

## MATERIALS REQUIRED PRIOR TO ISSUANCE INDEPENDENT FOSTER GROUP HOMES

<b>Licensing staff will develop a plan to evaluate an operation's compliance with minimum standards and the law before issuance of a permit. The plan will include guidelines provided in policy, 3324, Conducting Inspections During the Application Phase for a License or Certification Permit, and in addition, the standards listed below will be evaluated before issuance.</b>		
<b>STANDARD</b>	<b>REQUIRED MATERIAL</b>	<b>GUIDELINES</b>
1100	Documentation of Legal Basis	Homes (other than those owned by a sole proprietor) must provide documentation of their legal basis for operation to Licensing. Licensing must be notified of any changes in the legal basis for operation. The legal basis for operation must be documented in one of the following ways: (1) A corporation must provide a copy of the articles of incorporation and certificate of incorporation. (2) Foster group homes operated by state agencies or other governmental entities must submit documentation of enabling legislation and a copy of a constitution or bylaws, if such exists. (3) Foster group homes operated by a partnership or association must submit partnership agreements or documents reflecting the existence or creation of an association.
1200.1	Names, addresses, and titles (as applicable) of the officers or executive committee of the governing body	Foster group homes that are owned corporately must provide Licensing with a list of names, addresses, and titles of officers or executive committee of the governing body, or both. Foster group homes that are owned jointly or individually must provide Licensing with a list of names and addresses of the partners or owners. Licensing must be notified of any changes.
2200.2	Requirement for licensed child care administrator	Information on qualifications must indicate that the minimum requirements of the standard will be met.
2200.7	Volunteer policy	Must state the qualifications and the procedures for choosing.
3200.2 4100.1	Documentation of qualifications of person who will develop intake studies & service plans	Information on qualifications must indicate that the minimum requirements of the standard will be met.
4500.4	Policy on family contact	Must include policy regarding visits, gifts, telephone calls, between the child and family members.
4500.11	Procedure for incorporating input from children into program development and evaluation	The procedure must include a description of how the home will regularly gather input from children in care.

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4510 1210	Behavior intervention policies	The home must have a behavior intervention policy consistent with sections 720.1001 to 720.1013 of the Texas Administrative Code (TAC). The policy must include a complete description of the specific behavior intervention techniques permitted in the home, as well as the requirements for and restrictions on the use of those interventions.
4600.1	Medical and dental care procedures	The procedures must state the procedures for obtaining routine and emergency medical and dental care.
5100.2	Disaster and emergency plans and procedures	The plans must include specific procedures for fire evacuation, power outages, tornado alerts, etc. Other emergency plans depend on the home's location. If there is a flood hazard, for example, the home must have plans for dealing with that kind of emergency. The plans must focus on how children will be protected.

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<b>STANDARD</b>	<b>REQUIRED MATERIAL</b>	<b>GUIDELINES</b>
<b>Habilitative Care</b>		
I.I.2	Availability of a psychologist	Documentation of how the person(s) meets qualifications.
<b>Therapeutic Care</b>		
II.I.A.1	Person responsible for treatment program	Documentation of how the person(s) meets qualifications.
II.I.A.2	Professional consultant team	Documentation of how the person(s) meets qualifications.
<b>Autistic-Like Behavior</b>		
III.I.A.2	Person responsible for treatment program	Documentation of how the person(s) meets qualifications.
III.II.3	Treatment team	Documentation of how the person(s) meets qualifications.