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 and FCA 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 -on all automobiles used to transport individual
    - Insurance
    - Inspection
    - Registration
11.) General liability insurance -current
12.) Emergency Preparedness plan
    - Emergency preparedness drill – current year
13.) Miscellaneous memos or files

2/25/19 DE