



OFFICE OF INSPECTOR GENERAL
 RESIDENTIAL CHILD CARE
TOP 10 RULE CITATIONS
JANUARY 1, 2013 – MARCH 31, 2013
 RULES AND REGULATIONS FOR CHILD CARING INSTITUTIONS
 CHAPTER 290-2-5

TITLE AND RULE #	TAG #	RULE	TIMES CITED
Assessment and Planning. 290-2-5-.10(b)	1003	A service and room, board and watchful oversight plan shall be developed by the child's Human Services Professional in concert with the child's primary Child Care Worker, meaning the worker who has responsibility for supervision of the child in the living unit where the child resides. The plan shall contain the following data: 1. The results of the assessment and identified needs; 2. Statements of time-limited goals and objectives for the child and family and methods of achieving them and evaluating them; 3. Statements of activities to be followed by the child and staff members in pursuit of the stated goals and objectives; 4. Statements of any special care and services that will be arranged for or provided directly; 5. Statements of goals and preliminary plans for discharge; 6. Statements about the types of discipline that should be employed when necessary; and 7. Statements about any restrictions of communications or visitations with any persons; such statements shall clearly show that the health, safety, and welfare of the child would be adversely affected by such communications or visits.	23
Assessment and Planning. 290-2-5-.10(c)	1010	The child, and the parent(s) or guardian(s), or child placing agency representative shall be involved in the development of the service and room, board and watchful oversight plans, and its periodic updates as described below.	13
Health Services. 290-2-5-.12(3)(a)1.(i)	1209	Such [general physical] examination shall be done by a medical doctor, physician's assistant, or public health department and shall include basic diagnostic laboratory work, including but not limited to a Complete Blood Count (CBC) and basic urinalysis; required immunizations; and vision and hearing tests.	12

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Recordkeeping. Case Records. 290-2-5-.08(5)(a)5.	0818	[The written case record] for each child which shall include the following: ... 5. Documentation of current custody if not placed by natural or adoptive parents; ...	9
Health Services. 290-2-5-.12(3)(a)1.	1208	A general physical examination of the child shall be provided within 72 hours (excluding weekends and holidays) of admission unless such an examination has been completed within one year prior to admission.	9
Health Services. 290-2-5-.12(3)(d)5.	1224	[Medication use and management] policies and procedures shall include the following: ... 5. An institution shall maintain a record of all medications handed-out by authorized staff and taken by children to include: name of child taking medication, name of prescribing physician and date of prescription (if the medication is prescription or psychotropic), required dosage, date and time taken, dosage taken, and name and signature of staff member that handed-out and supervised the taking of the medication. ...	9
Staffing. 290-2-5-.08(7)	0861	Reporting. Detailed written summary reports shall be made to the Department of Human Resources, Office of Regulatory Services, Residential Child Care Unit via email or fax on the required incident intake information form (IIIF) within 24 hours.	8
Recordkeeping. Personnel Records. 290-2-5-.08(5)(d)2.	0831	[Written personnel records] records shall include the following: ... 2. A 10-year employment history or a complete employment history if the person has not worked 10 years; ...	8
Referral and Admission. 290-2-5-.09(2)(b)	0907	Prior to admission, the facility shall: 1. Provide information to the custodian about the services, environment, age ranges and behavioral characteristics of the other children in placement. 2. Maintain signed documentation from the custodian that they have received and considered the information provided in Rule.09(1)(a)1 above and have determined that the placement environment is appropriate and does not represent an undue risk to the health and safety of the child or children being placed.	8
Referral and Admission.	0911	[Admission policies and procedures] shall include the following provisions or requirements.	7

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290-2-5-.09(2)(d)1.		1. An intake referral form that includes a social, health, educational, family, behavioral and personal developmental history, shall be done to determine the placement and room, board and watchful oversight needs (services, supports, setting, etc.) of each child and whether that placement is appropriate. ...	
Assessment and Planning. 290-2-5-.10(1)	1000	An institution shall complete a full written assessment of each child admitted for care and of each child's family within thirty days of admission and develop an individual written service plan for each child based on the assessments within thirty days of admission. If an assessment is not completed within thirty days, the reasons for the delay shall be documented in the child's case record and such documentation shall include statements indicating when the assessment is expected to be completed.	7
Administration and Organization. 290-2-5-.08(2)	0801	Program Description and Implementation. In accordance with these rules and regulations, a licensed child caring institution shall develop, implement and comply with written policies and procedures that describe the range of services including room, board and watchful oversight and the manner in which such services will be provided by the facility. Such policies and procedures shall describe how identified services will be provided, the specific emergency safety intervention plan, including the emergency safety interventions, that will be used, and how such services will be assessed and evaluated. A program description must show what services are provided directly by the facility and how it will coordinate its services with those provided by any Medicaid rehabilitation option provider or other available community or contract resources.	7
Staffing. 290-2-5-.08(6)	0840	Staffing. The institution shall have sufficient numbers of qualified and trained staff as required by these rules to provide for the needs, care, protection, and supervision of children. All staff and volunteers shall be supervised to ensure that assigned duties are performed adequately and to protect the health, safety and well-being of the children in care.	7
Recordkeeping. Personnel Records. 290-2-5-.08(5)(d)4	0833	[Written personnel records] records shall include the following: ... 4. Documentation of at least two professional, educational, or personal references that attest to the person's capabilities of performing the duties for which they are employed and to the person's suitability of working with or around children; ...	7