Kansas Administrative Regulations

Department of Health and Environment

Article 4.—Maternal and Child Health—Group Boarding Homes and Residential Centers for Children and Youth.

28-4-271. Administration.

(a) Organization. The facility shall have plans and policies of organization and administration clearly defining legal responsibility, administrative authority and responsibility for comprehensive services. Changes in policies shall be submitted to the appropriate agency for licensing approval.

(b) Finances.

(1) The facility shall have sound and sufficient finances to insure licensing compliance and effective services. A license for an additional facility operated by a licensee shall not be issued until all existing facilities operated by the licensee are in compliance with licensing regulations.

(2) The facility shall be covered by liability and casualty insurance.

(3) Residents' personal money shall be kept separate from the facility's funds and individual accounts shall be kept.

(4) Residents shall not be exploited in campaigns or publicity efforts to raise funds.

(5) Solicitation of funds by charitable organizations shall be made in Kansas only after compliance with K.S.A. 17-1740.

(c) Personnel policies.

(1) The facility shall have written personnel policies and operating practices which shall be made available to its staff members. The various services of the facility and the duties and responsibilities of each staff member shall be clearly defined and followed.

(2) A personnel record shall be maintained on each staff member and made available to the staff member on request.

(d) Child care personnel.

(1) The facility shall have an administrator whose responsibility is administration of the program.

(2) There shall be adequate staff 18 years of age and older to supervise the residents at all times, and to provide for their physical, social, emotional and educational needs. There shall be an additional adult available in case of emergency.

(3) Each facility shall have a minimum of one child care staff member on duty and available for every seven residents during waking hours and a minimum of one for every ten during sleeping hours. When residents are on the premises at least one staff member shall be physically present. Children of the staff shall be included in the ratio if living in the facility.

(4) Child care personnel shall be provided for the relief of regular staff.

(5) Substitute staff shall be available to work in case of illness or emergency of regular or relief staff.

(e) Staff qualifications.

(1) Administrator. The administrator shall have previous administrative experience and shall have a working knowledge of child development principles.

(A) Each administrator of a residential center shall have at least a bachelor's degree.

(B) Each administrator of a group boarding home shall have at least a high school diploma, or its equivalent.

(C) Each administrator shall be familiar with statutes and regulations governing group boarding homes or residential centers.

(2) Child care staff.

(A) Child care staff with direct responsibility for the residents shall have at least a high school diploma or its equivalent.

(B) Child care staff shall practice accepted methods of child care.

(C) Child care staff shall have a working knowledge of all agency policies and procedures and of the current status of residents.

(3) Relief staff.

(A) Relief staff shall practice accepted methods of child care.

(B) Relief staff with direct responsibility for the residents shall have at least a high school diploma or its equivalent.

(4) Substitute staff shall practice accepted methods of child care.

(5) Child care personnel including substitute staff, shall have a working knowledge of policies and procedures relative to discipline, child abuse reporting and health.

(6) Child care personnel, excluding substitute staff, shall attend a minimum of 18 hours of training annually, to improve their knowledge, understanding and practice of child development principles.

(7) Food service staff shall:

(A) Have a knowledge of nutritional needs of children and youth;

(B) understand quantity food preparation and service;

(C) practice sanitary methods of food handling and storage;

(D) be sensitive to individual, cultural and religious food preferences of the residents; and

(E) be willing to work with the administrator in planning learning experiences for the residents relative to nutrition.

(8) Consultant services. The facility shall arrange for consultation by social workers, physicians, psychologists, psychiatrists, teachers, nurses, speech therapists and other consultants as required to meet the needs of the residents served.

(Authorized by and implementing K.S.A. 65-508; effective May 1, 1986; amended May 1, 1987.)

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