

**Annual FOSTER FAMILY Home Walk-Thru  
Monthly RESIDENTIAL TREATMENT Walk-Thru**

Family/Facility Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Evaluator: \_\_\_\_\_

\_\_\_\_\_

Total Bedrooms: \_\_\_\_\_

The Annual Foster Family Home Walk-Thru and Monthly Residential Treatment Walk-Thru is designed to assist in certifying families and assist both RT & FFA staff to perform the initial and periodic assessments of the homes and facilities to maintain compliance with state licensing regulations including focusing on the State of California, Community Care Licensing, and the Joint Commission requirements.

**REQUIREMENTS**

| <b>INSIDE-GENERAL</b>   | Met | Not Met | N/A |
|---|-----|---------|-----|
| 1. Walls & Ceilings are in clean and good repair.   |     |         |     |
| 2. Hot water is 105-120 degrees Fahrenheit.   |     |         |     |
| 3. Windows & curtains/blinds are in good condition and operate properly.  |     |         |     |
| 4. Floors and floor coverings are clean and in good repair.   |     |         |     |
| 5. Doors are in good condition and operate properly.  |     |         |     |
| 6. Smoke detectors operate properly & fire extinguishers are properly charged   |     |         |     |
| 7. Furniture and fixtures are in good repair. Rooms are free of odor.   |     |         |     |
| 8. Weapons are locked up and ammunition is locked separately from firearms.   |     |         |     |
| 9. Disinfectants, cleaning solutions & any other items which could pose a danger to clients are inaccessible.   |     |         |     |
| 10. Indoor passageways are free of obstruction and exit doors are not blocked.  |     |         |     |
| 11. Room temperature is a minimum of 68 degrees and a maximum of 85 degrees.  |     |         |     |
| 12. Sinks, tubs, toilets & showers are clean, operable and do not leak.   |     |         |     |
| 13. Fireplaces, open-faced heaters and wood-burning stoves are inaccessible to clients.   |     |         |     |
| 14. If on well water, clearance has been obtained and documented.   |     |         |     |
| 15. The facility is equipped with first aid supplies (sterile dressing, bandages, adhesive tapes, scissors, tweezers, thermometer, antiseptic and a first aid manual. |     |         |     |
| <b>OUTSIDE-GENERAL</b>  | Met | Not Met | N/A |
| 1. Equipment & yard supplies are not stored in the yard or areas used by clients.   |     |         |     |
| 2. Handrails & deck rails are securely fastened.  |     |         |     |
| 3. Outdoor passageways are free from obstruction and exit doors are not blocked.  |     |         |     |
| 4. Buildings and grounds are free from hazards (i.e. broken glass, exposed wires)   |     |         |     |
| 5. Pools, ponds, spas & other bodies of water are made inaccessible through fencing at least 5 ft high or covers that can support the weight of an adult.             |     |         |     |
| <b>KITCHEN</b>  | Met | Not Met | N/A |
| 1. Food storage and preparation areas (pantries, cupboards, freezers, stoves, microwaves, refrigerator, and counters) are clean.                                      |     |         |     |
| 2. There are no pesticides or toxins (ant spray, mouse poison) stored in any food storage or preparation room.  |     |         |     |
| 3. Cleaning supplies are kept in areas separate from food supplies.   |     |         |     |
| 4. Contaminated food is discarded.  |     |         |     |
| 5. Food supplies are kept covered and inaccessible to pests.  |     |         |     |
| 6. Frozen foods are properly wrapped.   |     |         |     |
| 7. Food supplies are rotated to use old items first.  |     |         |     |
| 8. Trash cans that received food scraps have tight fitting covers.  |     |         |     |
| 9. Freezer is a 0 degrees Fahrenheit.   |     |         |     |
| 10. Refrigerator is 45 degrees Fahrenheit.  |     |         |     |
| 11. Snacks and beverages are available in the home.   |     |         |     |
| 12. Dishes, glasses and utensils are clean and in good repair.  |     |         |     |
| 13. Modified diets are provided as needed.  |     |         |     |
| 14. Powdered milk is not used as a beverage.  |     |         |     |
| 15. There is adequate supply of food to prepare the next three days of meals/snacks.  |     |         |     |
| 16. All serrated and sharp steak knives must be locked.   |     |         |     |

