

**Idaho \_ Agency 16. Department of Health and Welfare \_ Title 06. \_ Chapter 02. Rules Governing Standards for Child Care Licensing \_ Children's Agencies and Children's Residential Care Facilities (Sections 500 through 599)**

**IDAPA 16.06.02.500**

**500. GENERAL STANDARDS FOR ORGANIZATIONS KNOWN AS CHILDREN'S AGENCIES AND CHILDREN'S RESIDENTIAL CARE FACILITIES.**

(Sections 500 Through 599, see also Sections 000 through 299) (3-30-01)

**IDAPA 16.06.02.501**

**501. ACCESS BY DEPARTMENT AUTHORIZED AGENTS.**

The Department's representatives must be provided access to the children's agency, children's therapeutic outdoor program, or children's residential care facility and its grounds, facilities, and records for determining compliance with applicable rules and investigation of complaints against the organization. (7-1-09)

**IDAPA 16.06.02.502**

**502. COMPLIANCE REQUIRED.**

Before being licensed as an organization, the applicant must comply with all applicable rules where compliance can be achieved prior to being licensed and must demonstrate intent to comply with the applicable rules where compliance can only be achieved once the program has become fully operational. (7-1-09)

**IDAPA 16.06.02.503**

**503. NOTIFICATION TO THE LICENSING AUTHORITY.**

An organization must notify the licensing authority, as described in Section 005 of these rules, a minimum of thirty (30) days prior to a change in the name of the organization, type of service, type of children being served, an increase in licensed capacity of a child care facility or children's residential care facility, or the organization closes, moves or changes ownership. (7-1-09)

**IDAPA 16.06.02.504**

**504. NOTIFICATION TO THE LICENSING AUTHORITY NO LATER THAN ONE WORKING DAY.**

An organization must notify the licensing authority, as described in Section 005 of these rules, no later than one (1) working day of any circumstance in Subsections 504.01 through 504.04 of this rule: (7-1-09)

**01. Fire.** There is a fire in a structure housing residents that requires the services of a fire company. (7-1-09)

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**02. Injured Child.** A child is injured and requires in-patient hospital treatment. (7-1-09)

**03. Change in Administrator.** There is a change in chief administrator for the organization. (7-1-09)

**04. Employee Investigated.** An employee is the subject of an investigation for child abuse or neglect. (7-1-09)

IDAPA 16.06.02.505

505. UNAUTHORIZED ABSENCES.

Upon an unauthorized absence of a child in care, an organization must immediately notify the parent, guardian or placing children’s agency and law enforcement. Clothing and other personal belongings must be secured immediately until the child returns or other arrangements are made, according to organization standards. (7-1-09)

IDAPA 16.06.02.506

506. DEATH OF A CHILD IN CARE NOTIFICATION.

An organization must immediately notify the parent, guardian or placing children’s agency and the licensing authority upon the death of a child in care. In the event of a sudden death, or if the death occurs as a result of a crime or accident, the appropriate law enforcement agency must be contacted immediately by the organization. (7-1-09)

IDAPA 16.06.02.507. - 16.06.02.519

507. - 519. (RESERVED).

IDAPA 16.06.02.520

520. WRITTEN BYLAWS.

Except for an organization operated by a governmental entity, an organization must have written bylaws defining the board structure, philosophy and program. (7-1-09)

IDAPA 16.06.02.521

521. GOVERNING BODY REQUIRED.

An organization must have an identifiable functioning governing body. The governing body must designate a person to function as the chief administrator of the organization, who is competent to administer the organization and delegate the overall day to day responsibility for the administration and operation of the organization. There must be a written plan for the delegation of authority in the absence of the chief administrator. (7-1-09)

IDAPA 16.06.02.523

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523. ORGANIZATIONAL CHART, POLICIES AND PROCEDURES.

