

**Michigan Family Independence Agency
Office of Children and Adult Licensing
Court Operated Facility Final Compliance Record**

Institution Name		License #	Compliance
<input type="checkbox"/> Original <input type="checkbox"/> Renewal <input type="checkbox"/> Interim <input type="checkbox"/> Follow-up <input type="checkbox"/> Complaint <input type="checkbox"/> Other	City / County	Inspection Dates	
	Licensed Capacity	<input type="checkbox"/> Short Term <input type="checkbox"/> Open Treatment <input type="checkbox"/> Secure Treatment	
Consultant			

R 400.10103 Program statement. (1) A facility shall have a current written program statement which specifically addresses all of the following:	
(a) Purpose and function, including the types of children to be admitted for care.	
(b) The services provided to residents and parents directly by the facility and the services to be provided by outside resources.	
(c) Written policies and procedures pertaining to the admission, care, and release of residents.	
(2) A program statement shall be available to residents, parents, and referral sources.	
R 400.10105 Financing plan. A facility shall annually develop a plan of financing to carry out the facility's programs. The plan shall include projected income and expenditures.	
R 400.10106 Rule variance. (1) Upon written request from a juvenile facility, the department may grant a variance from an administrative rule if the facility demonstrates, through clear and convincing facts, that the alternative proposed will provide equivalent protection to the health, welfare, safety, and needed services of children.	
(2) The decision of the department, including the conditions upon which the variance is granted, shall be entered upon the records of the department and a signed copy shall be sent to the facility. This variance may remain in effect for as long as the facility continues to comply with the intent of the rule or may be time-limited.	
R 400.10107 Employment policies and procedures; establishment. A facility shall establish and follow written employment policies and procedures that shall assure that staff are emotionally stable and of suitable health, ability, experience, and education to perform the duties assigned.	
R 400.10109 Job description. There shall be a job description for each staff position which prescribes duties, required qualifications, and lines of authority.	
R 400.10111 Employees; qualifications. An employee who is in a position and who was approved pursuant to the provisions of R 400.71 et seq. is deemed to be qualified for that position at that facility or in an identical position at any other facility governed by these rules. A person who is appointed to a position after these rules become effective shall meet the qualifications of these rules for that position.	

