

Nevada Administrative Code Currentness \_Chapter 432A. Services and Facilities for Care of Children  
Standards of Operation \_Facilities That Provide Care for Ill Children (Refs & Annos)

NAC 432A.550

NAC 432A.550 Authorized facilities; admissible children; limitation on period of care. (NRS 432A.077)

1. Care for ill children may be provided by:

- (a) A facility that is licensed by the Division to provide care solely for ill children;
- (b) A child care center that designates a separate area for use by ill children;
- (c) A family home; or
- (d) A group home.

2. A licensee of a facility that provides care for ill children may care for a child who is prohibited from remaining in any other child care facility because he or she:

- (a) Has a short-term or minor illness;
- (b) Has a short-term physical disability; or
- (c) Is recuperating from an acute episodic illness.

3. A facility must not provide care for an ill child for more than 14 hours in any 24-hour period.

NAC 432A.555

NAC 432A.555 Facility operating in conjunction with child care center. (NRS 432A.077)

A facility that provides care for ill children in conjunction with a child care center must:

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1. Keep on file a daily schedule of work for all members of the staff.
2. Not transfer a child from the facility to the center during any day that the child began at the facility.

**NAC 432A.560**

**NAC 432A.560 Director of facility: Qualifications. (NRS 432A.077)**

1. The director of a facility that provides care for ill children must be:
  - (a) A physician as defined in NRS 630.014;
  - (b) A physician assistant as defined in NRS 630.015;
  - (c) An advanced practice registered nurse, as defined in NRS 632.012, who has a specialty in pediatrics;
  - (d) A registered nurse as defined in NRS 632.019; or
  - (e) A licensed practical nurse, as defined in NRS 632.016, who has 2 years of experience in pediatric nursing.
2. The director shall complete at least 60 hours of initial training in:
  - (a) The control of communicable diseases; and
  - (b) The recognition of signs and symptoms of childhood illnesses and the care of childhood illnesses.
3. The director must be:
  - (a) At least 21 years of age; and

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(b) Certified in the administration of cardiopulmonary resuscitation.

4. The certification in the administration of cardiopulmonary resuscitation set forth in subsection 3 must be obtained before a person may hold the position of director of a facility that provides care for ill children.

**NAC 432A.565**

**NAC 432A.565 Director of facility: General duties. (NRS 432A.077)**

The director of a facility that provides care for ill children shall:

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1. Provide a child with activities during the day that meet the needs of the child, including:

(a) Activities that take place inside or outside and which are consistent with the developmental level, ability and physical condition of the child and the plan of care for the child;

(b) Rest and relaxation;

(c) Eating and drinking; and

(d) Toileting and personal hygiene.

2. Modify the plan of care for each child daily.

3. Monitor the records completed by staff.

4. Notify a parent of his or her child's progress.

**NAC 432A.570**

**NAC 432A.570 Staff of facility: Qualifications; personnel file. (NRS 432A.077)**

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1. Each member of the staff of a facility that provides care for ill children:

(a) Must be at least 18 years of age.

(b) Must be trained and certified in first aid and in the administration of cardiopulmonary resuscitation.

(c) Shall earn a total of 3 hours of training each year in the control of communicable diseases and the recognition and treatment of childhood illnesses.

(d) Must provide to the facility his or her record of immunizations before beginning employment.

2. The certification in the administration of cardiopulmonary resuscitation set forth in subsection 1 must be obtained before a person may be employed as a member of the staff of a facility that provides care for ill children.

3. Evidence that a member of the staff has completed the requirements of paragraphs (b), (c) and (d) of subsection 1 must be included in his or her personnel file and must be kept at the facility.

**NAC 432A.575**

**NAC 432A.575 Physician: Requirement; duties. (NRS 432A.077)**

1. Except as otherwise provided in subsection 3, a licensee of a facility that provides care for ill children shall employ or enter into a contract with a physician.

2. The physician shall:

(a) Be on call when the facility is in operation;

(b) Make quarterly inspections of the facility;

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- (c) Act as a liaison to all appropriate health officers; and
  
- (d) Assist in the development of standards for the operation of the facility.

