



OFFICE OF INSPECTOR GENERAL
RESIDENTIAL CHILD CARE
TOP 10 RULES CITATIONS
JULY 1, 2012 - SEPTEMBER 30, 2012
RULES AND REGULATIONS FOR CHILD CARING INSTITUTION
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.	37
Health Services. 290-2-5-.12(3)(d)	1214	Medications. The institutions shall develop and implement policies and procedures for the use and management of all types of medications. All direct care staff shall receive orientation on the policies and procedures.	20
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;	20
Recordkeeping. Case Records. 290-2-5-.08(5)(a)5.	818	[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; ...	19
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.	19
Referral and Admission. 290-2-5-.09(2)(b)	907	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.	18
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.	15

Staffing. 290-2-5-.08(6)	840	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.	15
Recordkeeping. Personnel Records. 290-2-5-.08(5)(d)6.	835	[Written personnel records] records shall include the following: ... 6. Documentation from a licensed physician or other licensed healthcare professional of a health screening examination within thirty (30) days of hiring sufficient in scope to identify conditions that may place the children at risk of infection, injury or improper care. ...	15
Recordkeeping. Personnel Records. 290-2-5-.08(5)(d)2	831	[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; ...	14
Staffing. 290-2-5-.08(7)	861	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.	14
Assessment and Planning. 290-2-5-.10(d)	1011	The service and room, board and watchful oversight plan shall be updated by the Human Services Professional at a minimum of every six months and pertinent progress notes and data shall be incorporated in the plan to measure attainment of stated goals and objectives. 1. The child's primary Child Care Worker shall participate in updating the service and room, board and watchful oversight plan . 2. The facility shall be responsible for implementing the service and room, board and watchful oversight plan.	14