

1.1 **Department of Corrections**

1.2 **Proposed Permanent Rules Relating to Adult Community-Based Residential**
1.3 **Correctional Facilities**

1.4 **2920.0100 DEFINITIONS.**

1.5 Subpart 1. **Scope.** Definitions, for the purpose of these rules, are as follows.

1.6 Subp. 2. **Adult ~~halfway house~~ community-based residential correctional facility**
1.7 **or facility.** "~~Adult halfway house~~ community-based residential correctional facility" or
1.8 "facility" means any community-based residential facility, ~~the primary function of which is~~
1.9 ~~to provide, through its own program or community resources, services to adults accused of,~~
1.10 ~~charged with, or convicted of a criminal offense~~ that provides at a minimum accountability
1.11 and 24-hour-a-day care such as food and lodging. The primary purpose is to serve persons
1.12 placed in the facility by a court, court services department, commissioner of corrections,
1.13 or other correctional agency having dispositional power over persons convicted of a crime.

1.14 Subp. 3. **Adults.** "Adults" ~~are~~ means persons 18 years of age or over or persons
1.15 under the jurisdiction of the adult court.

1.16 Subp. 4. **Applicant.** "Applicant" is means any ~~person(s)~~ person, agency, or
1.17 organization applying for a license or renewal of license under this ~~rule~~ chapter.

1.18 Subp. 5. **Commissioner.** "Commissioner" ~~shall mean~~ means the commissioner of
1.19 the Minnesota Department of Corrections or a designee.

1.20 Subp. 6. [See repealer.]

1.21 Subp. 7. [See repealer.]

1.22 Subp. 8. **Contraband.** "Contraband" ~~are~~ means those items designated by the ~~CCF~~
1.23 facility as prohibited on the physical premises of the facility.

1.24 Subp. 9. [See repealer.]

2.1 Subp. 10. **Department of Corrections, department, DOC.** "Department of
2.2 Corrections," "department," or "DOC" ~~shall mean~~ means Minnesota Department of
2.3 Corrections.

2.4 Subp. 10a. **Direct service staff.** "Direct service staff" means staff that have primary
2.5 responsibility for the supervision and care and welfare of the residents.

2.6 Subp. 11. **Facility Program administrator.** "Facility Program administrator"
2.7 ~~refers to~~ means the administrator of the program, employed or appointed by the board or
2.8 sponsoring agency, to implement its policies, programs, and treatment plans.

2.9 Subp. 12. **Governing board/sponsoring board or sponsoring agency.** "Governing
2.10 ~~board/sponsoring board~~" or "sponsoring agency" is means the body ~~which that~~ formulates
2.11 the policies and procedures governing a community correctional facility, ~~this body being~~
2.12 ~~composed, at a minimum, of the offices of president, secretary, and treasurer. In nonprofit~~
2.13 ~~corporations the administrator of the program shall not be a member of the board of~~
2.14 ~~directors. In addition, there may be an advisory board, where appropriate, including~~
2.15 ~~membership from the specific target group and the immediate neighborhood population,~~
2.16 ~~and additional membership according to the size and function of the individual program.~~

2.17 Subp. 13. **License.** "License" is means a certificate issued by the commissioner
2.18 authorizing the operator to provide specified services for a period of ~~a year~~ up to two years
2.19 in accordance with the terms of the license, Minnesota Statutes, section 241.021, and
2.20 ~~the rules of the commissioner~~ this chapter.

2.21 Subp. 14. [See repealer.]

2.22 Subp. 14a. **Population.** "Population" means a group of residents with a need for
2.23 similar services arising primarily out of a particular type of issues or needs.

2.24 Subp. 15. [See repealer.]

3.1 Subp. 16. **Program.** "Program" is a plan, procedure, or activity for dealing with
3.2 residents in a community correctional facility.

3.3 Subp. 17. [Repealed, 9 SR 1655]

3.4 Subp. 18. [See repealer.]

3.5 Subp. 19. [See repealer.]

3.6 Subp. 20. [See repealer.]

3.7 Subp. 20a. **Service plan.** "Service plan" means an individual written plan that
3.8 addresses the expectations, goals, and desired outcomes for a resident.

