

Corporate Child Foster Care (Foster Residence Setting) Licensing Checklist

Program Name: _____ CFC License #: _____

Program Address: _____

Date of review: _____ Type of review: ☐ Initial ☐ Renewal ☐ Other _____

C = Compliance NC = Non-Compliance NA = Not Applicable

| I. Application | | | | | |
|---|---------------------|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. The Minnesota Corporate Child Foster Care application was completed (DHS-4258H) | 2960.3020 Subp. 2 | | | | |
| 2. The Workers' Compensation insurance verification form was completed at initial application and at relicensing. | MS176.182 | | | | |

| II. License Holder and Staff Qualifications | | | | | |
|---|---|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. The license holders(s) and staff are at least 21 years of age or a variance has been granted. | 2960.3060 Subp.3 (a) 2960.3220 Subp. 5 | | | | |
| 2. Child foster care background studies were completed for all controlling individuals prior to initial licensure. | 245C. 03 Subd. 1 (7) | | | | |
| 3. Child foster care background studies were completed for current or prospective employees or contractors, and volunteers (if they are not under continuous, direct supervision) before they have direct contact with persons receiving services in the child foster home. | 245C. 03 Subd. 1 (3) (4) | | | | |

| III. Licensing Process | | | | | |
|---|---|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. The Corporate Child Foster Care Fact Sheet was completed by the license holder. | 2960.3060 Subp. 3 & 4 | | | | |
| 2. The Statement of Intended Use was completed and accurately reflects the intent of the program. | 2960.3000 Subp. 4 | | | | |
| 3. Three letters of reference were received or a variance was granted. | 2960.3060 Subp. 3 (d) | | | | |
| 4. The applicant assisted in obtaining previous foster care studies completed on the applicant by any other agency to which the applicant applied for foster care licensure (if any). | 2960.3060 Subp. 3 (e) | | | | |
| 5. The applicant/license holder cooperated with completing the Corporate Home Study Assessment or Assessment Update for Corporate Child Foster Care and it is on file. | 2960.3060 Subp. 4 | | | | |
| 6. The Foster Parent Agreement Form was completed by the applicant(s) and the licensing agency worker. | 2960.3100 Subp. 1B | | | | |
| 7. There is a current alcohol and drug policy for the program that contains all requirements* | 245A.04 Subd. 1 (c) 2960.3220 Subp.6 | | | | |
| 8. There is a current complaint and grievance procedure for foster children completed and available.* | 245A.04 Subd. 1 (d) 2960.3080 Subp. 10 | | | | |
| 9. There is a discipline policy for the child foster care program that complies with all requirements.* | 2960.3080 Subp. 8 | | | | |
| 10. There is a policy for medication administration. At a minimum, the policy requires that staff document medication administration errors.* | 2960.3220 Subp. 7 | | | | |
| 11. Roomers and boarders have agency approval and a completed background study. | 2960.3020 Subp. 8 | | | | |

* Refer to the specific rule part for complete information

| IV. Foster Family Settings | | | | | |
|---|--|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. The program promotes the child's physical and mental health, and ensures the child will experience a safe and healthy family life. | 2960.3000 Subp. 2 | | | | |
| 2. The license holder and staff implement the case plan and meets the child's needs. | 2960.3000 Subp. 2 (a) | | | | |
| 3. The program includes the child in the daily life activities, including meals and recreational activities. | 2960.3000 Subp. 2 (b) | | | | |
| 4. The license holder and staff cooperate with the licensing agency to determine outcomes of the foster care placement as part of the annual evaluation of the child foster care program. | 2960.3000 Subp. 5 2960.3100 Subp. 1 | | | | |

| V. Foster Home Safety | | | | | |
|---|-------------------------|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. If the child foster home required a fire safety inspection because it met one of the triggers in the CFC rule, all corrections required as a result of the inspection were completed. | 2960.3050 Subp. 2A-E | | | | |
| 2. The home was inspected by the agency using the DHS home safety checklist at initial licensing and all items were completed prior to initial licensure. | 2960.3050 Subp. 1 | | | | |
| 3. At relicensing - the DHS home safety checklist was completed before the license was renewed. For any items that were not completed at the relicensing visit, a correction order was issued. | 2960.3050 Subp. 1 | | | | |
| 4. Emergency procedures were completed, are readily accessible to staff, and include the following: <ul style="list-style-type: none"> • A floor plan showing emergency evacuation routes • A plan for care of children that includes evacuation, temporary shelter and a meeting place to determine if any children are missing • The plan must specifically address the needs of children whose behavior increases the risk of having a fire. The emergency procedures are provided to the licensing agency and must be reviewed at relicensing. | 2960.3050 Subp. 3 | | | | |

