

Foster Home Monitoring Checklist – Walkthrough (LTFC and TFC) – Unlicensed Facility (UF) Quarterly Health and Safety Visit¹

General Home Information			
Foster Parent Name(s):	Name of UC:	Foster Home Licensed Capacity:	
Foster Home Address:	Date of Home Visit:	# of Children in Foster Home:	Age/Gender:
Program Name:	Type of Foster Home License:	# of Adults in Foster Home:	Relationship to FP/Gender:

*** PLEASE NOTE ANY NEW/UNKNOWN NAMES, AGES, RELATIONSHIPS, and MEDICAL NEEDS of Adults or Children living or working in the home (verify all info with FP case file)***

1) General Safety and Security	Compliant?				Compliant?		
	Y	N	n/a		Y	N	n/a
Cleaning chemicals inaccessible to UC				Firearms (if applicable) inaccessible to UC			
Medical supplies/prescriptions inaccessible to UC				Other unsafe areas inaccessible to UC			
Fire extinguishers and smoke alarms in working order (test)				Pets? (clean/dangerous)			
Playground/outdoor equipment (if applicable) appears safe and age appropriate				Outdoor area secure (fences in good repair, pool, supervised access)			
Carbon Monoxide detectors (if applicable, gas fuel in home)							

¹ Unlicensed Facility Quarterly Health and Safety Visits are performed for long-term group homes. ORR does not operate unlicensed long-term foster care or transitional foster care programs.

contractor monitors staff to document their findings during the walkthrough portion of quarterly site visits. Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Homeland Security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information please contact UCPolicy@acf.hhs.gov.

1) General Safety and Security

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2) Confidentiality	Compliant?		
	Y	N	n/a
Confidential UC information in a secure location			
Only individuals with a need to know basis have access to the case files			
Private place for UC to make phone calls (if applicable)			

2) Confidentiality

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3) General Home Structure	Compliant?			Kitchen	Compliant?		
	Y	N	n/a		Y	N	n/a
Clean and Safe (windows/door locks)							
Child-friendly (e.g. no safety/trip hazards)				UC dietary restrictions posted/accessible			
Home is properly maintained (including furniture)				Food stored in a sanitary manner			

Infants/toddlers - age appropriate furniture (e.g. cribs/bedding, high chairs, toys, outlet covers)				Knives/sharp objects inaccessible to youth			
Well-ventilated							
Adequately heated/cooled				Bathrooms			
Child-to-parent ratio met				Soap			
				Toilet paper			
Bedrooms				Working toilets			
Separate by gender (per state licensing)				Hot/cold water			
Natural light/dark at night				Appropriate privacy			
Private place to store personal items/clothing				Hygiene/grooming items			
UC provided appropriate clothing/footwear				Towels			
Provision of appropriate linens							
Adequately accommodate all UC							

3) General Home Structure

4) Documents that should be accessible to youth	Compliant?				Compliant?		
	Y	N	n/a		Y	N	n/a
Phone numbers for UC to report sexual abuse/harassment (best practice)				Grievance procedures posted			
Program rules posted				Extra copies of UC grievance forms			
Foster home rules				Evacuation procedures posted prominently on each floor			

4) Documents that should be accessible to youth

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Foster Home Monitoring Checklist - Other

Services to Potentially Observe	Observed?				Observed?		
	Y	N	n/a		Y	N	n/a
Recreation - large muscle, outdoors				Chore assignments			
Meals							

Logs/Schedules to Potentially Review	Reviewed?		
	Y	N	n/a
UC documents maintained by the foster parent (phone logs, prescription logs, recreation logs/calendar, fire drill logs etc.)			

Other Notes