3.9 Subp. 21. [See repealer.]

3.10 Subp. 22. [See repealer.]

3.11 Subp. 23. [See repealer.]

3.12 Subp. 24. [See repealer.]

3.13 Subp. 25. [See repealer.]

3.14 Subp. 26. [See repealer.]

3.15 ~~Subp. 26a. **Variance.** "Variance" is a waiver of a specific rule for a specified period~~
3.16 ~~of time~~ means the commissioner has authorized the facility to comply with a specific rule
3.17 in a manner other than as specified in that rule.

3.18 Subp. 26b. **Volunteer.** "Volunteer" means a person who is not employed by the
3.19 facility but is providing a service or program to facility residents on an ongoing basis.

3.20 Subp. 27. **Waiver.** "Waiver" is means written permission from the commissioner to
3.21 disregard a particular section of a licensing rule part of this chapter.

3.22 Subp. 28. [See repealer.]

3.23 **2920.0210 COMPLIANCE WITH RULES.**

4.1 A facility must comply with a rule, part, subpart, or item designated "mandatory"
4.2 unless waived by the commissioner. A facility is in substantial compliance when it
4.3 complies with 100 percent of the rules in this chapter designated "mandatory" and at least
4.4 90 percent of the rules in this chapter not designated "mandatory."

4.5 **2920.0500 PROCEDURES FOR ORIGINAL APPLICATION FOR LICENSE.**

4.6 Subpart 1. **Filing.** New applicants shall file application to the commissioner of
4.7 corrections at least 30 days prior to the date the adult community-based residential
4.8 correctional facility expects to operate.

4.9 Subp. 2. **Materials to be filed with applications.** ~~The materials to be filed with~~
4.10 ~~adult halfway house license applications are~~ application includes:

4.11 A. an application form provided by the commissioner;

4.12 B. current health inspection approval;

4.13 C. ~~current fire-safety approval~~ fire inspection;

4.14 D. a an accurate floor plan of the facility;

4.15 E. a list of the board of directors ~~and committees~~, including names, addresses,
4.16 and telephone numbers; ~~and~~

4.17 F. ~~a list of other facilities which the operator or governing board has operated or~~
4.18 ~~is currently operating either in or out of state.~~ an organizational chart;

4.19 G. all documents required by the municipality; and

4.20 H. the certificate of occupancy from the municipality.

4.21 Subp. 3. [See repealer.]

4.22 **2920.0800 CONDITIONS OF LICENSE.**

5.1 Subpart 1. **Nontransferable.** A license is not transferable. It applies only to the
5.2 organization ~~or person(s)~~, person, or persons to whom it is issued and to the building
5.3 approved. The license expires automatically if there is a change in location, organization,
5.4 procedure, or policies ~~which would~~ that affect either the terms of the license or the
5.5 continuing eligibility for a license. In such cases, an ~~original~~ application for a license
5.6 must again be filed.

5.7 Subp. 2. **Restriction on capacity.** Every license shall be restricted to a specified
5.8 maximum capacity.

5.9 Subp. 3. **Licensing necessary before operation.** An adult ~~halfway house~~
5.10 community-based residential correctional facility must be licensed by the commissioner
5.11 in order to operate.

5.12 Subp. 4. **No occupancy before licensing.** No persons shall be placed in an adult
5.13 ~~halfway house~~ community-based residential correctional facility prior to its being licensed.

5.14 Subp. 5. **No fee for license.** There is no fee for a state license.

5.15 Subp. 6. **Issuance of license.** A license must be issued when the applicant is in
5.16 ~~substantial~~ compliance with part 2920.0200, subpart 4.

5.17 Subp. 7. **Variance; waivers.** Variances and waivers must be listed on the license.

5.18 **2920.0900 REVOCATION, SUSPENSION, AND DENIAL OF LICENSE.**

5.19 A license may be revoked, suspended, or denied by the commissioner if the facility
5.20 does not ~~maintain substantial compliance with minimum standards,~~ comply with this
5.21 chapter as required under part 2920.0210 or the facility may be denied a license on the
5.22 basis of a poor operating history in this or any state. The operator must be given written
5.23 notice of the action and must be given 30 days to ~~substantially~~ comply with ~~minimum~~
5.24 ~~standards~~ this chapter before action is taken. Failure, inability, or refusal to ~~substantially~~

5.25 comply with ~~licensing procedures~~ this chapter is cause for denial, nonrenewal, revocation,
 6.1 or suspension of the license. The commissioner may issue a conditional license for a
 6.2 specified time to allow the facility to come into compliance.

