

CHILD PLACING AGENCY REGULATIONS

K.A.R. 28-4-170. Definitions.

- (a) “Child placing agency” or “agency” means an association, organization, or corporation receiving, caring for, or finding homes for orphans or deprived children who are under 16 years of age.
- (b) “Division” means the division of health of the department of health and environment.
- (c) “License” means a document issued by the secretary granting authority to an association, organization, or corporation to operate and maintain a child placing agency.
- (d) “Secretary” means the secretary of the health and environment.

(Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65-508; effective May 1, 1982.)

K.A.R. 28-4-171. Licensing procedures.

- (a) Any association, organization, or corporation desiring to conduct a child placing agency shall apply for a license on forms provided by the Kansas department of health and environment.
- (b) A full license shall be issued if the secretary finds that the applicant is in compliance with the requirements of K.S.A. 65-501 et seq. and amendments thereof and the rules and regulations promulgated pursuant thereto and has made full payment of the license fee required by the provisions of K.S.A. 65-505 and amendments thereof. The license and any written exceptions granted by the secretary under K.A.R. 28-4-171(c) shall be posted as required by K.S.A. 65-504.
- (c) Exceptions.
 - (1) An exception to a regulation may be allowed by the Kansas department of health and environment if:
 - (A) The applicant requests an exception from the Kansas department of health and environment; and
 - (B) The secretary determines the exception to be in the best interests of families and children served by the agency.
 - (2) Written notice from the Kansas department of health and environment stating the nature of the exception and its duration shall be posted with the license.
- (d) A copy of the “regulations for licensing child placing agencies” shall be kept on the premises at all times.

- (e) The applicant or licensee shall notify the Kansas department of health and environment when service is discontinued. Resumption of agency services shall require a new application for license.
- (f) An applicant or licensee receiving notice of denial or revocation of license shall be notified of the right to an administrative hearing by the Kansas department of health and environment and subsequently to the right to appeal the denial or revocation to the district court.

(Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65- 508; effective May 1, 1982.)

K.A.R. 28-4-172. Administration and personnel.

- (a) The agency shall develop a written statement of philosophy, purpose, program orientation, and policy of operation including the agency's position on disciplinary methods to be used by staff. Corporal punishment shall be prohibited. The statement shall contain long and short term goals and shall be available to the secretary or a designee of the secretary, and to the public. The agency, at the time of making initial application for a license, shall furnish the division the following:
 - (1) Evidence of a need for services to a particular group of children;
 - (2) A definition of the services to be provided in sufficient detail as to indicate the agency has an understanding of each particular service;
 - (3) A description of the geographical area it serves or intends to serve; and
 - (4) Evidence that its services will be used by referral sources.
- (b) A child placing agency shall have a governing body which shall exercise authority over and have responsibility for the operation, policy, and practices of the child placing agency. The governing body shall select and employ a qualified executive director, who shall be responsible for the administration and operation of the child placing agency. The governing body shall have among its officers a secretary responsible for documenting its activities and for keeping attendance records and minutes of its meetings. These records and minutes shall be available for inspection by the division.
- (c) The child placing 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.
- (d) The child placing agency shall demonstrate financial solvency to carry out its program for the licensing period. Agencies which have not operated shall have capital necessary for at least a 6 month period of operation. The agency shall prepare an annual budget. Books shall be audited annually by a certified public accountant. A copy of the accountant's statement of income and disbursements shall accompany the licensing application.

- (e) The applicant or licensee shall maintain a current organizational table showing the administrative structure of the agency, including the lines of authority, responsibility, communications, and staff assignments. The table shall be provided to all staff members as a part of the orientation procedure and, on request, to the division, clients, or referral sources.
- (f) Child placing agencies shall have written personnel policies and procedures and shall make them available to all staff members, persons seeking employment, and the division. Personnel policies and practices shall be developed by the agency, with input from the staff. These policies and procedures shall be reviewed annually, and revised when necessary. The child placing agency shall make the policies and procedures available to staff in a personnel policy manual.
- (g) Each child placing agency shall provide the qualified staff necessary to ensure proper services to children in the agency's care, to biological and adoptive parents, and to foster parents. The child placing agency shall verify the personal qualifications of all employees through character references. Signed statements shall be made a condition of employment for prospective employees. These statements shall list any past or current police records, mental or physical actions, conditions, or addictions of the applicant that would adversely affect their capacity to work with children. The agency shall hire qualified professional staff, as follows:
 - (1) The executive director of a child placing agency, who shall have:
 - (A) A degree from an accredited college or university;
 - (B) Education and experience in administering a child placement or related program commensurate with the size and complexity of the agency;
 - (C) A thorough understanding of the philosophy, purpose, and policy of the agency; and
 - (D) The capacity to provide direction and leadership for the agency.
 - (2) Social service supervisory staff members responsible for the direct supervision of the social workers involved in child placement service, who shall have:
 - (A) A master's degree from an accredited college or university and be licensed as a social worker by the state of Kansas or shall have a graduate degree in a related area of human services;
 - (B) Two years of experience in child placement services;
 - (C) Ability to assume professional responsibility for reviewing the placement of children in out-of-home care when these placements are made by a person with lesser qualifications. There shall be written documentation of specific services provided by this person and the frequency of these services.

