

Foster/Proctor Care - Provider Home Visit Preparation Checklist

Use this checklist to help you prepare your home for the safety inspection with the Agency.

Directions: Keep one copy for your records and submit a completed copy to the Agency when all items are in compliance. The Agency can answer any questions you may have, and will give final approval after a physical inspection of your home.

- ☐ 1. Working smoke detector on each level (Agency will test)
- ☐ 2. Working carbon monoxide detector on each level (Agency will test)
- ☐ 3. Fully charged fire extinguisher readily accessible in main living area rated 2A:10BC or higher (Agency will check the charge)
- ☐ 4. Locking capability on bathrooms
- ☐ 5. Hazardous materials are LOCKED (pesticides, bleach, cleach-based cleaners, ammonia ammonia-based cleaners, chemical drain openers, cleaning aerosols, concentrated detergent capsules, glues, oven cleaners, matches, lighters, lighter fluids, hair relaxers/permanents, spray paint, paint thinner, automotive fluids, compressed air)
**Locking mechanisms are INSTALLED. Check all that apply.
 - ☐ Key lock - including doorknob with key (privacy doorknobs are not acceptable)
 - ☐ Combination lock
 - ☐ Magnetic/tot lock
- ☐ 6. Medications are LOCKED (prescription medications, over-the-counter, vitamins, supplements)
**Locking mechanisms are INSTALLED. Check all that apply.
 - ☐ Key lock - including doorknob with key (privacy doorknobs are not acceptable)
 - ☐ Combination lock
 - ☐ Magnetic/tot lock
- ☐ 7. Flammable items are LOCKED (gasoline and kerosene) in ventilated storage containers
**Locking mechanisms are INSTALLED. Check all that apply.
 - ☐ Key lock - including doorknob with key (privacy doorknobs are not acceptable)
 - ☐ Combination lock
 - ☐ Magnetic/tot lock
- ☐ 8. Other common household items are stored responsibly in consideration of ages etc.
- ☐ 9. Alcohol is inaccessible to foster children
- ☐ 10. Two exits on each level of the home that are large enough for emergency personnel to enter from outside
- ☐ 11. Multi-level homes have: an automatic fire suppression system OR safety escape ladders OR exterior stairway OR other exterior egress to ground level from all upper levels.
- ☐ 12. 911 recognizable phone on site with foster children at all times (a cellphone is acceptable)



- ☐ 13. Emergency contact numbers and address of the home are posted next to the phone or in a central location
- ☐ 14. Fully supplied first aid kit in home (medications removed if it is not locked)
- ☐ 15. First aid kit in vehicles that transport children
- ☐ 16. Emergency contact information in vehicles that transport children (ensure that once placements are made, specific caseworker information be added for each child)
- ☐ 17. Adequate number of seatbelts in vehicles for family and foster children
- ☐ 18. Firearms stored with ammo ONLY in a gun safe or commercially manufactured container for firearm storage
- ☐ 19. Firearms and ammo are locked separately with separate key/combo/locking devices if not stored in commercially designed firearm storage container
- ☐ 20. Firearms in display cases are rendered inoperable and ammo locked elsewhere
- ☐ 21. Home is free from health/fire hazards
- ☐ 22. Hazardous areas are mitigated through the use of fences, banisters, railings, grates, natural barriers, protective hardware or other licenser approved methods:
 - ☐ a. Fall hazards 3 feet or more (steep grades, cliffs, open pits, window wells, stairwells, elevated porches, retaining walls, etc) are mitigated
 - ☐ b. Drowning hazards (pools, hot tubs, water features, ponds, streams, canals, etc) are mitigated
 - ☐ c. Bur hazards (fireplaces, candles, radiators, etc) are mitigated
 - ☐ d. Unstable heavy items (televisions, bookshelves, etc) are mitigated
 - ☐ e. Dangerous traffic conditions are mitigated
 - ☐ f. Other hazards addressed/mitigated
- ☐ 23. Safety devices as appropriate for ages (outlet covers, safety gates, etc.)
- ☐ 24. Bedrooms measure 40 square feet per child with no more than 4 children in any room
- ☐ 25. Beds are adequate to the size of the child(ren) you'll be taking
- ☐ 26. Screens in foster bedroom windows
- ☐ 27. Closet/Dresser for foster child's belongings

28. Number of bedrooms in home: _____ Number of bedrooms available for foster placements: _____

- Your Agency will be the one to inspect and approve all methods of meeting these requirements. If you have a situation that you are unsure of, please contact your Agency in advance to discuss it. Your Agency can offer you the technical assistance necessary to creatively problem-solve and assist you in coming into compliance with these requirements, with Office of Licensing approval.
- If full compliance cannot be verified on the first visit, a follow-up visit may be necessary. Your certificate will be issued following Agency's ability to verify full compliance on all rules and checklist items. Be sure to familiarize yourself with R501-12, as this is not a complete list of all requirements that you will be held to.