<p>R 400.10117 Chief administrator; qualifications. A chief administrator, at the time of appointment, shall possess either of the following: (a) A master's degree in any of the following areas [Social work, Sociology, Psychology, Guidance and counseling, Criminal justice, another human services field, Business administration, Education, Public administration] <u>and</u> 1 year of supervisory experience in a facility, a child caring institution, a child placing agency, or a criminal justice agency: (b) A bachelor's degree with a major in any of the following areas and 2 years of supervisory experience in a facility, a child caring institution, a child placing agency, or a criminal justice agency: Social work, Sociology, Psychology, Criminal justice, Guidance and counseling, Other human services field, Education, Business administration, Public administration.</p>	
<p>R 400.10311 Social service supervisor; qualifications. – COURT OPERATED TREATMENT FACILITIES ONLY A social service supervisor, at the time of appointment to the position, shall possess either of the following: (a) A master's degree in a human service field and 1 year of professional experience in a juvenile facility, child caring institution, child placing agency, or criminal justice agency. (b) A bachelor's degree with a major in a human service field and 2 years of professional experience in a juvenile facility, child caring institution, child placing agency, or criminal justice agency.</p>	
<p>R 400.10313 Social worker; qualifications. - COURT OPERATED TREATMENT FACILITIES ONLY - A social worker, at the time of appointment to the position, shall possess a bachelor's degree with a major in a human service field.</p>	
<p>R 400.10119 Supervisor of direct care workers; qualifications. A supervisor of direct care workers shall possess either of the following:(a) A bachelor's degree in human services with 1 year of work experience in a facility, child caring institution, or a criminal justice agency(b) Two years of college in a human services field, with 2 years of work experience in a facility, a child caring institution, a child placing agency, or a criminal justice agency.</p>	
<p>R 400.10123 Staff sufficiency. (1) A facility shall have a staffing pattern of administrative, supervisory, direct care, and other staff sufficient to perform the prescribed functions required by these administrative rules and to provide for the needs, protection, and supervision of the residents.</p>	
<p>(2) A facility shall maintain a staffing ratio of at least 1 direct care worker or supervisory staff for 8 residents at all times when the residents are present and awake. During normal sleeping hours, there shall be a staffing ratio of at least 1 direct care worker or supervisory staff for 20 residents. These staff shall be awake, on duty, available within the facility, and have immediate access to the residents.</p>	
<p>(3) A facility shall have a designated employee in charge on the premises at all times.</p>	
<p>R 400.10125 Initial staff orientation and ongoing staff training. (4) A facility shall establish and follow a written plan of ongoing staff training related to the facility's function, which shall include all of the following areas: (a) Developmental needs of children. (b) Child management techniques. (c) Basic group dynamics.(d) Appropriate discipline, crisis intervention, de-escalation techniques, and child handling techniques.(e) The direct care worker's and the social service worker's roles in the facility. (f) Interpersonal communication.(g) Proper and safe methods and techniques of restraint. (h) First aid and cardiopulmonary resuscitation training. (i) Suicide prevention.</p>	
<p>R 400.10127 Compliance with child protection law; development of plan required. A facility shall develop and implement a written plan to assure compliance with the provisions of Act No. 238 of the Public Acts of 1975, as amended, being S722.621 et seq. of the Michigan Compiled Laws, and known as the child protection law.</p>	
<p>R 400.10129 Privacy and confidentiality. A facility shall provide for resident and parent privacy and confidentiality and shall protect residents from exploitation.</p>	
<p>R 400.10131 Resident correspondence.(1) A facility shall establish and follow written policy and procedure granting residents the right to correspond with persons or organizations, subject only to the limitation necessary to maintain facility order and security.</p>	
<p>(2) The written policy and procedure shall permit residents to send sealed letters to any of the following entities:(a) Courts (b) Counsel (c) Officials of the confining authority (d) Administrators of grievance systems.(e) Members of the releasing authority.</p>	
<p>R 400.10133 Resident visitation. (1) A facility shall establish and follow written visitation policy and procedures. The policy shall provide for visits at least weekly between each resident and the resident's parents, except where parental rights have been terminated or the resident's record contains documentation that visitation is detrimental to the resident.</p>	
<p>(2) The policy shall specify that visitors must register upon entry and shall indicate the circumstances under which visitors are searched.</p>	

