Checklist for AFC Provider Requirements

EVERY 90 DAYS	
Required Task	**Comments**
Fire drill	Date & time logged; Highly encouraged to complete storm drills as well and complete on different days of the month and at different times. See optional Fire and Storm Log
Test smoke alarms and carbon monoxide detectors	Highly recommended to be tested with each drill

ANNUALLY – Must be completed anytime within license year	
Required Task	**Comments**
Annual Training – 12 hours if 0-5 years of experience, 6 hours if 6 or more years of experience. If 245D licensed – follow those requirements	See optional License Holder Training Log
Vulnerable Adults Mandated Reporting (VAMR) Training	DHS version – completed annually
Program Plan	At least annually, for a change of premise or when there are significant changes
Program Abuse Prevention Plan (PAPP)	Must give a copy to residents/guardians annually
Service fire extinguisher	Must be completed within license year
Well water tested (if applicable)	Test is valid for 12 months
Emergency plan and procedures – update/review, document date - Train all caregivers/subs/helpers, document date	
Internal and External Maltreatment Reporting Policy	
Notice of Privacy Practices	Must give a copy to residents/guardians annually
Complaint and Grievance Procedures	
Drug and Alcohol Policy	
Vulnerable Adult Act Summary	Must give a copy to residents/guardians annually
Workers Compensation Verification	Use required Workers Comp Verification
Ensure liability insurance renews (if applicable)	Liability coverage certificate must be accessible
Ensure pool/hot tub/lake use and safety is included in the PAPP	
Service Termination Policy	For 245D licensed programs, follow the 245D policy and timelines
Individual Resident Placement Agreement (IRPA)	Reviewed and updated at least annually
Individual Abuse Prevention Plan (IAPP)	Reviewed at least annually, update as appropriate

ON-GOING	
Required Task	**Comments**
Maintain proper supervision of residents as discussed in their plan	Review plans as needed with case managers, guardians, etc.
Emergency contact info available	Phone numbers, name & number of resident guardians, case managers, providers
First aid kit available & taken on trips	Required items: bandages, thermometer, sterile compresses, liquid mild soap, 1st aid manual, scissors, ice pack, adhesive tape
Ensure subs/caregivers/helpers receive required trainings	Initial and on-going; see optional Employee Tracking Log
Track use of substitute(s)	
Resident demographic information is kept up to date	See optional Enrollment form
Ensure medication administration record, permission to administer medication, and medication policy is kept up to date	Update as needed
Report required reportable incidents in required timeline	See Reporting Procedures
Ensure cash resource record and permission to manage funds is up to date	Update with transactions. Keep receipts
Ensure pet vaccinations are kept up to date	Vaccination records must be accessible
Floor and escape plan available	
Ensure water temperature is 120°F or below	Recommended to let water run for 3 minutes before testing
Releases of information	Maintain for all needed outside individuals/organizations.
Ensure all toxic/hazardous items are not stored with food	
License posted in prominent location	

	Ensure background studies completed for household members turning 13, employees, volunteers, or contractors	Studies are valid unless absent for 120 or more consecutive days
	Battery-operated radio or TV and flashlight available	
	Firearms and ammunition	Store unloaded and in separate locked areas
	Mobility Access Assessment	Update as mobility needs change
	Maintain 36" clearance around furnace /other heat sources	
	Replace smoke alarm	Within 10 years of date of manufacture
	Maintain carbon monoxide detectors	Kept within 10' of all sleeping areas; replace according to manufacturer
	Record retention	Records retained for 5 yrs after care of resident ends & license closure

Note: This is not an all-inclusive list of licensing requirements. This form is optional.

Updated 8/12/2025