3. If the director of the facility is a physician, the licensee is exempt from the requirements of subsection 1 and the director shall carry out the provisions of subsection 2.

NAC 432A.580

NAC 432A.580 Written standards for operation of facility. (NRS 432A.077)

1. The licensee of a facility that provides care for ill children shall develop and carry into effect written standards for the operation of the facility.

2. The standards must include:

- (a) An admission policy;
  
- (b) Procedures for the control of infection;
  
- (c) Methods for the daily care of children;
  
- (d) Procedures for recording information about a child;
  
- (e) Plans for the training of staff;
  
- (f) Procedures for the care and referral of a child with worsening symptoms;
  
- (g) Procedures for communication by staff to parents and health care providers;

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(h) Procedures for feeding and bathing a child;

(i) Procedures for a daily examination of each child in accordance with NAC 432A.595;

(j) Procedures for providing emergency health care, including community resources and referrals;

(k) Procedures for the use and administration of medication in accordance with NAC 432A.585;

(l) Procedures for cleaning the facility;

(m) Procedures for administering first aid;

(n) Procedures for storage of sanitizing materials;

(o) A requirement that each room in which an ill child resides must have a sink for washing hands that is equipped with soap and paper towels; and

(p) A requirement that separate areas must be provided for changing the diapers of children who are ill and children who are well.

NAC 432A.585

NAC 432A.585 Procedures for use and administration of medication. (NRS 432A.077)

Procedures for the use and administration of medication in a facility that provides care for ill children must include the following provisions:

1. Except as otherwise provided in this subsection, only the director or a person designated by the director may administer medication to a child or provide assistance to a child who administers medication to himself or herself.

2. All prescription medications must be:

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- (a) Authorized by a physician;
- (b) In the original container which must have a child-proof lid;
- (c) Labeled with the name of the child, the date and directions for administration; and
- (d) Refrigerated, if required.

3. All nonprescription medications must be:

- (a) Authorized by a physician, health care provider or emergency care provider;
- (b) Labeled with the name of the child, the date and directions for administration;
- (c) Refrigerated, if required; and
- (d) Kept in a container which has a child-proof lid.

4. Except as otherwise provided in subsection 10, the director may administer medication to a child after receiving an oral order from a physician if the director requests a written confirmation of the order from the physician.

5. Except as otherwise provided in subsection 6, all medications must be locked and inaccessible to children.

6. Medications that require refrigeration must be kept separate from food and inaccessible to children.

7. Unused medication must be returned to a parent and outdated medicine must be discarded.

8. The director shall post a chart in a conspicuous place that includes:

- (a) Information on the health and medication of the children in the facility; and

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(b) A record of the administration of medication of each child.

9. A member of the staff shall note in the record of a child and the director shall advise a parent of:

(a) All medication administered to a child; and

(b) The occurrence of any health problem, including diarrhea, vomiting, continuous hunger, refusal to eat, a nosebleed, a skin rash or high temperature.

10. Only persons trained in the administration of medication by a health care professional or a parent of a child cared for in a facility and authorized pursuant to NRS 453.375 or 454.213 may administer medication to the child.

NAC 432A.590

NAC 432A.590 Admission of child: Prerequisites. (NRS 432A.077)

1. Before a child is admitted into a facility that provides care for ill children, the director:

(a) Shall conduct an assessment of the health of the child.

(b) Shall receive from the parent:

(1) A medical history of the child, including any allergies and dietary problems, on a form provided by the facility;

(2) A medical release form provided by the facility and signed by the parent;

(3) The name, address and telephone number of the child's physician, health care provider or emergency care provider and any other information needed for obtaining emergency medical care;

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(4) The record of immunizations of the child; and

(5) A statement of the current and recent illnesses or disabilities of the child, his or her medical needs and any symptoms that require notification of a parent or physician.

(c) Shall develop a plan of care for the child with the parent. The plan must be in writing and signed and dated by the parent.

2. The director may:

(a) Admit a child only after evaluating the medical history, symptoms and physical condition of the child.

(b) Require an examination of a child by a physician, including a diagnosis, treatment and prognosis, before accepting the child.