R 400.10135 Religion policy. A facility shall establish and follow written policy and procedures that permit residents to participate in religious services and religious counseling on a voluntary basis, subject only to limitations necessary to maintain order and security.	
R 400.10137 Grievance procedure. (1) A facility shall have and follow a written grievance procedure. (2) The grievance procedure shall be explained and made available to residents and their parents.(3) The grievance procedure shall allow for the progression of a grievance to at least 1 level beyond the supervisor of the direct care worker. (4) In place of meeting the requirement specified in subrule (3) of this rule, a grievance shall progressively extend to at least the level of the chief administrator.	
R 400.10143 Daily population list. A facility shall maintain a daily up-to-date single master population list that identifies all residents who are housed in the facility.	
R 400.10145 Admission; policy and procedure. (1) A facility shall establish and follow written policy and procedure which governs the reception and orientation of newly admitted residents.	
(2) Each child brought into the intake process shall be informed of the steps in the process at the initiation of intake.	
R 400.10147 Personal possessions. A facility shall establish and follow written policy and procedure requiring that a written, itemized list is made of all personal property in the possession of a newly admitted resident. A copy of this list, which notes all property that will be held until release, shall be signed by the resident and signed again when the resident is released. The signature at the time of his or her release certifies that the resident has received all of his or her personal property.	
R 400.10149 Programs and services. (1) Programs and services shall be initiated for all residents as soon as they are admitted to living units.	
(2) A facility shall provide or make available the following minimum programs and services to residents: (a) An education program.	
(b) Provisions for visiting with parents and guardians.	
(c) Counseling.	
(d) Continuous supervision of living units.	
(e) Medical services.	
(f) Food services.	
(g) Recreation and exercise.	
(h) Reading materials.	
(3) A resident shall be provided with activities and services outside of his or her room not less than 14 hours each day, except when the resident is confined for purposes of discipline or behavior management as stipulated in R 400.10171.	
R 400.10151 Education. (1) A facility shall assure that an appropriate education program is provided to residents in accordance with the provisions of ActNo. 451 of the Public Acts of 1976, as amended, being S380.1 et seq. of the Michigan Compiled Laws, and known as the school code of 1976, not later than 5 calendar days after admission and continuously thereafter for each resident of school age or otherwise available for special education.	
(2) A facility shall provide, or arrange for the provision of, an educational program through either of the following means: (a) Employ staff and operate a private school in accordance with the provisions of Act No. 302 of the Public Acts of 1921, as amended, being S388.551 et seq. of the Michigan Compiled Laws. (b) Contract or arrange with a local or intermediate school district to operate an on-site school program or provide education elsewhere	
R 400.10153 Resident work experience. Work experiences for a resident shall be appropriate for the age, health, and abilities of the resident.	
R 400.10155 Recreational activities. (1) Written policy and procedure shall provide a recreation and leisure time plan that includes at least 1 hour per day of large muscle activity and 1 hour of leisure time activities.	
(2) Residents shall have access to recreational opportunities and equipment, including, when the weather permits, outdoor exercise.	
R 400.10157 Health services; policies and procedures. (1) A facility shall establish and follow written health service policies and procedures that	

address all of the following: (a) Routine and emergency medical and dental care. (f) Personnel authorized to dispense medications.	
(b) Health screening procedures.	
(c) Maintenance of health records	
(d) Storage of medications.	
(e) Dispensing medication.	
(f) Personnel authorized to dispense medications.	
(2) Prescription medication shall be kept in the original pharmacy-labeled container, stored in a locked area, and refrigerated if required.	
(3) Medical treatment, including the prescribing of medications, shall be under the supervision of a licensed physician.	
R 400.10159 Reporting hospitalization or death of resident. (1) Any serious injury or illness that requires the hospitalization of a resident shall be reported to the parent and responsible referring agency as soon as possible, but not more than 24 hours after hospitalization.	
(2) The death of a resident shall be reported immediately to all of the following entities:(a) The parents or next of kin.(b) The department.(c) The referring agency.(d) Law enforcement officials.	
R 400.10161 Clothing. Each resident shall have sufficient, clean, properly fitting, seasonally appropriate clothing.	
R 400.10163 Personal hygiene. A facility shall arrange for each resident to maintain or receive personal care, hygiene, and grooming appropriate for the resident's age, sex, race, cultural background, and health needs.	
R 400.10165 Resident nutrition. (1) A facility shall provide a minimum of 3 nutritious meals daily, unless medically contraindicated and documented.	
(2) Special diets shall be prescribed only by a physician. A resident who has been prescribed a special diet by a physician shall be provided such diet.	
(3) Menus shall be written before a meal is served. Any change or substitution to the menu shall be noted and considered as part of the original menu.	
R 400.10167 Emergency procedures; firearms. (1) A facility shall have written procedures to be followed in emergency situations, including all of the following situations:(a) Fire.(b) Tornado.(c) Medical emergency (d) A missing person.(e) The taking of a hostage.(f) A bomb threat.(g) A riot.(h) A power outage.	
(2) The written procedures shall designate all of the following:(a) Who is to implement the emergency procedures.(b) Which personnel are to be involved.(c) Which authorities are to be notified and when they are to be notified.	
(3) Written plans shall be developed that govern space arrangements and procedures to be followed in the event of a group arrest that exceeds the rated capacity of the facility.	
(4) Firearms are not permitted in the resident living area of the facility. A provision for the temporary, safe, locked storage of such equipment is required.	
R 400.10169 Discipline. (1) A facility shall have and follow written policy and procedure which stipulates that residents shall not be subjected to any of the following: (a) Corporal or cruel punishment. (b) Humiliation.(c) Mental abuse.(d) Punitive interference with daily physiological functions.	
(2) A facility shall have and follow written discipline policy and procedure that specify acts which are prohibited within the facility and penalties that may be imposed for minor misbehavior and major violations. (a) The policy and procedures shall be posted in a conspicuous place. (b) A copy shall be given and explained to each resident and staff member.	
R 400.10171 Resident confinement room; approved usage. A facility approved to use a resident confinement room may place a resident in this room for the following reasons: (a) For sleep during normal sleeping hours. (b) For medical reasons.(c) For privacy, when a resident voluntarily requests to be confined to his or her room. (d) For confinement during an emergency situation to maintain the safety and security of other residents, staff, and the facility. (e) For behavior management/confinement when a resident is in danger of harming self or others. (f) For confinement, when the facility's normal security precautions are inadequate to prevent a resident's escape. (g) For disciplinary reasons in accordance	

