



POLICY NOTEBOOK CHECKLIST
(Family Care Provider)

- 1.) Provider Visit Log
- 2.) Agency License
- 3.) Mission Statement
- 4.) Policies and Procedures
- 5.) Operations Manual for FCP services
- 6.) Human Rights plan
- 7.) Preventing Disease Transmission guidelines
- 8.) Housing or building requirements:
 - Certificate of Occupancy or letter stating no record of C/O or zoning permit
 - Documentation of safe water supply -current
 - Documentation of initial septic inspection
 - Floor plan of house (hand drawn showing all fire exits and room dimensions)
 - Homeowners, renters or building insurance – current
 - Pet Vaccination Record(s) - current
- 9.) FCP Certifications
 - First Aid/CPR - current
 - Safety Care – current
 - Medication Certification/trainee task record
 - DSP certificate
 - Human Rights Training – current
 - NEW/Annual training certificate to include training content – current
- 10.) Automobile insurance -current
- 11.) General liability insurance -current
- 12.) Emergency Preparedness plan
 - Emergency preparedness drill – current year
- 13.) Miscellaneous memos or files