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DIVISION OF LICENSING & CERTIFICATION
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CERTIFIED FAMILY HOME PROGRAM
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www.cfh.dhw.idaho.gov

## **CFH ORIENTATION & CERTIFICATION PROCESS**

<u>www.cfh.dhw.idaho.gov</u>	
CFH PROVIDER QUALIFICATIONS CHECKLIST	
☐ Phone Interview – Information gathered	☐ Proof of homeowner's / renter's insurance.
☐ Pay \$150.00 non-refundable application fee	☐ Criminal History and Background Check
- Make check payable to :	- Proof of application / clearance with Criminal History
Department of Health & Welfare	Unit; https://chu.dhw.idaho.gov or 1-800-340-1246.
- Ask your Regional Medical Program Specialist for the	- Employer Code 1104. (All adults 18 and older living in the
address you must mail your payment to.	home will need a criminal history & background check.)
☐ CFH application.	☐ Proof of legal tie to residence; i.e. deed, mortgage, rental
CPR and First Aid Certification. (No online courses accepted.)	or lease agreement.
☐ Assistance with Medication course certificate.	- If you live in a manufactured home you will need proof
(University, College, Vo-Tech)	of HUD approval.
☐ Draft of care plan(s) to meet resident(s) needs.	
Please submit ALL documentation at ONE TIME to complete this process.	
TRAINING PROVIDED DURING CFH PROVIDER ORIENTATION	
Review of CFH rules.	☐ Required home and resident records.
☐ Resident rights.	☐ Certificate provided at completion of training.
☐ Emergency preparedness procedures.	☐ Fire, life, safety, fire extinguishers, and smoke detector
☐ Complaint investigations and inspection procedures.	requirements.
HOME CHECKLIST	
□ Proof of <b>passed</b> furnace inspection.	☐ Proof of landline. Bill with name, address, phone number.
☐ Environment / Sanitation Inspection. (City / sewer bill or	□ Proof of COMPLETED Criminal History and Background
water test and septic pumped.)	Check(s).
☐ Proof of <b>passed</b> electrical inspection. If electric furnace /	☐ Proof of <b>passed</b> fireplace, wood stove, and/or pellet stove
heat, needs to be indicated on electrical inspection.	inspection(s), if any are in the home.
☐ Proof of 5 lb. extinguisher(s) for each level of the	☐ Applicants completing these requirements will be
home. Receipt(s) of purchase or service completed.	contacted to schedule a home inspection / initial survey.
□ Evacuation plan for home. Fire District letter.	
Completed items needed BEFORE home inspection / initial survey can be scheduled.	