

Iowa Department of Human Services

EVALUATION AND RECOMMENDATION FOR JUVENILE SHELTER CARE AND DETENTION HOMES

Agency Name	Phone Number
Agency Address	
Facility Name	Phone Number
Facility Address	

<u>PHYSICAL STANDARDS</u>		Yes	No
105.2(1)a	75 sq. ft. play area per child	_____	_____
(1)b	Play area identified and free from hazards	_____	_____
(1)c	Rubbish and trash separated from play area	_____	_____
(1)d	Adequate drainage	_____	_____
<u>Buildings</u>			
<u>Living Areas</u>			
105.2(2)a(1)	Screened windows for ventilation	_____	_____
a(2)	Clean, sanitary, free from vermin, rodents, dampness, gases and odors	_____	_____
a(3)	Safe repair	_____	_____
a(4)	Adequate light	_____	_____
a(5)	Heating and storage areas separate from sleeping and play areas	_____	_____
a(6)	Walls and ceiling asbestos-free	_____	_____
105.2(2)b	<u>Sleeping Rooms</u>		
	60 sq. ft. multiple occupancy unless licensed prior to 7/1/81	_____	_____
	80 sq. ft. single occupancy unless licensed prior to 7/1/81	_____	_____
	Finished construction	_____	_____
105.2(2)b(2)	No more than 4 children per room in shelter or 2 per room in detention (exception for detention facilities prior to 7/1/81)	_____	_____
<u>Above Ground</u>			
105.2(2)c(1)	7'6" ceilings	_____	_____
c(2)	Window area 8% of floor area, unless adequate mechanical ventilation	_____	_____

PHYSICAL STANDARDS (Cont'd)

Yes No

Below Ground

- 105.2(2)d(1) 6'8" ceilings
- d(2) Window area 2% of floor area, unless adequate mechanical ventilation
- d(3) Floor and walls have impervious finish, free from ground water leakage

Bedrooms

- 105.2(3)a Solidly constructed bed
- (3)b Sheets, pillow cases, blankets clean and in good repair
- (3)c Adequate storage space
- (3)d No child over 5 shares bedroom with opposite sex

Heating

- 105.2(4)a 65°F and 55°F
- (4)b Space heaters, etc., vented to outside
- (4)c No rubber or plastic tubing for gas or oil heater lines
- (4)d Heating or cooling plant checked at least annually, and in safe condition at all times

SANITATION, WATER AND WASTE DISPOSAL

Bathrooms

- 105.2(5)a Adequate hot and cold running water
- (5)b Properly equipped
- (5)c Toilets, baths, showers provide privacy
- (5)d Shower or tub for each 10 children
- (5)e Showers and tubs have slip-proof surfaces
- (5)f 1 toilet and 1 lavatory for each 6 children
- (5)g Toilet facilities vented to remove odors and moisture
- (5)h Toilet facilities completely separated from adjacent food preparation areas by windowless door that fills complete door frame
- (5)i Toilet facilities kept clean
- (5)j Partition if more than one stool
- (5)k Toilets, wash basins, other plumbing and sanitary facilities in good operating condition

Food Preparation and Storage

- 105.2(6)a No cracked dishes or utensils
- (6)b 45°F storage area for perishable foods
- (6)c 0°F storage area for frozen foods
- (6)d Hot food maintained at 140°F or above
- (6)e Cold food maintained 45°F or below
- (6)f Kitchen and food storage area clean and neat; no food stored on floor
- (6)g Floors and walls of smooth construction and good repair

Personnel Handling Food

- 105.2(7)a Free of infection which might be transferred
- (7)b Clean and neatly groomed
- (7)c Wear clean clothes
- (7)d No tobacco use during preparation or serving food