with the provisions of R 400.10169.	
R 400.10173 Resident confinement room; construction. (1) A room used for resident confinement shall be approved in writing for use as such by the fire inspection authority and the licensing authority.	
(2) A resident confinement room shall be constructed and equipped so as to minimize suicide and fire risk.	
(3) A resident confinement room established and approved after the effective date of these rules shall: (a) Be constructed to allow for both visual and auditory supervision of a resident in the room.(b) Be equipped with a 2-way audio monitoring device. The device shall be maintained in an operative condition.(c) Have break-resistant windows or break-resistant materials on internal windows(d) Have breakable outside windows covered by security screening. (e) Have walls and ceilings made of noncombustible materials. Polyurethane materials shall be prohibited. (f) Provide adequate lighting. (g) The area of the resident confinement room shall not be less than 48 square feet.	
(4) A resident confinement room may have 1 approved locking-against-egress device on the door if a staff person is available and awake and is in possession of a key for the door locking device when the room is occupied.	
R 400.10175 Resident confinement room; procedures for use. (1) A facility that uses a resident confinement room shall establish and follow written policies and procedures specifying its use. (2) The policy shall include the approved reasons for use as specified in R 400.10171.(3) Not more than 1 resident shall be placed in a resident confinement room at one time when it is used for behavior management or discipline purposes.	
(4) When a resident is confined in a resident confinement room, except during normal sleeping hours, for sleeping purposes only, staff shall maintain a record of confinement. The record shall contain all of the following information:(a) The name of the resident.(b) Time of confinement.(c) The name of the staff member responsible for the confinement.(d) A description of the specific behavior that necessitated the confinement.	
(5) For each instance in which a resident remains in a resident confinement room for more than 2 hours, except during normal sleeping hours, a record shall be maintained and shall contain documented supervisory approval and the reasons for continued use.	
(6) During a resident's confinement, visual observations of the resident shall be made by staff at least every 15 minutes. Each contact shall be logged at the time of the observation.	
(7) A review by the chief administrator or a designee who is not involved in the room confinement shall be conducted and logged every 12 hours for each room confinement that is 12 hours or longer in duration. The review shall determine both of the following:(a) Whether each room confinement was appropriate and consistent with the facility's policies and procedures. (b) The action that is necessary to insure the appropriate use of resident confinements.	
(8) When a resident is confined in a resident confinement room for sleeping purposes only during normal sleeping hours, a visual observation of the resident shall be made by staff at least every 30 minutes.	
R 400.10176 Resident confinement room; disciplinary usage. (1) A resident confinement room may be used for disciplinary reasons, but only as specified in written policy and procedure.	
(2) Before confinement to a resident confinement room or as soon as possible thereafter, a resident shall have the disciplinary reason for the restriction explained to him or her and have an opportunity to explain his or her behavior that led to the restriction.	
(3) Confinement to a resident confinement room for up to 72 hours may be used when a resident has been charged with a major rule violation that endangers the safety of residents or others or endangers the security of the facility.	
(4) Confinement to a resident confinement room for more than 72 hours may be used only with the written approval of the chief administrator.	
R 400.10177 Resident restraint. (1) The facility shall establish and follow written policy and procedures specifying the use of resident restraint. (2) The written policy shall limit the uses of resident restraint to the following:(a) As a precaution against escape during transfer.(b) For medical reasons by direction of the medical officer.(c) To prevent self-injury, injury to others, or property damage.(3) The written resident restraint policy shall prescribe the maintenance of written records of the routine and emergency distribution and use of restraint equipment.(4) Restraint equipment and physical restraint techniques shall not be used for punishment. (5) Resident restraint shall only be applied for the minimum time necessary to accomplish the purpose for its use as specifically permitted in subrule (2) of this rule and shall only be applied with the approval of the facility administrator or administrative designee. Approval shall be obtained within 20 minutes after the restraint has been initiated. (6) A staff member shall be present continuously while material or mechanical restraint equipment is being used on a resident	

.(7) Each use of material or mechanical restraint equipment shall be documented in a written record and shall include all of the following information:	
(a) The name of the resident.	
(b) The name of the administrator or designee who authorized the use of the equipment, and the time of the authorization.	
(c) The time the restraint equipment was applied.	
(d) The name of the staff member who was responsible for the application.	
(e) A description of the specific behavior that necessitated its use.	
(f) The name of the staff person who was continuously with the resident.	
(g) The date and the time of removal of the equipment and the name of the person removing the equipment.	
R 400.10183 Sleeping rooms and resident confinement rooms; minimum requirements. (1) All resident sleeping rooms and resident confinement rooms shall have a bed above floor level.	
(2) If not a part of the sleeping room, all of the following shall be made available to residents: (a) A toilet that is available for use 24 hours a day.	
(b) A washbasin and drinking water.	
(c) Hot and cold running water	
(d) Storage space.	
(3) The room shall be constructed to allow for the visual supervision of the resident in the room.	
(4) In new and converted facilities, a single sleeping room shall not be less than 70 square feet, exclusive of closet space.	
(5) In new and converted facilities, a multi-resident sleeping room shall not be less than 45 square feet per resident, exclusive of closet space.	
(6) Residents of the opposite sex who are older than 5 years of age shall not sleep in the same room	
R 400.10185 Facility proximity to adult corrections facility. If the facility is on the grounds of or is attached to an adult corrections facility, it shall be in a separate, self-contained unit.	
R 400.10187 Housing population; rated capacity. The population in housing or living units shall not exceed the rated capacity.	
R 400.10189 Bedding and linen. (1) Each resident shall be provided with an individual bed with a clean mattress and sufficient clean blankets. Polyurethane mattresses are prohibited.	
(2) Each resident shall be provided with clean bedding at least weekly and more often if soiled.	

COURT OPERATED DETENTION AND SHELTER CARE FACILITIES

NUMBER OF OPEN FILES: _____

Sample Sizes

<u># of records per function</u>	<u>Active Sample Size</u>	<u>Closed Sample Size</u>
1-3	All	2
4-30	3	2
31-60	6	4
61-90	8	8

	1.	2.	3.	4.	5.	6.	7.	8.
R 400.10139 Resident records; admission information. Upon admission to a juvenile facility, the facility shall obtain all of the following information for each child: (a) Date and time of admission.								
(b) Name.								
(c) Last known address.								
(d) Name, title, and signature of delivering person.								
(e) Specific charge or charges.								
(f) Sex.								
(g) Date of birth; age.								
(h) Race or nationality.								
(i) Last school attended and current educational status.								
(j) Religion.								
(k) Medical consent authorization or the instructions for obtaining immediate medical consent authorization.								
(l) Name, relationship, address, and phone number of a parent or parents, a guardian or guardians, or a person or persons with whom the child resided at the time of admission.								
(m) Health status, including notation of any of the following:(i) Bruises.(ii) Open wounds or sores that require treatment. (iii) Evidence of disease, body vermin, or tattoos.								
(n) Name of the person who records the health status information required by subdivision (m) of this rule.								
(o) An inventory of property.								
(p) Name, address, and phone number of emergency contacts.								
(q) Name and title of the person who prepares the admission information.								
R 400.10141 Resident records; maintenance. (1) Written information shall be maintained for each resident, shall be kept in a secure place, and shall include, at a minimum, the following information:								
(a) Admission forms.								
(b) Documented legal authority to accept resident.								
(c) Legal status.								

	1.	2.	3.	4.	5.	6.	7.	8.
(d) A record of cash and valuables held.								
(e) Notations of temporary absences from the facility, if any.								
(f) Probation officer or caseworker assigned.								
(g) Progress reports on program involvement.								
(h) Program rules and disciplinary policy signed by resident.								
(i) Grievance and disciplinary record, if any.								
(j) Final release information.								
(2) Responsible staff members shall make all entries into the records of youth assigned to them and shall date and sign each entry.								
R 400.10205 Residential care after 48 hours. A detention or shelter care facility shall continue to provide care for a resident for more than 48 hours only after it has been established that the facility is an appropriate placement for the resident in accordance with applicable statute or court rules.								
R 400.10207 Admission physical examination; screening for communicable disease. (1) A detention or shelter care facility shall arrange for an admission physical examination for each resident not later than 7 calendar days after admission.								
(2) A facility shall have and follow written procedures approved by a licensed physician for screening all residents for communicable diseases upon their admission.								
R 400.10208 Preliminary resident plan. A brief written plan shall be developed within 7 calendar days of admission for each resident in a detention or shelter care facility. The plan shall include both of the following:								
(a) An assessment of the resident's immediate and specific needs.								
(b) The specific services to be provided by the facility and other resources.								
R 400.10209 Resident report. (1) A written resident report shall be completed 30 days after admission and every 15 days thereafter for each resident in a detention or shelter care facility. The report shall include all of the following: (a) The reasons for continued care.								
(b) Plans for other placement.								
(c) Barriers to other placement and plans to eliminate the barriers.								
(2) Copies of the report shall be maintained at the facility.								
R 400.10211 Resident release report. When a resident is released from a detention or shelter care facility, all of the following shall be documented:								
(a) The reason for release.								
(b) The new location of the resident, if known.								
(c) Medical and dental services provided while in residence.								
(d) The name and title of the person to whom the resident was released.								
(e) The name and title of the person who prepared the release report.								

COURT OPERATED RESIDENTIAL TREATMENT FACILITIES			1.	2.	3.	4.	5.	6.	7.	8.
NUMBER OF OPEN FILES: _____										
Sample Sizes										
<u># of records per function</u>	<u>Active Sample Size</u>	<u>Closed Sample Size</u>								
1-3	All	2								
4-30	3	2								
31-60	6	4								
61-90	8	8								
R 400.10139 Resident records; admission information. Upon admission to a juvenile facility, the facility shall obtain all of the following information for each child: (a) Date and time of admission.										
(b) Name.										
(c) Last known address.										
(d) Name, title, and signature of delivering person.										
(e) Specific charge or charges.										
(f) Sex.										
(g) Date of birth; age.										
(h) Race or nationality.										
(i) Last school attended and current educational status.										
(j) Religion.										
(k) Medical consent authorization or the instructions for obtaining immediate medical consent authorization.										
(l) Name, relationship, address, and phone number of a parent or parents, a guardian or guardians, or a person or persons with whom the child resided at the time of admission.										
(m) Health status, including notation of any of the following: (i) Bruises. (ii) Open wounds or sores that require treatment. (iii) Evidence of disease, body vermin, or tattoos.										
(n) Name of the person who records the health status information required by subdivision (m) of this rule.										
(o) An inventory of property.										
(p) Name, address, and phone number of emergency contacts.										
(q) Name and title of the person who prepares the admission information.										
R 400.10141 Resident records; maintenance. (1) Written information shall be maintained for each resident, shall be kept in a secure place, and shall include, at a minimum, the following information:										
(a) Admission forms.										
(b) Documented legal authority to accept resident.										

