

APPENDIX A

SELF-ARRANGED CARE INSPECTION AND INTERVIEW CHECKLIST

Historical Note

The appendix formerly contained rules on the Cuban Refugee Program. This appendix was repealed and recodified as N.J.A.C. 10:81-10 and were filed and became effective December 6, 1982, as R.1982 d.425. See: 14 N.J.R. 948(a), 14 N.J.R. 1397(b). New rule, R.1988 d.551, effective November 21, 1988. See: 20 N.J.R. 2222(b), 20 N.J.R. 2916(a).

This checklist shall be used by agency conducting evaluation at a preliminary visit to home of new caregiver applicant.

Agency conducting evaluation \_\_\_\_\_

Evaluator \_\_\_\_\_ Date of Visit \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Telephone \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_

(Children's Name) (Date of Birth) (Sex) (Case Numbers)

Referred by \_\_\_\_\_ For \_\_\_\_\_  
(REACH Participant)

Language Spoken In Home \_\_\_\_\_ Case Manager \_\_\_\_\_

For office use only:  
Approved:  
Denied:

A. INSPECTION CHECKLIST

Mark each item: C = compliance NC = Non-compliance NA = Not applicable

<u>Physical environment</u>	<u>Compliance</u>	<u>Comments</u>
1. Adequate floor space		
2. Minimum temperature 65°F		
3. Surfaces clean, in good repair		
4. Adequate ventilation		
5. Warm and cold running water available		
6. Working indoor toilets accessible		
7. Indoor and outdoor equipment sturdy, safe non-toxic, easy to clean, free of hazards		
8. Sufficient furniture and equipment for children		be provided by REACH program YES/NO
9. Working telephone in home		
10. If no working telephone in home		
i. Provider demonstrates inability to afford telephone		
ii. If able to afford telephone, provider agrees to install in 90 days		
iii. Working telephone accessible within 5 minutes at all times when enrolled children present		
<u>II. Fire Safety</u>		
1. Working smoke detector on each floor		
2. Lockable interior doors can be unlocked from outside		

3. Heating/cooling devices vented, protected by guards, kept clear of combustible materials		
4. Woodburning stoves have barriers, are not accessible to children		
5. Portable liquid fuel-burning appliances are not used when children are in care		
6. Stairways, hallways, exits unobstructed		
7. Electrical cords in good condition		
<u>III. General Safety</u>		
1. Home and furnishings present no hazard		
2. All toxic substances out of reach		
3. Non-permanent barriers on stairs, ramps, balconies, porches, elevated play areas		To be provided by REACH Program YES/NO
4. Electrical outlets accessible to children are covered		To be provided by REACH program YES/NO
5. Working flashlight available		To be provided by REACH Program YES/NO
<u>IV. Outdoor Space</u>		
1. Adequate, safe outdoor play area adjacent to or within walking distance of home		
<u>V. Accidents, Injuries and Emergencies</u>		
1. First aid supplies accessible		To be provided by REACH Program YES/NO
<u>VI. Sanitation</u>		
1. Individual towels and washcloths or disposable towels and washcloths		
<u>VII. Program</u>		
1. Safe toys, play equipment, creative materials for ages, interests, and number of children		
2. Materials for preschoolers include:		
i. Dramatic play/language development		
ii. Visual/small muscle development		
iii. Auditory development		
iv. Creative expression		
v. Large muscle development		
<u>VIII. Rest and sleep</u>		
1. Daily rest/sleep for each child in clean, safe area according to needs		
2. Children under 18 months/non-walkers sleep in crib, playpen, cot, bed with rails, or floor mat 1" thick		To be provided by REACH Program YES/NO
3. Crib and playpen slats no more than 2 3/8" apart		
4. Drinking water available?		

B. STANDARD INTERVIEW PROCEDURE

Name	Relationship to Caregiver	Sex	Date of Birth

Other Children Living in Home

Name	Relationship to Caregiver	Sex	Date of Birth

<u>QUESTION</u>	<u>RESPONSE</u>
1. Are you over 18 years of age?	
2. What other adults and/or children will be in your home during the time the REACH children are in your care? What type of contact will they have with the REACH children?	
3. How long can you provide the day care? (Days/weeks/months).	
4. Full time?/Part time?	
5. Holidays?/Summers?	
6. Have you ever been convicted of a crime? If yes, explain. (Evidence of conviction of a crime, in itself, shall not automatically preclude an individual from serving as a caregiver. Such determination shall be made on a case by case basis.)	
7. Do you have any illnesses or medical conditions that would prevent you from providing child care services?	
8. Based on compliance with the policy outlined above, are you willing to provide day care to the child, children of the REACH client?	
9. Have you had other experiences in working with children? Describe.	
10. What methods of discipline will you use with the REACH child in your care?	
11. How will you handle medical emergencies if you or the REACH child should get sick during the hours child care is being provided?	
12. Who, other than the REACH child's parent, will be able to pick-up the child at the end of the day? Do you have a telephone number in order to contact this person?	
13. What arrangements have been made to provide nutritious meals to the REACH child/children in your care?	

C. OBSERVATIONS

1. Describe the applicant's home in relation to assessing their home management skills.

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2. Have you observed any condition or situation that would cause you to deny this applicant?  
If yes, explain:

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3. If applicant is being approved for child care, has emergency card been provided?

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For evaluator only: (check)

Home Approved \_\_\_\_\_

Home Denied \_\_\_\_\_ Reason \_\_\_\_\_

Date: \_\_\_\_\_ Evaluator's signature \_\_\_\_\_