



SELF-EVALUATION CHECKLIST FOR A FAMILY FOSTER HOME

Good beginnings last a lifetime. This form is provided for your use as a resource and guide to help you determine your own compliance with Kansas laws and licensing regulations. It does not need to be submitted with your application. We recommend that you read the Kansas Laws and Regulations for Licensing Family Foster Homes for Children before going through the checklist. You are responsible for maintaining family foster home in compliance with the laws and regulations. Your sponsoring agency licensing social worker is available if you have any questions about how to meet any law or regulation.

NOTE: The statements on this form do not reflect all the regulations for a family foster home. The statements are NOT the actual laws or regulations. Please remember to refer to the regulation book for all applicable regulations and for the complete statement of each regulation. You may use the blank spaces after each statement to record your own comments.

K.S.A. 65-512 Inspections.

I/we will give right of entry and access to every place on the premises to the CPA and KDHE licensing surveyors.

I we will provide the Surveyor with records which are required to be inspected.

K.S.A. 65-513 Changes or alterations required to comply.

I/we understand that it is my/our responsibility to make changes or alterations to correct any findings provided in any Notice of Survey Findings within 5 days of the receipt of the notice.

(1) I/We have in our possession, a copy of the Regulations for Licensing Family Foster Homes for Children and General Regulations. **[K.A.R. 28-4-312(h)]**

(2) I/We agree to maintain the number of foster children in care to the allowed license capacity. **[K.A.R. 28-4-312(c)]**

(3) I am/We are providing only one type of care.

(If other care is provided, please notify KDHE about the other type of care, including child day care and adult care being provided.)

(4) I/We understand an exception can be requested. [Exception request form may be obtained from the CPS]

(5) I/We understand that training is required for foster parents. I/We have documentation on file at our home.

(6) I/We plan to provide specialized family foster care. **[If yes, Please notify your CPA and KDHE of the type of specialization]**

(7) I/We have emergency numbers listed by or on the telephone for each child.

(8) I/We have records for each person living in our home, including my/our own and related children.

(a) Adult members records include name, date of birth, SRS/KBI form, health certificate, neg. TB test or chest x-ray, required training certificates, valid driver's license.

(b) Children's records include name, date of birth, health assessment, immunization record.

(c) Each child placed in foster care also has medical consent, medical record, dental record, placement agreement, placement date and discharge date.

(9) I/We have the following information available at my/our home for each child:

(a) Name, address and phone number of child's social worker and parent(s) if part of the service plan.

(b) Name and telephone number of any persons authorized to pick up a foster child in my care.

(c) Medical and dental records, signed placement agreements, and medical/surgical consents for each foster child in care.

(10) Health certificates for all household members are on file or in progress as required. (See K.A.R. 28-4-126 and K.A.R. 28-4-117 for requirements.)

(11) My/Our cat(s)/dog(s) have current rabies shots. Any pets are cared for and maintained in a sanitary manner.

(12) I/We understand that I/we must never leave children under age 10 unattended in any vehicle in which I/we transport them.

(13) I/We have a plan posted for:

- (a) Evacuating children in case of fire; _____
 - (b) A shelter for children in case of a tornado; _____
 - (c) Emergency plans for disasters and serious injury; _____
 - (d) I/We discuss these plans with the foster children and care givers and keep record of monthly drills. _____
- (14) My/Our home:
- (a) Is safe and free from hazards; _____
 - (b) Is reasonably clean and uncluttered; _____
 - (c) Is skirted and anchored and has two exits, if a mobile home; _____
 - (d) Has a second exit readily available; _____
 - (e) Has windows in all bedrooms; _____
 - (f) Has a working smoke detector on each occupied level of the house; _____
 - (g) Has covered outdoor trash containers; _____
 - (h) Has medications, household poisons, sharp knives and sharp scissors and tools stored out of children's reach or locked up; _____
 - (i) Has locked storage for guns, or guns maintained with trigger locks; _____
 - (j) Has properly guarded heating stoves; _____
 - (k) Has electrical outlets covered when children three years and under are in care; _____
 - (l) Has a floor furnace: Yes No (circle)
If yes, it is guarded to prevent young children from being burned. _____
 - (m) Has a basement or second floor that is used by the family. If yes:
 - 1. Children are sleeping/will sleep in my basement. _____
 - 2. Children will use basement. _____
 - 3. My second floor is used for sleeping or child care. _____
 - (n) Has handrails on stairways. _____
 - (o) Has stairways guarded by gates when children three years and under are in care. _____
- (15) I/we understand that the following precautions are to be taken in administering medication to children in my care:
- (a) A record will be kept of the administration of non-prescription medications. _____
 - (b) Prescription medications shall be administered only from a bottle containing the child's name, dosage and name of physician. _____

- (16) I/We have read and agree to comply with K.A.R. 28-4-314(f)(1) through (6) concerning the use of appropriate discipline and prohibited punishment. (Refer to regulation book.) _____
 - (17) To the best of my/our knowledge, my/our home meets legal requirements of the community as to zoning, fire protection, water supply and sewerage disposal. [K.A.R. 28-4-315(a)] _____
 - (18) I/We have a refrigerator in which to store perishable foods. _____
 - (19) All milk and dairy products used in the home are pasteurized. _____
 - (20) If children under one year of age receive care in my/our home, and I/we use private well water for drinking, I/we will use commercially bottled drinking water until a laboratory test confirms nitrate content is less than ten (10) milligrams per liter. Well water shall be boiled five (5) minutes before giving to a child. _____
 - (21) Outdoor play space, fenced if necessary, is available and is free from hazards which might be dangerous to the life or safety of a child. _____
 - (22) (a) My/Our in-ground swimming pool, and/or any other body of water twelve inches or more in depth, are protected by a 5' fence to discourage chance access by children. _____
 - (b) My above ground swimming pool is enclosed by a fence not less than 5' high or is 4' high and steps are removed when the pool is not in use. _____
 - (c) Children are supervised while swimming by a person who has a life saving certificate or CPR training and can swim. _____
 - (23) Each child will have an individual bed. _____
 - (a) I/We will use a crib for children under two (2) years of age. _____
 - (b) If children six years of age and older share a bedroom, they will be of the same sex. _____
 - (c) Children over eighteen (18) months of age will not share a bedroom with adults except in case of illness or developmental disabilities requiring close supervision. _____
 - (d) If an infant shares a parent's bedroom, the room will have a minimum of 130 square feet of floor space. _____
 - (e) All bedrooms in my/our house have windows which are easily opened and which provide ready access to the outside. _____
 - (f) Bedrooms used by more than one person have at least 45 square feet per person. If the bedroom is only used by one person, it has at least 70 square feet of floor space. _____
 - (24) Suspected child abuse or neglect will be reported to authorities as required in regulation K.A.R. 28-4-118 (Refer to regulation book.) _____
 - (25) Substitute child care will be provided in the absence of the foster parent(s) as required in regulation K.A.R. 28-4-314(h)(1)&(2). _____
- Parental/guardian visitation plan is on file in the home. _____