

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 47.—Foster Care Licensing

30-47-909. Reporting requirements.

(a) Statistical reporting. Each licensee shall prepare the following reports:

(1) An annual report of the child-placement agency's activities, including fiscal and statistical sections indicating the levels of income and expenditures, the staffing level, and the number of children and families served by each service program of the child-placement agency; and

(2) when requested by the department, statistical data for public information, research, or planning purposes.

(b) Critical incidents.

(1) Each licensee shall report each of the following critical incidents to the department and to the child's child-placing agent within 24 hours of discovery:

(A) Any damage to the child-placement agency building or damage to the property that affects the structure of the building or the safety of children and families receiving services from the child-placement agency;

(B) any damage to a licensed family foster home or home sponsored or approved by the child-placement agency that affects the structure of the home or the safety of a child receiving services from the child-placement agency;

(C) the death of any child receiving services from the child-placement agency;

(D) any injury to a child that is potentially life-threatening or has the potential for a long-term disability; and

(E) the death of any resident of the licensed family foster home or child-placement agency-approved family foster home.

(2) Each licensee shall submit a written critical incident report specified in paragraph (b)(1) to the department and the child's child-placing agent within 24 hours of discovery. This report shall contain the following information:

(A) Name of licensed family foster home;

- (B) child's name and birth date;
- (C) date and time of the incident;
- (D) factual summary of the incident, including the name of each individual involved;
- (E) factual summary of the immediate action taken, including the name of each individual involved;
- (F) signature of the licensee; and
- (G) date of the report.

(c) Abuse or neglect. Each licensee shall report any suspected neglect, physical, mental, or emotional abuse, or sexual abuse of a child within 24 hours of discovery, by telephone or in writing, to the secretary of the Kansas department of children and families and when the department is not open for business, reports shall be made to the appropriate law enforcement agency.

(d) Infectious and contagious disease. If a licensee or a staff member contracts a reportable infectious or contagious disease specified in K.A.R. 28-1-2, the licensee shall report the disease to the county health department by the next business day. The licensee shall follow the protocol recommended by the county health department and shall cooperate fully with any investigation, disease control, or surveillance procedures initiated by the county health department.

(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 *****