6.3 **2920.1000 RESTRICTION OF USE OF ~~COMMUNITY~~ ADULT**
 6.4 **COMMUNITY-BASED RESIDENTIAL CORRECTIONAL FACILITY.**

6.5 The commissioner may by written order restrict the use of any adult ~~halfway house~~
 6.6 ~~which~~ community-based residential correctional facility that does not substantially
 6.7 ~~conform to the minimum standards,~~ comply with this chapter as required under part
 6.8 2920.0210 or, where specific conditions exist which endanger the health, welfare, or safety
 6.9 of residents or staff, ~~prohibit the habitation of persons therein.~~

6.10 **2920.1100 VARIANCE OR WAIVER OF SPECIFIC RULE.**

6.11 Subpart 1. Granting of variance or waiver. The granting of a variance or waiver
 6.12 under this part does not constitute a precedent for any other community correctional
 6.13 facility. The commissioner shall grant a variance or waiver of a specific rule, if, in the
 6.14 licensing procedure or enforcement of the standards the commissioner finds that:

6.15 A. to require a particular ~~community~~ adult community-based residential
 6.16 correctional facility to comply strictly with one or more of the provisions will result
 6.17 in undue hardship;

6.18 B. the ~~community correctional~~ facility is otherwise in ~~substantial~~ compliance
 6.19 ~~with said standards and their general purpose and intent~~ this chapter;

6.20 C. the ~~community correctional~~ facility substantially complies with ~~such~~ specific
 6.21 ~~condition(s) as~~ conditions the commissioner ~~shall deem~~ deems necessary for the protection
 6.22 of health, safety, and welfare of the residents and it does not have a substantially negative
 6.23 effect on public safety.

6.24 Subp. 2. Variance or waiver review. Variances or waivers must be reviewed during
 6.25 the on-site inspection to determine if the variances or waivers should be continued.

7.1 **2920.1200 ~~STUDY OF APPLICATION ON-SITE INSPECTION.~~**

7.2 Following the receipt of the application and materials requested, the commissioner
7.3 shall ~~cause a study to be made. This study must include an~~ conduct the appropriate
7.4 on-site inspection of the facilities and a review of referenees, determine if the license is
7.5 appropriate, and notify the applicant of the determination in writing.

7.6 **2920.1300 NOTICE TO APPLICANT OF COMMISSIONER'S ACTION.**

7.7 After the application for license is approved by the commissioner, the applicant will
7.8 receive by mail a license which, ~~as provided by Minnesota Statutes, section 241.021,~~ must
7.9 set forth the conditions under which the ~~community~~ adult community-based residential
7.10 correctional facility may operate. The terms of the license must include the operating
7.11 name of the community correctional facility, the maximum number and sex of the
7.12 residents to be served, and the period of time for which the license is effective, and may
7.13 include other limitations which the commissioner may prescribe. An accompanying letter
7.14 document to the license must contain, in addition to the limitations on the license, any
7.15 recommendation regarding activities, services, and facilities to be employed a summary of
7.16 inspection findings.

7.17 **2920.1400 APPEAL PROCEDURE.**

7.18 ~~Any applicant who feels aggrieved by the commissioner's action may appeal the~~
7.19 ~~commissioner's decision in the following manner. The facility~~ program administrator shall
7.20 be given written notice of the action under part 2920.1300 and ~~shall be informed of the~~
7.21 right to appeal the decision of the commissioner in writing within ten business days from
7.22 receipt of the written notice of the action. Upon receiving a timely written appeal, the
7.23 ~~commissioner shall give the facility administrator reasonable notice and an opportunity~~
7.24 ~~for a prompt hearing before an impartial hearing examiner. The commissioner shall advise~~
7.25 the program administrator of the commissioner's action on the appeal no later than 30 days
7.26 after receipt of the written appeal. If the program administrator is not satisfied with the
8.1 commissioner's action on the appeal, the program administrator may request a contested

8.2 case hearing to be conducted by the Office of Administrative Hearings. Following the
 8.3 report of the administrative law judge, the commissioner shall make a final decision in
 8.4 accordance with Minnesota Statutes, chapter 14. While the appeal is in process with the
 8.5 Office of Administrative Hearings, the adult community-based residential correctional
 8.6 facility may continue to operate unless there are life and safety or public safety issues.

