

## ***Explanation of Maple Star Colorado Paperwork***

*All paperwork needs to be turned into the home supervisor monthly; unless stated otherwise.*

### **1. INITIAL PAPERWORK WHEN A CHILD FIRST ENTERS YOUR HOME**

#### **❖ Orientation Checklist**

- This form is to be completed within 24 hours of when a new child arrives in the home.
- Turn in form within 10 days of admission date.

#### **❖ Medical Permission Form-**

- Foster Parent should ensure that when child arrives at the foster home a signed copy of a Medical Authorization Form is provided. If the County does not bring a signed copy for each child at the time of placement, the foster parent should have the County representative placing the child complete and sign a copy of the Medical Permission Form.

#### **❖ Admission Clothing Inventory**

- Inventory the child's clothes when he/she comes into the home.
- Turn in form within 10 days of admission date.

#### **❖ Admission Physical Exam**

- If a physical has been completed within the year, you must provide the appropriate documentation. If not, physical needs to be scheduled within 2 weeks of placement. Physical exams are required every year by the State of Colorado. [7.714.131 B]. Please consult with your Home Supervisor and child's case worker to ensure that APA recommended guidelines which are required by some counties are being adhered to.
- Must include a hearing screening
- Turn in form to home supervisor when completed.

#### **❖ Initial Dental Exam**

- If a dental exam has been completed within the prior 6 months, you must provide the appropriate documentation. If not, a dental exam needs to be scheduled within 8 weeks of placement. Dental exams are required every 6 months by the State of Colorado. [7.714.131 E].
- Turn in form to home supervisor when completed.

#### **❖ Initial Vision Exam - if applicable**

- If a vision exam has been completed within the prior year, you must provide the appropriate documentation. If not, a vision exam needs to be scheduled within 2 weeks of placement. Vision exams are required every year by the State of Colorado.
- Turn in form to home supervisor when completed.

#### **❖ Medicaid Card (you receive this from County Caseworker)**

- Turn in a copy to home supervisor.

## 2. **PAPERWORK THAT YOU TURN INTO YOUR HOME SUPERVISOR MONTHLY**

### ❖ **Foster Parent Monthly Report (FPR)- turned in on a monthly basis**

- Be specific when writing in each section, one form per child.
- Documentation from service provider for all medical/dental / etc appointments listed on monthly report should be attached to FPR or submitted to Home Supervisor within 30 days of appointment.

### ❖ **Child Expenses List**

- This form is to be used for a record of expenses FPs incur monthly on each youth. Receipts need to be turned in with this form.

### ❖ **Medication Administration Record (if applicable)**

- This form needs to be filled out at the time the child is taking medications – prescription or non-prescription medications.
- Child must sign their own name if above the age of 10.
- When a child refuses or FPs forget to give the youth their medication this must be documented.

### ❖ **Medication Information (if applicable)**

- This form is to be used when the child is taking medications, if they change medications, or if they change doses.

### ❖ **Dental, Eye, and Physical Forms – turn in when applicable**

- Have the doctor/nurse fill out the form. The name and contact information of the provider must be legible on the form.
- All forms need to be turned in to home supervisor.
- Health Passports *MUST* be updated regularly. Your home supervisor will look at each child's health passport once a month during a home visit.

### ❖ **Report Cards/Progress Reports (if applicable)**

- These documents are to be turned in to your home supervisor.

## 3. **MISCELLANEOUS PAPERWORK**

### ❖ **Respite Care Plan**

- This form is used when children placed in your home go on respite.
- This form is filled out by you and signed by you, the person providing the respite, and the home supervisor.
- Turn in to home supervisor before respite takes place.
- MS must advise the County of any respite prior to it taking place.

### ❖ **Incident Report**

- This form must be filled out and faxed/mailed to your home supervisor within 24 hours of the date of the incident.

❖ **Record of Training**

- Use this form when you go to a training session outside of Maple Star.
- Turn in to the home supervisor.
- Record when a competency training is completed & turn in to Home Supervisor

❖ **Book/ Video/ Audio Report Form**

- Fill this form out when you complete book, video or audio training hours.
- Training must be approved by MSC to receive credit hours.
- Turn in to the home supervisor.

❖ **Youth Discharge Checklist**

- Complete and give to your home supervisor within ten days of a child's discharge.

**4. *POLICIES/ INFORMATION INCLUDED IN FOSTER PARENT MANUAL FOR REFERENCE AND REVIEW WITH ALL CHILDREN PLACED.***

❖ **Discipline Policy**

❖ **Children's Rights**

❖ **Grievance Procedure**

❖ **CPR/First Aid Resources**

❖ **List and explanation of Critical Incidents to be reported immediately to MSC**

***ADDITIONAL PAPERWORK REQUIRED ON EACH YOUTH IN PLACEMENT  
(If applicable)***

❖ **Individualized Education Plan (IEP)**

- Turn in to home supervisor.

❖ **Psychological, Drug & Alcohol or Medication Evaluations**

- Turn in to home supervisor.

❖ **Criminal Charges/Tickets**

- Turn in to home supervisor.

❖ **Out-of-State Travel Authorization**

- Turn in 2 weeks prior to departure or ASAP.

❖ **Immunization Records**

- Turn in initial and updated copies to home supervisor.

**5. *STATE RULES & REGULATIONS/ MAPLE STAR COLORADO  
POLICIES & PROCEDURES***

**6. *Annual Completion of State Competencies***