

CTA Resource List

To access CTA forms and Sample CCFFH forms/policies/procedures

Please visit: <http://www.comties.com/ccffh-forms>

To access the Hawaii Administrative Rules:

Please visit: <https://health.hawaii.gov>

Enter 11-800 in the Search Box

Choose Search Hawaii.gov

CTA Forms - *MUST be used by the CCFFH:*

1 & 2 Bed SCG Application
3 Bed SCG Application
3-Bed CCFFH Sign Out Sheet
Alternate Transportation Plan
CTA Complaint-Grievance Form
Information Change Request Form
Job Experience Form
Job Experience Form Instructions
PCG Disclosure form
SCG Change Notification Form
SCG Disclosure Form
Public Complaint Procedure

Application Information:

CCFFH New Home Application Process
CCFFH Resource List
HAR 11-800
1 - 2 Bed CCFFH Application
3 Bed CCFFH Application
CCFFH New Home Checklist

Sample Home Forms– This is a list of forms a home can choose to use. These meet HAR requirements:

Adverse Event Form
Monthly Budget
Monthly Budget Fillable Excel file
TB Forms and Info Packet
Client Account Record
Personal Belongings List
Referral, Admission & Discharge Log
Fire Drill
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Sample Home Policies:

You can choose to use these forms. They meet HAR requirements. New homes must have policies in place that meet rule requirements to be certified:

CCFFH Sample Policies and Procedures
Emergency Preparedness Plan
CCFFH Admission Policy and Agreement
CCFFH Training

Miscellaneous Information/Forms:

CCFFH Newsletter Archive
Health Plans List
CMA List
Background Check Standards
How to Obtain Fieldprint Background Checks (Fingerprints, APS and CAN checks)
Ecrim State Name Check Instructions
Foster Home Association Contacts
Two-Year Certification Requirements
3 Bed Certification Requirements
Add Vacancy Reporting Form
Remove Vacancy Report Form
Vacancy Report Form Instructions
CMA List
What to keep in CCFFH Files
COVID-19 Information
COVID-19 Reporting Form
Frequently Asked Questions

You will find additional information, resources, links and forms on the website as well including all newsletters, which are sent quarterly detailing compliance requirements for homes. Caregivers should become familiar with all information listed on the website.