

# **INSTRUCTIONS**

## **CFS-474**

### **PROVISIONAL FOSTER HOME ORIENTATION CHECKLIST**

#### **PURPOSE**

To ensure that all the required subjects have been covered with the relative when a provisional foster home is being opened.

#### **COMPLETION**

There are fourteen topics. Check off the box next to each topic when that topic has been fully reviewed with the relative (provisional foster parent).

In topic number three (3) "DCFS Policy", check off each sub-topic (a, b, c, d) separately to ensure that all sub-topics have been covered.

In topic number five (5) "In-Home Consultation Visit Packet", check off each sub-topic (a through m) separately to ensure that all sub-topics have been covered.

After all 14 topics have been fully covered with the relative (provisional foster parent), have the relative **READ** each of the four statements. Be sure to ask the relative if he/she has any questions about the statements. Answer any questions.

In the signatures section, type or write in the relative's complete name. This name can be typed on the computer before printing out the form for use during the orientation.

Have the relative sign and date the form.

In the signatures section, type or write in the FSW's complete name and telephone number. This name can be typed on the computer before printing out the form for use during the orientation.

The FSW Supervisor will sign and date the form for approval.

#### **ROUTING**

Give a copy of the completed form to the relative (provisional foster parent).

Put the original form in the relative's provisional foster home folder.