**NAC 432A.595**

**NAC 432A.595 Admission of child: Release by parent; initial evaluation. (NRS 432A.077)**

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1. The director may admit a child to a facility that provides care for ill children only if a parent brings the child to the facility and releases the child to a member of the staff.

2. An initial evaluation of each child must be conducted upon the child's arrival by the director or a physician, a physician assistant, an advanced practice registered nurse, a registered nurse or a licensed practical nurse who has the qualifications required by subsection 1 of NAC 432A.560.

3. The initial evaluation must include:

(a) An assessment of the child's condition and the name of the person making the assessment;

(b) The status of the child's illness, including contagion and duration;

(c) A recommendation for the number of evaluations of the child to be conducted by a member of the staff

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during the day; and

(d) Recommendations for the diet and activity level of the child.

NAC 432A.600

NAC 432A.600 Admission of child: Medical conditions requiring approval of appropriate health authority. (NRS 432A.077)

The director of a facility that provides care for ill children shall not admit a child who has one or more of the following conditions unless the admittance is approved by the appropriate health authority:

1. Diarrhea:

- (a) That is caused by shigella, salmonella, campylobacter or giardia;
- (b) That is accompanied by dehydration or loss of fluid;
- (c) That is accompanied by blood, mucus or loss of color in the stools;
- (d) That is accompanied by poor fluid intake;
- (e) That is accompanied by marked lethargy; or
- (f) For more than 3 days, unless the parent provides evidence that the child is under the care of a physician.

2. Difficulty breathing or rapid breathing.

3. Asthma and a severe upper respiratory infection, unless the parent provides evidence that the child is under the care of a physician.

4. Episodes of vomiting for a period of longer than 6 hours.

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5. Yellowish skin or eyes.
6. An axillary temperature of 101° Fahrenheit or higher and:
  - (a) Mucus that has a foul odor or is yellow or green;
  - (b) An undiagnosed rash; or
  - (c) A sore throat.
7. Severe coughing.
8. Chicken pox, pertussis, measles, mumps, rubella, diphtheria or herpes simplex and is contagious.
9. Untreated scabies, tinea corporis or capitis (ringworm).
10. An ear infection, unless the parent provides evidence that the child is under the care of a physician.
11. Untreated head lice.
12. Any other condition that precludes admission of the child to the facility, as determined by the director.

NAC 432A.605

NAC 432A.605 Periodic evaluations of child. (NRS 432A.077)

1. A member of the staff of the facility that provides care for ill children shall conduct evaluations of each child as recommended by the director or health care provider who performed the initial evaluation of the child.

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2. After each evaluation the member of the staff shall record:

- (a) The date and time of each evaluation;
- (b) The temperature, pulse and respiration of the child;
- (c) The amount of food and fluid ingested by the child;
- (d) The color, consistency and number of the child's stools; and
- (e) A description of the activity of the child, including sleep, rest and play.

NAC 432A.610

NAC 432A.610 Communication with parents regarding illness or injury of child. (NRS 432A.077)

1. The director of a facility that provides care for ill children shall:

- (a) Immediately notify a parent of any significant change in his or her child's illness or any injury received in the facility more serious than a minor cut or scratch; and
- (b) Obtain instructions from the parent for a course of action.

2. If the director determines that a child's illness or injury exceeds the maximum level of care for which the facility is licensed, the parent must be notified and the child must be removed from the facility. If the parent cannot be contacted, the director shall follow the provisions for emergency care on the medical release form.

NAC 432A.615

NAC 432A.615 Isolation of child whose condition worsens. (NRS 432A.077)

1. A facility that provides care for ill children must have an area to isolate, if necessary, and care for a child whose condition has worsened until the child is removed from the facility.

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2. A child who is in an area of isolation must be under constant visual observation by a member of the staff.

**NAC 432A.620**

**NAC 432A.620 Accommodations for child to rest; supervision of resting child. (NRS 432A.077)**

1. A licensee of a facility that provides care for ill children must provide:

(a) An area for each child to rest without disturbance from other activities.

(b) A bed or crib for each child that must be at least 6 inches above the floor.

