

What to keep in your CCFFH for the CTA Reviewers

CCFFHs with a 1-year certificate should keep the following in their records:

- Last 2 BBP training cards/certificates
- Last 2 TB clearances
- Last Disclosure form
- Last 2 professional Licenses
- Last 2 Ecrims/State Name Checks
- Original Fingerprinting/1st two years
- Confidentiality/Privacy rights training for SCG's and adult household members
- Current Resource book/list
- Last 12 months of Fire Drills (from CTA 's last visit, not January to December calendar year)
- Last 12 months of the home's financial records
- Last 12 months of proof of auto insurance
- Last 2 First Aid cards
- Last 2 CPR cards
- Last 2 years of in-service hours
- Original CTA SCG approval form
- First 2 years of APS/CAN checks
- Last 2 APS/CAN checks

CCFFHs with a 2-year certificate should keep the following in their records:

- Last 3 BBP training cards/certificates
- Last 3 TB clearances
- Last Disclosure form
- Last 2 professional Licenses
- Last 2 Ecrims/State Name Checks
- Original Fingerprinting/1st two years
- Confidentiality/Privacy rights training for SCG's and adult household members
- Current Resource book/list
- Last 24 months of Fire Drills (from CTA 's last visit, not January to December calendar year)
- Last 24 months of the home's financial records
- Last 24 months of proof of auto insurance
- Last 2 First Aid cards
- Last 2 CPR cards
- Last 3 years of in-service hours
- CTA SCG approval form
- First 2 years of APS/CAN checks
- Last 2 APS/CAN checks

Lapsing or expiration of compliance requirements is the MOST common reason a CCFFHs is NOT eligible for a 2-year certificate. Make sure requirements do not lapse or expire even by one day. Requirements include APS, Fingerprinting, Ecrims, TB, BBP, CPR, First Aid, etc. Any requirement with a due date or expiration date should be renewed no later than the day after. For example, if CPR was done on 2/15/12, a new CPR certificate must be obtained on or before 2/16/13. Please check CTA's website for a list of the 2-year certificate requirements.

Additional items to keep as applicable

Sign out sheets

Referral, Admission & Discharge Log