

HELPING HANDS, INC.

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Relative Care & Alternate Care Checklist

Name _____ Monitor _____

Address _____ City _____ Phone _____

Items needed:

BCI (for all members of household 18 and older and any helpers) Date completed _____

Current CPR certification Expiration Date _____

Current First Aid certification Expiration Date _____

NOTE: The BCI(s) must have been completed within the last 60 days. If the CPR or First Aid is expiring within 90 days of submitting this form they cannot be accepted and must be redone before Relative or Alternate Care is completed. All items must be current.

Background Checks (BCI)

Residents of Provider's Household (List EVERY household member, including provider, children and any helpers):

	Name	Date of Birth	Relationship	Consecutive years living in Utah
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Utah Dept. of Public Safety (walk in)
Bureau of Criminal Identification
3888 W 5400 S; Taylorsville, UT 84129
(801)965-4445

Utah Bureau of Criminal Identification (mail address)
Box 148280
Salt Lake City, UT 84114-8280

BCI Instructions: everyone in the household 18 and over and has been in Utah for 5 years or more needs a Criminal History Review (\$15 each) from the State of Utah. This can be done in person, or through the mail (you must have an authorized agency take fingerprints to be included if done through the mail).

FBI check instructions: Any household person who has *not* been a resident of Utah for at least 5 years must have an FBI background check (\$24) *in addition* to the Criminal History Review. The Criminal History Review will *temporarily* (for up to 90 days only) clear an individual until the FBI background check has been completed. To do this the person must: 1) A complete set of fingerprints on FBI form FD-258; the "reason fingerprinted" block must contain "personal records check". 2) A money order or certified check (no cash) for \$24.00 payable to the U.S. treasury. 3) A letter stating that the check is needed for personal reasons (be sure to include your name and return address). Submit these 3 items to: CJIS Division; Attention: SCU; 1000 Custer Hollow Road; Clarksburg WV 26306 Phone: (304) 625-3878. **Note:** While the BCI must be done annually, the FBI check needs to be done only once.

Once you have completed all of the items listed above, send them together with this checklist to Helping Hands; as soon as everything has been checked and processed a Certificate will be sent to you.

Fire Extinguishers* (minimum needed:2A 10BC) A-1
Fire Sprinklers – Marcela 801-265-1374
Fire Master – Rod Murrell 801-209-3259

State Fire – Danielle 288-2100
(\$42.50 not-delivered)
Costco – Apprx \$35 (get the metal nozzle type)

CPR and First Aid courses (any allowable course must include face to face hands-on training)*

American Red Cross: 323-7000 www.utahredcross.org (\$110)
Utah Safety Council: Lien Ta (Vietnamese only) 979-7118 (\$50)
Save-A-Heart: 582-7114 (\$50)
Utah Emergency Medical Training Council: Katie 562-2663 (\$50 group rate / \$55 indiv. rate)
Utah Safety Council: Steve Thorlakson (English & Spanish) 801-201-0699 (\$50)

*These lists are not all inclusive. There are other companies & instructors that can meet the requirements. This is intended only as an aid to completing the items needed to participate on the program.

Home Inspection Checklist

(this checklist should help prepare you and your home for the initial / annual inspection):

- All toys and equipment are maintained in a safe manner to prevent injury.
- Any room that is not to be used for child care must be secured by a gate, lock, child-proof knob cover or latch. All electrical outlets accessible to children must be either in use or covered.
- There must be a *working* phone, fire extinguisher, and smoke detector. (A detector on each floor of home.)
- If there are firearms, they must **not** be loaded and must be locked (with key or combination lock) in a cabinet, safe or area.
- Infants must sleep in equipment designed for sleep such as a crib, bassinet, porta crib, or playpen.
- Children must not have access to:
 - Toxic / Cleaning chemicals (see list)
 - Prescription or over-the-counter medications or vitamins
 - Empty refrigerators or freezers
 - Exposed live wires
 - Open containers of alcohol
 - Any illegal substances
 - Space heaters, fireplaces, or wood-burning stoves in use
 - Poisonous plants (see list)
- Any animal the children have access to must not have a history of aggressive or attacking behavior.
- When children are outdoors, these items must be inaccessible:
 - Unanchored swing sets or large metal slides. Secured play equipment can't be over cement or hard dirt
 - Decks or balconies higher than 5 feet without a protective barrier, or barriers with gaps more than 5"
 - Motor vehicles on blocks
 - Rebar or metal rods less than 36 inches long sticking up from the ground or out of walls
- Children must not have access to hot tubs, ponds, streams or other water hazards with more than 2" water.
- If transporting children, they must each be wearing appropriate seat restraints. Never leave them unattended in the car, and cannot drive intoxicated or impaired.
- Provider has and understands an emergency and disaster plan that includes procedures for a) Fire in the home b) Earthquake c) Evacuation and relocation. All plans must include notifying parents.
- Parent attestation statement of current immunization records on file for each child in care.

Office Use Only

Date packet received _____

All items current and complete Yes No

Items needed: _____

Date packet completed _____

Effective date _____