



# Red Mountain Family Services, Inc.

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## NEW TREATMENT FOSTER PARENT CHECKLIST

### Documents that we provide for your review and signature

- ❖ \_\_\_\_\_ Treatment Foster Parent Application
- ❖ \_\_\_\_\_ Treatment Foster Parent Contract
- ❖ \_\_\_\_\_ Attestation Statement
- ❖ \_\_\_\_\_ Emergency Intervention Acknowledgement
- ❖ \_\_\_\_\_ Child Abuse and Neglect Form (Duty to Report)
- ❖ \_\_\_\_\_ Receipt of Regulations
- ❖ \_\_\_\_\_ Confidentiality Agreement
- ❖ \_\_\_\_\_ Treatment Foster Care Family Rights and Responsibilities
- ❖ \_\_\_\_\_ Financial Form
- ❖ \_\_\_\_\_ Code of Conduct
- ❖ \_\_\_\_\_ Privacy Practices
- ❖ \_\_\_\_\_ Smoking Form
- ❖ \_\_\_\_\_ Weapons Agreement
- ❖ \_\_\_\_\_ Emergency Disaster Plan
- ❖ \_\_\_\_\_ Release of Information- CYFD
- ❖ \_\_\_\_\_ Release of Information- Agencies previously licensed with
- ❖ \_\_\_\_\_ Recruiting Document
- ❖ \_\_\_\_\_ Email Request Form
- ❖ \_\_\_\_\_ Non-Renewal or Revocation Form
- ❖ \_\_\_\_\_ Physical Exam Form (completed, dated and signed by physician)
- ❖ \_\_\_\_\_ SAFE Questionnaire I (completed, dated and signed by each applicant)
- ❖ \_\_\_\_\_ 3 SAFE References ( completed, dated, and signed)
- ❖ \_\_\_\_\_ CYFD Safety Checklist (just for your review to prepare)

### Documents that you will provide to complete your chart prior to starting training

- ❖ \_\_\_\_\_ Copies of Social Security Cards for every person living in the home
- ❖ \_\_\_\_\_ Copies of Birth Certificates for every person living in the home
- ❖ \_\_\_\_\_ Copies of immunizations records or waivers for every minor living in the home
- ❖ \_\_\_\_\_ Proof of school registration for all minors living in the home
- ❖ \_\_\_\_\_ Copies of current New Mexico Driver's License for all potential TFP's
- ❖ \_\_\_\_\_ Copy of current New Mexico Driver's License or State ID for all adults living in the home other than potential TFP's
- ❖ \_\_\_\_\_ Proof of current car insurance on all vehicles TFC children may ride in
- ❖ \_\_\_\_\_ Proof of current home insurance (must include pool, hot tub, trampoline etc. in policy, if applies)
- ❖ \_\_\_\_\_ Copies of current pet vaccinations
- ❖ \_\_\_\_\_ Copies of Marriage Certificate, Divorce Decree, and/or Death Certificate as applies
- ❖ \_\_\_\_\_ A hand drawn fire safety plan that includes a map of exit routes and a meeting place in case of a fire
- ❖ \_\_\_\_\_ Well water check (if applicable)

### Checklist for completed/ received during training process

- ❖ \_\_\_\_\_ CYFD Abuse and Neglect Form completed with Administrative Assistant (bring ID and S.S card)
- ❖ \_\_\_\_\_ Fingerprints taken at designated location for background check
- ❖ \_\_\_\_\_ Photo taken /Badge made
- ❖ \_\_\_\_\_ Given RMFS bag, pen, and magnet

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