| VI. Pets | | | | | |
|---|----------------------|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. Pets are immunized and maintained as required by local ordinances and state law. | 2960.3050 Subp. 4 | | | | |
| 2. A foster home serving children under age six does not keep reptiles, chickens, or ducks as pets in the home. | | | | | |
| 3. A foster home with children six and older that have reptiles, chickens, or ducks as pets ensure that the children thoroughly wash their hands following the handling of the animal, its food, and anything the animal has touched. | | | | | |

| VII. Capacity | | | | | |
|--|-----------------------|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. Capacity is no more than six foster children. | 2960.3030 Subp. 1 | | | | |
| 2. A ratio of one adult for five children is maintained. | 2960.3030 Subp. 1 | | | | |
| 3. Capacity is no more than three foster children under the age of two or if the children are non-ambulatory unless there is a ratio of one adult for every three children. | 2960.3030 Subp. 2A | | | | |
| 4. Capacity is no more than four foster children at one time if any of the children have severe or profound developmental disabilities, severe emotional disturbance, or if they are assisted by medical technology. | 2960.3030 Subp. 2B | | | | |
| 5. If a variance has been granted for up to eight foster children all required conditions have been met. | 2960.3030 Subp. 3 | | | | |

| VIII. Physical Environment | | | | | |
|---|----------------------|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. The foster home complies with applicable fire, health, building and zoning codes. | 2960.3040 Subp. 1 | | | | |
| 2. Foster children are provided with a separate bed that is sized for a child. Two siblings of the same sex may share a double bed. | 2960.3040 Subp. 2 | | | | |

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| 3. Foster children do not sleep in a building, apartment, trailer or other structure that is separate from the home, or in an unfinished basement, hall, or any other room not normally use for sleeping. | 2960.3040 Subp. 2 | | | | |
| 4. Bedrooms used by foster children have two exits. | 2960.3040 Subp. 2 | | | | |
| 5. Foster children have sufficient, identified space for their clothing and personal possessions (cabinet, closet, shelves or hanging space). | 2960.3040 Subp. 3 | | | | |
| 6. The dining area is able to accommodate everyone living in the home at one time. | 2960.3040 Subp. 4 | | | | |

| IX. Food and Water | | | | | |
|---|----------------------|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. There is a safe water supply in the home. Water from privately-owned wells is tested annually by a certified laboratory. (This item is on the home-safety checklist) | 2960.3050 Subp. 1 | | | | |
| 2. Foster children are provided food and beverages that are palatable, of adequate quantity and variety, served at appropriate temperature, and have sufficient nutritional value to promote the health of a child. | 2960.3080 Subp. 7 | | | | |
| 3. If a foster child has a medically prescribed diet, the license holder provides the diet as ordered by a physician or other licensed health care provider. | 2960.3080 Subp. 7 | | | | |

| X. Placement, Continued Stay and Discharge | | | | | |
|---|-------------------------|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. The license holder and staff cooperate with the agency to ensure foster children's needs are identified and addressed. | 2960.3080 Subp 2 | | | | |
| 2. Foster children are allowed to bring and accumulate personal possessions to the extent the home can accommodate them. | 2960.3080 Subp 3 | | | | |
| 3. The program provides basic services to foster children. | 2960.3080 Subp 5 (a) | | | | |

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| <p>4. The license holder and staff cooperate with the child's case manager to develop and implement the child's case plan by:</p> <ol style="list-style-type: none"> 1. Identifying and sharing information with persons directly involved in the child's plan 2. Reporting the child's behaviors and other important information to the placing agency and others as indicated in the child's case plan 3. Recommending changes in child's case plan to case manager 4. Giving the placing agency additional information about the foster child as it became known 5. Facilitating the child's school attendance and enrolling the child in school 6. Providing the child with access to basic emergency and specialized medical, mental health, and dental care and treatment services by qualified persons 7. Maintaining a record of illness reported by the child, the action taken by the license holder or staff, and the date of child's medical, psychological, or dental care | 2960.3080 Subp 5 (b) | | | | |
| <p>5. The license holder and staff provide the following foster child services:</p> <ol style="list-style-type: none"> A. work with the placing agency and the child's parents to develop a plan to identify and meet the foster child's immediate needs B. encourage age appropriate activities, exercise, and recreation for the foster child C. seek consultation or direction from the placing agency if issues arise that cannot be resolved between the program and the foster child D. explain house rules and expectations about behavior, care of household items, and treatment of others | 2960.3080 Subp 6 | | | | |
| <p>6. The license holder and staff follow the visitation and communication plan in the foster child's case plan. If there is no case plan or court order regarding visitation, program worked with the placing agency and child's parents to jointly develop a visitation plan.</p> | 2960.3080 Subp. 9 | | | | |
| <p>7. The license holder and/or staff worked with the placing agency to ensure a planned discharge for a foster child.</p> | 2960.3080 Subp. 11 | | | | |
| <p>8. Before an unplanned discharge, the license holder and/or staff complied with all requirements in the rule*</p> | | | | | |