- (3) Social workers performing intake services, direct services to foster children, homefinding, and assessment related to foster home and adoptive services, who shall have:
 - (A) A master's degree from an accredited college or university and be licensed as a social worker by the state of Kansas; or
 - (B) A bachelor's degree from an accredited college or university and be licensed as a social worker by the state of Kansas; or
 - (C) A bachelor's degree in behavioral sciences from an accredited college or university and 2 years of experience in child placement under direct supervision of a person meeting the supervisory requirements in subsection (g)(2).
- (h) The child placing agency shall provide enough qualified personnel to assure that:
 - (1) Supervisors shall not supervise more than six social workers;
 - (2) In-service training related to child placement is made available to supplement supervision; and
 - (3) Casework staff carries caseloads which are sufficiently controlled to allow for all the necessary contacts with the family, children, foster families, adoptive families, and collateral parties.
- (i) The agency shall, if it makes use of volunteers, develop a written plan for their orientation, training and use. The agency shall assign professional staff to supervise volunteers.
- (j) The child placing agency shall have a personnel file for each employee which shall contain:
 - (1) The application for employment, resume, or both;
 - (2) Reference letters from former employer(s);
 - (3) Any required medical information;
 - (4) Applicable professional credentials or certifications;
 - (5) Periodical performance evaluations;
 - (6) Personnel actions, other appropriate materials, reports, and notes relating to the individual's employment with the agency; and

- (7) Employee's starting and termination dates. The staff member shall have reasonable access to his or her file and shall be allowed to add any written statement he or she wishes to make to the file at any time. A child placing agency shall maintain the personnel file of an employee who leaves the agency for a period of 3 years.

(Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65-508; effective May 1, 1982.)

K.A.R. 28-4-173. Facility.

- (a) Convenience of location. The agency shall be easily accessible to the clientele, staff, and community and shall have adequate parking available.
- (b) Space requirements. The child placing agency shall provide suitable space for the following purposes:
 - (1) Office, reception areas, and visitation areas which insure comfort, privacy, and convenience of clients and staff and which are appropriately equipped for their intended use;
 - (2) Storage area for records which provides for systematic controlled access and retrieval, and which insures confidentiality.
- (c) Equipment. Suitable equipment shall be maintained in good working condition. Telephones shall be conveniently located and sufficient in number. Equipment and furnishings shall be clean and designed for efficiency, safety, and varied use. When transportation is provided by the agency, it shall be in well-maintained vehicles. Car seats and car restraints shall be provided when the agency transports children.

(Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65-508; effective May 1, 1982.)

K.A.R. 28-4-174. Social services related to child placing.

- (a) Intake requirements. A child placing agency shall have a written description of services offered and the criteria for service eligibility which shall include who is eligible for the services and what fees, if any, are charged. The statement of services and criteria shall be available in individual copies for distribution to clients and to the public. A child placing agency shall document that social services to preserve the family unit have been provided to the family and child and alternatives to placement have been explored with them. The agency shall keep a record of all applications for services and the reasons for denial of services. The agency shall provide referral assistance to persons seeking services not provided by the agency.
- (b) Intake procedures and practices. Upon referral or application, the agency shall assess the child's social and family history, the child's legal status, the strengths, resources, and needs of the child and his or her family, the role the child's parent or parents and other persons are to have during placement, and the identification of the specific needs of the child and family that warrant placement.