An organization must have an organizational chart identifying the job positions, individuals in each position, and the lines of authority within the organization. (7-1-09)

IDAPA 16.06.02.524

524. INSURANCE COVERAGE.

An organization must secure and maintain on file copies of current motor vehicle, fire, comprehensive general liability, and professional liability insurance. (7-1-09)

IDAPA 16.06.02.525

525. QUALITY OF SERVICES ENVIRONMENT.

An organization must carry out its licensed programs in an environment that is safe, accessible, and appropriate for the needs of those served and with due regard for the rights and protections of those persons receiving services. (7-1-09)

**01. Assess Compliance.** The organization’s administration must assess compliance with the applicable rules annually. (7-1-09)

**02. Corrective Action for Non-Compliance.** For each item of non-compliance, within thirty (30) days of notification by the licensing authority, the organization must have developed and implemented a plan approved by the licensing authority to correct each item within six (6) months. (7-1-09)

**03. Expeditious Correction.** The licensing authority may require a more expeditious correction when it determines there is a health and safety risk to children. Imminent risk to a child requires the corrective action be completed within twenty-four (24) hours of discovery of the non-compliance by the licensing authority. (7-1-09)

**04. Assess Disrupted Placement.** The organization must also assess all disrupted placements and unplanned removals of children from foster homes, transitional living, adoptive homes, children’s therapeutic outdoor program, and children’s residential care facilities. Corrective action must be implemented to correct causes of disrupted and unplanned removals. (7-1-09)

IDAPA 16.06.02.526

526. RESEARCH PROTECTIONS FOR PERSONS SERVED.

An organization must have a mechanism for reviewing and recommending approval and denial of research proposals involving past or present persons served. When an organization or another acting on its behalf participates in research involving its clients, the organization must maintain the privacy and right of refusal of any person to participate. (7-1-09)

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IDAPA 16.06.02.527

527. CONFIDENTIALITY AND PRIVACY PROTECTIONS OF PERSONS SERVED.

An organization must have and follow written policies and procedures governing access to, use of, and release of information about a person served. The privacy of a child and his family must be protected. The identity of a child used in any form of publicity must be given only when written consent of the child’s parent or guardian has been obtained prior to using or allowing to be used a child, picture of a child, or a child’s name. Written consent is not required for publicity specifically used to locate an adoptive placement for a child. (7-1-09)

IDAPA 16.06.02.528

528. DESCRIPTION OF SERVICES.

An organization must have and follow a written description of the services and fees the organization charges including those provided by the licensee or arranged through other sources. This information must be factual and available to the public. The description must include policies governing eligibility for service, age, specific characteristics, and treatment needs of children served, accommodation of cultural sensitivity, and the geographic area served. (7-1-09)

IDAPA 16.06.02.529

529. INTAKE POLICY.

An organization must have and follow a written intake policy that sets forth the criteria for admitting children for care or services. The policy must be in keeping with the organization’s purpose and services provided. Except for an emergency placement, the intake policy must include a requirement that sufficient information on each child admitted for care or services is obtained to determine that the child can be appropriately served by the organization. For an emergency placement the policy must require that the information needed to determine the appropriateness of continuing the placement or services is obtained within seven (7) days of the child’s admission or placement. (7-1-09)

IDAPA 16.06.02.530

530. CONTINUED CARE.

Continued care is permitted as defined and authorized in the Idaho Child Care Licensing Reform Act Sections 39-1202 and 39-1213, Idaho Code, and Section 531 of these rules for individuals eighteen (18) to twenty-one (21) years of age. (7-1-09)

**01. Department or Department of Juvenile Corrections (DJC) Placed Individuals.** Continued care is permitted for individuals receiving services by, through, or with the authorization of the Department or the Department of Juvenile Corrections (DJC) prior to their eighteenth birthday. (7-1-09)

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**02. Individuals Not Placed by Department or DJC.** Individuals who are in the care of a licensed child care program prior to turning eighteen (18) years of age may remain in the program for up to ninety (90) days after their eighteenth birthday, or, until the close of the current school year for individuals attending school. (7-1-09)

IDAPA 16.06.02.531

531. DOCUMENTATION REQUIREMENTS FOR CONTINUED CARE.

Prior to accepting an individual into continued care the following requirements must be met: (7-1-09)

**01. Voluntary Agreement.** A signed voluntary agreement to remain in the program, or a copy of a court order authorizing continued placement after the individual’s eighteenth birthday. (7-1-09)

**02. Assessment for Others Safety.** An assessment to assure that an individual in continued care does not jeopardize the health, safety and well being of the children in care of the organization. (7-1-09)

**03. Additional Continued Care Plans.** A plan that prohibits individuals in continued care from sharing a bedroom or other sleeping quarters with a child as defined in Section 010 of these rules. (7-1-09)

**04. Documentation of Care Prior to Eighteenth Birthday.** Documentation verifying the individual in continued care was in the care of the organization prior to eighteenth birthday. (7-1-09)

**05. Documentation of Need for Continued Care.** Documentation verifying the individual in continued care needs to remain in order to complete treatment, education, or other similar needs. (7-1-09)

IDAPA 16.06.02.532. - 16.06.02.534

532. - 534. (RESERVED).

