



COLORADO
Office of Children,
Youth & Families
Division of Child Welfare

Colorado Department of Human Services

Division of Child Welfare
1575 Sherman Street, 4th Floor, Denver CO 80203

Child Placement Agency (7.710, 7.708, 7.703, 7.704) Core Indicator for Inspection

Date of Contact _____ License # _____
Name _____
Location Address: _____
City: _____ Zip _____
County _____
Agency Representative _____
Email _____
CDHS Representative _____
Others Interviewed _____

7.701 Requirements

- ____ .31 A Original Application
- ____ .32 A-D TRAILS/BIU
- ____ .33 A 1 CBI & FBI
- ____ .33 H 2 Sex Offender Registry
- ____ .51 A-B Governing Body, Financial
- ____ .52 CIR Trails Application submitted
- ____ .8 Perjury Statement; application
- ____ .200 Prudent Parent Standard (24-hr care)
- ____ .32 E 5-year renewal of BIU check
- ____ .33 D 5. 5-year renewal of FBI check
- ____ .53 A. Child Abuse Reporting Form

☐ 7.710.2 Governing Body

- ____ D. Certify only CO foster applications
- ____ F. Board of Directors
- ____ G. Governing Body shall:
 - ☐ 1a. Statement of purpose
 - ☐ 1b. Personnel policy, job descriptions, qualifications
 - ☐ 1c. Foster care policy; types, geographical area, diligent recruitment, assessment, training, certification, supervision of homes
 - ☐ 1d. Adoption policy
 - ☐ 1e. Fee policy
 - ☐ 1f. Volunteer policy
 - ☐ 8. Liability insurance
 - ☐ 9. Quality Improvement program
- ____ I. Supervisor Trails Access

☐ 710.21 Financial Operation

- ____ A. Annual Budget, balance sheet

☐ 7.710.22 Personnel Requirements

- ____ A. Staff
 - 2. Executive Director
 - 2a. Bachelor's Degree: social/behavioral sciences
 - 2b. Five (5) years full time experience accrued after degree; two (2) years supervisory
 - 2c. Master's degree; two (2) years experience w/ supervisory
 - 4. Three (3) references, one (1) must be professional
 - 6. Placement Supervisor: Bachelor's Degree w/ (3) years full time child placement experience;
 - 6a. Master's degree w/ (1) year full time child placement experience

7. Placement Workers: Bachelor's degree in social/bx sciences OR Bachelor's degree non-related field w/ (2) years experience supervised by MSW or similar

☐ 7.710.23 Personnel Policy

- ____ A. Job description, job duties, responsibilities, qualifications, outside employment policy, educational requirements, organization chart of agency (to staff)
- ____ B. Conflict of Interest policy
- ____ D. Use of Volunteers policy

☐ 7.710.24 Personnel File

- ____ B. Policy for obtaining the following for all employees and contractors: background checks, release to obtain background checks, certified transcripts, application, 3 references, job evaluations and background checks

☐ 7.710.25 Duties of Placement Supervisor

- ____ B. 5. Placement Supervisor trained in SAFE Home Studies and trained as a SAFE supervisor

☐ 7.710.32 Minimum Regulations

- ____ A. 3-4. Policy for when a foster home has a confirmed report of child abuse or neglect.
- ____ B. Foster Care Certificate template
- ____ C. Conflict of Interest Policy

☐ 7.710.33 Application and Inspection

- ____ A. State Foster Care Application
- ____ I. Policy for contact previous certifying authorities
- ____ J. Training plan for foster parents to include all required training.



____L. SAFE templates for all types of certifying for including Questionnaires, references, home study, compatibility inventory, supervisor checklist and harvesting form

