

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 47.—Foster Care Licensing

30-47-908. Case records.

(a) Agency records. The child-placement agency shall maintain case records in a manner that is uniform, detailed, well written, and organized. Records shall be current and be made available for inspection by the department licensing division. The child-placement agency shall provide statistical data to the division when requested for public information, research, or planning purposes. The child-placement agency shall include in their case records the following:

(1) A copy of the current Kansas administrative regulations governing private child-placement agencies and family foster homes, which shall be kept on the premises and shall be available to all staff members;

(2) policies and procedures of the child-placement agencies, which shall be kept on the premises and shall be available to all staff members;

(3) the organizational chart for the child-placement agency;

(4) all quality assurance findings of the child-placement agency's internal program, which shall be available at the child-placement agency for review by the department;

(5) the child-placement agency's annual budget and accounting of funds audit as required by K.A.R. 30-47-906(g);

(6) the annual report of the child-placement agency's services and activities;

(7) all grievance reports and resolutions;

(8) documentation of current casualty and liability insurance;

(9) maintenance records for all facility-owned vehicles;

(10) personnel records that contain the following, for each employee:

(A) Date of hire;

(B) application or resume;

(C) job description;

(D) driver's license;

- (E) background check form as required by K.A.R. 30-47-905;
- (F) behavioral sciences regulatory board license, if applicable;
- (G) college diploma or transcript;
- (H) references;
- (I) annual performance evaluation;
- (J) TB test results, as required; and
- (K) signed statements for confidentiality and discipline policies.

(11) volunteer records that contain the following, for each volunteer:

- (A) Date the individual started volunteering;
- (B) application or resume;
- (C) volunteer description;
- (D) driver's license if transporting children;
- (E) background check form as required by K.A.R. 30-47-905;
- (F) references;
- (G) dates of service;
- (H) signed statements for confidentiality and discipline policies; and
- (I) TB test results as required.

(b) Foster home records. Each child-placement agency that sponsors family foster homes shall keep separate records for each foster home, which shall be created at the time of application and shall contain the following:

- (1) The application;
- (2) references;
- (3) background check form for each resident of the home as required by K.A.R. 30-47-805;
- (4) the following medical records for each resident of the family foster home:
 - (A) Health assessment;
 - (B) immunizations or religious exemption for immunizations for all residents as applicable; and
 - (C) TB test results for each resident over age 16.
- (5) family assessments as required by K.A.R. 30-47-916;

(6) documentation of the child-placement agency contact with the family as required by K.A.R. 30-47-914;

(7) annual relicensing application and required documents; and

(8) placement history of the foster home, including the names of children placed, dates admitted and discharged.

(c) Adoptive home records. Each child-placement agency that provides adoption services shall keep separate records for each prospective and actual adoptive family. The adoptive home record shall contain the following:

(1) The application;

(2) references;

(3) background check form for each resident of the home as required by K.A.R. 30-47-905;

(4) medical records for each resident of the adoptive home, which shall include the following:

(A) Health assessment;

(B) immunizations or religious exemption for immunizations for all residents as applicable; and

(C) TB test results for each resident over age 16.

(5) family assessments as required by K.A.R. 30-47-916;

(6) documentation of the child-placement agency contact with the family as required by K.A.R. 30-47-914;

(7) a copy of the information given to the parents concerning the child;

(8) all legal documents pertaining to the adoption;

(9) summary narrative on the preplacement and postplacement contacts with the family and the adopted child;

(10) a narrative that clearly indicates each reason a family was not accepted or did not have a child placed; and

(11) aftercare plans for follow-up services to the child and to the adoptive family.

(d) Child records. Each agency that has placed a child in a family foster home or adoptive home shall maintain individual child records, which shall include the following:

(1) Child information:

- (A) name;
- (B) date of birth;
- (C) gender;
- (D) race; and
- (E) place of birth.

(2) parent information:

- (A) Name of mother;
- (B) address of mother;
- (C) telephone number of mother;
- (D) marital status of mother;
- (E) name of father;
- (F) address of father;
- (G) telephone number of father;
- (H) marital status of father.

(3) legal documents;

(4) medical history, cumulative health record, and psychological and psychiatric reports;

(5) the circumstances precipitating the decision to place a child, the child-placement agency's involvement with the parents including services offered, delivered, or rejected, and all assessments, evaluations, and court reports;

(6) educational records and reports;

(7) copy of all case plans or person-centered support plans;

(8) summary and narrative regarding the child's contacts with the child-placement agency, biological or adoptive family;

(9) copy of interstate compact forms, if applicable;

(10) upon discharge, the following, which shall be placed in the child's case record:

- (A) Date of discharge;
- (B) reason for discharge; and
- (C) person discharged to, including the following:
 - (i) name;
 - (ii) relationship to child;

(iii) address; and

(iv) telephone number.

(11) a discharge summary containing services provided during care, achievement of goals, strengths and continued needs; and

(12) aftercare plans.

(Authorized by K.S.A. 65-508, 75-3084, and 75-3085; implementing K.S.A. 65-508; effective June 7, 2024.)

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