<u>SANITATION, WATER AND WASTE DISPOSAL (Cont'd)</u>		Yes	No
<u>Dishwashing Facilities</u>			
105.2(8)b	Commercial dishwasher if over 15 people	_____	_____
b(1)	If commercial dishwasher, chemicals for sanitation are automatically added	_____	_____
b(2)	Single temperature machine at least 165°F 150°F washwater and 180°F rinse	_____	_____
b(3)	Cleaned at least daily, and as needed	_____	_____
105.2(8)c	Dish table space available to separate soiled from clean dishes for a meal	_____	_____
(8)d	All hand-held food equipment cleaned and sanitized each meal	_____	_____
(8)e	Dispensers, urns, etc., cleaned and sanitized daily	_____	_____
<u>Food Not Prepared at Site of Serving</u>			
105.2(9)a	Preparation site meets standards for on-site preparation	_____	_____
(9)b	Food transported in covered containers, completely wrapped to avoid contamination	_____	_____
(9)c	During transportation and until serving 140°F for hot foods and 45°F for cold food	_____	_____
<u>Milk Supply</u>			
105.2(10)	If fluid milk, it is pasteurized Grade "A"	_____	_____
<u>Water Supply</u>			
105.2(12)	Public water supply or private supply which annually checked for deficiencies (including NO ₃ content); multiple sources analyzed	_____	_____
	OR		
	written statement regarding how potable water will be obtained, transported and stored		
<u>Heating and Storage of Hot Water</u>			
105.2(13)	Pressure and temperature relief valve	_____	_____
<u>Sewage Treatment</u>			
105.2(14)	Public system (if available) or private system designed, constructed and maintained so that no unsanitary or nuisance conditions exist	_____	_____
<u>Garbage Storage and Disposal</u>			
105.2(15)a	Sufficient # of garbage and rubbish containers	_____	_____
(15)b	Fly-tight, leak-proof, rodent-proof and maintained in sanitary condition	_____	_____
<u>SAFETY</u>			
105.2(16)a	Sufficient measures taken to ensure safety of children	_____	_____
(16)b	Stairways, halls and aisles		
	Substantial nonslippery material	_____	_____
	Good state of repair	_____	_____
	Adequately lighted	_____	_____
	Kept free of obstructions	_____	_____
	Handrail on stairways	_____	_____

<u>SAFETY (Cont'd)</u>		Yes	No
105.2(16)c	Radiators, registers and steam and hot water pipes have protective coverings	_____	_____
	Electrical outlets and switches have wall plates	_____	_____
(16)d	Fuse boxes are inaccessible to children	_____	_____
(16)e	Written procedures exist for the handling and storage of hazardous materials	_____	_____
(16)f	Firearms are prohibited	_____	_____
<u>All Swimming Pools</u>			
105.2(16)g	Conform to state and local health and safety rules	_____	_____
	Have adult supervision when children use the pool	_____	_____
(16)h	Written policies regarding any fishing ponds, lakes or other bodies of water on or near institution grounds and accessible to children	_____	_____
<u>Emergency Evacuation</u>			
105.2(17)	All units have posted plan for evacuation of children in case of fire or disaster	_____	_____
	Practice drills are held at least every 6 months	_____	_____
105.2(18)	Annual fire inspection by state fire marshal; meets recommendations	_____	_____
105.2(19)	Facility meets local building, zoning, sanitation and fire safety ordinances. Where no local standards exist, state standards shall be met	_____	_____
<u>PERSONNEL POLICIES</u>			
105.3(1)	Current written personnel policies and practices of the specific facility accessible to staff include:		
(1)a	Affirmative action and equal employment	_____	_____
(1)b	Job descriptions for all positions	_____	_____
(1)c	Provisions for vacation, holidays and sick leave	_____	_____
(1)d	Effective, time-limited grievance procedures	_____	_____
(1)e	Authorized procedures for suspension and dismissal for just cause	_____	_____
(1)f	Written procedures for annual evaluations	_____	_____
105.3(2)	Staff with direct contact with clients who are involved in the preparation of food shall:		
	Be medically free of serious infectious communicable diseases and able to perform job duties	_____	_____
	Obtain a statement by a physician at the time of employment and every 3 years verifying the above conditions	_____	_____
105.3(3)	The following information is maintained in a personnel record for each employee:		
(3)a	Name, address and social security number	_____	_____
(3)h	Job application and justification of initial and current employment	_____	_____
(3)c	Certified copy of transcript, diploma or verification for educational requirements. Verification of experience, if required	_____	_____