IDAPA 16.06.02.535

535. SUFFICIENT FINANCIAL RESOURCES.

An organization must have sufficient financial resources to implement and deliver its programs. It must initially and annually develop and implement a plan of financing to carry out its programs, to ensure that children receive safe and appropriate care and needed services, and to ensure applicable licensing requirements are met. The plan of financing must include realistic projected income and expenditures. (7-1-09)

IDAPA 16.06.02.536

536. ANNUAL AUDIT.

An organization must provide the licensing authority a copy of an annual audit, an auditor’s report, or a current federal tax return. (7-1-09)

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IDAPA 16.06.02.537. - 16.06.02.543

537. - 543. (RESERVED).

IDAPA 16.06.02.544

544. HUMAN RESOURCES NEEDED.

An organization must determine, organize and deploy the human resources needed to provide services subject to applicable rules and to promote optimum outcomes for persons served. An organization must have an adequate number of qualified administrative, supervisory, social service, direct care staff and other staff to perform the prescribed functions required by applicable rules to provide for the needs, safety, protection and supervision of children served. (7-1-09)

IDAPA 16.06.02.545

545. SERVICE WORKER OR SOCIAL WORKER.

An organization must employ, at a minimum, one (1) service or social worker, as defined in Section 011 of these rules, for a minimum of thirty-two (32) hours per week. (7-1-09)

IDAPA 16.06.02.546

546. STAFF RECRUITMENT, HIRING, SUPERVISION, TRAINING, EVALUATION, PROMOTION AND DISCIPLINE.

An organization must have and follow written policies and procedures governing recruitment, screening, hiring, supervision, training, evaluation, promotion, and discipline of employees and volunteers. An organization must employ persons and use volunteers who have an understanding and respect for children and their needs, the child’s family and culture; are physically and emotionally suited to provide, services to unrelated children and the problems they present; and are capable of performing activities related to their job. (7-1-09)

**01. Job Descriptions.** An organization must have and follow written job descriptions for every position identifying necessary qualifications, including education, experience, training, duties, and lines of authority. (7-1-09)

**02. Personnel Records.** An organization must have a personnel record for every employee and volunteer. The record must contain the following: (7-1-09)

- a. Employment application; (3-30-01)
- b. Name, date of birth, current address and home phone number; (3-30-01)
- c. Documents verifying education, certification, and license when the person fills a position requiring a minimum level of education, applicable certification or license; (3-30-01)

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- d.** Verification of child care work history; (7-1-09)
  
  - e.** Three (3) references from persons who are unrelated to the employee or volunteer. For a job applicant who has worked for an organization which provides care or services to children, one (1) of the references must be from a prior child care provider for whom the employee or volunteer worked; (7-1-09)
  
  - f.** Verified documentation of a complete criminal history record check as required by Section 39-1211, Idaho Code; (3-30-01)
  
  - g.** Verification by the employee or volunteer of receipt of the organization’s behavior management policy; (3-30-01)
  
  - h.** Copy of the current job description and verification that the employee has been provided a copy of his current job description; (3-30-01)
  
  - i.** The date the person was employed and the date he began his current job; (3-30-01)
  
  - j.** For staff and volunteers who transport children, a copy of a valid driver’s license for the type of vehicle used while transporting children. If they use their own vehicle to transport children, the record must include proof that the vehicle is properly insured. (7-1-09)
  
  - k.** A performance evaluation within a probationary period and annual performance evaluations thereafter; and (3-30-01)
- l.** Documentation of any disciplinary actions. (3-30-01)

IDAPA 16.06.02.547

547. PERSON FILLING MORE THAN ONE POSITION.

A person filling more than one (1) position must meet the requirements for each position. (7-1-09)

IDAPA 16.06.02.548

548. (RESERVED).

