


**Group Home and Residential Center Application and Policy Review Checklist**

**Facility Name:**

**Date Application Submitted:**

	Statute or Regulation #	Regulation Description
	<b>Required Documentation</b>	<ul style="list-style-type: none"> <li>○ <b>Completed and signed application</b></li> <li>○ <b>Licensing Fee</b></li> <li>○ <b>a written proposal detailing the purpose of the facility</b></li> <li>○ <b>the administration plan for the program</b></li> <li>○ <b>an organizational chart</b></li> <li>○ <b>a financial plan for the program</b></li> <li>○ <b>staffing for the program, including job descriptions</b></li> <li>○ <b>services to be offered, including the number, age range and sex of residents to be served</b></li> <li>○ <b>admission criteria and a description of the level of care to be provided</b></li> <li>○ <b>written notification to the school district</b></li> <li>○ <b>floor plan for each building to be used</b></li> <li>○ <b>plot plan for the entire outdoor premises</b></li> <li>○ <b>documentation of state fire marshal's approval</b></li> <li>○ <b>request for employee background checks</b></li> <li>○ <b>articles of incorporation and bylaws</b></li> <li>○ <b>documentation the building meets zoning requirements of the community</b></li> <li>○ <b>policy and procedure manual</b></li> </ul>
	<b>28-4-127(e)(1)(A)</b>	<b>Emergencies- (e) Reporting illnesses and injuries (pg. 29)-</b> (1)(A) Residential facilities shall have on file written policies (approved by DCF) on reporting of illnesses and injuries of adults and children
	<b>28-4-128(a-f)</b>	<b>Safety procedures (pg. 30)-</b> (a) Each facility shall develop an emergency plan to provide for the safety of children and staff in emergencies such as fire, tornadoes, floods, and serious injury (b) Each plan shall be posted in a conspicuous place

		<p>(c) Each person responsible for the children shall be informed of and shall follow the plans</p> <p>(d) Fire drills shall be conducted monthly and scheduled to allow participation by each child. Each date and time shall be recorded</p> <p>(e) Tornado drills shall be conducted monthly, April through September, and scheduled to allow participation by each child. Each date and time shall be recorded</p> <p>(f) Each person regularly care for children shall have first-aid training. Documentation of the training shall be on file.</p>
	<b>28-4-130(a)(b)</b>	<b>Transportation-(pg32-34)</b>
	<b>28-4-269(c)(1) (A-F)</b>	<p><b>Licensing procedures- (c) (pg. 39-40) -(1)</b> A written proposal that details the following:</p> <p>(A) Purpose of the facility</p> <p>(B) Organizational chart</p> <p>(C) Financing plan</p> <p>(D) Staffing pattern (including job descriptions)</p> <p>(E) Services to be offered (including number, age range and sex of residents to be served)</p> <p>(F) Admission criteria and description of the level of care to be provided through either direct services or agreements with specified community resources</p>
	<b>28-4-269(c)(2) (A-C) and (c)(3)</b>	<p><b>Licensing procedures- (c) (pg. 40)- (2)</b> A copy of the written notification provided to the school district where the facility is located, including the following:</p> <p>(A) The anticipated opening date</p> <p>(B) The number, age range and anticipated special education needs of the residents to be served</p> <p>(C) A request for educational services or a request for approval of proposed alternative formal schooling to be provided by the facility</p> <p>(1) Documentation that the notification required was received by the school district at least 90 days before the planned open date</p> <p>*28-4-269(n) - The 90-day notification to the local school district may be waived by DCF FCL upon receipt of a written agreement by the local school district.</p>
	<b>28-4-269(c)(4)</b>	<b>Licensing procedures- (c) (pg. 40)- (4)</b> Floor plans for each building to be used
	<b>28-4-269(c)(5)</b>	<b>Licensing procedures- (c) (pg. 40)- (5)</b> Documentation of the state fire marshal's approval
	<b>28-4-271(a)</b>	<b>Administration- (a) Organization (pg. 43)</b> - The facility shall have plans and policies of organization and administration clearly defining legal responsibility, administrative authority and responsibility for comprehensive services. Changes in policies shall be submitted DCF FCL.
	<b>28-4-271(c) (1-2)</b>	<p><b>Administration- (c) Personnel policies (pg. 44)-</b></p> <p>(1) The facility shall have written personnel policies and operating practices which shall be made available to its staff members. The various services of the facility and the duties and responsibilities of each staff member shall be clearly defined and followed.</p> <p>(2) A personnel record shall be maintained on each staff member and made available to the staff member on request.</p>
	<b>28-4-271(e)(1)(A and B)</b>	<p><b>Administration- (e) Staff qualifications (pg. 44)</b> - (1) Administrator shall have previous experience and shall have a working knowledge of child development principles.</p> <p>(A) For Residential Centers- administrator shall have at least a bachelor's degree</p> <p>(B) For Group Boarding Homes- administrator shall have at least a high school diploma, or its equivalent</p>
	<b>28-4-271(e)(2)(A)</b>	<p><b>Administration- (e) Staff qualifications (pg. 44)- (2)</b> Child care staff</p> <p>(A) Staff with direct responsibility for residents shall have at least a high school diploma or its equivalent</p>