PERSONNEL POLICIES (Cont'd)

		Yes	No
105.3(3)d	Written verification of any required licensure	_____	_____
(3)e	At least two written or documented oral references and with documentation of further investigation if negative references received	_____	_____
(3)f	Written, signed and dated statement disclosing any founded instances of child abuse, neglect or sexual abuse committed by the applicant	_____	_____
(3)g	Documentation of the submission of form SS-1606-0, Request for Child Abuse Information, to the registry and the registry response	_____	_____
(3)h	Written, signed and dated statements by new applicants disclosing any convictions of crimes involving mistreatment or exploitation of a child	_____	_____
(3)i	Documentation of check with Iowa Department of Public Safety on all new applicants for employment after 7/1/83 prior to permanently employing individual	_____	_____
(3)j	No employment of any individual convicted of a crime involving the mistreatment or exploitation of a child Documentation of criminal records check if hired after 5/1/82	_____	_____
(3)k	Current information relative to work performance evaluation	_____	_____
(3)l	Records of pre-employment health exam or health report plus written record health services rendered to the employee to ensure employee able to do the job	_____	_____
(3)m	Information on written reprimands or commendations	_____	_____
(3)n	Information on position in agency and date of employment	_____	_____

NUMBER OF STAFF

105.5(1)a	Adequate coverage at all times At least one staff person on duty per facility If six or more residents, two staff on duty at all times residents usually are awake and present Coed facility having more than five residents: male and female staff on duty at all times Child care staff at least eighteen years of age	_____	_____
(1)b	On-call system for coed facilities to provide staff of same sex for all personal body searches and supervision of personal care	_____	_____
(1)c	Minimum of 1 child care staff to 5 residents during prime programming time Client ratio is _____ to _____ Prime programming time is _____	_____	_____
(1)d	At night, one staff person awake in each living unit, making regular visual checks at least every hour in shelter and every ½ hour in detention Night checks are logged, including time of checks and observations On-call to provide back-up to child care and casework personnel within minutes	_____	_____
105.5(2)	Composition of staff determined by facility, based on needs of residents, facility goals, programs provided and federal, state and local laws and rules	_____	_____

<u>STAFF DEVELOPMENT</u>		Yes	No
105.5(3)	Staff development is appropriate to the size and nature of the facility. There is a written format for staff training that includes:		
(3)a	Orientation for all new employees to acquaint them with the philosophy, organization, program practices, and goals of the facility	_____	_____
(3)b	Training of new employees in areas related to their job assignments	_____	_____
(3)c	Provisions for all staff members to improve their competency. This may be accomplished through such means as: (1) attending staff meetings (2) attending seminars, conferences, workshops and institutes (3) visiting other facilities (4) access to consultants (5) access to current literature, including books, monographs, and journals relevant to the facility's services	_____	_____
(3)d	An individual designated responsible for staff development and training, who completes a written staff development plan which is updated annually	_____	_____

ORGANIZATION AND ADMINISTRATION

105.5(4)	Any change in name of facility, address, executive or capacity has been reported to licensing manager within 30 days of change	_____	_____
	A table of organization identifies the lines of responsibility and authority from policy making to service to clients	_____	_____
	An executive director shall have full administrative responsibility for carrying out policies, procedures, and programs	_____	_____

INTAKE PROCEDURES

105.6(1)	Court, child's attorney, parents notified as soon as possible by agency when child is placed in facility	_____	_____
	Court, child's attorney, parents given reasons for admission	_____	_____
	Capacity not exceeded	_____	_____
	Service responsibilities agreement at admission	_____	_____

Code 232.21 Shelter Care

	No placement in shelter care unless one of the following applies:	_____	_____
	a. Child has no parent, guardian, custodian, etc., approved by court to provide proper shelter;		
	b. Child wants to be placed in shelter care;		
	c. Child held until parent or guardian can arrive to take child;		
	d. Child held until transfer to another jurisdiction;		
	e. Child is placed by court order.		