IDAPA 16.06.02.549

549. TUBERCULOSIS SCREENING.

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Staff and volunteers who have contact with children for four (4) or more hours per week for two (2) or more consecutive weeks must have documentation in their personnel file that they are free from communicable tuberculosis. The screening and documentation must be updated every three (3) years. (7-1-09)

IDAPA 16.06.02.550

550. VOLUNTEER SUPERVISION.

A designated employee of the organization must supervise a volunteer. (7-1-09)

IDAPA 16.06.02.551

551. EMPLOYEE AND VOLUNTEER ORIENTATION.

An organization must document that each new employee, contractor, and volunteer participates in an orientation that includes the information described as follows in Subsections 551.01 through 551.04 of this rule: (7-1-09)

**01. Organization.** The purpose of the organization. (3-30-01)

**02. Job Function.** The policies and procedures of the organization as they relate to his job function. (3-30-01)

**03. Job Responsibilities.** The employee’s, contractor’s, or volunteer’s role and responsibilities. (7-1-09)

**04. Child Abuse, Neglect, and Abandonment Reporting.** The requirement to report suspected incidents of child abuse, neglect, and abandonment. (7-1-09)

IDAPA 16.06.02.552

552. EMPLOYEE AND VOLUNTEER TRAINING.

Except for a licensed professional under contract with the organization, an organization must document that each new employee and volunteer, and current employee and volunteer whose job function significantly changes, and whose primary role requires interaction with children, receive at least twenty-five (25) hours of planned training before working independently. Orientation cannot be counted toward the required training hours. The training must include specific instruction in job responsibilities, policies and procedures, emergency procedures, child safety, child abuse, neglect, or abandonment, and the applicable licensing requirements. (7-1-09)

IDAPA 16.06.02.553. - 16.06.02.559

553. - 559. (RESERVED).

IDAPA 16.06.02.560

560. PERMANENT REGISTER.



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Child agencies and child residential care facilities must maintain a permanent register of all children admitted into care. The permanent register must include each child’s full name, gender, date and place of birth, parents or guardian, and address of the parent or guardian, who placed the child, the date of placement, date of discharge, and to whom the child was discharged. (7-1-09)

**IDAPA 16.06.02.561**

**561. CONTENT OF CHILD’S RECORD.**

At the time of a child’s placement, the person admitting the child must document in the child’s record the child’s physical and emotional state at the time of placement. In addition, at the time of placement and if not available at the time of an emergency placement, then within seven (7) days, an organization must document complete biographical and identifying information on each child admitted into care. (7-1-09)

**01. Minimum Information.** The record must contain at a minimum the following: (7-1-09)

- a. Child’s full name; (3-30-01)
- b. Date and place of birth; (3-30-01)
- c. Gender; (3-30-01)
- d. Height, weight, hair color, eye color, race, and identifying marks; (3-30-01)
- e. Last known address and with whom the child lived; (3-30-01)
- f. Last school attended including previous grade level, current grade level and scholastic performance; (7-1-09)
- g. Parents’ full names, marital status, and addresses and if known to be separated or divorced, proof of custody; (7-1-09)
- h. Guardian’s name and address; (3-30-01)
- i. Date of admission; (3-30-01)
- j. Name of the person who placed the child in care; (3-30-01)
- k. For children’s residential care facilities which provide treatment, the child’s primary diagnosis; (3-30-01)
- l. The nature of the child’s problems or the reason for being served; (3-30-01)

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- m. Documentation of authority to accept and care for the child; (3-30-01)
- n. Child’s and parent’s religious preference; (3-30-01)
- o. Where it has been determined that a child is of applicable Indian heritage, compliance with the Indian Child Welfare Act; (3-30-01)
- p. Evaluation of the child’s physical, social and emotional development and any special problems and needs he has, including medical, surgical and dental care needs; (3-30-01)
- q. Reports of psychological tests and psychiatric examinations and follow-up treatment if obtained; (3-30-01)
- r. Record of the child’s contacts with his family; (3-30-01)
- s. Projected discharge date; (3-30-01)
- t. Discharge date and after care plan summary; and (3-30-01)
- u. The assigned social worker or service worker. (7-1-09)

**02. Child’s Health Record.** There must be a health record for each child, available to appropriate staff for emergency use and to provide for the child’s routine care. The record must contain at a minimum the following: (7-1-09)

- a. The child’s health history and initial health screening, including known allergies; (3-30-01)
- b. A list of all medications the child is taking at the time of admission and any medication prescribed for the child while in care including the date prescribed and the prescribing physician; and (7-1-09)
- c. A copy of the child’s medical provider’s name, address and telephone number. (7-1-09)

