



Case Manager Checklist for Adult Family Foster Care Placements

Case Managers should complete this checklist for all individuals placed in Family Foster Care Settings

1. Connect with placing workers for current residents in the home for client compatibility.
2. Pre-placement visit or visits should take place prior to placement.
3. Resident Information Form - Case Manager completes at time of placement.
4. Individual Community Support Plan/Functional Assessment or ISP (DD) - Give to Foster Care Provider by time of placement if applicable.
5. Individual Resident Placement Agreement (IRPA) – Case Manager Completes. Coordinate with other plans (ISP/CSSP) and Foster Care Provider. Obtain signatures on agreement within 30 days of placement. The IRPA must be reviewed annually and updated to reflect any changes.
6. Physical Exam - The Foster Care Provider must ensure that the client is examined by a physician no more than 30 days before, or within three days of placement. Case Manager may coordinate this prior to placement.
7. Medication Release – Foster Care Provider to review with resident and have signed if resident is on any medications.
8. Difficulty of care scale - Case Manager completes for DOC rate if applicable (Rule 185/non-waiver).
9. Mobility Access Assessment - Must be completed by the Case Manager prior to placement for ALL individuals, regardless of mobility needs. A new mobility access assessment is required if there are any changes in mobility needs.
10. Individual Abuse Prevention Plan (IAPP) - Case Manager and Foster Care Provider collaborate to complete for each client. The IAPP must be reviewed annually and updated to reflect any changes.
11. Cash Resource Record – Foster Care Provider completes if they are handling client funds. Case Manager and/or Legal Guardian should receive quarterly reports.
12. Foster Care Resident Rights & VA information - Completed by Foster Care Provider and copy given to resident/legal rep.
13. Determine sources of payment for foster care and notify appropriate persons.
14. Foster Care Medical Monitoring Equipment Training & Skills- Complete if resident requires the use of medical monitoring equipment. Example: CPAP or diabetes monitoring.

Case Manager Signature:

Date: