

2960.3100 RECORDS.

Subpart 1. **Foster care license records.** The license holder must cooperate with the licensing agency to ensure the agency has the following records:

- A. a copy of the application for licensure signed by the applicant;
- B. a license holder agreement form supplied by the Department of Human Services which is signed by the applicant and the agency;
- C. reports and signed statements from specialists, and signed statements from the license holder, the license holder's children, and other household members concerning the physical health of the license holder, the license holder's children, and other household members;
- D. a current completed commissioner's home safety checklist (D.S.-644) plus a written report from the fire marshal on any specific fire hazards, if required;
- E. the prelicensing home study and supporting documentation;
- F. references obtained through the licensing process;
- G. a documented annual evaluation of the licensed foster home, conducted jointly by the license holder and the licensing agency, including, at a minimum:
 - (1) a review of all foster placements in the past year and an assessment of the impact and outcomes of the placement on the child, child's family, license holder, and development and implementation of the case plan;
 - (2) a review of any comments, suggestions, or concerns raised by placing agencies and an assessment of implications for training and foster home policies or procedures;
 - (3) a review of any grievances, their outcomes, and an assessment of implications for training and foster home policies or procedures;
 - (4) a review of the ability of the license holder to care for children; and
 - (5) the development of a plan for the next year's foster care training and development;
- H. documentation for any rule variance from this chapter; and
- I. a record of training received by the license holder and staff, if any, and foster parents, including a list of training on medical equipment used to sustain life or monitor a medical condition.

Subp. 2. **Foster child records.** The license holder must keep a record for each foster child in care. The record must include the child's medical records, which includes records of illnesses and medical care provided to the child; grievance records, including

documentation of the grievance resolution; and other documentation as required by the child's case plan.

Statutory Authority: *L 1995 c 226 art 3 s 60; MS s 241.021; 245A.03; 245A.09*

History: *28 SR 211*

Published Electronically: *August 5, 2008*