8.7 **2920.1500 LIMITATION ON LICENSE RENEWAL.**

8.8 ~~When a CCF~~ an adult community-based residential correctional facility license has
 8.9 been revoked or not renewed because of nonsubstantial the facility is not in compliance
 8.10 with applicable laws or rules this chapter and the facility presents a risk to public safety,
 8.11 it shall not be inspected and granted a new license for a period of one year following
 8.12 the revocation, denial, or nonrenewal. A new license is granted when the facility is
 8.13 in compliance with this chapter.

8.14 **2920.1800 LEGAL STATUS OF AND AUTHORITY FOR ADULT ~~HALFWAY~~**
 8.15 **HOUSES COMMUNITY-BASED RESIDENTIAL CORRECTIONAL FACILITY.**

8.16 Subpart 1. **Legal entity.** It is mandatory that the public or private agency operating
 8.17 an adult ~~halfway house~~ shall be community-based residential correctional facility is a
 8.18 legal entity or part of a legal entity.

8.19 Subp. 2. [Repealed, 9 SR 1655]

8.20 Subp. 3. [Repealed, 9 SR 1655]

8.21 Subp. 4. **Written statement.** It is mandatory that the facility has a written statement
 8.22 clearly stating its mission, the population serviced, and the type of services provided.
 8.23 This must be done in a form suitable for distribution to staff, residents, referral sources,
 8.24 funding agencies, and the general public.

9.1 Subp. 5. **Governing body advisory board.** It is mandatory that the facility has
 9.2 a governing board composed of the president, secretary, and treasurer. The program
 9.3 administrator may be on the board. There may be an advisory board with membership

9.4 from the specific target group and the immediate neighborhood population and additional
9.5 membership according to the size and function of the individual facility.

9.6 **2920.2000 MEETINGS TO BE HELD.**

9.7 The governing board of the ~~community correctional~~ facility shall hold meetings at
9.8 least ~~quarterly with the administrator~~ biannually in order to ~~facilitate communications,~~
9.9 ~~establish policy, explore problems, and~~ ensure conformity to legal and fiscal requirements;
9.10 ~~and implement the program.~~

9.11 **2920.2100 RECORD MAINTENANCE.**

9.12 The ~~CCF~~ facility shall maintain records of its activities, including the minutes of
9.13 board meetings, financial data, and statistical information. ~~All~~ The records are subject
9.14 to review by the commissioner.

9.15 **2920.2400 ARTICLES OF INCORPORATION OR CONSTITUTION.**

9.16 It is mandatory that the ~~CCF shall~~ facility have a constitution or articles of
9.17 incorporation ~~which~~ that meet all of the legal requirements of the governmental
9.18 jurisdiction in which the ~~agency~~ facility is located.

9.19 **2920.2500 MANAGEMENT; GENERAL.**

9.20 It is mandatory that the ~~program shall be~~ facility is managed by a single administrative
9.21 officer who shall implement the policies of the board.

9.22 **2920.2600 MONITORING SYSTEM.**

9.23 The ~~CCF~~ facility shall have a system to monitor the program through inspections and
9.24 reviews by the program administrator or designated staff.