**IDAPA 16.06.02.562**

**562. AUTHORIZATIONS REQUIRED.**

Written authorization must be obtained from the parent, guardian or court of jurisdiction to obtain and provide routine medical care, emergency medical and surgical care, and mental health care for the child. (7-1-09)

**IDAPA 16.06.02.563**

**563. SERVICE PLANS.**

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An organization must develop and follow a written service plan for a child admitted into care unless otherwise provided for in Sections 564, and 790 through 794 of these rules. (7-1-09)

**01. Initial Service Plan.** The initial service plan must be developed and recorded in the child’s record within thirty (30) days after admission and must: (7-1-09)

a. Identify the needs of the child and family and provide goals and a time frame to achieve the goals; (7-1-09)

b. Document services the organization will provide to assure the safety, health, permanency, and well-being of the child; (7-1-09)

c. Establish and document criteria for discharge; (7-1-09)

d. Demonstrate the service plan was developed in a process that included participation of the child’s parent, guardian, or legal custodian, and the child. A child may be excluded from participation in development of the service plan if he is under nine (9) years of age or not capable of understanding the purpose of the planned services; and (7-1-09)

e. Identify the persons responsible for coordinating and implementing the child’s and family’s treatment goals. (7-1-09)

**02. Updated Service Plan.** A service plan must be updated every ninety (90) days and must: (7-1-09)

a. Assess the appropriateness of continuing the current placement; (7-1-09)

b. Document services the organization will provide to assure the safety, health, permanency, and well-being of the child; (7-1-09)

c. Document progress towards achieving the goals in the service plan; (7-1-09)

d. Demonstrate the service plan was developed in a process that included participation of the child’s parent, guardian, or legal custodian, and the child. A child may be excluded from participation in development of the service plan if he is under nine (9) years of age or not capable of understanding the purpose of the planned services. (7-1-09)

IDAPA 16.06.02.564

564. SHELTER CARE ADMISSION AND PLANS.

The organization must develop and follow a written plan within seven (7) days of admission to shelter care. The plan must assess the child’s immediate and specific needs and identify the specific services to be provided by the organization and other resources to meet the needs. (7-1-09)

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**01. Shelter Care in Excess of Thirty Days.** The organization must re-assess and update the written plan for each child remaining in shelter care for thirty (30) days and at forty-five (45) days. The plan must include: (7-1-09)

a. The reason for continued care; (3-30-01)

b. Plans for other placement; and (3-30-01)

c. Barriers to other placement and the plans to eliminate the barriers. (3-30-01)

**02. Shelter Care More Than Sixty Days.** The organization must develop and follow service plans that comply with these rules, except the initial service plan must be developed after sixty (60) days of admission. The service plan must be updated every ninety (90) days thereafter. (7-1-09)

IDAPA 16.06.02.565

565. MAINTENANCE OF RECORDS.

An organization must have and follow written policies and procedures for the maintenance and security of records. The policy and procedures must: (7-1-09)

**01. Record Storage.** Ensure that the records are stored in a secure manner. (3-30-01)

**02. Record Confidentiality.** Ensure confidentiality of and prevent unauthorized access to the records. (3-30-01)

**03. Organization of Record.** Require that similar type records be maintained in a uniform and organized manner. (3-30-01)

**04. Record Storage for Closed Organizations.** Before an organization ceases operations, it must arrange with the Department for the storage of all child and adoptive family records required to be maintained by rules. (3-30-01)

IDAPA 16.06.02.566

566. RECORD RETENTION.

Except for an adoptive record, records must be maintained for at least seven (7) years after the child has been released from the organization’s care or until the child reaches the age of twenty-five (25), which ever is longer. A record for an adopted child and adoptive parent must be kept forever. The record for each applicant for a foster care license or certification or an application to adopt where there was no adoptive placement must be maintained for at least seven (7) years after provision of services has ended. (7-1-09)

IDAPA 16.06.02.567. - 16.06.02.569

567. - 569. (RESERVED).