INTAKE PROCEDURES (Cont'd)

Yes No

105.6(1)

Time Limits:

- 1. Court order within 48 hours of placement
- 2. Child held for parents up to 72 hours

Code 232.22, Detention

No child is placed in detention unless one of the following applies:

- a. Child being held under warrant for another jurisdiction
- b. Escapee from juvenile detention or penal institution
- c. Violated conditions of release; probability child will run away
- d. Believe child has committed delinquent act and:
 - (1) Child will run, or
 - (2) Be unavailable for court appearance, or
 - (3) Might inflict harm on self or others, or
 - (4) May damage property

Time Limits:

No child shall be held for a period in excess of 24 hours without a court order authorizing detention

105.6(2)

Agency or court placing child has provided the following:

(2)a A placement agreement at the time of admission. If this is not feasible, within 24 hours

(2)b For court-ordered placements, court order authorizing placement within 48 hours

(2)c When the child is in the facility over 4 days:

- 1. All available psychological and psychiatric information
- 2. Any available family social history
- 3. Any available school information

105.6(3)

Children referring themselves received services
Facility notifies child's parents, guardian or juvenile court as soon as possible, at least within 48 hours
No self-referrals for detention

105.6(4)

The agency has designated a person or persons to have authority to do intake

105.6(5)

Intake sheet including at least information in 105.17(2)

ASSESSMENT

105.7(1)

Identification of personal needs

105.7(2)

An educational assessment is developed by the staff and referring worker. Parents or guardian, area education agencies and public schools are involved as appropriate

<u>PROGRAM SERVICES</u>		Yes	No
	<u>Care Plan</u>		
105.8(1)	Individual care plan developed:		
	a. For each child remaining over four days	_____	_____
	b. Based on individual needs determined through assessment	_____	_____
	c. Developed in consultation	_____	_____
	Care plan including:		
	a. Identification of special needs	_____	_____
	b. Description of planned services	_____	_____
	c. Assignment of staff persons to implement plan	_____	_____
	d. Where services are to occur	_____	_____
	e. Frequency of activities or services	_____	_____
	<u>Educational Program</u>		
105.8(2)	All children in school continue in that school if possible or alternative school	_____	_____
	If educational assessment indicates school for nonattending resident, alternative developed	_____	_____
	If educational program within facility, must meet educational and teaching standards	_____	_____
	Child can only be compelled to attend educational program in compliance with compulsory education laws	_____	_____
	<u>Daily Program</u>		
105.8(3)	Consistent, well structured, yet flexible framework	_____	_____
	Periodically reviewed and revised	_____	_____
	Attention given to special nature and needs of residents	_____	_____
	<u>Optional Services</u>		
105.8(4)	If facility provides optional services, they are clearly defined in writing	_____	_____
	<u>Recreational Program</u>		
105.8(5)	The facility provides adequately designed and maintained indoor and outdoor activity areas equipment, and equipment storage facilities appropriate for the age group it serves. There is a variety of activity areas and equipment so that all children can be active participants in different types of individual and group sports and other motor activities. Games, toys, equipment, and arts and crafts material are selected according to the age and number of children with consideration to the needs of the children to engage in active and quiet play. Safety ensured and imaginative play and creativeness allowed	_____	_____
	The facility plans and carries out efforts to establish and maintain workable relationships with community recreational resources so these resources may provide opportunities for children to participate in community recreational activities	_____	_____
	<u>Health Care</u>		
105.8(6)a	Documented 24-hour emergency and routine medical and dental services available and provided	_____	_____

