



**OFFICE OF RESIDENTIAL CHILD CARE**  
**TOP 10 RULE CITATIONS**  
**JULY 1, 2011 - SEPTEMBER 30, 2011**  
**RULES AND REGULATIONS FOR CHILD CARING INSTITUTIONS**  
**CHAPTER 290-2-5**

TITLE AND RULE #	TAG #	RULE	TIMES CITED
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 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.	34
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; required immunizations; and vision and hearing tests.	25
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.	23

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Referral and Admission. <b>290-2-5-.09(2)(b)</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.	21
Health Services. <b>290-2-5-.12(3)(b)</b>	1212	An institution shall ensure that children receive timely, qualified medical and dental care when they are ill and that they continue to receive necessary follow-up medical care. Arrangements shall be made with at least one physician and one dentist or a health care agency that provides physician and dental services for the medical care of the children. Children shall receive annual medical check-ups and semiannual dental check-ups.	17
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; ...	15
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.	15
Administration and Organization. <b>290-2-5-.08(2)</b>	801	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.	15
Assessment and Planning.	1001	The facility's admission evaluation shall be coordinated by the child's designated Human Services Professional. The facility shall assess the needs of the child in the	15

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<b>290-2-5-.10(a)</b>		<p>areas of health care, room, board and watchful oversight, education, family relationships, personal, social and vocational development, and any behavioral issues that require monitoring.</p> <ol style="list-style-type: none"> <li>1. This assessment is intended to expand upon the initial intake evaluation required by Rule .09(2)(a)1;</li> <li>2. The institution shall obtain the child's school records from the last school attended in order to complete the education needs component of the assessment.</li> </ol>	
<p>Staffing. <b>290-2-5-.08(6)</b></p>	840	<p>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.</p>	15