Kansas Administrative Regulations

Department of Health and Environment

Article 4.—Maternal and Child Health—School-Age Programs.

28-4-596. Day reporting program.

(a)(1) Each applicant with a temporary permit and each licensee conducting a day reporting program shall comply with the requirements specified in this regulation and the requirements in K.A.R. 28-4-577 through K.A.R. 28-4-584, K.A.R. 28-4-587, and K.A.R. 28-4-589 through K.A.R. 28-4-592.

(2) Each applicant with a temporary permit and each licensee shall meet the following requirements if the secretary determines that they are applicable to the program and services:

(A) K.A.R. 28-4-576;

(B) K.A.R. 28-4-585 through K.A.R. 28-4-586; and

(C) K.A.R. 28-4-593 through K.A.R. 28-4-595.

(3) If the requirements of this regulation appear to conflict with any other regulation governing out of school time programs, the more stringent regulation shall apply.

(b)(1) Each applicant with a temporary permit and each licensee shall ensure that the program is administered by an individual with job-related experience working with juvenile offenders, and with a knowledge of laws and standards governing programs for juvenile offenders.

(2) Each applicant with a temporary permit and each licensee shall ensure that each child who attends the program is 10 years of age or older and meets one of the following criteria:

(A) The child is in the custody of the department of corrections.

(B) The child is court-ordered to attend.

(C) The child is required to attend as a condition of diversion, probation, or release from a juvenile correctional facility, or diverted by the court from direct commitment to a juvenile correctional program.

(c) Each applicant with a temporary permit and each licensee conducting a day reporting program shall develop and implement an IPP for each child, which shall include any combination of the following:

(1) Assistance to each child in organizing a daily schedule of activities;

(2) monitoring the child's court orders;

(3) situational counseling and referrals, if needed;

(4) conflict resolution and crisis intervention;

(5) contact with each child's parent or other adult responsible for the child;

(6) drug testing and substance abuse education;

(7) pregnancy prevention and human sexuality education;

(8) assistance with educational and vocational needs;

(9) employment training, as appropriate; and

(10) community service work.

(d) Each applicant with a temporary permit and each licensee shall keep the following in the child's file:

(1) The information required by K.A.R. 28-4-582;

(2) the child's legal status as specified in paragraph (b)(2);

(3) the date the child was admitted to the program;

(4) intake information for each child gathered at the time of admission;

(5) a summary of the child's daily activities;

(6) the IPP, progress reports, and any changes made in the plan;

(7) the discharge summary; and

(8) any critical incident reports.

(e)(1) Each applicant with a temporary permit and each licensee shall establish written rules of child conduct that define expected behaviors and related consequences. Each applicant with a temporary permit and each licensee shall give each child

attending the program a rule book specifying the expected behaviors, ranges of consequences, and disciplinary procedures.

(2) Each applicant with a temporary permit and each licensee shall obtain a signed acknowledgment from each child that the child has received a copy of the rule book and understands it. The signed acknowledgment shall be kept in the child's file.

(f) Each applicant with a temporary permit and each licensee shall ensure that child services are coordinated with the referring agency or the court, the local mental health center, the local school district, and the local health department, as necessary to implement the day reporting program.

(g) There shall be one staff member for every 10 children attending the day reporting program. The maximum group size shall not exceed 20 children.

(1) Each applicant with a temporary permit and each licensee shall ensure that each group has a site coordinator who meets the following qualifications:

(A) Is 21 years of age or older;

(B) meets the staff qualifications for a site coordinator for the licensed capacity of the program, as specified in K.A.R. 28-4-587; and

(C) has knowledge and experience working with juvenile offenders, high-risk children, community programs serving children 12 years of age or older, or social service programs serving children.

(2) Each applicant with a temporary permit and each licensee shall ensure that each group has a group leader who meets the following qualifications:

(A) Is 21 years of age or older;

(B) meets the staff qualifications for group leader as specified in K.A.R. 28-4-587; and

(C) has knowledge and experience working with juvenile offenders, high-risk children, community programs serving children 12 years of age or older, or social service programs serving children.

(3) Each applicant with a temporary permit and each licensee shall ensure that each group has an assistant group leader who meets the following qualifications:

(A) Is 18 years of age or older and at least three years older than the oldest child in the group to which the assistant group leader is assigned;

(B) meets the qualifications for an assistant group leader as specified in K.A.R. 28-4-587; and

(C) has experience working with children.

(Authorized by and implementing K.S.A. 2025 Supp. 65-508; effective, T-28-4-1-02, April 1, 2002; effective Jan. 10, 2003; amended Sept. 4, 2026.)

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