	<b>28-4-271(e)(3)(B)</b>	<b>Administration- (e) Staff qualifications (pg. 45)-</b> (3) Relief staff (B) Staff with direct responsibility for residents shall have at least a high school diploma or its equivalent
	<b>28-4-271(e)(6)</b>	<b>Administration- (e) Staff qualifications (pg. 45)-</b> (6) Child care personnel (excluding substitute staff, shall attend a minimum of 18 hours of training annually, to improve their knowledge, understanding and practice of child development principles
	<b>28-4-271(e)(7)(A-E)</b>	<b>Administration- (e) Staff qualifications (pg. 45)-</b> (7) Food service staff shall: (A) Have a knowledge of nutritional needs of children and youth (B) Understand quantity food preparation and service (C) Practice sanitary methods of food handling and storage (D) Be sensitive to individual, cultural and religious food preferences of the residents (E) Be willing to work with the administrator in planning learning experiences for the residents relative to nutrition
	<b>28-4-271(e)(8)</b>	<b>Administration- (e) Staff qualifications (pg. 45)-</b> (8) Consultant services. The facility shall arrange for consultation by social workers, physicians, psychologists, psychiatrists, teachers, nurses, speech therapists and other consultants as required to meet the needs of the residents served.
	<b>28-4-272(a)(2-3) &amp; K.S.A. 65-508(d)</b>	<b>Records- (a) Resident's records (pg. 45 and 46)-</b> (2) An individual record shall be kept on each resident. Each record shall include: (A) Date of admission and discharge (B) Health assessment, immunization record and dental record (C) Consent for emergency medical treatment (D) Each accident report (3) Facilities providing treatment or social service programs shall have a social service record (treatment plan and progress reports made every 3 months) for each resident * <u>Need policies/procedures for record retention/destruction</u>  *Facilities providing emergency care are exempt from K.A.R. 28-4-272(a)(2) and (3)
	<b>28-4-272(b)(1-5)</b>	<b>Records- (b) Staff records (pg. 43)-</b> A file shall be kept at the administrative office for each employee. The file shall include: (1) Terms of employment (includes confidentiality statement) (2) Education and experience (includes symptoms of illness, accident prevention, first aid and annual training record) (3) Health certificates (includes TB test) (4) Work references (5) A statement signed by the employee that the employee has read the following documents and agrees to abide by them: (A) Discipline policies (B) Child abuse reporting policies (C) Health policies * <u>Need policies/procedures for record retention/destruction</u>
	<b>28-4-273(a)</b>	<b>Admission policies- (a) (pg. 46)-</b> Written admission policies shall be prepared by the applicant in accordance with goals and purposes of the facility. The policies shall include a nondiscrimination statement.
	<b>28-4-273(e)(2)</b>	<b>Admission policies- (e) Placement agreements between placing agent and facility (pg. 43)-</b> (2) There shall be a written policy regarding the facility's responsibility to the resident's family while the resident is in placement.
	<b>28-4-273(e)(3)</b>	<b>Admission policies- (e) Placement agreement between placing agent and facility (pg. 43)-</b> (3) There shall be a written agreement at the time of placement between the placing agent and the facility
	<b>28-4-273(e)(4)</b>	<b>Admission policies- (e) Placement agreement between placing agent and facility (pg. 43)-</b> (4) Written visitation and communication policies shall be available to all residents, parents, guardians and legal representatives

