

PRE-ADOPTION/FOSTER HOME VISITS

- A pre-adoption home visit must be completed for any applicant.
- Home visits are completed only after the adoption or foster application has been processed by the Application Coordinator.
- Please remember this information is confidential and should not be discussed with anyone outside of CBHR's Leadership Team.

Please follow these guidelines/steps for doing home visits:

Initial Contact

1. Call the potential adoptive/foster family to set up a date and time to perform the home visit. Request the family have everyone who lives in the home be there to participate in the visit if possible.
2. Ask for directions to their home during the initial phone conversation.

Day of Home Visit

3. Print out a copy of the Pre-adoption/Foster Home Inspection Report form as a guideline for the visit: https://cbhroffice.com/documents/Home_Inspection_Report.pdf
Stress to the family the importance of keeping the dog current on all shots, monthly heartworm treatment, bathing, nail trimming, ear cleaning, etc.
4. Talk with the family and answer any questions that they may have regarding CBHR or the basset hound breed in general. Inform the family of the CBHR adoption/foster guidelines ("once a CBHR dog, always a CBHR dog"). Be honest with them, if you are not able to answer one of their questions, tell them that you will find out and get back to them or you'll have someone from CBHR get in touch with them regarding their question.
5. If performing a Foster Home Visit, review the Foster Care Agreement information.
6. At the end of the home visit, thank the family for their time and let them know that a CBHR representative will be back in touch with them within the next one to two days.
7. Please DO NOT tell a family that they have been approved. If the family should ask, tell them you are only handling this portion of the screening/interview process and that a leadership team member will contact them.

After the Home Visit Is Completed

8. Within 24 hours, contact the CBHR Representative or Application Coordinator who asked you to do the home visit with feedback as to the visit. **Discuss any reservations you may have regarding this family adopting/fostering a CBHR basset. Consider if you would be comfortable leaving your basset with this family.**
9. Immediately fill out the Pre-Adoption/Foster Home Inspection Report and submit it on-line.
Pre-Adoption Report: <https://cbhr.com/adopt/adoption-home-visit/>
Foster Home Inspection Report: <https://cbhr.com/foster/foster-home-visit/>
10. If the family's home visit is not approved, an officer/Adoption Manager/Foster Home Manager will contact the family to discuss the reason(s) they have not been approved. As stated above, this is confidential information and should not be discussed with anyone outside of the CBHR leadership team.

Thank you for helping with this important part of the CBHR mission!