9.25 **2920.2700 OPERATIONS MANUAL.**

10.1 The ~~community~~ adult community-based residential correctional facility shall have an
10.2 ~~operations~~ a policy and procedure manual ~~which summarizes in one document approved~~
10.3 ~~methods of implementing agency policies and provides details for daily operations of~~
10.4 ~~the program. The policy manual must be reviewed annually by the governing board;~~

10.5 ~~and updated when necessary.~~ that defines the philosophy and method for operating and
10.6 maintaining the facility. This manual must be made available to all employees, reviewed
10.7 annually, updated as needed, and used to train employees. The manual must include the
10.8 following chapters:

10.9 A. standards required by this chapter;

10.10 B. administration and organization;

10.11 C. fiscal management;

10.12 D. personnel;

10.13 E. training;

10.14 F. admissions, orientation, property procedures, and discharge;

10.15 G. resident activities;

10.16 H. resident records;

10.17 I. medical and health care services;

10.18 J. resident rules and discipline;

10.19 K. communication, mail, and visiting;

10.20 L. safety and emergency;

10.21 M. security and resident accountability;

10.22 N. sanitation and hygiene; and

10.23 O. food service.

11.1 The program administrator or designee shall annually review the policy and procedure
11.2 manual. The review must be documented in writing sufficient to indicate that policies and
11.3 procedures have been reviewed and amended as appropriate to facility changes.

11.4 **2920.2800 BYLAWS.**

11.5 Bylaws shall meet all the legal requirements of the governmental jurisdiction in
11.6 which the CCF facility is located, and shall include provisions for regular and special
11.7 meetings, and for recording of minutes.

11.8 **2920.3000 ANNUAL WRITTEN BUDGET.**

11.9 The facility program administrator or designated employee shall prepare an annual
11.10 written budget of anticipated revenues and expenditures which is approved by the funding
11.11 authority governing board.

11.12 **2920.3200 FINANCIAL AUDIT.**

11.13 The ~~community correctional~~ facility fiscal process must include an annual financial
11.14 audit.

11.15 **2920.3400 WRITTEN FISCAL SYSTEM.**

11.16 The CCF facility shall have a written fiscal system ~~which~~ that accounts for all
11.17 income and expenditures on an ongoing basis and ~~which~~ shall include internal controls,
11.18 petty cash, bonding, signature control on checks, resident funds, and employee expense
11.19 reimbursement.

11.20 **2920.3600 INSURANCE COVERAGE.**

11.21 It is mandatory that the CCF shall facility have a procedure to provide professional
11.22 liability insurance coverage for itself, which shall include coverage for the , workers'
11.23 compensation, and physical plant, equipment, personnel, and injury to employees,
11.24 residents, and third parties insurance.

11.25 **2920.3700 PERSONNEL POLICIES; GENERAL.**

12.1 Subpart 1. **Written policies.** There shall be written personnel policies for personnel
12.2 employed by the CCF adult community-based residential correctional facility, which
12.3 specify salaries, increments, hours of work, work schedule, ~~vacations, holidays, sick~~

12.4 leave, benefits, periodic performance evaluation (~~at least annually~~), and other conditions
12.5 of employment.

12.6 Subp. 2. **Policies available to employees.** Personnel policies shall be available to
12.7 each employee upon employment. The ~~program~~ facility shall inform each employee of the
12.8 duties assigned to ~~him/her~~ the employee, a position and organizational chart ~~indicating the~~
12.9 ~~person to whom he/she is directly responsible~~ showing all of the positions in the agency,
12.10 ~~and~~ general conditions which constitute grounds for dismissal and suspension, and a
12.11 grievance procedure. The grievance procedures shall allow the aggrieved party to bring
12.12 the grievance to at least one level above ~~his/her~~ the employee's supervisor.

12.13 Subp. 3. **Policies available to commissioner.** The personnel policies shall be
12.14 available to the commissioner.

12.15 Subp. 4. [See repealer.]

12.16 Subp. 5. **Consistent care arrangements in absence of regular staff.** During the
12.17 absence of regular staff for time off, vacation, and sick leave, arrangements shall be
12.18 provided to ensure consistent care of the residents.

12.19 Subp. 6. **Availability of staff.** It is mandatory that the ~~community correctional~~
12.20 ~~facility shall~~ have staff available or on call 24 hours a day, seven days a week, on duty
12.21 and awake ~~during sleeping hours~~.

12.22 Subp. 7. **Ratio of staff to licensed capacity.** It is mandatory that the ratio of staff
12.23 ~~to licensed capacity shall be not less than one direct service staff person for every eight~~
12.24 ~~residents.~~ residents must be at least one staff person for every 40 residents on site. The
12.25 facility must have staff appropriate to the provided programming.

