**CHECKLIST FOR VIRTUAL HOMESTUDIES**

\_\_\_\_\_\_ Ensure the family has completed an informational meeting and any additional paperwork required by your agency prior to starting virtual home visits.

**Prior to beginning the first virtual home visit:**

\_\_\_\_\_\_ Review the AOC background check, the Child Abuse Neglect check (CA/N check) and any other paperwork required by your agency.

\_\_\_\_\_\_ The family should complete a floor plan (can be drawn by hand), take photos of bedroom space and submit it with their initial paperwork.

**Virtual Home Visit 1:**

\_\_\_\_\_\_ Complete virtual home visit 1 per your agency’s regular guidelines and in accordance with KAR 1:310.

**Virtual Home Visit 2:**

\_\_\_\_\_\_ Complete virtual home visit 2 per your agency’s regular guidelines and in accordance with KAR 1:310.

The safety inspection must be completed during one of the virtual visits via a videoconferencing platform. The floor plan should be reviewed prior to the virtual visit so that the agency staff can familiarize themselves with the home prior to the visit so they are aware of all rooms/spaces in the home. The family must provide proof of working smoke detectors, functioning kitchen, functioning bathroom, proper storage of firearms and ammunition, proper storage of medication , pool safety along with all additional regulatory requirements in 1:310.

* **A child may not be placed in the home until an agency staff member has made a home visit.**
* **For all home studies completed virtually an in-person home visit MUST be completed as soon as face-to-face visits are allowed.**
* **For all home studies completed without fingerprint background check, a fingerprint background check MUST be completed as soon as allowed.**

**Suggested COVID-19 language for documentation of virtual home studies, interviews and safety check.**

**For virtual interview or home visit:**

In response to the COVID-19 public health emergency, it is important that we protect the health and safety of our staff, families and community, therefore some temporary changes and exceptions have been made to some of our licensing policies, procedures and protocols. In accordance with CDC guidelines and recommendations on social distancing to help slow the spread of the Coronavirus and due to the recommendation that in-person interactions be held to a minimum this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (interview or home visit) was completed \_\_\_\_\_\_\_\_ (by videoconference platform or by phone) with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (names of foster parents) and worker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of worker).

**For a home study and home safety checks:**

In response to the COVID 19 public health emergency it is important that we protect the health and safety of our staff, families and community, therefore some temporary changes and exceptions have been made to some of our licensing policies, procedures and protocols. In accordance with CDC guidelines and recommendations on social distancing to help slow the spread of the Coronavirus and due to the recommendation that in-person interactions be held to a minimum this home study was completed, fully or in-part, virtually. Upon the social distancing recommendations being lifted, a face-to-face home visit will be completed as soon as possible.

In response to the COVID 19 public health emergency and in accordance with CDC guidelines and recommendations on social distancing, the safety check was completed virtually. A virtual tour of the home by worker\_\_\_\_\_\_\_\_\_\_ was completed on\_\_\_\_\_\_\_ (date). The home was observed to have a functioning bathroom, working utilities, cooking and refrigeration equipment that is clean and in sanitary condition, a fire extinguisher and functional smoke alarm. The child’s room was observed to have adequate space and furniture. An in-person home visit and safety check will be completed as soon as possible upon social distancing restrictions being lifted.

In response to the COVID 19 public health emergency it is important that we protect the health and safety of our staff, families and community, therefore some temporary changes and exceptions have been made to some of our licensing policies, procedures and protocols. In accordance with CDC guidelines and recommendations on social distancing to help slow the spread of the Coronavirus and due to the recommendation that in-person interactions be held to a minimum interviews and the home safety check were completed through videoconferencing with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (names) and worker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_(date).