

## CERTIFIED FAMILY HOME FREQUENTLY ASKED QUESTIONS

Question	Answer
What happens if a certified family home (CFH) provider doesn't meet state requirements?	If the Department finds that a CFH hasn't met the requirements outlined in <i>IDAPA 16.03.19, "Rules Governing Certified Family Homes,"</i> the Department may impose a remedy and will notify the CFH of its notice and appeal rights.
Who will help CFH providers prepare for their annual inspection and put the books together before the inspector comes out?	Providers can go to <a href="http://www.cfh.dhw.idaho.gov">www.cfh.dhw.idaho.gov</a> to get the checklist of requirements that CFH staff will be looking for during recertification and inspection. If you don't have access to the internet, please contact your local CFH staff and ask for a list to be mailed to you.
How do CFH providers get training hours?	Providers are responsible for finding the eight hours of yearly required training. Many training opportunities can be found in local communities.
How do CFH providers keep track of their yearly training hours?	A "Training Log" form is available at <a href="http://www.cfh.dhw.idaho.gov">www.cfh.dhw.idaho.gov</a> for providers to log their training hours. If you don't have access to the internet, please contact your local CFH staff and ask for the form to be mailed to you.
How do providers ensure that yearly training hours are eligible to be counted?	If the training is applicable to the residents' cares and needs, the training hours can be counted toward the yearly total.
If a provider has more than eight training hours in one year can the hours be rolled over to the next year?	No. The eight hour training requirement is for each year. Additional training hours acquired in one year cannot be rolled over to the next year.
Do providers have to be first aid/CPR certified?	Yes. CPR and first aid are requirements for the CFH program.
How many first aid/CPR hours can providers count toward the	According to CFH rules, providers can count up to two hours of ongoing first aid/CPR training toward the eight hour yearly requirement.

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required yearly training hours?	
Does a webinar count as training?	Webinars can count toward training hours as long as the subject of the webinar pertains to the care and needs of the residents.
Where can providers get additional forms?	Providers can get forms such as the fire log, medication log, progress sheet, daily forms, and inspection lists at <a href="http://www.cfh.dhw.idaho.gov">www.cfh.dhw.idaho.gov</a> . If you don't have access to the internet, please contact your local CFH staff and ask for the forms to be mailed to you.
How long are providers who use Community Partnerships of Idaho's Power of Many database (POM) required to keep the paperwork?	Paperwork pertaining to the CFH should be kept for five years after the CFH closes. Paperwork pertaining to residents should be kept for five years after the resident no longer lives in the CFH.
What is the \$25 monthly inspection fee used for?	The \$25 monthly inspection fee is used to fund the CFH program's operating and personnel costs. Fees are billed from the Central Revenue Unit on a quarterly basis - \$75 for each quarter.
Is daily journaling a requirement?	No. The "Daily Progress Notes" form meets the requirement for any type of daily journaling. If there are any incidents involving the CFH or the resident, the provider must document the incident. This documentation can be filled out on the "Resident Incident Form" located at <a href="http://www.cfh.dhw.idaho.gov">www.cfh.dhw.idaho.gov</a> , or local CFH staff can mail one to you.
How many states have CFH provider programs?	While not called certified family homes, other states do have adult foster care programs that closely resemble Idaho's Certified Family Home Program.