**Refer to the specific rule part for complete information*

| XI. Staff Training | | | | | |
|--|----------------------|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. The license holder ensures that all staff complete at least six hours of orientation training before having unsupervised contact with foster children. | 2960.3210 Subp. 1 | | | | |
| 2. The orientation training must include, but is not limited to, the following topics:* A. Emergency procedures B. Relevant statutes and administrative rules and legal issues, including reporting requirements C. Cultural diversity and gender sensitivity, culturally specific services, and information about discrimination and racial bias issues D. General and special needs, including disability needs, of children and families served E. Operational policies and procedures of the license holder F. Data practices regulations and issues | 2960.3210 Subp. 1 | | | | |
| 3. Staff who transport children under the age of eight have completed child passenger restraint systems training prior to transporting foster children. | 245A.18 | | | | |
| 4. Staff who provide care for infants or children through age five have completed one hour of sudden unexpected infant death and abusive head trauma training prior to caring for foster children. This training must be repeated every five years | 245A.144 | | | | |
| 5. All staff have completed two hours of children's mental health training prior to caring for foster children. | 245A.175 | | | | |
| 6. Staff who provide care for foster children who rely on medical equipment to sustain life or to monitor a medical condition have completed required training prior to providing care. | 245A.155 | | | | |
| 7. There is an annual training plan for employees that addresses the following:* A. Full-time and part-time direct care staff and volunteers must have sufficient training to accomplish their duties B. Full-time direct care staff must complete at least 18 hours of training per year C. Part-time direct care staff must complete at least a ratio of one hour of training for each 60 hours worked, up to 18 hours of training per year | 2960.3210 Subp. 2 | | | | |

* Refer to the specific rule part for complete information

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| 8. All staff have completed at least one of hour of children's mental health training as part of their annual training hours. | 245A.175 | | | | |
| 9. The license holder has documented the date and number of hours of orientation and annual training completed by each staff person in each topic area and the name of the entity that provided the training. | 2960.3210 Subp. 3 | | | | |
| 10. The license holder has ensured that there is at least one designated staff trained and authorized to apply the prudent parenting standard. | 2960.3210 Subp. 1 260C.212 Subd. 14(d) | | | | |

| <i>XII. Staffing Patterns and Personnel Policies</i> | | | | | |
|---|----------------------------|-----------------|------------------|------------------|------------------------|
| <i>Requirement</i> | <i>Rule/Statute</i> | <i>C</i> | <i>NC</i> | <i>NA</i> | <i>Comments</i> |
| 1. There are written job descriptions for all position classifications that define the responsibilities, duties and qualifications staff need to perform duties, and the job descriptions are available to all staff. | 2960.3220 Subp 1 | | | | |
| 2. The license holder actively recruits culturally balanced staff. If the staffing plan does not meet the cultural and racial needs of a foster child the license holder must: <ul style="list-style-type: none"> document the reasons why and work with cultural or racial communities to meet the needs of the child contact a cultural or racial community group related to the child's racial or cultural minority background to seek information about how to provide opportunities for the child to associate with adult and peer role models with similar cultural and racial backgrounds on a regular basis | 2960.3220 Subp. 2 | | | | |
| 3. The license holder keeps records showing that the staff's professional licensure which is related to staff's foster care duties is current. | 2960.3220 Subp. 3 | | | | |
| 4. The license holder and staff have education and experience to meet the functions and program activities as declared in the statement of intended use. | 2960.3220 Subp. 5 | | | | |