<u>PROGRAM SERVICES (Cont'd)</u>		Yes	No
105.8(6)b	The facility does not require medical treatment when the parents or guardian of the child, or the child, objects to treatment on the grounds that it conflicts with the tenets and practices of a recognized church or religious denomination of which the parents, guardian or child is an adherent. In potentially life-threatening situations, the facility refers the child's care to medical and legal authorities.	_____	_____
(6)c	Written procedures for emergencies	_____	_____
<u>Counseling Services</u>			
105.8(7)	Identified in individual care plan Name of person providing service	_____	_____
<u>Dietary Program</u>			
105.8(8)	The facility provides properly planned, nutritious and inviting food and takes into consideration the special food needs and tastes of children	_____	_____
<u>DRUG USE AND CONTROL</u>			
<u>General</u>			
105.9	Agency has written policies and procedures governing methods of handling prescription and over-the-counter drugs.	_____	_____
	No prescription or narcotic drugs are allowed without authorization of licensed physician	_____	_____
9(1)	Only drugs approved by Federal Food and Drug Administration for use in U.S. are used	_____	_____
9(2)	Such drugs are prescribed by a physician licensed in the state in which the physician is currently practicing	_____	_____
9(3)	Drugs provided to residents are dispensed from a licensed pharmacy or by a licensed physician	_____	_____
9(13)	No prescribed medications are administered to a resident without the order of a licensed physician	_____	_____
9(15)	Dilution or reconstitution of drugs and their labeling is done only by a licensed pharmacist	_____	_____
9(11)	Prescriptions are refilled only with the permission of the attending physician	_____	_____
<u>Storage of Drugs</u>			
9(4)	All drugs are maintained in a locked cabinet	_____	_____
	Controlled substances are maintained in a locked box within the locked cabinet	_____	_____
	The cabinet key is always in the possession of a staff person	_____	_____
	Bathrooms are not used for drug storage	_____	_____
	Exceptions to these policies for self-administration of drugs are documented by a physician	_____	_____
9(5)	All medications requiring refrigeration are kept in a locked box in the refrigerator and separated from food and other items	_____	_____

DRUG UTILIZATION AND CONTROL (Cont'd)

Yes No

- 105.9(6) All potent poisonous or caustic drugs are plainly labeled, stored separately from other drugs in a specific well-illuminated cabinet, closet or storeroom and only accessible to authorized people _____
- 9(7) All prescribed medications are clearly labeled indicating the resident's full name, physician's name, prescription number, name and strength of the drug, dosage, directions for use and date of issuance. Medications are packaged and labeled according to state and federal guidelines _____
- 9(8) Medication containers having soiled, damaged, illegible or makeshift labels are returned to the issuing pharmacist _____

Administration of Drugs

- 105.9(16) Medications are administered only in accordance with the instructions of the attending physician _____
- Controlled substances are administered only by qualified personnel _____
- The type and amount of the medication, the time and date, and the staff member administering the medication are documented in the child's record _____
- 9(17) Self-administration of prescription medications by residents is covered by written policies and procedures and occurs only when: _____
- a. Medications are prescribed by a physician;
 - b. The physician, referring worker and facility staff agree that the resident can self-administer the medication;
 - c. What is being taken and when is documented in the record of the resident
- 9(12) No prescription medication prescribed for one resident is administered to or allowed to be in the possession of another resident _____
- 9(14) Any unusual patient reaction to a drug is reported to the attending physician immediately _____

Unused Medication

- 105.9(9) When a resident is discharged or leaves the facility, any unused prescriptions are sent with the resident or with a responsible agent, with the approval of the physician _____
- 9(10) Unused controlled prescription drugs are returned to the issuing pharmacist or physician for credit or destruction according to state law _____
- Other unused prescription drugs are destroyed by staff in the presence of a witness; destruction is documented _____

For Information of Pharmacy Board

- 620-8.16(1) Approved medication administration course completed by staff administering controlled substances _____

CONTROL ROOM (DETENTION ONLY)

- 105.10(1) Written policies for use indicating: _____
- a. Behaviors resulting in placement _____

