

**TOP 10 CITATIONS**  
**Child Caring Institution**  
**Between 4/1/2016 - 6/30/2016**

<b><u>TIMES CITED</u></b>	15	<b><u>REG TEXT</u></b>	[Written personnel records] records shall include the following: ...
<b><u>% of all written</u></b>	4.72%		
<b><u>TAG# / REG #</u></b>	0833		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; ...
<b><u>TITLE</u></b>	Recordkeeping. Personnel Records.		

<b><u>TIMES CITED</u></b>	15	<b><u>REG TEXT</u></b>	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:
<b><u>% of all written</u></b>	4.72%		
<b><u>TAG# / REG #</u></b>	1003		1. The results of the assessment and identified needs;
<b><u>TITLE</u></b>	Assessment and Planning.		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.

<b><u>TIMES CITED</u></b>	14	<b><u>REG TEXT</u></b>	[Written personnel records] records shall include the following: ...
<b><u>% of all written</u></b>	4.4%		
<b><u>TAG# / REG #</u></b>	0831		2. A 10-year employment history or a complete employment history if the person has not worked 10 years; ...
<b><u>TITLE</u></b>	Recordkeeping. Personnel Records.		

**TIMES CITED** 11  
**% of all written** 3.46%  
**TAG# / REG #** 1209  
**TITLE** Health Services.  
**REG TEXT** 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.

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**TIMES CITED** 10  
**% of all written** 3.14%  
**TAG# / REG #** 0839  
**TITLE** Recordkeeping.  
Personnel Records.  
**REG TEXT** [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.

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**TIMES CITED** 10  
**% of all written** 3.14%  
**TAG# / REG #** 0818  
**TITLE** Recordkeeping. Case Records.  
**REG TEXT** [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; ...

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**TIMES CITED** 10  
**% of all written** 3.14%  
**TAG# / REG #** 1010  
**TITLE** Assessment and Planning.  
**REG TEXT** 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.

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**TIMES CITED** 10  
**% of all written** 3.14%  
**TAG# / REG #** 0859  
**TITLE** Staffing.  
**REG TEXT** 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.

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**TIMES CITED** 9  
**% of all written** 2.83%  
**TAG# / REG #** 0835  
**TITLE** Recordkeeping.  
Personnel Records.  
**REG TEXT** [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. ...

**TIMES CITED** 9  
**% of all written** 2.83%  
**TAG# / REG #** 0907  
**TITLE** Referral and Admission.

**REG TEXT** 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.

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