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| 17. Infants younger than 7 months of age are held during bottle feeding. |  |  |  |
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| <b>CLIENT ROOMS</b>  | Met | Not Met | N/A |
|--|-----|---------|-----|
| 1. Sheet, pillows cases, mattress pads, blankets & bedspreads are clean and in good shape.   |     |         |     |
| 2. Mattresses are comfortable and in good repair.  |     |         |     |
| 3. There is adequate dresser and closet space.   |     |         |     |
| 4. Clothes in dressers and closet are clean.   |     |         |     |
| 5. There are no more than 2 children to a room unless an exception has been granted.   |     |         |     |
| 6. Children of the opposite sex do not share a room unless under the age of 5.   |     |         |     |
| 7. Children's rooms are not used for other purposes (i.e. to store items, as laundry rooms, as passageways, etc.)  |     |         |     |
| 8. Family members do not share a room with an adult unless they are under age 2.   |     |         |     |
| 9. Linen is changed at least once a week and more often if necessary. There is a sufficient supply of linens to permit changing weekly or more often as needed.  |     |         |     |
| 10. Bunk beds have rails on the upper tier, have no more than 2 tiers and are not used by children under 5 or by children unable to climb into them unassisted.  |     |         |     |
| 11. Maintain the existence of a properly operating door in client's bedroom.   |     |         |     |
| 12. Maintain at least one operable window or door that ensures safe, direct, emergency exit to the outside. *89387 (q)   |     |         |     |
| 13. Verify that a functioning smoke detector is installed in the hallway(s) in each sleeping area in the home, <u>LS. 04.01.30 EP5 [ILSP Section 'B']</u> . The smoke detectors shall be audible in each bedroom or sleeping room and installed in at least each floor level. *89387 (p) |     |         |     |
| <b>CLIENT RECORDS</b>  | Met | Not Met | N/A |
| 1. Client records are not accessible to unauthorized persons.  |     |         |     |
| 2. Clients files contain required records.   |     |         |     |
| 3. Information in client files is updated as needed.   |     |         |     |
| 4. Copies of exception for clients are on file.  |     |         |     |
| 5. Needs and Service plans are updated with placement party involved as required.  |     |         |     |
| 6. Client cash records are current and balanced. All cash is safeguarded.  |     |         |     |
| 7. Personal property list is updated with additions and deletions.   |     |         |     |
| 8. Loans to clients are documented.  |     |         |     |
| <b>FOSTER PARENT (FP) &amp; RESIDENTIAL TREATMENT (RT) FACILITY RECORDS</b>  | Met | Not Met | N/A |
| 1. Items that expire (first aid, driver license, etc.) are updated and kept current. <b>(FP)</b>   |     |         |     |
| 2. Continuing education and training are documented. <b>(FP)</b>   |     |         |     |
| 3. Exceptions/exemptions are maintained in file. <b>(FP)</b>   |     |         |     |
| 4. Fingerprints and child abuse index are submitted within 4 days of presence in the home for family members over the age of 18. <b>(FP)</b>   |     |         |     |
| 5. Individuals without fingerprint clearance (friends, family, volunteers, and neighbors) are not used as back-up caregivers. <b>(FP)</b>  |     |         |     |
| 6. Certificate of Approval is available. <b>(FP &amp; RT)</b>  |     |         |     |
| 7. <u>Fire Drill Evaluation log, (EC.02.03.03 EP1-6, ILSP Section 'E')</u> and <u>Emergency Disaster Plan, (LIC 610A)</u> are available. <b>(FP &amp; RT)</b>  |     |         |     |
| 8. Emergency Plan & Procedures *[regulation 89323(a)] are conducted every 6 months and at the time of new placements and records of the drills are available, (SVCFS EPP.doc). <b>(FP &amp; RT)</b>  |     |         |     |
| <b>CLIENT OBSERVATION</b>  | Met | Not Met | N/A |
| 1. Caregiver follows an observation and reporting plan to ensure that each client's physical, mental, emotional and social needs are met.  |     |         |     |
| 2. Deterioration in client's condition is reported to the client's physician and/or other appropriate parties and documented in the client's file.   |     |         |     |
| 3. Needs and Service Plans are updated to address changed in clients needs.  |     |         |     |
| 4. Caregiver is familiar with the information in the Needs and Service plan.   |     |         |     |
| 5. Reportable incidents are reported to licensing within 7 days.   |     |         |     |
| 6. Written reports are sent to licensing within 7 days.  |     |         |     |
| 7. Incidents are reported to client's authorized representative as required.   |     |         |     |
| <b>VEHICLES</b>  | Met | Not Met | N/A |
| 1. Vehicles used to transport clients are maintained in safe operating condition.  |     |         |     |