	1.	2.	3.	4.	5.	6.	7.	8.
(c) Legal status.								
(d) A record of cash and valuables held.								
(e) Notations of temporary absences from the facility, if any.								
(f) Probation officer or caseworker assigned.								
(g) Progress reports on program involvement.								
(h) Program rules and disciplinary policy signed by resident.								
(i) Grievance and disciplinary record, if any.								
(j) Final release information.								
(2) Responsible staff members shall make all entries into the records of youth assigned to them and shall date and sign each entry.								
R 400.10303 Admission of child. A child shall be admitted to a facility only after establishing that the facility is an appropriate placement to meet the child's needs.								
R 400.10305 Admission physical examination. A facility shall document that each resident received a physical examination within 3 months before admission to a facility or a new physical examination shall be completed within 30 days after admission, unless a greater frequency is medically indicated								
R 400.10307 Immunizations. (1) A resident in a facility shall have current immunizations as required by the department of public health. (2) If documentation of immunization is unavailable, immunizations shall begin within 30 days of admission, unless a statement from a physician which indicates that immunizations are contraindicated is included in the resident's record. (3) A statement from a physician, referring agency, parent, or guardian which indicates that immunizations are current is sufficient documentation of immunizations.								
R 400.10309 Dental care. A facility shall document the provision of a dental examination and treatment for each resident who is 3 years of age and older. A dental examination within 12 months before admission shall be documented or there shall be an examination not later than 3 months after admission. Reexamination shall be provided at least annually.								
R 400.10315 Initial service plan. (1) An initial service plan shall be completed and recorded by the social worker for each facility resident within 30 days of admission.								
(2) The initial service plan shall be developed with the resident, the resident's parents, and the referral source, unless documented as inappropriate.								
(3) The initial service plan shall include all of the following information:								
(a) Problems that require placement.								
(b) A social history for the resident and family which includes past and current family functioning.								
(c) The resident's physical, emotional, mental, social, behavioral, and educational functioning.								
(d) Identified resident's needs and strengths based on the social history.								
(e) Identified family needs and strengths based on the social history.								
(f) A long-range permanent plan for the resident.								
(g) Objectives which must be met to achieve the long-range permanent plan.								

	1.	2.	3.	4.	5.	6.	7.	8.
(h) Specific steps and time frames for addressing the problems, achieving the objectives, and meeting the needs of the resident.								
(i) Plans for, and the purpose of, visits between the resident and the resident's family.								
(j) Documented approval of the plan by the social service supervisor.								
(4) A resident's parents shall be involved in the development of the service plan and shall be informed of their role and responsibility while the resident is in care.								
R 400.10317 Updated service plan. (1) An updated service plan shall be completed and recorded by the social worker for each facility resident at least once every 3 months after completing the initial service plan.								
(2) The updated service plan shall be developed with the resident, the resident's parents, and the referral source, unless documented as inappropriate.								
(3) The updated service plan shall include all of the following information:								
(a) Progress made toward achieving the objectives established in the previous service plan.								
(b) Any changes in the service plan, including new problems and new objectives to remedy the problems. Steps and time frames for achievement shall be indicated.								
(c) A release plan. The plan shall be developed and recorded in the updated services plan before the release date and shall include a projected release date, projected next placement, and action steps necessary to accomplish the plan.								
R 400.10319 Resident release; documentation. When a resident is released from a facility, all of the following information shall be documented in the resident's record within 14 days after release:								
(a) The reason for release and the new location of the child.								
(b) An assessment of the resident's needs which remain to be met.								
(c) A statement that the release plan recommendations have been reviewed with the resident and parent.								
(d) The name and title of the person to whom the resident was released.								