning.

Dangerous tools and equipment including hatchets, saws, and axes are inaccessible to children.

If there is a trampoline, the following is required:

Shock-absorbing pads cover the springs, hooks, and frame

Ladders are removed from the trampoline when trampoline is not in use

**Swimming Pool and Surrounding Area:**

Fence gate leading to the outdoor pool area are self-closing and self-latching. Fence gates are locked when not in use.

Door from the home to the pool has a lock that can be reached only by adults.

The home has (at least) 2 of the following life devices: (reach pole with hook/loop, backboard, buoy, or safety throw bag with a brightly colored buoyant rope/throw line.

Pool chemicals and pumps are inaccessible to all children (fence, etc.).

Decorative fountains, ponds, etc. are described in the home study.

**Children’s Bedrooms and Personal Belongings/Supplies:**

Bedrooms have at least 40 sq. feet of space per child and at least 80 sq. feet if only one child sleeping in the room.

No more than four children share a bedroom even if the square footage would accommodate this.

Each child has their own bed that includes a mattress, mattress pad, and appropriate linens.

Children over the age of two do not share a bedroom with a caregiver.

Children over the age of 5 do not share with a child of the opposite sex.

Bedroom has at least one source of natural lighting.

Linens are changed when soiled or at least weekly.

Each child has accessible storage space for clothing and personal possessions.

Each child has appropriate hygiene and grooming supplies.

**Kitchen/Dining Area:**

Food items are covered and stored off the floor (including water).

Food items are stored in a container that is protected from insects and rodents.

Food storage and preparation areas are clean and free of insects and rodents.

Refrigerator/freezer are cooling properly.

Are there adequate variety of foods in the home including fruits and vegetables?

Milk is available for children who drink it.

No expired food in the refrigerator.

**Topics to be Prepared to Discuss** (Licensing staff may ask you or your foster/adoptive children questions surrounding these topics):

Training received prior to and after becoming a foster/adoptive parent

Individuals who are in your home on a frequent/regular basis or who may spend the night

Respite care and procedures

Discipline, consequences and rewards of foster/adoptive children

Role with child’s Individual Service Plan (ISP) and goals established for each child

What the supervision plan is for each child as listed in their ISP

Involvement and partnership with Anchor Family Services

On-call procedure and what type of incidents you should report

Food preparation, mealtimes, what is served, snacks

Daily routine in home, with transportation, recreation activities, and schoolwork

Foster/adoptive children’s medications and storage, medical and dental care

Smoking (who and where)

Plans in the event of an emergency (fire, flood, tornado etc.)

**The following is a list of example questions that may be asked at the time of your inspection: (Please be prepared for both you and the children in your home to be interviewed)**

1. Are you familiar with the child’s Individual Service Plan (ISP)? How often are ISPs reviewed? How are they developed? Tell me how you and the child participate in the reviews/ISP development. (They will also ask older children if and how they participate in ISP staffing’s).
2. What is the supervision plan for the children in your home?
3. Do you feel Anchor Family Services supports you in caring for the children in your home? In what way?
4. Where is your verification?
5. Where is your Foster Parent Agreement?
6. Who visits the home? How often?

**Questions for children:**

1. Who lives here?
2. Who visits the home?
3. Who takes care of you?
4. When your foster/adoptive parents aren’t home, who is in charge?
5. Who fixes meals here? How do you help?

**By signing this you are attesting you did a walkthrough of the home OR reviewed this form over the phone in detail with foster/adoptive parent(s).**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foster/Adoptive Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foster/Adoptive Parent Signature Date

­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AFS Case Manager Signature Date