

Adult Foster Care Placement Process and Checklist

- Complete the *AFC New Placement Worksheet* in collaboration with the placing social worker (or licensing social worker in private pay situations)
- Complete the *AFC Individual Resident Record*
- Train staff on resident's specific needs; document all training dates.
- Provide orientation to the resident/legal rep within 24 hours of admission (or within 72 hours if resident would benefit more from a later orientation), including:
 - Maltreatment Reporting Policy;
 - Internal Review Policy; and
 - Program Abuse Prevention Plan.
- Review plans and assessments as needed, at least annually. Document the date of review and any additions/amendments to the record.