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IDAPA 16.06.02.570

570. REPORTING OF CHILD ABUSE, NEGLECT, AND ABANDONMENT.

All suspected incidents of child abuse, neglect, or abandonment must be reported immediately to law enforcement or the Department as required by Section 16-1605, Idaho Code. The chief administrator or designee of the children’s agency or facility must ensure the safety and protection of children when the allegation is against an organization’s staff or volunteer and must initiate a thorough investigation and administer appropriate disciplinary action, when indicated. (7-1-09)

IDAPA 16.06.02.571

571. HEALTH SERVICES.

The organization must provide a physical exam within the last year by a licensed physician when the child has been in continuous care. If a child has not been in continuous care, a physical must be done within thirty (30) days of admission by a licensed physician. Annual physical exams must be provided for a child two (2) years of age and older, and on a schedule determined by a pediatrician for a child under two (2) years of age. Documentation must be maintained of current immunizations or provisions for immunizations as required by Section 39-4801, Idaho Code, within thirty (30) days of admission. The organization must provide documentation of medical care for the treatment of illnesses, carrying out corrective measures and treatment, and for the administration of medication as ordered by the physician. (7-1-09)

IDAPA 16.06.02.572

572. DENTAL SERVICES.

For children three (3) years of age and older, the organization must ensure and document the child has had a dental exam within the last nine (9) months or a dental exam within three (3) months of admission, a yearly dental exam and necessary dental treatment, including prophylaxis, extraction, repair and restoration. The organization must make provisions for appropriate dental care for a child under the age of three (3) when the child’s dental needs indicate. Documentation of all medical treatment provided while the child is in care and documentation of applicable medical insurance provider, policy numbers and who holds the policy must be maintained. (7-1-09)

IDAPA 16.06.02.573

573. NON-VIOLENT PHYSICAL INTERVENTION.

An organization must have written policies and procedures governing the appropriate use of non-violent physical restraint intervention strategies. The policies and procedures must be according to non-violent physical restraint intervention strategies of a nationally recognized program. Non-violent physical restraint intervention strategies must include the following: (7-1-09)

**01. Protection from Harm to Self or Others.** Be used only when a child’s behavior is out of control and could physically harm himself or others, or to prevent the destruction of property when the child fails to respond to non-

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physical behavior management interventions. (3-30-01)

**02. Intervention Time Guidelines.** Be used only until the child has regained control and must not exceed fifteen (15) consecutive minutes, include written documentation of attempts made to release the child from the restraint if more than fifteen (15) minutes is required. (7-1-09)

**03. Intervention Training Requirements.** Be used only by employees or volunteers documented to have been specifically trained in its use and authorized to apply such strategies. (3-30-01)

**04. Conditions Limiting Restraint Use.** Prohibit the application of a non-violent physical restraint intervention if a child has a documented physical condition that would contraindicate its use, unless a qualified medical professional has previously and specifically authorized its use in writing. Documentation must be maintained in the child’s record. (7-1-09)

**05. Prohibition of Prone Restraints.** Prohibit the use of prone restraints. (7-1-09)

**06. Intervention Documentation.** Require documentation of the behavior which required the non-violent physical restraint intervention strategy, the specific attempts to de-escalate the situation before using physical restraint, the length of time of the non-violent physical restraint intervention strategy was applied which includes documentation of the time started and completed, and the debriefing completed with the staff and child involved in the non-violent physical restraint intervention strategy. (7-1-09)

**07. Subsequent Review.** Require that whenever the non-violent physical intervention policy and procedures have been used on a child more than two (2) times in one (1) week, there is a review by the chief administrator or his designee. Appropriate action must be taken based on the findings of the review. (7-1-09)

IDAPA 16.06.02.574

574. CLIENT GRIEVANCE POLICY.

An organization must develop and follow a written grievance policy for clients that is written in simple and clear language, requires prompt investigation of the grievance by a person who can be objective, and provides at least one (1) level of appeal. Clients must be made aware of the grievance policy and this must be documented. The policy must be shared in a manner appropriate to the child’s age and his ability to understand. The policy must require monitoring to ensure there is no retaliation against the child or the person who files a grievance. (7-1-09)

IDAPA 16.06.02.575

575. SUICIDE PREVENTION PLAN.

An organization must develop and follow a written suicide prevention plan that addresses the needs of the population the organization serves. (7-1-09)

IDAPA 16.06.02.576

576. CLOTHING.

Idaho \_ Agency 16. Department of Health and Welfare \_Title 06.\_Chapter 02. Rules Governing Standards for Child Care Licensing \_Children’s Agencies and Children’s Residential Care Facilities (Sections 500 through 599)

