

**FACILITY ASSESSMENT CHECKLIST
FOR FOSTER FAMILY HOMES**

To assess an allegation of abuse in a licensed foster family home:

- _____ Evaluate the safety of children named in the allegation and all other children the person has access to. This includes the foster parents' own children and all children placed in the home.
- _____ Contact law enforcement in cases of immediate threat or if criminal act is alleged. A joint investigation of the allegations may be warranted.
- _____ Notify the DHS foster care licensing worker, and DHS foster care placement worker by the end of the next business day after date of intake. Determine a plan for joint visit to home with the licensing worker. Document the contact in report.
- _____ If foster parent is the person alleged responsible, discuss alternatives to foster parent supervision while the assessment is in progress and whether abuse occurred and the person responsible are being determined.
- _____ Acquire the names and addresses of the children placed in the foster home, and their parents' names, addresses, and telephone numbers from the DHS files.
- _____ Contact parents of children and DHS custodian to arrange to time to observe or interview children.
- _____ Observe all named children according to the one-hour, 24-hour, or 96-hour requirements. Observation of other children supervised by the person alleged responsible may or may not be necessary, based on the allegation and their safety/risk assessment.
- _____ Interview children who were present who are able to provide statements.
- _____ Clearly identify collateral sources with titles and phone numbers.
- _____ Send written notice to parents of victims within 5 days of initiating assessment.
- _____ If other children are identified as victims open new incidents on those children. Assign an incident number for each non-sibling child victim and non-related person alleged responsible. The intake date is the date victim or potential victim status was determined.
- _____ Review the foster care licensing file. Acquire list of complaints received regarding the named foster parent. Check regulatory record for child abuse criminal record checks on every member of the household.
- _____ Schedule consultation regarding regulatory concerns with licensing worker.
- _____ Review the child's case record.
- _____ Send written notice on the outcome of the assessment to the child/guardian ad litem, the parents, the foster parents, the person alleged responsible for the abuse, the county attorney, and the juvenile court.
- _____ Notify the DHS foster care worker and licensing worker of the outcome so that action can be taken according to foster care services and foster care licensing policy. The DHS foster care placement worker makes the determination of the removal of children to new placement. The foster care licensing worker investigates for regulatory noncompliance and takes warranted action regarding the license.
- _____ Offer the foster parents an opportunity to meet with you to discuss the findings of the report and any regulatory setting problems identified.