<u>CONTROL ROOM DETENTION ONLY (Cont'd)</u>		Yes	No
105.10(1)	b. Staff authorized to use and procedures for notification of supervising personnel in place	_____	_____
	c. Documentation of behaviors leading to control room placement	_____	_____
	Documentation of agreement of conditions allowing child to leave control room	_____	_____
10(2)	Compliance with physical requirements:		
	a. All switches outside room	_____	_____
	b. Total observation at all times	_____	_____
	c. Protected recessed ceiling light	_____	_____
	d. No electrical outlets in room	_____	_____
	e. Properly heated, cooled and ventilated	_____	_____
	f. Doors, ceilings and walls constructed to prevent harm to child	_____	_____
	g. If window, secure and protected	_____	_____
	h. Minimum of 6' X 9', 7½' ceiling	_____	_____
10(3)	Only used when less restricted alternative has failed	_____	_____
	Use of control room is in accordance with following policies:		
	a. One child at a time	_____	_____
	b. Visually observable at all times	_____	_____
	c. Room shakedown before child placed	_____	_____
	d. Child checked before placed in room, check recorded	_____	_____
	e. Child has sufficient clothing	_____	_____
	f. Staff member always within hearing distance of control room	_____	_____
	Child visually checked every 15 minutes and recorded	_____	_____
	g. Only one hour unless supervisor agrees. No more than 12 hours in any 24-hour period without consultation of referring agency or court. Never longer than 24 hours. Time in control room, reasons for the control and reasons for the extension are documented.	_____	_____
	h. Parents, referring worker and child's attorney notified if child in control room over 30 minutes in any 24-hour period.	_____	_____
	<u>Clothing</u>		
105.11	All children have clothing which is:		
	Suited to existing climate and seasonal conditions	_____	_____
	Clean, dry and in good repair	_____	_____
	<u>Staffings</u>		
105.12	Staff available to participate	_____	_____
	Written recommendation when requested	_____	_____
	<u>CHILD ABUSE</u>		
105.13	The facility has written policies prohibiting mistreatment, neglect, or abuse of children and specify reporting and enforcement procedures for the facility. Alleged violations are reported immediately to the director of the facility and appropriate DHS personnel. Any employee found to be in violation of child abuse reporting requirements, as founded by DHS investigation, is subject to the agency's policies concerning dismissal	_____	_____

<u>CHILD ABUSE</u> (Cont'd)		Yes	No
	<u>Daily Log</u>		
105.14	Daily log maintained	_____	_____
	Notes general progress in regard to care plan	_____	_____
	Indicates any problem areas or unusual behavior	_____	_____
 <u>CHILDREN'S RIGHTS</u>			
	<u>Policies In Writing</u>		
105.15(1)	All policies and procedures on children's rights are in writing, are provided to the child upon the child's admission to the facility and are available to parents or guardians. Written policies and procedures are provided to a child's parent or guardian when the child remains in care over 4 days.	_____	_____
	The rationale and circumstances of any deviation from these policies is discussed with the child's parents or guardian and the referring worker, and entered in the child's case record.	_____	_____
	<u>Confidentiality</u>		
105.15(2)	Information regarding children and their families is kept confidential and released only with proper authorization	_____	_____
	<u>Communication</u>		
105.15(3)	(3)a Visits are allowed with members of the child's immediate family unless otherwise regulated by the court	_____	_____
	(3)b Family visits monitored only to extent necessary to assure child's safety and facility security. Reason for monitoring visits documented in child's case record.	_____	_____
	(3)c The child is permitted to communicate with legal counsel and referring worker and communication not monitored.	_____	_____
	(3)d The child is allowed to conduct telephone conversations with family members. Phone calls monitored only to extent necessary to assure the child's well-being and facility security. Rationale for monitoring entered in child's record. Incoming calls may be screened by staff to verify the identity of the caller before approval is given.	_____	_____
	(3)e Staff do not open or read resident's mail. Residents are allowed to send and receive mail. The facility may require the child to open incoming mail in the presence of a staff member when it is suspected to contain contra-band articles, or when there is money that should be receipted and deposited.	_____	_____
	(3)f When limits on visits, calls or other communications are indicated, they are determined with the participation or knowledge of the child, family or guardian, and the referring worker. All restrictions have specific bases which are made explicit to the child and family and documented in the child's case record	_____	_____
	<u>Privacy</u>		
105.15(4)	Reasonable provisions are made for the privacy of residents	_____	_____