13.1 Subp. 8. **Maintenance of confidential personnel record.** The ~~CCF~~ facility shall
13.2 make provisions for, and allow time for, a ~~confidential~~ personnel record to be kept for each
13.3 staff member which ~~should include~~ includes date of beginning and end of employment,

13.4 hours, salary or wages, qualifications, evaluations, resume or application, references,
13.5 and training sessions.

13.6 **2920.3800 TRAINING PROGRAM.**

13.7 Subpart 1. **Orientation session for new employees and volunteers.** It is mandatory
13.8 that the CCF shall facility provide an orientation session for new employees and new
13.9 volunteers. There must be a minimum of 30 hours of training that is relevant to staff duties
13.10 and the population served. The training must be documented.

13.11 Subp. 2. **In-service training program.** It is mandatory that the facility have a
13.12 yearly training plan. The CCF facility shall provide a minimum of 18 16 hours per year
13.13 of ongoing in-service training programs to help staff and volunteers meet the individual
13.14 and group needs of residents. The training must be relevant to the staff member's duties.
13.15 The training must be documented.

13.16 Subp. 3. [See repealer.]

13.17 Subp. 4. **First aid training.** ~~It is mandatory that all Employees who provide direct~~
13.18 ~~service to residents must have first aid and cardiopulmonary resuscitation (CPR) training.~~
13.19 Certificates or documents verifying current training must be kept in the staff member's
13.20 file. Training must be provided by a Red Cross instructor or a licensed health professional.
13.21 ~~First aid training must be current. Certificates or statements of training must document~~
13.22 ~~that first aid training is updated at least every three years.~~ certified instructor. At least one
13.23 staff member in the facility must have current first aid and CPR training.

13.24 Subp. 5. [See repealer.]

13.25 Subp. 6. [Repealed, 9 SR 1655]

14.1 **2920.3900 MANTOUX TEST OR CHEST X-RAY REQUIRED.**

14.2 ~~Each staff member shall have a mantoux test or chest X-ray at the time of~~
14.3 ~~employment.~~ It is mandatory that staff and residents be screened for tuberculosis
14.4 according to Minnesota Statutes, section 144.445.

14.5 **2920.4000 QUALIFICATIONS OF STAFF.**

14.6 Subpart 1. [Repealed, 9 SR 1655]

14.7 Subp. 2. **Facility Program administrator.** ~~The facility program administrator must~~
14.8 ~~have at least a Bachelor of Arts degree in any of the human services fields, or equivalent~~
14.9 ~~experience~~ education and two years of work experience in corrections, social service,
14.10 or administration.

14.11 Subp. 3. **Direct service staff.** ~~The direct service staff shall have work, education,~~
14.12 ~~or volunteer experience in corrections or related fields and shall be selected on the basis~~
14.13 ~~of ability to perform assigned tasks.~~ a high school diploma or equivalency and work or
14.14 volunteer experience in corrections or related fields and must be selected on the basis of
14.15 the ability to perform assigned tasks. Staff with primarily security functions must have a
14.16 high school diploma or equivalency and the ability to perform the assigned tasks.

14.17 Subp. 4. [Repealed, 9 SR 1655]

14.18 Subp. 5. **Requirements.** All staff shall be at least 18 years of age and have a
14.19 criminal record background check before employment at the facility. A staff member may
14.20 not be a resident of the program. Unpaid students and volunteers providing services are
14.21 not considered staff. An adult community-based residential correctional facility may
14.22 hire or retain a staff member or prospective staff member who has a felony criminal
14.23 conviction. The prospective staff member must no longer be on active correctional
14.24 supervision. The facility must notify the commissioner of this fact and provide relevant
14.25 information about the decision.

15.1 Subp. 6. **Job descriptions.** The facility must have a written job description for all
15.2 positions that define responsibilities, duties, and qualifications.