2. A member of the staff shall supervise a resting child.

**NAC 432A.630**

**NAC 432A.630 Purpose of program: Report of provider. (NRS 432A.077)**

END OF RELEVANT INFORMATION

1. A provider shall prepare a written report of the purpose of his or her outdoor youth program. The report must contain a statement describing:

(a) The philosophy of the program;

(b) The long-term and short-term goals of the program;

(c) The services provided by the program;

(d) The population to be served by the program;

(e) The criteria for accepting clients into the program;

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(f) The fees to be charged for the program; and

(g) The manner in which clients participate in activities related to the solicitation of money, publicity and research.

2. The provider shall submit a copy of the report to the Division and make the report available to the public upon request.

**NAC 432A.635**

**NAC 432A.635 Governing body of program: Requirement; identity; powers and duties. (NRS 432A.077)**

1. Each outdoor youth program must have a governing body that has authority over the policies and activities of the program.

2. The governing body must be:

(a) The board of directors, if the provider is a nonprofit organization;

(b) The board of directors, if the provider is an organization that operates for a profit; or

(c) The owner, if the provider is a natural person.

3. The governing body shall:

(a) Establish the policy of the outdoor youth program;

(b) Ensure compliance with the policy of the outdoor youth program;

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(c) Ensure compliance with the requirements of federal, state and local statutes, regulations and ordinances;

(d) Notify the Division within 30 days after a change in the administration of the program or the purpose of the program;

(e) Ensure that the program is adequately funded and financially sound;

(f) Maintain a list of the members of the governing body, including the name, address and term of each member; and

(g) Prepare a chart of the program's organization and a summary that identifies and describes all units of operation within the program. The chart and summary must define the lines of authority and the responsibility of each member of the staff.

4. If the governing body is composed of more than one person, the governing body shall:

(a) Establish bylaws;

(b) At least twice a year, hold formal meetings; and

(c) Maintain written minutes of the meetings, which must include:

(1) The names of the persons who attend the meeting;

(2) The date of the meeting;

(3) The items on the agenda for the meeting; and

(4) The action taken by the governing body, if any.

**NAC 432A.640**

**NAC 432A.640 Maintenance of file regarding program. (NRS 432A.077)**

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A provider shall maintain a file containing:

1. A chart and summary of the program's organization prepared pursuant to NAC 432A.635;
2. The bylaws of the governing body;
3. The minutes of the meetings of the governing body prepared pursuant to NAC 432A.635;
4. The records of enrollment and sponsorship of the clients;
5. Each lease, contract and service agreement to which the provider is a party;
6. The insurance policies of the provider;
7. The annual budgets and audit reports; and
8. If applicable, documentation of the ownership and incorporation of the program.

**NAC 432A.645**

**NAC 432A.645 Maintenance of accounts, books and records; provision of information. (NRS 432A.077)**

A provider shall:

1. At all times, maintain records of enrollment for all clients at the base camp;
2. For at least 3 years, maintain complete and accurate accounts, books and records in a manner that is accessible and standardized; and

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3. Provide information that is accurate and factual to the parents of the clients, the community and the media.

**NAC 432A.650**

**NAC 432A.650 Proof of solvency of program. (NRS 432A.077)**

A provider shall not conduct an outdoor youth program unless it maintains at least \$100,000 in an account that is established for the purpose of proving the solvency of the program.

**NAC 432A.655**

**NAC 432A.655 Plan to ensure quality of program; records of use of plan. (NRS 432A.077)**

1. A provider shall prepare a plan to ensure the quality of the program. The plan must describe the methods and standards used by the provider to ensure that his or her services are of a high quality.

2. The provider shall maintain records of his or her use of the plan.

3. The provider shall make the plan and the records of its use available for review at the base camp.

**NAC 432A.660**

**NAC 432A.660 Guidelines and procedures for administration of program. (NRS 432A.077)**

A provider shall prepare guidelines and procedures for administration to ensure that the outdoor youth program is managed properly.

**NAC 432A.665**

**NAC 432A.665 Appointment of field administrator. (NRS 432A.077, 432A.380)**

The provider shall appoint a field administrator who meets the qualifications set forth in NRS 432A.380.

