



**OFFICE OF INSPECTOR GENERAL**  
**RESIDENTIAL CHILD CARE**  
**TOP 10 RULES CITATIONS**  
**OCTOBER 1, 2012 - DECEMBER 31, 2012**  
**RULES AND REGULATIONS FOR CHILD CARING INSTITUTION**  
**CHAPTER 290-2-5**

TITLE AND RULE #	TAG #	RULE	TIMES CITED
Discharge and Aftercare. <b>290-2-5-.11(3)</b>	1102	When a child is discharged, an institution shall compile a complete written discharge summary within thirty days of the discharge. Such summary shall include: (a) The name, address, telephone number and relationship of the person or entity to whom the child was discharged, or the name of the placing agency if discharged to a placement agency; (b) A summary of all the services provided for the child to meet assessed needs while the child was in the institution; (c) A summary of the child's and the family's goals and objectives and accomplishments during care; (d) A summary of any problems encountered by the child and the family during care; and (e) A summary of assessed needs which were not met during care, and a summary of the reasons why they were not met.	8
Recordkeeping. Case Records. <b>290-2-5-.08(5)(a)5.</b>	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; ...	7
Health Services. <b>290-2-5-.12(3)(d)</b>	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.	7
Health Services. <b>290-2-5-.12(3)(a)1.(i)</b>	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;	6
Assessment and Planning. <b>290-2-5-.10(c)</b>	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.	6
Assessment and Planning. <b>290-2-5-.10(b)</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	5
Staffing. <b>290-2-5-.08(7)(a-g)</b>	862	This [detailed written summary] report shall be made regarding serious occurrences involving children in care, including but not limited to: (a) Accidents or injuries requiring medical treatment and/or hospitalization; (b) Death; (c) Suicide attempts; (d) Closure of the living unit due to disaster or emergency situations such as fires or severe weather; (e) Emergency safety interventions resulting in any injury; or (f) Any incident which results in any federal, state or private legal action by or against the institution which affects any child or the conduct of the institution. However, legal action involving the juvenile justice system is not required to be reported. (g) A detailed investigative report which includes steps taken by the facility to prevent further incidents of a similar nature from occurring shall follow in five work days if not provided initially.	5
Staffing. <b>290-2-5-.08(7)</b>	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.	5
Recordkeeping. Personnel Records. <b>290-2-5-.08(5)(d)10.</b>	839	[Written personnel records] records shall include the following: ... 10. Any documentation of the individual's performance, including all records of employee discipline arising from the inappropriate use of behavior management techniques and emergency safety interventions and grievance reports described in Rule .14 and Rule .15 related to children in care and the employee	5
Food Service. <b>290-2-5-.17(3)(viii)</b>	1714	Food service equipment and preparation areas shall be kept clean and free of accumulations of dust, dirt, food particles and grease deposits. ...	4
Assessment and Planning. <b>290-2-5-.10(1)</b>	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.	4

Staffing. <b>290-2-5-.08(6)(d)2.</b>	859	Additional training shall include twenty-four (24) clock hours of formal, annual training or instruction in child care issues related to the employee's job assignment and to the types of services provided by the institution.	4
Staffing. <b>290-2-5-.08(6)</b>	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.	4
Recordkeeping. Personnel Records. <b>290-2-5-.08(5)(d)6.</b>	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. ...	4
Recordkeeping. Personnel Records. <b>290-2-5-.08(5)(d)2.</b>	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; ...	4
Physical Plant and Safety. <b>290-2-5-.18(11)(b)</b>	1841	When transporting children, an institution's vehicle shall only be operated by a staff member or an authorized resident who possesses a valid driver's license as required for the class of the vehicle operated. If an institution authorizes residents to drive, it shall establish and implement policies and procedures relative to the use of agency vehicles by such residents.	4
Food Service. <b>290-2-5-.17(3)(iii)</b>	1709	Food shall be in sound condition, free from spoilage and contamination and shall be safe for human consumption. ...	4