- (c) Initial case plan. Upon completion of the intake assessment and before placement, except in cases of emergency, the agency shall develop a written service plan. The plan shall include:
- (1) Selection and description of the type of placement appropriate to meet the child's needs;
 - (2) Projected duration of the placement;
 - (3) Preplacement activities with child and family;
 - (4) Specific treatment goals for child and family;
 - (5) Specific steps to accommodate each goal;
 - (6) Specific time frames for goals;
 - (7) Designation of responsibility for carrying out steps with child, parents, foster parent, adoptive parent(s), and court (when involved) including frequency of contacts;
 - (8) Date for first review of progress on steps and goals; and
 - (9) Description of the conditions under which the child shall be returned home or when proceedings for termination of parental rights should be initiated.
- (d) Case plan development. The parents or other significant persons to the child as well as the child, appropriate to his or her age and understanding, shall participate in developing the placement plan and participate in service contracts or agreements. Before accepting a child for placement from a parent or custodian, the agency shall secure written authority to provide care and written authority for medical care. In emergency situations necessitating immediate placement, the agency shall initiate assessment and initial case plan within one week of placement, which shall be completed within six weeks of placement.
- (e) Supervision and review of the case plan. The agency shall specify in writing the worker or workers who have the ongoing responsibility for the child, the biological, foster and adoptive families, and the casework plan. When a child is placed with another agency or division or whenever more than one worker or division are involved with the same family, the roles shall be clearly delineated for the workers and the family members and the specific responsibilities necessary to carry out the plan shall be in writing in the case records. The case plan shall specify the frequency of social worker visits with the child, the child's family and the foster family, but these visits shall not be made less than once each month. The agency shall complete a quarterly review and assessment of the case plan and progress toward goal achievement. The agency shall have a periodic individual case review, either administrative or with outside agency personnel to ascertain whether children are being served in a prompt manner and whether return to home, continual placement, or adoption efforts are appropriate on the child's behalf.

- (f) Placement services to parents. The agency's services shall be accessible and available to the parents of children in care and to an expectant parent or parents requesting services. The choice to use an agency's services shall be the parent's decision except when the choice has been taken from the parents by court order. The agency shall have as a goal helping the parents achieve positive self image and to carry out their parental roles and responsibilities while the child is in care. The agency shall have personal contacts with the parents when possible. It shall promote constructive contact by the parent or parents with the child after placement. The agency shall help the family have access to the services necessary to accomplish the case plan goals. While the child is in care, the agency shall counsel the parents relative to the problems and needs that brought about the circumstances of placement. Expectant parents considering placement shall receive assistance in the decision making process before the child is born and immediately thereafter.
- (g) Selection of placement. The agency shall select the most appropriate form of placement for the child consistent with the needs of the child's family, including foster family care, residential group care or adoption. In choosing the appropriate placement for the child, the agency shall provide for any specialized services the child may need in the least restrictive setting and in the closest available program to the child's home, and shall take into consideration and preserve the child's racial, cultural, ethnic, and religious heritage to the extent possible without jeopardizing the child's right to care. The agency shall consider the child's treatment plan steps and goals and select a placement that has the capacity to assist in their achievement. The agency shall, in accordance with the case plan, provide the child with a continuity of relationships for the anticipated duration of care when selecting the placement.
- (h) Preplacement preparation. The caseworker for the child shall become acquainted with the child before placement. The child's worker shall help the child understand the reasons for the placement plan, preparing him or her for a new environment. The worker shall plan and participate in at least one preplacement visit. The agency shall arrange a general medical examination by a physician for each child within a week of admission into care unless the child has received an examination within 30 days before admission. The results of this examination shall be recorded on forms supplied by the Kansas department of health and environment. The agency shall ensure that each child has had a dental examination by a dentist within 60 days of admission unless the child has been examined within 6 months before admission. Results of the examination shall be recorded on forms supplied by the Kansas department of health and environment.
- (i) Services during care. The agency shall supervise the child in care and shall coordinate the planning and services to child and family as outlined in the case plan. The supervising worker shall see the child a minimum of biweekly in the first three months of placement and monthly thereafter. Parents and children shall be provided the opportunity to meet on a regular basis with the agency worker regarding their progress on resolving problems that may be precipitated by placement, their progress in coping with problems through the use of substitute care, the parent and child's relationship difficulties arising from separation, and case goals. The placing agency shall have a written agreement with the parents regarding visits to the child and shall facilitate and promote visitation while the child is in care. If the parents require services that the agency does not offer, referral shall be made to appropriate services. Communication between the two agencies shall be

on a regular planned basis. The agency shall provide for the child's specialized services as outlined in the case plan. The agency shall have documentation of maintaining clear working agreements with other community resources, confidential referrals and providing access to services necessary to meet goals in the case plan.

