IDAHO DEPARTMENT OF
HEALTH & WELFARE

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PHONE (208) 239-6273
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www.cfh.dhw.idaho.gov

CFH ORIENTATION & CERTIFICATION PROCESS

www.cfh.dhw.idaho.gov

CFH PROVIDER QUALIFICATIONS CHECKLIST

- ☐ Phone Interview – Information gathered
- ☐ Pay $150.00 non-refundable application fee
  - Make check payable to :
    Department of Health & Welfare
  - Mail to: State of Idaho
    Central Revenue Unit, PO Box 5579, Twin Falls, ID 83303
- ☐ CFH application.
- ☐ CPR and First Aid Certification. (No online courses accepted.)
- ☐ Assistance with Medication course certificate. (University, College, Vo-Tech)
- ☐ Draft of care plan(s) to meet resident(s) needs.
- ☐ Proof of homeowner's / renter's insurance.
- ☐ Criminal History and Background Check
  - Proof of application / clearance with Criminal History Unit; https://chu.dhw.idaho.gov or 1-800-340-1246.
  - Employer Code 1104. (All adults 18 and older living in the home will need a criminal history & background check.)
- ☐ Proof of legal tie to residence; i.e. deed, mortgage, rental or lease agreement.
  - If you live in a manufactured home you will need proof of HUD approval.

Please submit ALL documentation at ONE TIME to complete this process.

TRAINING PROVIDED DURING CFH PROVIDER ORIENTATION

- ☐ Review of CFH rules.
- ☐ Resident rights.
- ☐ Emergency preparedness procedures.
- ☐ Complaint investigations and inspection procedures.
- ☐ Required home and resident records.
- ☐ Certificate provided at completion of training.
- ☐ Fire, life, safety, fire extinguishers, and smoke detector requirements.

HOME CHECKLIST

- ☐ Proof of passed furnace inspection.
- ☐ Environment / Sanitation Inspection. (City / sewer bill or water test and septic pumped.)
- ☐ Proof of passed electrical inspection. If electric furnace / heat, needs to be indicated on electrical inspection.
- ☐ Proof of 5 lb. extinguisher(s) for each level of the home. Receipt(s) of purchase or service completed.
- ☐ Evacuation plan for home. Fire District letter.
- ☐ Proof of landline. Bill with name, address, phone number.
- ☐ Proof of COMPLETED Criminal History and Background Check(s).
- ☐ Proof of passed fireplace, wood stove, and/or pellet stove inspection(s), if any are in the home.
- ☐ Applicants completing these requirements will be contacted to schedule a home inspection / initial survey.

Completed items needed BEFORE home inspection / initial survey can be scheduled.