**NAC 432A.670**

**NAC 432A.670 Staff: Employment; internal policies to ensure qualifications. (NRS 432A.077,  
432A.380)**

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1. The provider shall employ a sufficient number of trained and qualified staff to:

- (a) Meet the specific needs of the clients at a ratio of staff to clients which is not less than that required by NRS 432A.480.
- (b) Perform supervisory, administrative, fiscal, clerical and culinary duties.
- (c) Maintain the facilities and property of the program.
- (d) Communicate with clients whose primary language is not English.
- (e) Comprise a treatment team which is able to perform the duties set forth in NRS 432A.450.

2. The provider shall adopt such internal policies as are necessary to ensure that each member of the staff is certified, licensed or otherwise qualifies to hold his or her assigned position.

**NAC 432A.675**

**NAC 432A.675 Employees: Personnel policies and procedures; job descriptions. (NRS 432A.077)**

1. The field administrator shall adopt written personnel policies and procedures which cover:

- (a) The manner in which grievances by employees will be addressed.
- (b) The lines of authority.
- (c) The required orientation and ongoing training of employees.
- (d) The manner and schedule for evaluating the performance of the individual employees.

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(e) Rules of conduct for employees.

2. The provider shall create and maintain a written job description for each position, which includes a specific statement of duties and responsibilities and the minimum level of education, training and work experience required.

**NAC 432A.680**

**NAC 432A.680 Employees: Training. (NRS 432A.077, 432A.410)**

In addition to the training required pursuant to NRS 432A.177 and 432A.410 and NAC 432A.323 and 432A.326, the field administrator shall ensure that each employee of the program is trained in:

1. The philosophy, objectives and services provided by the program.
2. The statutory responsibilities of employees of such programs.
3. The legal rights of persons with disabilities.
4. Current teaching methods.

**NAC 432A.685**

**NAC 432A.685 Employees: Personnel files. (NRS 432A.077)**

1. The provider shall establish and maintain a personnel file for each employee. Each individual file must include, without limitation:

(a) The information required by paragraph (c) of subsection 2 of NAC 432A.304.

(b) The person's application for employment, including a record of his or her previous employment and related references.

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- (c) Evidence of his or her applicable credentials and certifications.
- (d) An initial medical evaluation, including the results of a tuberculin test.
- (e) A current record of all related training successfully completed and certification obtained by the employee, including training in such areas as the administration of first aid and the certification in the administration of cardiopulmonary resuscitation required pursuant to NAC 432A.322.
- (f) A copy of each evaluation of his or her work performance.
- (g) A copy of his or her registration as an alien, if applicable.
- (h) A copy of the rules of conduct for employees which has been signed by the employee indicating that he or she has received and understands the rules.

2. The field administrator shall allow each employee reasonable access to his or her respective personnel file and shall allow the employee to insert written statements in the file. The provider shall retain the personnel file of an employee for at least 1 year after the termination of his or her employment.

**NAC 432A.690**

**NAC 432A.690 Volunteers and student interns: Plan for use; personnel files. (NRS 432A.077)**

1. The field administrator of a program which uses volunteers or student interns shall adopt a written plan for using such assistance. The plan must address such issues as:

- (a) The necessary direct supervision of the volunteer or intern by a paid member of the staff.
- (b) The manner and extent of required orientation and training of the volunteer or intern regarding the philosophy of the program, the needs of the clients and the methods of meeting those needs.

2. The field administrator shall maintain a personnel file on each volunteer or intern. The file must include all of the information required for employees pursuant to NAC 432A.685, except that the record of all related training

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successfully completed and certification obtained is only required if that training or certification is required pursuant to NAC 432A.320.

**NAC 432A.695**

**NAC 432A.695 Policy of requirements for eligibility into program. (NRS 432A.077)**

A provider shall prepare a written policy of the requirements for eligibility into his or her program, which must include:

1. Legal status of clients who are eligible for the program;
2. Age and gender of clients who are eligible for the program;
3. The needs and problems of clients that can best be served by the program;
4. The limitations of the program; and
5. A statement that the provider will place each client in a component of the program which meets the client's needs in the manner that is the least restrictive.

