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| **Provider Checklist for Child Placing Agencies (CPA) Initial Licensing** |
| Yes | No | N/A |  |
| [ ]  | [ ]  | [ ]  | 1. Completed DHR-740 form (Application for a License to Conduct a Child Care Facility) (Including signature) (CPA, page 28)
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| [ ]  | [ ]  | [ ]  | 1. Completed DHR-741 form (Information for Licensing Study) (Including signature) (CPA, page 28)
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| [ ]  | [ ]  | [ ]  | 1. A description of the focus and function of the facility, if this is an
2. initial application or if amended since last application process.
3. (This is also the program narrative). (CPA, page 5)
 |
| [ ]  | [ ]  | [ ]  | 1. A completed Alabama Department of Human Resources Declaration if Citizenship or Alien Status for Licensing Program for this licensing/renewal period. (Alabama Act 2011-535 (HB56), The Beason-Hammon Taxpayer and Citizen Protection Act. (See attached immigration forms)
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| [ ]  | [ ]  | [ ]  | 1. Proof that you have a building in which to house your program. (CPA, page 44)
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| [ ]  | [ ]  | [ ]  | 1. Copy of the admission and discharge policy. (CPA, pages 21-22)

Does admission policy include pre-placement Visit? (CPA, pages 20-21) |
| [ ]  | [ ]  | [ ]  | 1. Does admission policy includes the following:
2. Pre-placement Visit? (CPA, pages 20-21)
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| [ ]  | [ ]  | [ ]  | 1. Placement Authorizations (CPA, page 20-21)
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| [ ]  | [ ]  | [ ]  | 1. Discharge policies and practices, including your aftercare services if this is an initial application or if amended since last application process. (CPA page 22)
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| [ ]  | [ ]  | [ ]  | 1. (Board) If applicable, submit a list of the names and addresses of all members of the Board; indicate when the term of each expires; specify the chairman and committee members of each committee of the Board; specify voting and non-voting members. (CPA, pages 5-6)
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| [ ]  | [ ]  | [ ]  | 1. (Board) If a Board of Directors exists; submit your policy regarding the function and responsibilities of the board. (CPA, pages 5-6)
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| [ ]  | [ ]  | [ ]  | 1. (Organization) If incorporated, attach copy of incorporation papers, if this is an initial application or if amended since last application.
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| [ ]  | [ ]  | [ ]  | 1. Submit a copy of by-laws and constitution, if this is an initial application or if amended since last application process (CPA, page 5)
 |
| [ ]  | [ ]  | [ ]  | 1. Submit projected or current budget (CPA, pages 6-7)
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| [ ]  | [ ]  | [ ]  | 1. Submit a copy of most current audit, if applicable. (CPA, pages 6-7)
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| [ ]  | [ ]  | [ ]  | 1. Submit policies regarding charges and services if this is an initial application process. (CPA, pages 7-8)
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| [ ]  | [ ]  | [ ]  | 1. Agency must submit evidence that sufficient funds are available to equal 25% of the projected operating budget for the first year and annually thereafter. (CPA, pages 6-7)
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| [ ]  | [ ]  | [ ]  | 1. The executive shall provide for proper bonding of agency for employees who handle operating or capital funds of the child placing agency. (CPA, pages 6-7)
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| [ ]  | [ ]  | [ ]  | 1. Submit policy to verify the Executive will notify the State Department of Human Resources in the event of an incident that is considered to jeopardize the life of a child, staff member, or other person. (CPA, pages 10-11)
 |
| [ ]  | [ ]  | [ ]  | 1. Provide business license to conduct a business in the State of Alabama or verification that a license is not needed? (State Law)
 |
| [ ]  | [ ]  | [ ]  | 1. Submit a copy of personnel policies in include salaries, fringe benefits, working hours, sick leave, vacation, holidays, retirement, and termination, grievance, and training. (CPA, pages 8)
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| [ ]  | [ ]  | [ ]  | 1. Submit personnel policy to include the following information regarding the character and suitability of the staff: (CPA, pages 9). Results of criminal record checks ABI and FBI on all employees: (CPA, pages 9)
 |
| [ ]  | [ ]  | [ ]  | 1. Submit personnel policy to include the following information regarding the character and suitability of the staff: (CPA, pages 9-10). Response to Clearance of State Central Registry on Child Abuse/Neglect on all employees (CPA, pages 9-10)
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| [ ]  | [ ]  | [ ]  | 1. Submit job descriptions and qualification for all staff (CPA, page 9)
 |
| [ ]  | [ ]  | [ ]  | 1. Submit policy regarding medical examination reports as required for staff (CPA, pages 8-9)
 |
