

State of Iowa
Department of Human Services
Des Moines

November 5, 1985

GENERAL LETTER NO. 12-A-AP-7

SUBJECT: Employees' Manual, Title XII, Chapter A, Appendix, "Approval of Juvenile Detention and Shelter Care Homes", page 1, revised; and Form SS-3105-0, Application for License or Certificate of Approval, revised.

This letter updates the application for a certificate of approval to operate a juvenile detention or shelter care facility to reflect changes in Department and Bureau names and Iowa Administrative Code references.

Effective Date

Immediately

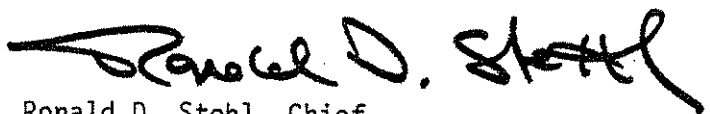
Material Superseded

Employees' Manual, Title XII, Chapter A, Appendix, page 1, dated February 1, 1983, and SS-3105-0, Application for License and/or Certificate of Approval, dated 2/83, shall be removed from the Manual and destroyed.

Additional Information

Use up the current supply of Form SS-3105-0. Questions concerning this material shall be directed to the District Office.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Ronald D. Stehl, Chief
Bureau of Adult, Children and
Family Services

Central Office
District Offices
Local Offices

State of Iowa
Department of Human Services
Des Moines

September 9, 1986

GENERAL LETTER NO. 12-A-APP-8

SUBJECT: Employees' Manual, Title XII, Chapter A, "Approval of Juvenile Detention and Shelter Care Homes," Appendix, form SS-3105-0, Application for License or Certificate of Approval, form SS-0703, Evaluation and Recommendation for Juvenile Shelter Care and Detention Homes, form SS-3307, Notice of Action, and form SS-2209-3, Evaluation and Recommendation for Approval to Operate a Control Room, revised.

Form 3105-0, Application for License or Certificate of Approval, is revised to specify two types of facilities for mentally retarded children, community and comprehensive.

Form SS-0703-0, Evaluation and Recommendation for Juvenile Shelter Care and Detention Homes, is revised to reflect the following: (1) prohibition on employing individuals who have been convicted of a crime involving mistreatment or exploitation of a child; (2) change in policy on notification when control room used; (3) change in policies on children's family visits, communication with worker and legal counsel, and telephone calls; and (4) change in policy on confining children to their rooms. Documentation of the unannounced visit is also added.

SS-3307, Notice of Action, is revised to specify the two types of facilities for mentally retarded children, community and comprehensive.

SS-2209-3, Evaluation and Recommendation for Approval to Operate a Control Room, is revised to reflect change in the policy on notification when control room used.

Effective Date

This material is effective upon receipt.

Material Superseded

The following forms shall be removed from the Manual and destroyed:

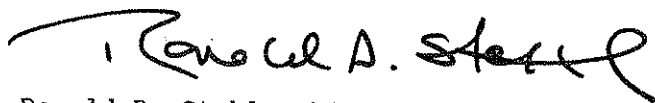
<u>Form</u>	<u>Date</u>
SS-3105-0	10/85
SS-0703	10/83
SS-3307	10/83
SS-2209-3	10/83

Additional Information

Existing supplies of all four forms shall be destroyed and new forms ordered in the usual manner.

Questions concerning this material shall be directed to the district administrator.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Ronald D. Stehl, Chief
Bureau of Adult, Children
and Family Services

Central Office
District Offices
Local Offices



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 10, 2016

GENERAL LETTER NO. 12-A-AP-9

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title XII, Chapter A, **APPROVAL OF JUVENILE
DETENTION AND SHELTER CARE HOMES APPENDIX**, the following
forms:

- 470-0723 *Application for License or Certificate of Approval*; renamed,
renumbered, and revised
- 470-0728 *Notice of Action*, renamed, renumbered, and revised

Summary

This chapter is revised to update the following forms:

- ◆ 470-0723, *Application for License or Certificate of Approval*
- ◆ 470-0728, *Notice of Action*

Effective Date

Upon receipt.

Material Superseded

This material replaces the following forms from Employees' Manual, Title XII, Chapter A, Appendix:

<u>Page</u>	<u>Date</u>
SS-3105-0 (470-0723)	8/86
SS-3307 (470-0728)	7/86

Additional Information

Refer questions about this general letter to the Bureau of Child Welfare and Community Services in the Division of Adult, Children and Family Services.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

September 8, 2017

GENERAL LETTER NO. 12-A-AP-10

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title XII, Chapter A, **APPROVAL OF JUVENILE DETENTION AND SHELTER CARE HOMES APPENDIX**, Contents (page 1), revised; pages 5 and 6, revised; and the following forms:

- 470-0723 *Application for License or Certificate of Approval*, revised
- 470-0728 *Notice of Action*, revised
- 470-0700 *Evaluation and Recommendation for Approval to Operate a Control Room*, renumbered and revised
- 470-0703 *Evaluation and Recommendation for Approval to Use Mechanical Restraints*, renumbered and revised
- 470-0643 *Request for Child and Dependent Adult Abuse Information*, renamed, renumbered, and revised

Summary

Chapter XII-A-Appendix is revised to:

- ◆ Add a facility type for children's residential facilities for a certificate of approval on form 470-0723, *Application for License or Certificate of Approval*.
- ◆ Change the wording from "...residential facility for children with intellectual disabilities" to "...residential facility for children with an intellectual disability" on the following forms:
 - 470-0723, *Application for License or Certificate of Approval*
 - 470-0728, *Notice of Action*
- ◆ Move the following forms to 12-B-Appendix:
 - SS-2208, *Unsafe Water Sample Approval*. This form has been renumbered and renamed as 470-0699, *Provisions for Alternate Water Supply*.
 - SS-2202, *Foster Care Private Water Supply Survey*. This form has been renumbered as 470-0693.
- ◆ Renumber and revise the following forms:
 - SS-2209-3, *Evaluation and Recommendation for Approval to Operate a Control Room*, renumbered as 470-0700
 - SS-2212-3, *Evaluation and Recommendation to for Approval to Use Mechanical Restraints*, renumbered as 470-0703

- ◆ Revise SS-1606-0, *Request for Child Abuse Information*. This form has been renumbered and renamed as form 470-0643, *Request for Child and Dependent Adult Abuse Information*.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following forms in Employees' Manual, Title XII, Chapter A, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 21, 1984
470-0723	5/16
470-0728	2/13
SS-2208 (470-0699)	4/82
5, 6	February 1, 1983
SS-2202 (470-0693)	10/81
SS-2209-3 (470-0700)	8/86
SS-2212-3 (470-0703)	10/83
SS-1606-0 (470-0643)	8/84

Additional Information

Refer questions about this general letter to the Bureau of Child Welfare and Community Services in the Division of Adult, Children and Family Services.