Kansas Administrative Regulations

Department of Health and Environment

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

28-4-272. Records.

(a) Resident's records.

(1) A report of residents in care shall be submitted quarterly to the Kansas department of social and rehabilitation services on forms supplied by the Kansas department of health and environment.

(2) An individual record shall be kept on each resident. Each record shall include:

(A) Date of admission and discharge;

(B) a health assessment record, an immunization record and a dental record on forms supplied by the Kansas department of health and environment;

(C) consent for emergency medical treatment signed by a parent or legal guardian or other person authorized by statute to consent as custodian; and

(D) each accident report.

(3) Each facility providing treatment or social service programs shall have a social service record for each resident. The record shall include a treatment plan and progress report made every three months.

(4) There shall not be disclosure of confidential records or information regarding the resident.

(5) Each facility providing emergency care shall be exempt from K.A.R. 28-4-272(a)(2) and (3).

(b) Staff records. A file shall be kept at the administrative office for each employee. Duplicate health certificates shall be on file at the facility. The file shall include:

(1) Terms of employment;

(2) education and experience;

(3) health certificates;

(4) work references; and

(5) a statement signed by the employee that the employee has read the following documents and agrees to abide by them:

(A) Discipline policies;

(B) child abuse reporting policies; and

(C) health policies.

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

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