**NAC 432A.700**

**NAC 432A.700 Policy and procedure for admission into program; notice of admission or refusal to admit client. (NRS 432A.077)**

1. A provider shall have a written policy and procedure for admission into his or her program, which must include:
  - (a) An explanation of the requirements which must be met before a client is placed in the program;
  - (b) An explanation of the evaluation of the client that is required by NRS 432A.450 and NAC 432A.720; and

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- (c) An explanation of the requirements for admission at the request of a client.
  
- 2. When a client is admitted into a program, the provider shall notify the parent or guardian of the client's admission.
  
- 3. When admission into a program is refused to a client, the provider shall provide a signed written statement of the reason for the refusal to the parent or guardian of the client.

**NAC 432A.705**

**NAC 432A.705 Plan for transfer and discharge of client; policy for unplanned discharge of client. (NRS 432A.077)**

- 1. With the participation of the client, a provider shall prepare a plan for the transfer and discharge of the client. The plan must:
  - (a) Specify the resources available to the client upon discharge;
  
  - (b) State the reason for the transfer or discharge;
  
  - (c) Summarize the services that were provided to the client by the program;
  
  - (d) Evaluate the achievement of the goals and objectives of the client; and
  
  - (e) Contain the signature and title of the person who prepared the summary.
  
- 2. The plan for the transfer and discharge of a client must be explained to the client in a language or manner that he or she understands.
  
- 3. The provider shall prepare a written policy for discharging clients when the discharge has not been planned.

**NAC 432A.710**

**NAC 432A.710 Agreement among provider, client, and parent or guardian. (NRS 432A.077)**

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1. A written agreement must be prepared by the client, his or her parent or guardian and the provider. The agreement must contain:

- (a) The rules of the program;
- (b) The expectations of the client and his or her family;
- (c) The services to be provided and cost of the services;
- (d) The provider's authority to give any necessary medication, first aid and medical treatment to the client;
- (e) Arrangements for absences, visits, vacation, mail, gifts and telephone calls; and
- (f) A copy of the plan for treatment of the client prepared pursuant to NAC 432A.725.

2. The agreement prepared pursuant to subsection 1 must be signed by all parties and kept in the client's file. A copy of the agreement must be made available to any interested person.

**NAC 432A.715**

**NAC 432A.715 Maintenance of record regarding client. (NRS 432A.077)**

A provider shall maintain a written record for each client, which must include:

- 1. Information relating to vital statistics, including, if applicable, the Medicaid number of the client;
- 2. Biographical information concerning the client;
- 3. The personal history of the client, including:

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- (a) The client's development socially, emotionally and physically;
  - (b) The client's legal status;
  - (c) The name, address and telephone number of appropriate persons to be contacted in emergencies;
  - (d) A photograph of the client at the time of admission; and
  - (e) Other information that relates to the client's background and is pertinent to the program;
4. Health records of the client obtained pursuant to NRS 432A.440 and:
- (a) A history of immunization;
  - (b) A list of medications prescribed to the client;
  - (c) Records of physical, dental and visual examinations of the client, if relevant to participation in the program;  
and
  - (d) A complete record of any treatment provided for specific illnesses or medical emergencies;
5. A consent form signed by a parent or guardian authorizing the client to participate in the program, unless the program was ordered by a court;
6. A copy of the written agreement entered into pursuant to NAC 432A.710;
7. A copy of the plan for treatment of the client prepared pursuant to NAC 432A.725;
8. A summary of visits and contacts by the client's family; and

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9. A summary of the client's attendance, including the reason for any absences.

NAC 432A.720

NAC 432A.720 Evaluation of clients. (NRS 432A.077, 432A.450)

1. In emergency situations which necessitate the immediate placement of a client in a program, an evaluation conducted pursuant to NRS 432A.450 must be completed within 30 days.

2. When evaluating a client, the members of the staff shall consider the client's age, cultural background and dominant language or mode of communication.