| [ ]  | [ ]  | [ ]  | 1. Submit policy regarding annual evaluations for staff (CPA, page 9)
 |
| [ ]  | [ ]  | [ ]  | 1. Does Executive Director meet qualifications? (CPA, page 10)
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| [ ]  | [ ]  | [ ]  | 1. A child-placing agency which provides a full range of services, including, but not limited to, adoption, foster family homes, counseling services, or financial aid, shall maintain an office with a resident executive and staff within the state of Alabama. If applicable, please submit the name of your resident executive within the state of Alabama. (CPA, page 7)
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| [ ]  | [ ]  | [ ]  | 1. The child placing agency shall have a manual of operating policies and procedures regarding its services. (CPA, pages 7-8)
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| [ ]  | [ ]  | [ ]  | 1. Submit copy of Executive Director’s resume. (CPA, page 10)
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| [ ]  | [ ]  | [ ]  | 1. Submit copy of the Executive Director’s degree (must be from an accredited university). (CPA, page 10)
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| [ ]  | [ ]  | [ ]  | 1. Submit copy of duties and responsibilities of the Executive Director. (CPA, pages 10-11)
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| [ ]  | [ ]  | [ ]  | 1. Submit copy of the result of ABI for the Executive Director (CPA, page 9)
 |
| [ ]  | [ ]  | [ ]  | 1. Submit copy of the result of FBI for the Executive Director (CPA, page 9)
 |
| [ ]  | [ ]  | [ ]  | 1. Submit copy of the result of the response to State Central Registry for the Executive Director (CPA – pages 9-10)
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| [ ]  | [ ]  | [ ]  | 1. There shall be a supervisor of social services, in addition to the executive, if there are more than the equivalent of two-full-time social workers or if the executive director does not have a master’s degree in social work plus five years’ experience in child placing. (CPA, page 11)
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| [ ]  | [ ]  | [ ]  | 1. Social Workers shall be licensed and shall practice social work pursuant to Code of Alabama 1975, § 34-30-1 through § 34-30-58. (CPA, page 11)
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| [ ]  | [ ]  | [ ]  | 1. Submit policy regarding any staff that will have direct responsibility for the care of children including training guide (CPA page 12)
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| [ ]  | [ ]  | [ ]  | 1. The child placing agency shall have a manual of operating policies and procedures regarding its services. Submit a copy of your child placing agency manual. (CPA, page 7)
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| [ ]  | [ ]  | [ ]  | 1. Submit policy to verify all professional staff employed by the child- placing agency shall be qualified and/or licensed in their professional fields as required by state law. (CPA, page 11)
 |
| [ ]  | [ ]  | [ ]  | 1. Submit policy to verify all new staff will receive orientation within 30 days of employment and include covered topics per minimum standards. (CPA, page 12)
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| [ ]  | [ ]  | [ ]  | 1. Submit policy to verify all new hire will complete new hire training consisting of 30 hours within 180 days of hire. All topics per minimum standards shall be covered. (CPA, page 12)
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| [ ]  | [ ]  | [ ]  | 1. Submit training policy and requirements for foster parents. (FFH, page 7)
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|  |  |  | 1. Submit policy verifying all required documentation and qualifications will be maintained for foster family records. (FFH, pages 2-19)
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| [ ]  | [ ]  | [ ]  | 1. Submit the name of Licensed Social Service Staff and copy of license (CPA, page 11)
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| [ ]  | [ ]  | [ ]  | 1. All home studies and licenses shall be conducted, approved, and maintained/supervised only be licensed social workers. (CPA, page 20)
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| [ ]  | [ ]  | [ ]  | 1. Submit a copy of agency developed written policies regarding discipline, punishment, and behavioral management. (FFH, pages 28-29) (No Corporal punishment policy)
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| [ ]  | [ ]  | [ ]  | 1. Submit the name of your TIPPS leaders and submit copies of their TIPPS leaders’ certifications. (FFH, page 6)
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|  [ ]  |  [ ]  |  [ ]  | 1. Case records are locked when unattended (CPA, page 26)
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|  [ ]  |  [ ]  |  [ ]  | 1. The agency shall provide adequate and comfortable facilities for a reception room; offices for interviewing, placement of children, conferences, and clerical staff; a room (or rooms), appropriately furnished and which offers privacy, to serve as a meeting place for adults and children for visits, becoming acquainted, and/or in preparation for adoption or for foster family placement and a secure repository for storage of records and microfilms. (CPA, pages 27-28)
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