**FOSTER PARENT WEEKLY/MONTHLY/SEMI-MONTHLY/YEARLY CHECK LIST**

**(PLEASE POST LICENSE, RULES, REWARDS & CONSEQUENSES, DAILY SCHEDULE & CHORES)**

**WEEKLY REPORTS – TURNED INTO AGENCY WEEKLY**

**(Due Weekly by EOD Monday’s)**

* **MEDICATION Apts./LOGS (recording of AM/PM meds daily)**
* **INCIDENT REPORTS (as need)**
* **CHILDRENS WEEKLY LOGS (Due Weekly by EOD Monday’s) (Mon-Sunday)**
* **EDUCATION DOCUMENTS (report cards, ARD reports, referrals, etc.)**
* **RECREATION LOGS**

**MONTHLY**

* **CHLDRENS DR. APPTS – All Children New into Care are Required to be seen by Licensed Texas Health Steps Dr. Children are Required to have a Well Check-up, Dental, Eye & Hearing Exam and TB Test within 30 days of Placement.**
* **PSYCHIATRIC NOTES**
* **COUNSELING NOTES**
* **CANS ASSESSMENT – COMPLETED WITHIN 30 DAYS**

**QUARTERLY (every 3-months)**

* **CLOTHING INVENTORY SHEETS (Admissions, every 3-months, Discharge)**
* **FIRE & EVACUATION DRILLS (Admissions, every 3-months, Discharge)**

**TWICE A YEAR (every 7-months)**

* **CHILDRENS DENTAL EXAM (follow-ups as directed)**

**YEARLY**

* **CHILDRENS WELL EXAMS – UNLESS NEW INTO CARE WITHIN 30 DAYS OF INTAKE**
* **FIRE INSPECTIONS – EVERY TWO YEARS IF COMPLETED BY THE FIRE DEPT.**
* **FIRE ESTINGUSHERS TAGS CHECKED - YEARLY**
* **HEALTH INSPECTIONS - YEARLY**

**FOSTER PARENT TRAINING REQUIREMENTS**

* **30 HOURS EACH FOR MARRIED COUPLES**
* **50 HOURS FOR SINGLE PARENT HOMES**