|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Case Name: |  | Case No. |  | Date: |  |

|  |  |  |
| --- | --- | --- |
| Name of Child(ren): | DOB | Age |
|  |  |  |
|  |  |  |
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|  |  |  |
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|  |  |
| --- | --- |
| Caregiver Name: |  |

|  |  |
| --- | --- |
| Caregiver Address: |  |
|  |  |
|  |  | Caregiver Phone #: |  |
| Name of Worker Conducting Inspection: |  |

THE FOLLOWING REQUIREMENTS MUST BE COMPLETED PRIOR TO THE PLACEMENT OF A CHILD.

|  |  |
| --- | --- |
| 1) | BACKGROUND CHECKS |

|  |  |
| --- | --- |
| A. | LOCAL LAW ENFORCEMENT CHECK: NCJISThis must be completed on all adults living in or frequenting the home. |
| B. | CHILD ABUSE/NEGLECT REGISTRY / DEPARTMENT RECORDS (UNITY)This information must also be reviewed on all adults in the home. Any substantiations require a waiver by the state administrator and approval to make the placement. |
| C. | NCIC X-CODE FOR EMERGENCY LEGAL PLACEMENT (completed only when taking custody of the child)This must be completed on all adults living in the home or those who want to act as caregivers. Those checked must come into the Department to be fingerprinted within 15 days. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | Relationship to Child: |  | CJIS clear? Yes: |  | No: |  | If “no”, will require approval to place |
|  |  |  |  | NCIC clear? Yes: |  | No: |  |
|  |  |  |  | CANS clear? Yes |  | No: |  |
|  |  |  |  |  |  |  |  |
| Name: |  | Relationship to Child: |  | CJIS clear? Yes: |  | No: |  |
|  |  |  |  | NCIC clear? Yes: |  | No: |  |
|  |  |  |  | CANS clear? Yes |  | No: |  |
|  |  |  |  |  |  |  |  |
| Name: |  | Relationship to Child: |  | CJIS clear? Yes: |  | No: |  |
|  |  |  |  | NCIC clear? Yes: |  | No: |  |
|  |  |  |  | CANS clear? Yes |  | No: |  |
|  |  |  |  |  |  |  |  |
| Name: |  | Relationship to Child: |  | CJIS clear? Yes: |  | No: |  |
|  |  |  |  | NCIC clear? Yes: |  | No: |  |
|  |  |  |  | CANS clear? Yes |  | No: |  |
|  |  |  |  |  |  |  |  |  |

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| --- | --- | --- |
| [ ]  | Information not available. Explain: |  |
|  |
|  |

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| --- |
| * Chapter 424 of NRS and NAC requirements preclude anyone who has certain law enforcement history from being a placement option.
* ASFA also prohibits placement of children under the following conditions:
* In any case which a record check reveals a conviction for child abuse or neglect, for spousal abuse, for a crime against children (including child pornography), or for a crime involving violence, including rape, sexual assault or homicide, but not including other physical assault or battery, if a state finds that a court of competent jurisdiction has determined that the felony was committed at any time, such final approval shall not be granted; and
* In any case in which a record check reveals a felony conviction for physical assault, battery or a drug related offense, if a state finds that court of competent jurisdiction has determined that the felony was committed within the past 5 years, such final approval shall not be granted.
* CPS policy Chapter 26 requires that any background results be staffed with the Children’s Services Coordinator over licensing and placement programs prior to the child(ren) being placed. This approval must be documented in case notes.
 |

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| --- | --- |
| 2) | EVALUATION OF HOME |

|  |  |
| --- | --- |
| A. | INDOOR AREA |
|  | Clean and free of hazards for age of child(ren) being placed? [ ]  Yes [ ]  No |
|  |  |
|  | Provisions for care/resources needed (care provider has what is needed)? [ ]  Yes [ ]  No |

|  |
| --- |
| Sleeping arrangements (state where each child will sleep.): |
| Name: |  | Where Sleeping: |  |
|  |  |  |  |
| Name: |  | Where Sleeping: |  |
|  |  |  |  |
| Name: |  | Where Sleeping: |  |
|  |  |  |  |
| Name: |  | Where Sleeping: |  |
|  |  |  |  |

|  |  |
| --- | --- |
| B. | OUTDOOR AREA |
|  | Clean/free of hazards? [ ]  Yes [ ]  No |
|  |  |  |
|  | Body of water present? [ ]  Yes [ ]  No |  |
|  |  |  |
|  | If yes, specify (pool, spa, pond, fountain, etc.): |  |
|  |  |  |
|  | Is the body of water fenced or secured from children? [ ]  Yes [ ]  No |

|  |  |
| --- | --- |
| C. | APARTMENT |
|  | If home is apartment, is it on the ground floor? [ ]  Yes [ ]  No |

|  |  |
| --- | --- |
| 3) | CAREGIVER ASSESSMENTThe following areas of information must be documented in the Present Danger Plan. Use them as a guideline to assess needs to be met or any concerns. They can help determine if this placement will continue to be stable and what supports will be needed. |

|  |
| --- |
| * Ability to meet each child’s needs
 |
| * Alignment with the Department
 |
| * Commitment to the placement for at least 15 days
 |

|  |  |
| --- | --- |
| Routing: | [ ]  Case File |
|  | [ ]  Relative Liaison |