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| <p>5. The license holder has a written staffing plan, approved by the licensing agency, that shows staff assignments and meets the needs of the children in care. The staffing plan must:</p> <ul style="list-style-type: none"> A. identify the designated person in charge at the facility B. identify a second designated person in charge at the facility, in case of a temporary absence of the primary designated person in charge C. identify a designated person to coordinate volunteer services, if volunteers are used by the facility. Volunteers must be registered and identified, have a background study, agree in writing to abide by facility policies and be trained to perform duties assigned to them. D. be appropriate for the program services that are offered to the children, the physical plant features and characteristics of the facility, and the condition of the children in care. The following factors are considered when developing the staffing plan: <ul style="list-style-type: none"> • age of children served • children's physical & mental health • vulnerability of children • children's capacity for self-preservation in event of emergency • degree to which children may be a threat to self or others • gender of children • disabilities of children • number & types of services offered for children | 2960.3220 Subp. 4 | | | | |
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| XIII. Communications and Documentation | | | | | |
|---|----------------------|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| <p>1. The license holder has a communication plan that ensures that all important information about a child is communicated to the license holder and staff. At a minimum, the plan ensures that:</p> <ul style="list-style-type: none"> A. updated information about the child's needs, condition care plan changes, medications, incidents, and other information that affects the health and safety of the child is | 2960.3230 Subp. 1 | | | | |

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| documented and made available to staff and other persons who care for the child B. staff are given the information needed to carry out their duties in helping the child attain the goals of their plan(s). | | | | | |
| 2. The license holder must: A. maintain documentation to verify that all requirements of the rules governing the care of the child have been met. This information is made available to the commissioner of human services. B. keep and share the child's records according to the requirements of statute C. collect demographic information about children and their families and outcome measures about the success of services. | 2960.3230 Subp. 2 | | | | |

| XIV. Reporting and Record-Keeping | | | | | |
|--|--------------------------|----------|-----------|-----------|-----------------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. The license holder notified the agency of changes to the home that resulted from construction or remodeling. | 2960.3040 Subp. 5 | | | | |
| 2. The license holder immediately notified the agency of changes in the foster home or household members. | 2960.3020 Subp. 7 | | | | |
| 3. The license holder or staff immediately notified the agency of a foster child that ran away or was missing. | 2960.3080 Subp. 6 (E) | | | | |
| 4. The license holder or staff immediately notified the agency of any serious illness or accident that involved a foster child. (This is on the foster parent agreement form) | 2960.3100 Subp. 1 (B) | | | | |
| 5. The license holder and staff comply with the requirements for reporting maltreatment of minors. | 626.556 | | | | |
| 6. The license holder has policies and procedures to ensure that an internal review is completed within 30 calendar days for reports of alleged or suspected maltreatment. | 245A.66 | | | | |
| 7. The license holder has a record for each foster child in care which includes: <ul style="list-style-type: none"> Medical records Records of illnesses and medical care provided to the child Grievance records, including documentation of the grievance resolution Other documentation as required by the child's case plan | 2960.3100 Subp. 2 | | | | |

The requirements in the section below must be monitored **only** if the child foster care program serves individuals ages 18 and older.

| XV. Protection | | | | | |
|---|--|--|----|----|----------|
| Requirement | Rule/Statute | C | NC | NA | Comments |
| 1. There is a program abuse prevention plan (PAPP)* with specific measures to be taken to minimize the risk of abuse to persons receiving services. The scope of the PAPP is limited to the population, physical plant, and environment within the control of the LH and the location of the home. | 626.557 Subd. 14 & 245A.65 Subd. 2 | *The PAPP is a general written plan about the licensed program. It should not include identifying information about specific/individual persons served by the program. | | | |
| The PAPP must include items A – D below: | | | | | |
| (A) The assessment of the population includes an evaluation of the following factors: <ul style="list-style-type: none">• age• gender• mental functioning• physical and emotional health or behavior of the persons receiving services• the need for specialized programs of care for persons receiving services• the need for training of staff to meet identified individual needs• knowledge a LH may have regarding previous abuse that is relevant to minimizing the risk of abuse for all persons receiving services in the home. | | | | | |
| (B) The assessment of the physical plant where the licensed services are provided includes an evaluation of the following factors: <ul style="list-style-type: none">• condition and design of the building• difficult areas to supervise as it relates to the safety of persons receiving services | | | | | |
| (C) The assessment of the environment where the home is located includes an evaluation of the following factors: <ul style="list-style-type: none">• the location of the home in a particular neighborhood or community• the type of grounds and terrain surrounding the building• the type of internal programming• staffing patterns in the home | | | | | |
| (D) The plan is reviewed at least annually by the LH using the assessment factors and any substantiated maltreatment findings that occurred since the last review and has been revised if needed. | | | | | |

