

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 47.—Foster Care Licensing

30-47-906. Administration.

(a) Each licensee shall be responsible for the operation of the child-placement agency and shall meet the following requirements:

(1) Establish and maintain a written organizational plan, including an organizational chart, appoint an executive director to oversee the operation of the child-placement agency, and appoint qualified staff;

(2) provide staff, facilities, equipment, supplies, and services to children and families;

(3) adopt written administrative policies and procedures for the delivery of services and for the operation of the child-placement agency, including services to each foster family and adoptive family, client eligibility criteria, fee schedules for each program offered by the child-placement agency, and reimbursement rates for placement families;

(4) ensure that written personnel policies are developed and implemented that specify the necessary qualifications for each position and govern staff member selection, roles and responsibilities, and job duties;

(5) develop and implement written policies and procedures on the confidentiality of information, including confidentiality of child-placement agency records. Nothing in these policies and procedures shall prevent access to information about a child or a family by the child's child-placing agent, the sponsoring child-placement agency, law enforcement, the court, the Kansas department of children and families, or the Kansas department of corrections as allowed by applicable law;

(6) develop and implement written policies and procedures to prevent a conflict of interest or undue influence for any staff member of a child-placement agency, any known relative of a staff member of a child-placement agency, and any governing body member of a child-placement agency, who wants to be or is sponsored by that child-placement agency as a placement resource for a child in need of an out-of-home placement;

(7) develop and implement policies and procedures for addressing grievances concerning the delivery of services;

(8) adopt written policies and procedures for quality assurance;

(9) adopt written policies and procedures for recordkeeping and retention of records;

(10) adopt written policies and procedures for transportation services; and

(11) develop and implement policies and procedures on acceptable behavior management and discipline of children by staff members and volunteers of the child-placement agency and families sponsored by the child-placement agency. These policies and procedures shall include the following:

(A) The use of positive methods for behavior management that are appropriate to the age and developmental levels of children and encourage cooperation, self-direction, and independence;

(B) methods of behavior management that are designed to help each child develop inner controls and manage each child's own behavior in a socially acceptable manner;

(C) prohibition of any punishment that is humiliating, frightening, or physically harmful to the child; and

(D) prohibition of corporal punishment.

(b) Each administrative program director shall oversee the daily operations and maintenance of the child-placement agency and implement the policies and procedures in compliance with licensing requirements.

(c) Each licensee shall have contracts or agreements with other agencies or service resources providers as needed for the provision of any services needed by children or families that are not provided by the licensee.

(d) Each licensee shall ensure that all child-placement agency contracts, agreements, policies, and procedures are reviewed annually and updated as needed.

(e) Each licensee shall ensure that the child-placement agency has a governing body, which shall exercise authority over and have responsibility for the operation, policies, and practices of the child-placement agency.

(f) The administrative program director of the child-placement agency shall prepare an annual report of the agency's activities. The report shall include fiscal and statistical

sections indicating the levels of income and expenditures, the size and types of staff and the number of clients serviced by each service program.

(g) The administrative program director of the child-placement agency shall ensure financial solvency to carry out its program for the licensing period. Child-placement agencies which have not operated shall have capital necessary for at least a six-month period of operation. The agency shall prepare an annual budget and accounting of funds and shall be audited every three years by a certified public accountant.

(h) Each licensee shall ensure that no child is forced to participate in publicity or promotional activities.

(i) Each licensee shall ensure that all staff members and volunteers are informed of and have access to all written policies and procedures and the regulations governing the licensing of child-placement agencies in order to carry out their job duties.

(j) Each licensee shall ensure that all families who are sponsored by the child-placement agency are informed of and comply with all applicable policies and procedures of the child-placement agency.

(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 *****