An organization must ensure that each child in care has sufficient clean, properly fitting clothing, appropriate for the child’s age, gender, individual needs, program and season. (7-1-09)

IDAPA 16.06.02.577

577. VISITATION POLICY.

An organization must have and follow a written visitation policy. The policy will encourage visits between a child in care and family members and others significant to the child except when visitation is contraindicated and is documented in the child’s record or a court order. The policy must require the maintenance of a log of visitation for each child in residential care which includes the name of the person visiting and the date and time of the visit. (7-1-09)

IDAPA 16.06.02.578

578. CORRESPONDENCE POLICY.

An organization must have and follow a written correspondence policy that specifies the conditions under which the organization restricts the receipt of correspondence to or from a child. The conditions must require that the child and parent or guardian be informed of the restriction, the reason for the restriction, and that the restriction be documented in the child’s record. The policy must prohibit staff and foster parents from reading children’s correspondence except where there is a legitimate documented reason to do so. When staff or foster parents read a child’s correspondence, the child must be present. Packages may be exempt from the prohibition against inspection. (7-1-09)

IDAPA 16.06.02.579

579. RELIGIOUS AND CULTURE POLICY.

An organization must have and follow a written policy regarding religious participation, religious training, cultural heritage, and cultural practices of children in its care. Before placement of any child with the organization, the child’s parents or guardians must receive a copy of the religious and cultural policy and acknowledge receipt of the policy with their signature and date. (7-1-09)

**01. Organizations That Accept State Placements.** An organization providing services to a child placed by the state must include in its policy a requirement to provide reasonable attempts to accommodate the religious and cultural preferences of the child and the child’s parents. The organization will also commit in policy to assurances of respect for the religious and cultural beliefs and practices of all children placed in their program. (7-1-09)

**02. Organizations That Accept Only Private Placements.** An organization that accepts only private placements and requires each child to participate in specific religious practices must include this requirement in their written religious and cultural policy signed by the child’s parents or guardians. (7-1-09)

IDAPA 16.06.02.580

580. EDUCATION POLICY.

Idaho \_ Agency 16. Department of Health and Welfare \_Title 06.\_Chapter 02. Rules Governing Standards for Child Care Licensing \_Children’s Agencies and Children’s Residential Care Facilities (Sections 500 through 599)

An organization must have and follow an education policy. The policy will require that within five (5) school days after a child’s placement, each child of school age, as defined by state law, be enrolled in an appropriate school program or document why the child was unable to enroll. (7-1-09)

IDAPA 16.06.02.581

581. PERSONAL POSSESSIONS, ALLOWANCE, AND MONEY POLICY.

An organization must have and follow a personal possessions, allowance and money policy. The policy will include: (7-1-09)

**01. Financial Accounting.** Payment of, and accounting for any allowance, social security benefits, and other financial benefits to a child in care. (3-30-01)

**02. Child’s Personal Possessions.** Documented accounting for a child’s personal possessions, including clothing with which the child came into care and items which were obtained while he is in care and documented return of all inventoried items, to the child, parent, or guardian at discharge from care, except illegal contraband and contraband prohibited by the organization in its policy which may be exempt from return. (3-30-01)

**03. Signature Required.** The organization must obtain the signature of the parent, guardian or child over eight (8) years of age who is capable of understanding the purpose of the inventory at the time of inventory and when the items are returned. (7-1-09)

IDAPA 16.06.02.582

582. EMERGENCY POLICIES.

An organization must have and follow an emergency policy and procedures. The policy must contain provisions for ensuring that a caregiver has and follows the organization’s approved written procedures for the following emergencies: (7-1-09)

**01. Fire.** (7-1-09)

**02. Natural Disasters.** (7-1-09)

**03. Serious Accident or Injury.** (7-1-09)

**04. Medical.** (7-1-09)

**05. Missing Child.** (7-1-09)

**06. Power Outage.** (7-1-09)



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**07. Bomb Threat.** (7-1-09)

**08. Severe Weather.** (7-1-09)

**09. Hostage Taking.** (7-1-09)

**10. Other Dangers Unique to the Location of an Organization.** (7-1-09)

IDAPA 16.06.02.583. - 16.06.02.599

583. - 599. (RESERVED).