105.16	<u>DISCIPLINE</u>	Yes	No
105.16(1)	The facility has written policies regarding methods used for control and discipline of children which are available to all staff and to the child's family. Discipline does not include the withholding of basic necessities such as food, clothing, or sleep. Staff are in control of and responsible for discipline at all times.	_____	_____
105.16(2)	The facility has a policy that clearly prohibits staff or the children from using corporal punishment as a method of disciplining or correcting children. This policy is communicated, in writing, to all staff of the facility.	_____	_____
105.16(3)	The use of physical restraint is employed only to prevent behavior extremely disruptive to others or to prevent the child from injury to self, to others, or to property. The rationale and authorization for the use of restraint and staff action and procedures carried out to protect the child's rights and to ensure safety are set forth clearly in the child's record by responsible staff.	_____	_____
16(4)	A child is only confined to the child's room for illness, at the child's own request, for disciplinary reasons or, in detention facilities, during normal sleeping hours.	_____	_____
16(5)	The facility provides to the child written policies specifying inappropriate behaviors, reasonable consequences for misconduct and due process procedures available to the child.	_____	_____

CASE FILES

105.17(1)	Case file maintained for each child	_____	_____
17(2)	Face sheet for each child includes:		
	a. Full name, current address and date of birth	_____	_____
	b. Parents' full names	_____	_____
	c. Parents' address and phone number	_____	_____
	d. Religious preference of child and parents, if available	_____	_____
	e. Statement of who has legal custody and guardianship	_____	_____
	f. Name of referring worker and agency making referral	_____	_____
	g. Telephone number and address of referring agency or court	_____	_____
	h. Name, address and telephone number of child's attorney	_____	_____
17(3)	Written summary requested (discussed 105.12)	_____	_____
17(4)	a. Notes on significant contacts by staff with parents, referral person and other	_____	_____
	b. Summary related to discharge, including name, address and relationship to person to whom discharged	_____	_____
17(5)	The following information is requested if the child remains over four days and, when available, is placed in the child's record:	_____	_____
	a. Current family history or social history	_____	_____
	b. Case plan submitted by referring worker or court	_____	_____
	c. Psychological and psychiatric records	_____	_____
	d. Medical information including:		
	1. Record of illness, immunizations, communicable diseases and follow-up treatment	_____	_____
	2. Medical and surgical authorizations	_____	_____

CASE FILES (Cont'd)

Yes No

- | | | | |
|-----------|--|-------|-------|
| 105.17(5) | 3. Record of medical and dental examination findings | _____ | _____ |
| | 4. Date of last physical prior to placement | _____ | _____ |
| | e. Educational information including: | | |
| | 1. Name and address of school attended | _____ | _____ |
| | 2. Grade placement | _____ | _____ |
| | 3. Current school in which enrolled | _____ | _____ |
| | 4. Specific education problems | _____ | _____ |
| | 5. Remedial action | _____ | _____ |
| 105.17(5) | f. Placement agreement, court order and releases including: | | |
| | 1. Agreement authorizing facility to accept child | _____ | _____ |
| | 2. Agreement setting forth the terms of payment | _____ | _____ |
| | 3. Medical release authorizing emergency medical and surgical treatment including anesthesia | _____ | _____ |
| | 4. All releases and authorizations signed by parent and legal guardian | _____ | _____ |
| | 5. All court orders affecting custody or guardianship | _____ | _____ |

UNANNOUNCED VISIT

- | | | | |
|--------|---|-------|-------|
| 237.2, | Unannounced visit conducted in last year. (Indicate NA for initial licensing or approval) | _____ | _____ |
|--------|---|-------|-------|

DISCHARGE

- | | | | |
|--------|--|-------|-------|
| 105.18 | a. Shelter Care | | |
| | 1. Children discharged at earliest possible time | _____ | _____ |
| | 2. 30 days from date of admission | _____ | _____ |
| | 3. Extension request due by 25th day in shelter care | _____ | _____ |
| | 4. Maximum should not exceed 45 days | _____ | _____ |
| | b. In detention, maximum length of stay should not exceed 21 days | _____ | _____ |
| | A summary of any significant medical or dental services provided while the child was at the facility is supplied to the next placement | _____ | _____ |

INTENSIFIED STUDY

SUMMARY

RECOMMENDATION

Denial

License

Approval

Shelter

Detention

Full

Provisional

If provisional, corrective action plan:

Facility Name _____

Capacity _____

Prepared By _____

Date _____

LICENSING DECISION

Denial

License

Approval

Shelter

Detention

Full

Provisional

Decision Maker _____

Date _____