	<b>28-4-274(a) &amp; (b)</b>	<b>Services- (pg. 48)-</b> (a) Services shall be provided in accordance with the stated purpose and goals of the facility
		(b) Treatment and social service facilities shall have a specific plan for the provision of social services for each resident in care. These services shall be provided by a private or public social agency or through a licensed social worker on the facility staff.
	<b>28-4-274(c)(2)</b>	<b>Services- (c) Discipline (pg. 45)-</b> (2) There shall be a written discipline policy outlining methods of guidance appropriate to the ages of the residents. Residents shall not be permitted to discipline other residents.
	<b>28-4-274(c)(3)(A-E)</b>	<b>Services- (c) Discipline (pg. 45)-</b> (3) Prohibited punishment is prohibited. Prohibited methods of punishment include: (A) Corporal punishment (B) Verbal abuse or derogatory remarks about the child or the child’s family (C) Binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room or similar cubicle (D) Withholding or forcing foods (E) Isolation (unless isolation policies approved by DCF)
	<b>28-4-274(d)</b>	<b>Services- (d) Education (pg. 45)-</b> Each resident shall be helped to secure the maximum amount of education of which they are capable and be provided the optimum conditions under which they can receive the greatest benefit from the school experience. Alternative formal schooling providing by the facility shall have received approval by the local school district or the Kansas state department of education.
	<b>28-4-274(e)</b>	<b>Services- (e) Religion (pg. 48)-</b> Each resident shall be allowed to participate in religious worship.
	<b>28-4-274(f)(1-3)</b>	<b>Services- (f) Work experiences (pg. 49)-</b> (1) Whenever possible, residents shall have an opportunity to earn and manage money by working either at the facility or in the community. They shall not be used as substitutes for regular staff. (2) Vacation, after school and other jobs shall be permitted with administrator’s approval (3) Hazardous work experiences shall not be allowed
	<b>28-4-275 (a)(1) and (2)</b>	<b>Health care- (a) General health policies (pg. 49)</b> (1) Smoking shall be confined to designated smoking areas (following state law) (2) Alcohol or non-prescribed controlled substances shall not be consumed by any resident, staff while on duty or by any staff in the presence of residents
	<b>28-4-275(b)(1) (A-G)</b>	<b>Health care- (b) (pg. 49)-</b> (1) The licensee, in consultation with a physician or community health nurse, shall develop written policies for implementing the health program in the following areas: (A) Health examination for residents and staff (B) Continuing health care (C) Dental examination and follow-up dental care (D) Corrections of medical problems (E) Special examinations such as vision, hearing and neurological exams (F) Care of minor illness including use of nonprescription drugs (G) Consultation for the individual child when indicated
	<b>28-4-275(b)(3)</b>	<b>Health care- (b) (pg. 50)-</b> (3) Each prescription medicine shall have: • Name of the individual recipient and the physician • Dosage and time A record shall be kept in the resident’s file as to who gave the medication and when it was given.

	<b>28-4-275(c)(1)(A-C)</b>	<p><b>Health care- (c) Physical health of residents and children of staff (pg. 50)-</b> (1) Physical health</p> <p>(A) A health assessment for each resident and child of a staff member shall be obtained within 6 months prior to or not more than 30 days after admission of the resident or employment of the parent.</p> <p>(B) Health assessments shall be required annually for residents to age 6 and every three years for residents over the age of 6.</p>
		<p>(C) Each person under 16 yrs. who lives in the facility shall have current immunizations according to the schedule recommended by the center for disease control</p> <p>*Residents in emergency care shall be exempt</p>
	<b>28-4-275(c)(2) (A-B)</b>	<p><b>Health care- (c) Physical health of residents and children of staff (pg. 50)-</b> (2) Health care</p> <p>(A) A current health record (health status, developmental progress and special needs with appropriate plans to meet these needs) shall be kept for each resident</p> <p>(B) Staff shall update the health information as determined by the program’s specific health policies and use the information as a basis for review and evaluation of the resident’s health status</p> <p>*Residents in emergency care shall be exempt</p>
	<b>28-4-275(c)(4)</b>	<p><b>Health care- (c) Physical health of residents and children of staff (pg. 50)-</b> (4) Staff shall be trained in observation of symptoms of illness, elementary principles of first aid, and accident prevention.</p>
	<b>28-4-275(d) (1-3)</b>	<p><b>Health care- (d) Dental health of residents (pg. 51)-</b></p> <p>(1) A pre-admission dental exam obtained within a year prior to or within 60 days after admission shall be required for each resident (excluding residents in emergency care)</p> <p>(2) Follow-up dental correction shall be provided, and shall be noted in the resident’s file</p> <p>(3) Staff shall develop plans for dental health education and supervise the residents in the practice of good oral hygiene</p>
	<b>28-4-276(d)</b>	<p><b>Mental health policies- (d) (pg. 51)-</b> Mental health concepts shall be included in staff training and in parent-child conferences</p>
	<b>28-4-277(a)(2)</b>	<p><b>Environmental standards- (a) General requirements (pg. 51)-</b> (2) The building shall meet the legal requirements of the community as to the building codes, zoning, and fire protection. <b>(Need letter from zoning commission)</b></p>
	<b>28-4-277(b)(4)</b>	<p><b>Environmental standards- (b) Premises (pg. 52)-</b> (4) Each facility shall develop a written maintenance policy which shall be followed. The facility and outside area shall be maintained in good condition and shall be clean at all times, free from accumulated dirt, trash, vermin and rodent infestation. Garbage and outdoor trash containers shall be covered. Contents of outdoor containers shall be removed at least weekly.</p>