NAC 432A.725

NAC 432A.725 Assignment and duties of psychologist or clinical social worker; contents of plan of treatment. (NRS 432A.077, 432A.450)

1. The field administrator shall assign to each client a psychologist or clinical social worker who is licensed to practice in this State. The psychologist or clinical social worker shall develop, use and review a plan of treatment, which must include:

(a) The findings of the evaluation performed pursuant to NRS 432A.450 and NAC 432A.720;

(b) A statement of the long-term and short-term goals and objectives of the client, which must include:

(1) Goals and objectives established as a result of the evaluation performed pursuant to NRS 432A.450 and NAC 432A.720;

(2) Goals and objectives determined by the client's behavior, skills and attitude or the circumstances;

(3) Evidence that the concerns voiced by the client were considered in establishing the goals and objectives; and

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(4) Evidence that the client's family participated in establishing the goals and objectives, unless it is determined that the participation of the family will not benefit the client;

(c) A description of the daily activities to be performed by the client;

(d) A description of the services and treatment to be provided to the client or arranged for the client;

(e) A schedule for the client to meet the goals and objectives;

(f) A description of the methods which will be used for evaluation; and

(g) A plan for the care of the client after he or she is released from the program.

2. The description of the treatment provided to the client or arranged for the client must include:

(a) The identity of the person who will be providing the treatment;

(b) The date and duration of the treatment;

(c) A description of the treatment;

(d) The signature and title of the person preparing the description;

(e) A monthly report of the client's progress or lack of progress in reaching the goals and objectives; and

(f) Documentation of each review of the record of a client, which must include:

(1) The signature of the person reviewing the record;

(2) The title of the person reviewing the record;

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(3) The date of the review; and

(4) The reason for the review.

**NAC 432A.730**

**NAC 432A.730 Preparation and review of plan for treatment; dissemination of monthly reports on progress. (NRS 432A.077, 432A.450)**

1. A psychologist or clinical social worker shall prepare a plan for the treatment of a client within 10 days after the client is admitted to the program.

2. The psychologist or clinical social worker shall review each plan at least once each month and make his or her monthly reports on the progress of a client available to:

(a) The Division;

(b) The client;

(c) The parent or guardian of the client; and

(d) Any person who works directly with a client, as appropriate.

**NAC 432A.735**

**NAC 432A.735 Management of behavior: Policy and procedure; annual training; restrictions. (NRS 432A.077)**

1. A provider shall prepare a written policy and procedure for the management of behavior, which must include:

(a) A description of the behavior of a client that is appropriate and inappropriate; and

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- (b) Acceptable responses by the members of the staff to behavior by the client that is inappropriate.
- 2. The policy and procedure prepared pursuant to subsection 1 must be provided to each member of the staff. The staff must receive annual training relating to the management of behavior, which has been approved by the Division.
- 3. A member of the staff shall not use or permit the use of physical restraint or methods that are humiliating or frightening to control the actions of a client.
- 4. A member of the staff may use passive restraint only as a temporary means of physical containment to protect the client, another person or property. Passive restraint may not be used as a form of punishment.
- 5. A member of the staff may not use a method to incapacitate the client physically, unless the method has been identified and approved by the Division.

NAC 432A.740

NAC 432A.740 Policy for rights of clients: Preparation; dissemination. (NRS 432A.077)

1. A provider shall prepare a written policy for the rights of its clients, which must include:

- (a) A statement concerning the confidentiality of the information obtained by the provider and of the records that are current and closed;
- (b) The reasons for terminating the participation of a client involuntarily and the criteria for admitting a client into the program after he or she has been discharged;
- (c) A description of the potential harm to or acts of violence by a client or another;
- (d) A list of the responsibilities of a client, including the performance of manual tasks and compliance with the rules of conduct established by the program;
- (e) The fee for the services and other costs associated with the program;

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- (f) The procedure for filing a grievance or complaint;
- (g) The client's right to be free from discrimination;
- (h) The client's right to be treated with dignity;
- (i) Except as otherwise provided in NRS 432A.540, the client's right to communicate with his or her family, attorney, physician, member of the clergy or other persons, unless it is determined that communication with a particular person will not benefit the client;
- (j) A list of the persons, if any, whose rights to visit the client have been restricted by a court;
- (k) Except as otherwise provided in NRS 432A.540, the client's right to send and receive mail in accordance with applicable requirements regarding security, health and safety;
- (l) The client's right to use the telephone at the expense of the client; and
- (m) A statement of the rights of clients who smoke, if any, and of clients who do not smoke.