- (j) Aftercare services. The agency shall provide for continuing services for children and families following an adoption or a child's return to the family from the placement. In the case of the disruption of an adoptive placement, the agency shall make plans, either through purchase of service or provision of foster care services, for continued care of the child until a permanent home has been secured. The agency shall offer supportive help to a family receiving a child into placement or giving up a child for placement for a minimum period of 6 months after the placement or relinquishment of the child.

(Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65-508; effective May 1, 1982; amended May 1, 1983.)

K.A.R. 28-4-175. Services in family foster home care.

- (a) Foster home finding. The agency shall have a recruitment process with designated staff and funding to reach out and inform the community about children needing foster homes. The agency shall provide information to prospective foster parents about foster care, the agency, the requirements for foster parents, the children needing foster care, licensing regulations, the licensing process and the reimbursement rates. The agency shall recruit foster parents who can respond to the agency's need to place specific children and be able to adjust their recruitment techniques as the kinds of children needing placement change.
- (b) Application and study process. At the time of inquiry, the potential applicant(s) shall be provided the opportunity to state their own plan for child care. Before formal application, the agency's foster care program and the value and necessity of having a license shall be discussed. It shall be explained that a licensed agency or the Kansas department of social and rehabilitation services shall complete a study and make recommendations concerning the home's eligibility for licensure to the Kansas department of health and environment. If after discussion of the potential applicant(s) plan and the general requirements for licensing, the potential applicant(s) wishes to proceed, the application forms shall be completed. The agency shall provide to prospective foster parents a copy of "regulations for licensing family foster homes" and an application form, both furnished by the Kansas department of health and environment. The application shall be completed, checked for accuracy, and countersigned by an agency representative.
- (c) Social study. The agency shall, as a further part of the application process, conduct a social study of the foster family in their home. In conducting the study, the agency shall include at least one face-to-face interview with each member of the foster family. The agency shall assess the following areas and record the information in the foster parent(s) record:
 - (1) Motivation for foster care;
 - (2) Family's attitude toward foster children;

- (3) Family's attitude toward natural parent(s);
 - (4) Adjustment of own children including school reports;
 - (5) Child caring skills;
 - (6) Strengths and weaknesses of each member of the household;
 - (7) Type of children desired;
 - (8) Type of children for whom placement with the family would not be appropriate; and
 - (9) Recommendation for number, age, sex, characteristics, and special needs children best served by the family. Copies of the social study are to be made available to the applicant and to licensing representative(s) of the Kansas department of social and rehabilitation services. The placement of children shall be consistent with the assessment and recommendations of the social study, including assessment of subsequent placements.
- (d) Services to foster parent(s).
- (1) Orientation. The agency shall provide orientation to foster parents to acquaint them with the agency's policies and practices.
 - (2) Training. There shall be a training plan for all foster parents to receive not less than 6 hours of training yearly. Such training shall provide opportunities for the foster families to increase their skills and parenting ability particularly with respect to the differences they may encounter in raising children not their own. Training opportunities should be chosen from the following topics:
 - (A) Developmental needs of the child to be placed;
 - (B) Roles and relationships in foster care between the agency, foster parent, natural parent, and child;
 - (C) Child management and discipline techniques;
 - (D) Separation and the importance of the child's family;
 - (E) Importance of the child's continued communication and contact with his or her family;
 - (F) Supportive services available to the children and foster families from the community;
 - (G) Communication skills;

- (H) Constructive problem solving;
 - (I) First aid and home safety; and
 - (J) Human sexuality.
- (e) Agreement. The agency shall have a written agreement with each foster family which clearly delineates the responsibility of the foster family and the child placing agency.
 - (f) Annual evaluations. The agency shall schedule an annual on-site evaluation of the foster home to make an assessment of the care and progress of each foster child in the home. The results of the evaluation shall be on file in written form at the agency and a copy submitted to the foster parents.
 - (g) Foster care payments. The agency shall have a system by which reimbursement is made to foster parents for expenditures or fees for service that is timely and equitable. If either services or care is to be provided by a foster family as a donation to the agency, a written agreement between the agency and the family shall specify services which shall be provided free and services or costs to be assumed by the agency.

(Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65-508; effective May 1, 1982.)

