

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 47.—Foster Care Licensing

30-47-808. Recordkeeping requirements; confidentiality.

Each licensee shall ensure that all records pertaining to the licensure and operation of the family foster home, including the records specified within this regulation, are kept at the family foster home and are accessible to the department and the sponsoring child-placement agency.

(a) Family foster home records. Each licensee shall keep the following documents in the family foster home:

- (1) An approved outdoor safety plan, if applicable;
- (2) a copy of the regulations governing family foster homes; and
- (3) documentation of accident and liability insurance for each vehicle used to transport children in foster care.

(b) Licensee records. Each licensee shall keep the following documents in a file:

- (1) Documentation of the training specified in K.A.R. 30-47-806;
- (2) a health assessment, vaccination records, and documentation of a negative tuberculosis test or chest X-ray as required in K.A.R. 30-47-819; and
- (3) a copy of a valid driver's license, if applicable. A copy of the license shall also be provided to the sponsoring child-placement agency.

(c) Foster family members' records. The licensee shall maintain the following information for each foster family member, excluding children placed in foster care:

- (1) A health assessment that meets the requirements specified in K.A.R. 30-47-819 and documentation of any negative tuberculosis test or chest X-ray;
- (2) a current immunization record; and
- (3) a copy of a valid driver's license, if transporting any child in foster care. A copy of the license shall also be provided to the sponsoring child-placement agency.

(d) Confidentiality of records of each child in foster care. Each licensee shall keep each child's recorded information confidential. The records shall be kept on file at the

family foster home in a manner that ensures confidentiality. Nothing in this regulation shall prevent access to the child's records by the child's child-placing agent, the sponsoring child-placement agency, the department, law enforcement, or the court. (Authorized by K.S.A. 65-508, 75-3084, and 75-3085; implementing K.S.A. 65-507 and 65-508; effective June 7, 2024.)

***** Authenticated Kansas Administrative Regulation *****