☐ **7.710.34 Issuance/Denial of Certificate**

____A-G. Policy for denial process

☐ **7.710.36 Recertification Action**

____A-C. Policies for recertification

____D. Policies for when the certificate is no longer valid

☐ **7.710.42 Placement Process**

____B. Admission policy and form (7.708.51)

____F. Authorization for emergency medical care

☐ **7.710.43 Responsibility of CPA for the Child is in Care**

____B-C. Documentation of medical, dental, optical, and recreational appointments

____D. Ongoing training

____E. Monthly visit policy and form

____F. Policy for notifying placing agency

____G. Administrative Review meetings

____H. Reimbursement

____I. Reasonable and Prudent parenting training

____J. ICPC

☐ **7.710.44 Termination of Placement**

____A-C. Policy when placement has terminated

☐ **7.710.45 Required Records**

____A. Confidentiality

____D.2. Placement agreement, consenting to necessary medical and surgical care

____D.4. Legal Custody

____D.5. Progress report by provider

____D.6. School reports

____D.7. Medical records

____D.8. Other reports

____D.9. Recording contacts

____D.10. Treatment plan

____E-G. Policy for maintaining records

☐ **7.708.21 Character, suitability and qualification of Family Foster Parents**

____A-H, J, K. Process for assessing foster parent

____I. Smoking policy

____L-M. Health assessment policy and form

____O. Alcohol and marijuana policy

☐ **7.708.22 Physical Requirements Safe and adequate foster care home**

____B-D. Home safety inspection checklist to include 7.708.23, 7.708.24, 7.708.25 and 7.708.26

☐ **7.708.31 Care of Children/Youth in Foster Care**

____B. Orientation policy and form

____C.2. Policy around pets

____E. Nighttime Care Requirements

____F. Infant Care

☐ **7.708.31.1 Substitute Care, Respite Care and Alternative Care**

____A-B. Policy and form for substitute care

____C. Policy and form for respite care

____D. Policy and form for Alternative Care

☐ **7.708.32 Suspected Child Abuse**

____Child abuse reporting form and training

☐ **7.708.33 Foster Children's Rights**

____A-C. Policies addressing foster children's rights

☐ **7.708.34 Prohibited use of Cruel and Aversive Therapy**

____A-H. Training and policy prohibiting Cruel and Aversive Therapy

☐ **7.708.35 Discipline**

____A-F. Agency policy regarding discipline

☐ **7.708.36 Physical Management and Seclusion**

____A. Seclusion

____B. Policy for physical management and seclusion.

☐ **7.708.37 Religion**

____A-H. Policy

☐ **7.708.38 Education**

____A-D Policy

☐ **7.708.39 Community participation**

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1575 Sherman Street, 4th Floor, Denver CO 80203☐ A-C. Community activities policy☐ D. Restitution☐ E-G. Chores☐ H-I. Paid and voluntary work☐ **7.708.41 Medical and Health Services**☐ A-C. Policy for youths' medical exam in 14 days☐ D. Dental exam 8 weeks☐ E. First Aid Supplies, First Aid and CPR certification☐ F-I. Ongoing medical care☐ J. Medication administration policy and form☐ **7.708.42 Food and Nutrition**☐ A-I. Training☐ **7.708.43 Personal Hygiene and Daily Routine**☐ A-B. Training☐ **7.708.44 Clothing and Personal Belongings**☐ A-C. Clothing and Personal Belongings Policy☐ **7.708.45 Emergency Drills**☐ A. Training for plan and policy for collecting and retaining the foster parents' plan☐ B-J. Fire drill policy and documentation☐ **7.708.46 Transportation**☐ A-H. Policy and process for collecting documents☐ **7.708.51 Records**☐ B. Policy for retention of records☐ C.1-6. Record of Admission for the foster child☐ D.1-6. Collection of additional documents☐ **7.708.52 Reports**☐ A-D. Process for filing a report to appropriate authorities regarding hospitalization, runaway, death and police intervention☐ **7.708.61 Admission Requirements**☐ A-J. Admission Policy and procedures☐ K 1-7. Placement agreement☐ **7.708.62 Foster Children's Grievance Procedure**☐ A-B. Grievance policy☐ **7.708.63 Comprehensive Program for Medical Care for the Foster Child**☐ A-F. Policy for accessing ongoing medical and dental care☐ **7.708.64 On-going Health of Foster Care Parents**☐ A-D. Policy if a foster care provider is physically or mentally deemed incapable of providing care for a foster child due to a health or mental condition☐ **7.708.65 Orientation, Training and Certification**☐ A.1-3. Plan for orientation, precertification training, certification and ongoing training for providers☐ B. Procedures for creating a training plan for providers. Including strengths and competencies and identify additional training needs.☐ C. Documentation of competency-based training in areas 1-9.☐ D. Procedures for training providers in First Aid and CPR☐ E. 20 hours of ongoing training☐ **7.708.66 Transportation**☐ Policy allowing a foster child to drive☐ **7.708.67 Limitation of Foster children's Personal Belonging**☐ Policy regarding documentation of when a foster child's access to their personal property would be limited☐ **7.708.68 Personal Allowance and Work Opportunities**☐ A-B. Policy for an allowance and work opportunities☐ **7.708.69 Confidentiality of Records and Reports**☐ A-C. Policy for maintenance, storage and confidentiality of records.☐ **7.708.7 – 7.708.74 Waiving non-safety standards for kinship families****THERAPEUTIC FOSTER CARE**☐ **7.703.2 Therapeutic foster care agency responsibility**☐ A. Statement of purpose and policies including a-f.☐ **7.703.3 Personnel Requirements**



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____ A. Home Supervisor per 7.710.22.A.7, job
description and requirements, responsibilities and training

☐ **7.703.3 Requirements for Therapeutic Foster Care
Homes**

- ____ A. Training plan for therapeutic foster parent
- ____ B. Roles and responsibilities of therapeutic foster
parents
- ____ C. Qualifications

☐ **7.703.4 Placement in therapeutic foster care homes**

- ____ A-D. Policy regarding capacity, placement, transition
and reporting

TREATMENT FOSTER CARE

☐ **7.704.2 Treatment Foster Care Agency Responsibility**

- ____ A. Statement of purpose and policies including a-f.

☐ **7.704.3 Personnel Requirements**

- ____ C.1. Care Coordinator minimum qualifications
- ____ C.2. Responsibilities of Care Coordinator outlined
- ____ C.3. Caseload
- ____ C4. Staff training

☐ **7.704.4 Requirements for Treatment Foster Care
Homes**

- ____ A. Training of Treatment Foster Parent (32 hours)
- ____ B. Roles and Responsibilities of Treatment Foster
Parents

☐ **7.704.5 Placement in Treatment Foster Care Homes**

- ____ A-E. Policy regarding capacity, referral process,
transition, ongoing treatment team staffing and reporting