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| 2. Infants are secured in regulation car seats.  |  |  |  |
| 3. Children less than 80 lbs, between 2 and 8 years old, or children with disabilities that prevent them from sitting unassisted, are secured in a regulation car seat or harness. |  |  |  |
| 4. Children over 80lbs and older than 8 years of age are secured in the vehicle car seat belt.   |  |  |  |

| PERSONAL RIGHTS   | Met | Not Met | N/A |
|---|-----|---------|-----|
| 1. Children are accorded dignity in their relationships with the foster family.   |     |         |     |
| 2. Children are free from corporal punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to; interference with daily living functions, such as eating, sleeping, toileting, or withholding of shelter, clothing, medication, or aids to physical functioning. |     |         |     |
| 3. Exits from rooms and the building are not locked to prevent children from leaving.   |     |         |     |
| 4. Children are not placed in restraining devices.  |     |         |     |
| 5. Children are allowed visitors unless prohibited by court orders.   |     |         |     |
| 6. Children are allowed access to phones to make and receive confidential calls unless prohibited by court order.   |     |         |     |
| 7. Children can send and receive unopened mail unless prohibited by court order.  |     |         |     |
| 8. Equipment and supplies for personal hygiene are available for clients in sufficient amounts.   |     |         |     |
| 9. Voluntary attendance at religious activities is available to children.   |     |         |     |
| 10. Toys, game, books, & recreational and educational material appropriate to the children's ages, mental and physical development are available.   |     |         |     |
| 11. Activities are available; activities requiring group interaction, physical and educational activities, leisure time, and instruction in daily living skills.  |     |         |     |

| MEDICATIONS   | Met | Not Met | N/A |
|---|-----|---------|-----|
| 1. All medication (including over-the-counter medicines, inhalers, & medications stored in the refrigerator) are locked.                      |     |         |     |
| 2. Medications are stored at recommended temperatures (room temperature, refrigerated).   |     |         |     |
| 3. There are no expired medications (including over the counter medicines).   |     |         |     |
| 4. Each prescription medication vial has been logged in the Centrally Stored Medication Record.   |     |         |     |
| 5. Destroyed medication to be logged in the Centrally Stored Medication Record.   |     |         |     |
| 6. There are enough medications left in each vial to order a refill before the current supply runs out.                                       |     |         |     |
| 7. Medications are given according to prescription instructions.  |     |         |     |
| 8. Documentation from a physician is in the client's file regarding the client's ability to determine their own need for each PRN medication. |     |         |     |
| 9. Medication labels are not altered.   |     |         |     |
| 10. Medications are not transferred from their vials to other containers.   |     |         |     |
| 11. Sample medications meet all label requirements except prescription number and pharmacy names.   |     |         |     |
| 12. There are no permanently discontinued medications or medications for former foster children in the facility.                              |     |         |     |
| 13. There is documentation of contacting the physician when children refuse medication.   |     |         |     |
| 14. Syringes are disposed of in a regulation container for sharps.  |     |         |     |

| CORRECTIONS TO BE ADDRESSED | Date To be Completed | Date Completed |
|-----------------------------|----------------------|----------------|
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Foster Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Worker Signature: \_\_\_\_\_

Date: \_\_\_\_\_