

- Confidential information concerning children shall not be used or disclosed for any purpose except to those directly involved in the care/treatment plan or unless the sharing of information is required to meet an individual's need for safety.
- Confidentiality of all information about children and their families shall be maintained as follows:
 - By keeping case records in files that are locked when unattended.
 - By restricting any disclosure of the whereabouts of the children to only (a) the parent or person having legal custody, (b) the agency having legal custody (c) person(s) providing authorized services, unless otherwise specified by court order or, (d) the persons or agency(s) for whom written informed consent has been obtained.
- By treating as confidential any and all discussion of information about children and their families.

B. Social Services Provisions

1. General

- a. A child care facility shall provide social services or contract for social services on the basis of an average of one hour of social services per week for every child in the licensed capacity minus the number of staff's own children living in the facility. When social services are provided through contract, there must be a written agreement that the required hours are provided.
- b. Social services shall be a continuing process for children and their families. A child care facility which offers multi-disciplinary approaches serving children with exceptional needs and which meets the minimum standards for social services may employ other personnel to provide treatment, team leadership and clinical and social services for residents. These personnel must have at least a master's degree in a human services field and must be licensed and certified consistent with state law.
- c. The child shall have access to facility social service staff and be able to schedule private appointments upon his/her initiative alone.

2. Development and Review of Care/Treatment Plan

- a. Proper case planning shall begin within 24 hours after an emergency placement; within 48 hours on weekends and holidays.

b. The provider must demonstrate and apply the reasonable and prudent parenting standard in developing or modifying the plan.

c. The Care/Treatment Plan will be reviewed at least every six (6) months. Preparation for review shall include written summary of contacts with child's family. This shall be provided by the agency having primary planning responsibility. If the child care facility is the planning agency, instead of a separate report this information may be included under a separate heading of the summary of the child's adjustment and progress.

d. Review will consist of:

- Written summary of the child's adjustment and progress in all important areas of his/her life during the period since the last care/treatment plan.
- Identification of individuals participating in the review.

Copy of report shall be provided to the social service agency having primary planning responsibility for the child. In cases of private referrals a copy of this report shall be provided to the legal custodian.

3. Work with Child's Family

If the agency having primary planning responsibility and the child care facility agree that the facility's social service staff is in a better position to work with the child's family, the two agencies can agree for the facility's social service staff to work directly with the child's family. In such cases:

- a. the working relationship shall be stated in the care/treatment plan;
- b. the facility's social service staff shall then provide the services as indicated in the Care/Treatment Plan, and provide the agency having primary planning responsibility a written summary of each evaluation of the care/treatment plan
- c. the agency having primary planning responsibility retains its full authority for planning.

4. Other Services

- a. The child care facility shall appoint a designated staff member to

make provisions for medical and dental services as required by these standards, and for psychological testing, psychiatric examination and treatment, vocational counseling and training, or other specialized services according to the child's needs.

- b. The child care facility shall notify the primary planning agency of the need for the services for a child which are not a part of the stated services offered by the program.

All specialists used by the child care facility shall be qualified and/or licensed in their respective fields.

C. Admission/Discharge

1. Admission

- a. Admission shall be limited to children for whom the child care facility is equipped by staff, program, and equipment to serve adequately.
- b. A child under six years (6) of age shall not be admitted to a child care facility except: 1) by special consent of the State Department of Human Resources or 2) the child is admitted to a child care facility licensed to provide shelter care or where the child's mother is receiving care in a maternity center.
- c. The child care facility shall not accept a child from outside the state without first obtaining the consent of the State Department of Human Resources.
- d. Pre-placement Visit: There shall be a pre-placement visit by the child to the child care facility except in cases of emergency.
- e. Admission shall be a process that involves the child, the child's parents, guardian, or relative, if appropriate, and child care facility staff

2. Discharge

- a. The time in residence shall be no longer than necessary, as determined by the needs, progress and/or development of the child, the situation of his/her family, or both.
- b. The child care facility and the agency/individual having primary