

Licensed Child-Placing Agency Licensing Inspection Tool

This worksheet is a voluntary tool designed to help providers prepare for a licensing inspection. It outlines examples of the information and documentation that the licensing inspector will review during the inspection.

Please Note: This worksheet is not an all-inclusive list, as your inspector may request additional information/documentation during the inspection.

General Facility Information		
Name of Agency:		
Executive Director:		
Program Director:		
Primary Contact Person:		
Licensed Capacity:		
Age Range of Children Served:	Minimum:	Maximum:
Gender(s) Served:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Current Census:		
Children's Information		
Children Currently Being Served:	Names of children currently being served, their age/DOB, and their date of placement.	
Discharges:	Names of children who were discharged since the most recent mandated inspection.	
Services Provided: <i>Check all that apply and provide the names of children who receive the applicable services.</i>	FOSTER CARE: <input type="checkbox"/> Foster Care <input type="checkbox"/> Treatment Foster Care <input type="checkbox"/> Short-Term Foster Care <input type="checkbox"/> Permanent Foster Care	ADOPTION: <input type="checkbox"/> Agency <input type="checkbox"/> Parental Placement <input type="checkbox"/> Intercountry <input type="checkbox"/> Home Studies/Post-Placement Supervision
	<input type="checkbox"/> Independent Living Arrangements	

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Staff, Intern & Volunteer Information	
Staff Interns Volunteers	<ul style="list-style-type: none"> Names of current staff, interns and volunteers who are involved in day-to-day operations, with their job title/position/start date, indicating if full or part time. Names of other current staff, interns, and volunteers with their job title/position /hire date, indicating if full or part time. Staff, intern and volunteer records must be readily available for review.
Provider Home Information	
Provider Home	<ul style="list-style-type: none"> Names of current provider homes who have a certificate of approval and include date approved, the type of approvals: resource, foster, adoptive, treatment foster care, short-term foster care, or a combination of types. Names of provider homes that are currently suspended, if applicable. Names of provider homes that have been revoked since the most recent mandated inspection, if applicable.
Policy & Procedures	
Policy & Procedures	<ul style="list-style-type: none"> Have all policy and procedures required by the LCPA regulations readily available for review. Provide a copy of policies and procedures that have changed since the most recent mandated inspection.