K.A.R. 28-4-176. Adoptive services.

- (a) Recruitment. The agency shall have a written recruitment plan which includes the methods of recruitment, sources to be used, time-related goals for applicant recruitment, and the designated staff and budget to carry it out. Recruitment shall be a continual process in the agency to meet the particular needs of the children available for adoption. The agency shall provide orientation to prospective adoptive parents to acquaint them with the agency's policies and practices and the approximate time the assessment will take, eligibility standards, types of children available and the availability of subsidy. The orientation shall also include a realistic assessment of the agency's need for adoptive homes.
- (b) Application. The agency shall require prospective adoptive parents to submit an application before proceeding with adoption. The application form shall be designed to obtain information declaring their intent to become adoptive parents and basic data about their family, their home, their financial status, and references to initiate a home study. The agency shall, as a further part of the application, conduct a social study with the family in their home.
- (c) Adoptive home study. The study process shall include a face-to-face interview with each member of the household. The agency shall have on file a written assessment of the adoptive home. The narrative shall assess the following areas of concern:
 - (1) Motivation for adoption;
 - (2) Family's attitude toward accepting an adoptive child, and plan for discussing adoption with the child;

- (3) Emotional stability, physical health, and compatibility of adoptive parents;
 - (4) Ability to cope with problems, stress, frustrations, crises, and loss;
 - (5) Information on medical or health conditions which would effect the applicant's ability to parent a child;
 - (6) Record of convictions other than minor traffic violations;
 - (7) Ability to provide for child's physical and emotional needs;
 - (8) Adjustment of own children, if any, including school reports;
 - (9) Positive feelings about parenting an adoptive child;
 - (10) Capacity to give and receive affection;
 - (11) Types of children desired and kinds of handicaps accepted;
 - (12) Types of children who would not be appropriate for the placement with this family;
 - (13) References; and
 - (14) Recommendations for number, age, sex, characteristics, and special needs children best served by this family.
- (d) Services to adoptive parents. The agency shall provide services to adoptive applicants individually or in groups to enable them to make an informed decision as to whether they can meet the specific needs of children awaiting adoption through participation in the adoptive study and evaluation of their potential for meeting the needs of the children available for adoption. The agency shall discuss potential children with the adopting family and shall prepare the adoptive family for the placement of a particular child by anticipating the adjustments and problems that may arise during and after placement. The agency worker shall establish a time schedule for visits to the adoptive family after the placement of a child in order to be able to make clear recommendations for the finalization of the adoption. The agency services shall be available to the adoptive family after finalization of the adoption. The agency shall inform applicants when it has been decided that a child cannot be placed in their home. Services shall be offered to the applicants to assist them to adjust to this decision.
- (e) Services to adoptees. Adoptive records shall be maintained by the agency after finalization. Records shall contain sufficient information to maintain the agency's capability to provide to adult adoptees information concerning the circumstances of their origins and their adoption. Copies of court documents shall be maintained indefinitely.

In providing information to adult adoptees served by the agency, confidentiality of information obtained from biological families shall be respected. This information may be released only in compliance with state law and orders of a court of competent jurisdiction.

(Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65- 508; effective May 1, 1982.)

K.A.R. 28-4-177. Services in residential group care.

- (a) Selection of the appropriate group care facility. The agency shall place a child, or refer a child for placement, only in a licensed group care facility. The selection of the most appropriate facility for a child shall be based upon the following considerations:
 - (1) The child's particular level of development, and the child's social and emotional problems that can be benefitted through group living experiences;
 - (2) The child's relationship to parents and the family situation in relation to location and willingness to participate; and
 - (3) The particular treatment plan and team approach that the licensed group care facility can make available. A statement of why a particular selection was made, which discusses these factors, shall be in the case record.

- (b) Placement agreement. There shall be a clearly written agreement between the placing agency and the residential group care facility, if separate agencies, which clarifies the following:
 - (1) The amount and frequency of contact the agency shall have with the child and the residential facility for supervision purposes;
 - (2) The extent to which the agency is to participate in ongoing evaluation of the child's needs and progress;
 - (3) How the agency is to work with the child's parents;
 - (4) When the agency will have access to information on the child's care and development;
 - (5) Visiting plans for child's parents and family members;
 - (6) Parental participation in case planning;
 - (7) Reporting mechanisms to be used between the agency and the residential facility while the child is in care;
 - (8) The financial plan in regard to cost of care;

- (9) The conditions under which the child will be discharged from the program; and
- (10) Designation of responsibility for aftercare services.

(Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65-508; effective May 1, 1982.)

K.A.R. 28-4-178. Services to young parents.

- (a) Admission. The agency shall describe the services it makes available to parent(s) who are under 18 years of age and who are interested in placing their child. The statement of services and criteria for service eligibility shall be made available to the public.
- (b) Services to parents. The agency shall offer counseling to the parents of young parents applying to the agency for services.
- (c) Medical services. The agency shall assist in procuring the medical services needed by the pregnant young woman. Medical services and care shall be coordinated by the agency; shall be based on the inter-relationship of physical, social, environmental, and spiritual factors; and shall insure confidentiality for the parent(s) if requested or required.

(Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65-508; effective May 1, 1982.)

K.A.R. 28-4-179. Case records.

- (a) The agency shall maintain case records in a manner that is uniform, detailed, well written, and organized. Records shall be current and be made available for inspection by the division. The agency shall show in their case records the following:
 - (1) Continuity of service plan;
 - (2) Documentation of the work of the agency; and
 - (3) Summaries and assessments of changes affecting the client and changes in the service delivery process.
- (b) Foster home records. The agency shall keep separate records for each foster home. The record shall be started at the time of application. The foster home record shall contain:
 - (1) The application;
 - (2) Home study;
 - (3) Medical reports;
 - (4) Summary narrative containing the dates as well as the content material from the worker's contacts;
 - (5) References;

- (6) Yearly evaluation of strengths and weaknesses of the foster family and assessment of the best way to maximize the foster care experience for the foster family and the children placed with them. This evaluation shall be reviewed with the foster family;
 - (7) Yearly relicensing recommendation study and forms connected with it; and
 - (8) Placement history of the foster home, children placed, dates admitted and discharged, and pertinent narrative information about the interaction and relationships within the foster family.
- (c) Adoptive home records. The agency shall keep separate records for each prospective and actual adoptive family. The adoptive home record shall contain:
- (1) The application;
 - (2) The adoptive home study;
 - (3) Medical reports;
 - (4) References;
 - (5) A copy of the information given to the parents concerning the child;
 - (6) All legal documents pertaining to the adoption;
 - (7) Summary narrative on the pre-placement and post-placement contacts with the family and the adopted child;
 - (8) A narrative which clearly indicates the reason(s) a family was not accepted or did not have a child placed; and
 - (9) After placement, a statement of plans for follow-up services to the child in placement and to the adoptive family.
- (d) Child's records upon placement. The agency shall maintain individual records for each child placed in a foster or adoptive home which shall include:
- (1) The name, sex, race, birth date, and birth place of the child;
 - (2) Name, address, telephone number, and marital status of parent or guardian of the child;
 - (3) All legal documents and court status;
 - (4) Medical history, cumulative health record, and psychological and psychiatric reports;

- (5) Social history of the family and parent background clearly and fully stated to provide an informational tool for all subsequent workers;
 - (6) Summary narrative which reflects the dates of contact, initial assessments and case plan, and contact material of worker's visits;
 - (7) The circumstances precipitating the decision to place a child, the agency's involvement with the parents, including services offered, delivered or rejected. If placement is court ordered, the case record shall contain the court papers, summaries, and required court reports during placement;
 - (8) Educational records and reports;
 - (9) Summary of case review conference which reflects the contacts with and status of all family members in relation to the placement plan as well as the achievements or changes in the goals;
 - (10) Summary of the administrative or outside case review on the progress of each child toward determined goals;
 - (11) Summary and narrative regarding the child's contacts with the family. The material should reflect the quality of the relationships as well as the way the child is coping with them; and
 - (12) Copy of interstate compact forms, if applicable.
- (e) Child's records upon discharge. Upon discharge, the following shall be placed in the child's case record:
- (1) Date of discharge, reason for discharge, and the name, telephone number, address, and relationship of the person or agency to whom the child was discharged;
 - (2) A discharge summary containing services provided during care, growth and accomplishments and assessed needs which remain to be met with the service possibilities which might meet those needs; and
 - (3) Aftercare plans.
- (f) Reports to the division. The agency shall provide written notification to the division of change of address of legal office. The agency shall provide statistical data to the division when requested for public information, research, or planning purposes.

(Authorized by K.S.A. 65-508; implementing K.S.A. 65-503, 65-508; effective May 1, 1982.)