

Recommended Process for Placement in a Certified Family Home (CFH)

1. Visit <https://healthandwelfare.idaho.gov/services-programs/certified-family-homes> for the Certified Family Home vacancy list.
 - Click on [Certified Family Home Vacancies](#) to open a searchable list of current vacancies.
2. Conduct phone interviews with providers on the list to find potential best fits.
3. Schedule visits to the top candidates' homes to narrow options to the best fit. Consider:
 - Caregiver interactions
 - Charges
 - Other residents
 - Privacy
 - Cleanliness
 - Food
4. Request from the selected "best fit" CFH provider their latest Statement of Deficiencies and any findings from complaint investigations. Alternatively/additionally, submit a [public records request](#) for these documents from the Department of Health & Welfare.
 - If any red flags are found in the reports, discuss concerns with the prospective CFH provider.
 - If not satisfied with the prospective CFH provider's response, select an alternative prospective CFH provider and repeat Step 4.
5. Obtain a written release of information from the prospective resident and help him/her supply the following documents to the prospective CFH provider:
 - Results from a history & physical (H&P) examination conducted within the past year reflecting the prospective resident's current health status.
 - Current list of medications (often included with the H&P).
 - If applicable, any plan of service for the prospective resident in effect within the last six (6) months if the prospective resident received day-to-day services from another health care entity.
 - If a prospective resident is private pay, a signed note from their health care provider stating the prospective resident is appropriate for a certified family home is required.
6. Certifying agents review the information from the previous steps submitted by the prospective CFH provider to ensure the provider has the time and skills to meet the prospective resident's needs.
 - Admission of the resident may occur only after the certifying agent approves the admission. This is communicated to the provider.
 - In rare situations, an emergency placement may be made without the certifying agent's approval, but such admissions are subject to cancellation if the certifying agent finds the admission was inappropriate.