**CHECKLIST FOR VIRTUAL HOMESTUDIES**

The worker will need to set up an account with Zoom or another virtual platform that allows for two-way video interaction. For Zoom, using a work email address will allow the 40 minute time limit on sessions to be waived. Access Zoom at [https://zoom.us](https://zoom.us/) . Staff can familiarize themselves with Zoom through the following suggested learning tool: <https://vimeo.com/402544991> password is fostercare

* If using Zoom, staff can send this Zoom training video ahead of time to foster parents so they can set up accounts and familiarize themselves with Zoom.
* It is recommended that the trainer/worker utilize Wi-Fi, instead of the tablet’s internet connection.  This will help prevent connection issues.

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

\_\_\_\_\_\_ Create a Zoom session. Be sure to select “require meeting password” and turn on the video for host and participant.

\_\_\_\_\_\_ Send the Meeting ID and Meeting password OR the “Join URL link” to the prospective foster parent.

Prior to beginning the first virtual home visit:

 \_\_\_\_\_\_ Review the Application, Q1, AOC and CA/N checks, and any other paperwork required by the region. (Tip: Create a separate folder on your computer for each family to collect documents/paperwork as they complete/submit them)

\_\_\_\_\_\_ Complete the harvesting sheet

\_\_\_\_\_\_ Open any documents on your computer that will need to be shared with the prospective foster parent(s). Some suggested documents to open for virtual visit 1 are as follows: document checklist, safety checklist or any paperwork documents they may have questions with, any paperwork staff have questions about that needs to be discussed with the family.

\_\_\_\_\_\_ Have pen and paper ready to take notes.

Virtual Home Visit 1:

\_\_\_\_\_\_ Complete virtual home visit 1 per SAFE guidelines with both applicants together. Review the safety checklist at this time so applicants can ask questions to be ready for the final safety check during meeting 3. The safety checklist is included in the shared SAFE forms folder.

\_\_\_\_\_\_ Schedule virtual visit 2 for approximately 1 week after virtual visit 1 (or more if needed).

\_\_\_\_\_\_ Complete the psychosocial after virtual HV 1 is completed.

Prior to virtual home visit 2:

\_\_\_\_\_\_ Review harvesting sheet, Q1, and any additional documents necessary to prepare for the visit.

\_\_\_\_\_\_ Staff should open any documents on the computer that will need to be shared with the prospective foster parent(s). Some suggested documents to open for virtual home visit 2- Q2, any other documents staff have questions about or need to share with the family. Tip: open two separate Q2s if the same session will be used for both applicants. Staff will be marking on the Q2 and saving for each applicant.

\_\_\_\_\_\_ Have pen and paper ready to take notes.

Virtual Home Visit 2:

\_\_\_\_\_\_ Complete virtual home visit 2 per SAFE guidelines. Staff can begin the visit by explaining the process with both applicants together. Then, ask one applicant leave while interviewing the other applicant and vice versa. Also Interviews can be scheduled back to back ensuring that the applicants do not discuss the questionnaire between interviews. Reiterate to the family they shall not discuss the questionnaires prior to both interviews being completed.

\_\_\_\_\_\_ Complete Q2 and interview with each applicant separately via Zoom screen sharing and editing the PDF document. Ensure that a blank Q2 is open on the computer for each adult who will be interviewed (For 2 adults, 2 Q2s should be open). Instructions for screen sharing are below.

\_\_\_\_\_\_ Tip: Write the applicant’s name at the top of the questionnaire and save prior to beginning the session. Instructions for editing a document are below.

\_\_\_\_\_\_ While discussing the Q2 with the individual, staff can either document their responses to each question on the questionnaire so they can see it while it is being completed or staff can allow the applicant to complete the Q2 themselves while they view . Instructions for applicants to edit the document are below. Ensure they sign the bottom of the Q2.

\_\_\_\_\_\_ Schedule virtual visit 3 for approximately 1 week after virtual visit 2 (or more if needed).

\_\_\_\_\_\_ Complete the psychosocial after virtual HV 2 is completed.

Prior to virtual home visit 3:

\_\_\_\_\_\_ Review harvesting sheet, Q1, Q2, and any additional documents necessary to prepare for the visit.

\_\_\_\_\_\_ Open any documents on the computer that will need to be shared with the prospective foster parent(s). Some suggested documents to open for virtual home visit 3- safety checklist and any other paperwork missing that is information or that needs to be shared/discussed with the family.

\_\_\_\_\_\_ Have pen and paper ready to take notes.

Virtual Home Visit 3:

\_\_\_\_\_\_\_ Complete virtual home visit 3 per SAFE guidelines. Be sure to interview all children in the home and complete the virtual safety check. Staff should visually see every room in the home and all safety check requirements. Utilize the virtual foster home safety check document and checklist for documentation.

\_\_\_\_\_\_ Complete the psychosocial after virtual HV 3 is completed.

Complete any additional virtual home visits as necessary to gain required information to complete the homestudy.

**DOCUMENTATION TO BE INCLUDED IN THE HOMESTUDY**

For a SAFE homestudy:

1. In the space before listing the “Dates of Face to Face Contact”:

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 within 30 days.

1. Location of visit should be: “Virtually in home”
2. Physical/Social Environment

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. (Please see the Safety Checklist document and attached photos for all safety check requirements that apply). An in-person home visit and safety check will be completed within 30 days upon social distancing restrictions being lifted.

If applicable, statement regarding any prior visits:

It is noted that the home was previously visited in-person by worker\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_(date).

**ADDITIONAL REQUIREMENTS FOR VIRTUAL HOMESTUDIES**

\*An in-person home visit MUST be completed and documented within 60 days of resuming face-to-face contact.

\*If a home is approved with no face-to-face visits in the home, a worker MUST visit the home prior to the home being utilized for placement of a child.

\*For all homestudies completed without fingerprint-based background checks, a fingerprint-based background check MUST be completed within 90 days of resuming face-to-face contact.

\*Worker and FSOS should maintain a tracking log for any documentation delayed due to COVID-19 restrictions. All documents must be obtained within 60 days of restrictions being lifted.

**ADDITIONAL HELPFUL INSTRUCTIONS FOR USING ZOOM**:

* Instructions to share your screen:
	+ At the bottom of your screen, chose “share screen”
	+ Chose the correct Q2 document and select “share”
* Instructions to edit/write on the PDF document (Note: There may be different versions of Adobe Reader):

Version 1 of Adobe:

* + Select “tools” at the top of the page.
	+ Select “fill and sign”- this will allow you to write on the document, sign the document, or add check marks in the boxes. To add a check mark, staff either have the option at the right side of the page or may have to hover over the text box and click on the three dots, then the check marks will appear.)

Version 2 of Adobe:

* + Select “fill & sign” at the top of the page
	+ Then staff can add text, check marks, and sign. If add text does not work, select “add signature” and write their name using the mouse.
* Instructions to allow the applicant to complete the Q2 while on Zoom:
* After the staff screen is shared, at the top of the screen chose “remote control”
* Select the individual who will be completing the Q2. This will give them the capability to edit and sign the Q2.