



# Agape Manor Home- Child Placing Agency

## Agency Home Document Check list

Agency Home: \_\_\_\_\_ Month & Year: \_\_\_\_\_

Following case management and Home Monitoring Documents are collected from the Foster parents. Case managers to track these documents on a monthly basis by 7<sup>th</sup> of next month.

### Case management Documents

Document Name	Frequency	Comments: if not received or acceptable
<input type="checkbox"/> All Weekly reports for the month	Weekly	
<input type="checkbox"/> All incident reports for the month	24 hrs	
<input type="checkbox"/> All restraint Incidents for the month	ASAP /24 hours	
<input type="checkbox"/> Medicaid card for the next month	Monthly	
<input type="checkbox"/> Medication Log	Monthly	
<input type="checkbox"/> Medical Exam Reports( physicals and consults)	Monthly	
<input type="checkbox"/> Dental Exam reports	Monthly	
<input type="checkbox"/> TB test reports	If any	
<input type="checkbox"/> Psychiatric Report	Monthly/quarter	
<input type="checkbox"/> Recreational Log	Monthly	
<input type="checkbox"/> Behavior modification point sheet& allowance log	Monthly	
<input type="checkbox"/> Report cards	Semester	
<input type="checkbox"/> Fire drill Report	quarterly	

### Home Monitoring Documents

Document Name	Frequency	Comments: if not received or acceptable
<input type="checkbox"/> Current Fire inspection Report	1 or 2 years	
<input type="checkbox"/> Current Environmental health inspection report	1 or 2 years	
<input type="checkbox"/> Current Home owners insurance	Upon renewal	
<input type="checkbox"/> Auto Insurance coverage for all vehicles	Upon renewal	
<input type="checkbox"/> CPR	Upon renewal	
<input type="checkbox"/> First Aid	Upon renewal	
<input type="checkbox"/> Medication training	Yearly	
<input type="checkbox"/> Behavior Intervention Training	Yearly	
<input type="checkbox"/> Current Driver license for each foster parents	Yearly	
<input type="checkbox"/> Pets Vaccination for Rabies	Yearly	
<input type="checkbox"/> Criminal history Check	Every two years	

Case Manager signature: \_\_\_\_\_