

FILES NEEDED FOR GROUP HOMES

ENROLLED CHILDREN'S FILES

- Emergency Information & Immunization Record Card
- Proof of immunization or exemption attached
- Special instructions (IEP for special needs)
- Attendance sheets
- Medication forms
- Field trip permission slip
- Transportation permission
- Modified diet, formula & written feeding instructions
- Notices of illness and infestation
- Toilet training instructions

OTHER DOCUMENTATION REQUIRED

- Staff Attendance records
- Dated Menus (post weekly)
- Documentation of each accident, emergency & injury
- Car insurance & AZ Registration, if applicable
- Field trip plan & attendance records
- Copies of all service and repair records on vehicles
- Evacuation drills & smoke detector checks
- Certificate of Insurance
- Documentation of home closures/injuries and emergency responses
- Notifications of diseases or infestations to parents
- Gas inspection, if applicable
- Diaper changing log
- Documentation of suspected abuse or neglect
- Rabies Vaccination (dogs, cats & ferrets)
- Pool water tests
- Notice board postings
- Parent Handbook (statement of services)
- Written weekly schedule
- Fire/emergency plan; evacuation plan; home floor plan

PROVIDER AND STAFF MEMBER'S FILES

- Name, date of birth, address, phone number
- Starting date of employment
- Immunization statement or shot record
- Criminal History Affidavit
- Fingerprint App./ Fingerprint Clearance Card
- Negative TB skin test or chest x-ray
- 2 Good faith reference checks - previous employers
- New staff training within 10 days of hire
- Annual training documentation
- High school diploma or GED
- First aid &/or CPR certificates
- Copy of driver's license (if transporting)
- Central Registry background check request
- Central Registry Direct Service Position form

PROVIDER FILE, (in addition to above)

- Orientation Certificate of Completion

HOUSEHOLD MEMBER'S FILES

- Name, date of birth
- Immunization statements or shot records
- Date resident began living in the home
- Date resident last resided in home, if applic.
- Relationship to certificate holder/provider
- TB test results (age 12 yrs & older)
- Fingerprint application/card, if adult
- Criminal History Affidavit, if adult