

# **Kansas Administrative Regulations**

## **Kansas Department for Children and Families**

### **Article 47.—Foster Care Licensing**

#### **30-47-121. Records.**

(a) Recordkeeping system. Each applicant, each permittee, and each licensee shall ensure that there is an organized recordkeeping system for the center, which shall include the following:

(1) Provisions shall be made for the security, confidentiality, preservation, and transfer of all juvenile records.

(2) All records shall be available at the center for review by the department.

(b) Juvenile records.

(1) Each permittee and each licensee shall maintain an individual record for each juvenile, which shall include the following information:

(A) Documentation of the preadmission screening;

(B) the admissions form;

(C) verification of custody status of the juvenile;

(D) a record of the juvenile's personal possessions as specified in K.A.R. 30-47-112;

(E) a health record that meets the requirements in K.A.R. 30-47-117;

(F) a copy of each written report of any incidents involving the juvenile and specified in K.A.R. 30-47-119 and K.A.R. 30-47-122;

(G) documentation of the juvenile's receipt of the center's rule book; and

(H) the juvenile's case plan.

(2) Provisions shall be made for the secure transfer of each juvenile's complete record upon release of the juvenile. All information that cannot be transferred at the time of the release of the juvenile shall be securely transferred within 72 hours of the release of the juvenile.

(3) Information from a juvenile's record shall not be released without written permission from the court, the Kansas department for children and families, or the juvenile's parent or legal guardian.

(c) Staff member records. Each permittee and each licensee shall maintain an individual record for each staff member, which shall include the following information:

- (1) The application for employment, including the staff member's qualifications, references, and dates of previous employment;
- (2) a copy of each applicable current professional license, certificate, or registration;
- (3) the staff member's current job responsibilities;
- (4) a health record that meets the requirements in K.A.R. 30-47-117, including a record of the results of each health examination and each tuberculosis test;
- (5) a copy of a valid driver's license of a type appropriate for the vehicle being used, for each staff member who transports any juvenile;
- (6) documentation of all orientation and in-service training required in K.A.R. 30-47-109;
- (7) documentation of training in medication administration if medication administration is included in the staff member's job duties;
- (8) a copy of each grievance or incident report concerning the staff member, including documentation of the resolution of each report; and
- (9) documentation that the staff member has read, understands, and agrees to all of the following:
  - (A) The requirements for the mandatory reporting of suspected child abuse, neglect, and exploitation;
  - (B) all regulations governing juvenile crisis intervention centers;
  - (C) the facility's policies and procedures that are applicable to the job responsibilities of the staff member; and
  - (D) the confidentiality of juvenile information.

(d) Volunteer records. Each permittee and each licensee shall maintain an individual record for each volunteer at the facility, which shall include the following:

- (1) The application for volunteering at the center;
- (2) the volunteer's responsibilities at the center;
- (3) a health record that demonstrates compliance with K.A.R. 30-47-117(f), including a record of the results of each health examination and each tuberculosis test, for each volunteer in contact with juveniles;

(4) documentation of all orientation and in-service training required for volunteers in K.A.R. 30-47-109;

(5) a copy of each grievance or incident report concerning the volunteer, including documentation of the resolution of each report; and

(6) documentation that the volunteer has read, understands, and agrees to all of the following:

(A) The requirements for the mandatory reporting of suspected child abuse, neglect, and exploitation;

(B) all regulations governing juvenile crisis intervention centers;

(C) the facility's policies and procedures that are applicable to the responsibilities of the volunteer; and

(D) the confidentiality of juvenile information.

(e) Center records. Each applicant, each permittee, and each licensee shall ensure that the center records are completed and maintained. These records shall include the following information:

(1) Documentation of the requests submitted to the department for background checks in order to meet the requirements of K.A.R. 30-47-105;

(2) documentation of notification to and consultation with the local and home school districts as specified in K.A.R. 30-47-103;

(3) documentation of each approval granted by the secretary for each change, exception, or amendment;

(4) the center's policies and procedures;

(5) all documentation specified in K.A.R. 30-47-111 for emergency plans, fire and tornado drills, and written policies and procedures on the security of the juveniles;

(6) all documentation specified in K.A.R. 30-47-111 for the inspection and the maintenance of security devices, including locking mechanisms and any delayed-exit mechanisms on doors;

(7) documentation of approval of any private water or sewage systems as specified in K.A.R. 30-47-107;

(8) documentation of compliance with all local and state building codes, fire safety requirements, and zoning codes;

- (9) all documentation specified in K.A.R. 30-47-126 for transportation;
  - (10) documentation of vaccinations for any animal kept on the premises, as required by K.A.R. 30-47-127;
  - (11) a copy of each service contract and agreement; and
  - (12) information available to the department regarding the following:
    - (A) The number of admissions and releases and the length of stay for each juvenile admitted to the juvenile crisis intervention center;
    - (B) services provided to juveniles admitted;
    - (C) needs of juveniles admitted determined by evidence-based assessment.
- (Authorized by K.S.A. 65-536, 75-3084, and 75-3085; implementing K.S.A. 65-504, 65-508, and 65-536; effective June 7, 2024.)

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