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| 2. A copy of the program abuse prevention plan is posted or available in an easily seen location in the home. Mandated reporters, persons receiving services, and the person's legal representatives may request a copy of the policies and procedures. | | | | | |
| <p>3. There is an individual abuse prevention plan (IAPP) for each vulnerable adult receiving services from the program. The IAPP must:</p> <ul style="list-style-type: none"> include an assessment of the person's susceptibility to abuse by other individuals, including other vulnerable adults, and the person's risk of abusing other vulnerable adults. include statements of specific measures to be taken to minimize the risk of abuse, including self-abuse, of the person and other vulnerable adults. include specific actions the program will take to minimize the risk of abuse within the scope of the program, and identify referrals that will be made when the vulnerable adult is susceptible to abuse outside the scope or control of the program, if specific measures are not identified in the program abuse prevention plan. document if no additional measures are needed in addition to those identified in the program abuse prevention plan. <p>An IAPP must be developed for each new person admitted to the program as part of the initial individual program plan or service plan required under the applicable licensing rule. The review and evaluation of the IAPP must be done as part of the review of the individual plan. The vulnerable adult must participate in the development of the IAPP to the full extent of their abilities. If applicable, the vulnerable adult's legal representative must be given the opportunity to participate with or for the person in the development of the plan.</p> | 626.557, Subd. 14 & 245A.65 Subd. 2 (b) | | | | |
| 4. The interdisciplinary team must document the review of all abuse prevention plans at least annually, using the individual assessment and any report of abuse relating to the vulnerable adult. The plan must be revised to reflect the results of this review. | 245A.65 Subp. 2 (b) 2 | | | | |

XV. Reporting Maltreatment of Vulnerable Adults

| Requirement | Rule/Statute | C | NC | NA | Comments |
|--|--|----------|-----------|-----------|-----------------|
| 1. There are written policies and procedures related to suspected or alleged maltreatment of vulnerable adults. Persons served by the program and staff have received orientation to these procedures. These policies and procedures are enforced by the LH. | 245A.65, Subd. 1(a) | | | | |
| 2. There is a policy allowing, but not mandating internal reporting of alleged or suspected maltreatment. The policy meets the requirements identified for optional reporting in Minnesota Statutes, section 626.557, subd. 4a. The policy: <ul style="list-style-type: none"> identifies the primary and secondary person or position to whom internal reports may be made identifies the primary and secondary person or position responsible for forwarding internal reports to the common entry point (CEP) states that the secondary person must be involved when there is reason to believe that the primary person was involved in the alleged or suspected maltreatment. | 245A.65, Subd. 1 (a) & 245A.65 Subd. 1 (a)(2) | | | | |
| 3. There are policies and procedures that ensure that an internal review is completed within 30 calendar days and that corrective action is taken when the program/facility has reason to know that an internal or external report has been made. The internal review must include the following: <ul style="list-style-type: none"> An evaluation of whether related policies and procedures were followed Whether the policies and procedures were adequate Whether there is a need for additional staff training Whether the reported event is similar to past events with the vulnerable adults or the services involved Whether there is a need for corrective action by the LH to protect the health and safety of vulnerable adults. <p>The policy must identify the primary and secondary persons or positions that will ensure those internal</p> | 245A.65, Subd. 1 (b) (1) & 245A.65, Subd. 1 (b)(2) | | | | |

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| reviews are completed. The secondary person must be involved when there is reason to believe the primary person was involved in the alleged or suspected maltreatment. | | | | | |
| 4. The internal review policy must include the information that internal reviews are accessible to the commissioner upon the commissioner's request. | 245A.65, Subd. 1 (b)(3) | | | | |
| 5. There is a copy of the internal and external reporting policies and procedures regarding maltreatment of vulnerable adults, including the telephone number of the common entry point, posted or available in an easily seen location in the program. Mandated reporters, persons receiving services, and the person's legal representatives may request a copy of the policies and procedures. | 245A.65, Subd. 1 (d) | | | | |
| 6. Orientation to the internal and external reporting procedures was provided to persons served by the program and the person's legal representative within 24 hours of admission, or within 72 hours if the person would benefit from a later orientation. | 245A.65 Subd. 1(c) | | | | |
| 7. All mandated reporters have received orientation within 72 hours of first providing direct contact to persons served by the program on the following: <ul style="list-style-type: none"> • Minnesota Statutes, section 245A.65 requirements • Reporting requirements and definitions • The PAPP • All internal policies and procedures related to the prevention and reporting of maltreatment | 245A.65, Subd. 3 | | | | |
| 8. All mandated reporters have received training on the topics identified above at least annually. | | | | | |

Licensing worker signature

Date