2. The field administrator shall, upon admission, present and inform the client of the policy described in subsection 1 orally and in writing in a language or manner that the client understands.

3. The field administrator shall, upon admission, provide the parent or guardian of the client with a copy of the policy described in subsection 1.

**NAC 432A.745**

**NAC 432A.745 Policy regarding transportation of client from his or her home to location of base camp.  
(NRS 432A.077, 432A.420)**

The field administrator of an outdoor youth program which includes as a part of its service the escort of a client or prospective client from his or her respective home or other location to the program's base camp shall establish a written policy regarding the manner of transportation and treatment of the client during the escort. The primary

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purpose of the policy must be to ensure the safety of the client. The policy must prohibit the transportation of a client or prospective client without his or her consent. The policy must require the use of techniques for transportation and treatment which are the least restrictive techniques that are possible under the circumstances.

**NAC 432A.750**

**NAC 432A.750 Contents of written procedures regarding transportation of clients. (NRS 432A.077, 432A.420)**

The written procedures regarding the transportation of clients which are adopted by the field administrator pursuant to NRS 432A.420 must require:

1. That the equipment in each vehicle for the administration of first aid must comply with the recommendations of the American Red Cross.
2. The staff and clients to comply with all applicable safety laws and regulations, including the mandatory use of safety belts and shoulder harnesses.

**NAC 432A.755**

**NAC 432A.755 Contact between field staff and base camp. (NRS 432A.077, 432A.490)**

In addition to the requirements of NRS 432A.490, the field staff must be able to communicate with the base camp by radio at all times. The field administrator shall provide for a system of physical contact in the event that the system for communication by radio fails.

**NAC 432A.760**

**NAC 432A.760 Compliance with requirements and policies regarding sanitation and use of land; instruction regarding reduction of impact on land. (NRS 432A.077, 432A.500)**

1. A field administrator shall ensure that the clients and staff of the outdoor youth program comply with all applicable laws, regulations and policies regarding sanitation, the use of the land and the desire to reduce the impact their presence has on the land.
2. The field administrator shall direct the staff of the program to provide daily instruction to the clients of the program regarding the reduction of their impact on the land while they are camping or engaging in other activities on undeveloped land.

**NAC 432A.765**

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NAC 432A.765 Contents of plan for preventing diseases and coping with emergencies; approval of plan regarding infectious and communicable diseases. (NRS 432A.077, 432A.430)

In the written general plan for preventing diseases and coping with emergencies prepared pursuant to NRS 432A.430, the field administrator shall include procedures to be followed in the base camp as well as in the field. The plan for the prevention and elimination of infectious and communicable diseases must be approved by the local health authority.

NAC 432A.770

NAC 432A.770 Documenting and reporting of incidents affecting health or safety of client. (NRS 432A.077)

1. A provider must prepare a written policy for documenting and reporting to the Division all deaths of clients, injuries, fights, physical confrontations, uses of passive physical restraints, suspected incidents of abuse or neglect and other situations or circumstances affecting the health or safety of a client. The documentation must include:

- (a) A summary of the incident;
- (b) The date and time of emergency intervention, if any;
- (c) A list of any referrals made;
- (d) Information obtained after the incident; and
- (e) The signature of the person preparing the report.

2. The provider shall maintain a copy of the report in the respective file of each client involved in an incident described in subsection 1.

3. If an incident involves the abuse, neglect or death of a client, the provider shall:

- (a) Prepare a preliminary written report within 24 hours after the incident; and

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(b) Notify the Division, the parent or guardian of the client and the appropriate law enforcement agency.

NAC 432A.775

NAC 432A.775 Report of grievance by client. (NRS 432A.077)

A provider shall prepare a written report for each grievance made by a client, which must include:

1. The nature of the grievance; and
2. The conclusion or disposition of the grievance.

NAC 432A.780

NAC 432A.780 Revocation of license for violation of statute or regulation. (NRS 432A.077, 432A.190)

The Administrator of the Division shall immediately revoke any license issued to an outdoor youth program pursuant to the provisions of chapter 432A of NRS if the Administrator reasonably believes that any applicable statute or regulation has been violated.