15.3 **2920.4100 STUDENTS OR VOLUNTEERS.**

15.4 ~~Volunteers with training and supervision may be used to assist staff of the CCF. If~~
15.5 ~~volunteers are used, the community correctional facility shall establish requirements~~
15.6 ~~for the selection of volunteers. The community correctional facility and the individual~~
15.7 ~~volunteer shall agree on the latter's job assignment. The volunteer's responsibility shall~~
15.8 ~~be clearly differentiated from other staff members. If a volunteer is to be used in a~~
15.9 ~~capacity normally filled by a paid staff member he/she must meet the same qualifications~~
15.10 ~~as a paid staff member. Responsibility for the volunteer program shall be assigned to a~~
15.11 ~~specific staff member.~~ When students or volunteers are used in adult community-based
15.12 residential correctional facilities, a written policy and procedure must provide that a staff
15.13 member is responsible for coordinating the volunteer service program. The policy must
15.14 include the following elements:

15.15 A. lines of authority, responsibility, and accountability for the volunteer
15.16 services;

15.17 B. a procedure for the screening and selection of volunteers that includes
15.18 background screening;

15.19 C. an orientation training program appropriate to the nature of the assignment;

15.20 D. a requirement that volunteers agree in writing to abide by all program rules
15.21 and policies, particularly relating to confidentiality of information; and

15.22 E. a statement that the program administrator may discontinue a volunteer
15.23 activity at any time by written notice.

15.24 **RESIDENT ADMISSIONS AND PLACEMENT POLICIES RECORDS**

15.25 **2920.4300 ADMISSIONS POLICIES.**

16.1 The ~~community~~ adult community-based residential correctional facility shall establish
16.2 clearly defined and written admissions policies and procedures, which state the age range,
16.3 sex, and characteristics of acceptable clients. Admission policies must be available to be
16.4 disseminated to all referral sources and the commissioner. The referral agency must
16.5 provide the name, date of birth, and the authority a particular person holds before the
16.6 person is admitted to the facility.

16.7 **2920.4400 ADMISSION FORM.**

16.8 The ~~community~~ adult community-based residential correctional facility ~~or agent~~
16.9 ~~making the referral shall complete an initial admission information~~ referral form on each
16.10 client to be admitted into residency ~~which, unless prohibited by local ordinance,~~ includes
16.11 at a minimum:

16.12 A. name;

16.13 B. address;

16.14 C. date ~~and~~ place of birth;

16.15 D. sex;

16.16 E. reason for referral;

16.17 F. whom to notify in case of emergency;

16.18 G. date information gathered;

16.19 H. signature of both interviewee and interviewer gathering information;

16.20 I. name of referring agency of committing authority;

16.21 J. special medical problems or needs;

16.22 K. legal status, including jurisdiction, length, and conditions of placement;

16.23 L. financial arrangements for medical care; ~~and~~

16.24 M. financial arrangements for care; placement;

17.1 N. present medications;

17.2 O. driver's license or Minnesota state identification number; and

17.3 P. vehicle title and vehicle insurance, if applicable.

17.4 **2920.4600 ORIENTATION RESIDENT ADMISSION.**

17.5 At the time of ~~intake~~ admission, the staff shall discuss general program goals,
 17.6 services available, rules governing conduct, expectations for successful completion of the
 17.7 program, program rules, and possible disciplinary actions with the participants; residents.
 17.8 ~~This shall be documented.~~ This information must be documented in writing and readily
 17.9 accessible to residents.

17.10 **2920.4900 SERVICE PLAN RESIDENT RECORDS.**

17.11 Subpart 1. Space. The facility must provide space for the safe storage of records.

17.12 Subp. 2. General. The facility must maintain accurate and complete case records,
 17.13 reports, and statistics necessary for the conduct of its program. Appropriate safeguards
 17.14 must be established to protect the confidentiality of the records, and minimize the
 17.15 possibility of theft, loss, or destruction.

17.16 Subp. 3. Plan. Facility staff and the resident shall develop a written service plan that
 17.17 specifies the needs of the resident; the expected goals and objectives of the individualized
 17.18 plan; and the participation of the resident, staff, support services, and community
 17.19 resources in the attainment of these goals and objectives; and the resident's progress in
 17.20 meeting the goals.

17.21 Subp. 4. Records. Residents' records must be incorporated into individual folders
 17.22 and filed or maintained through advanced technology such as microfiche or computerized
 17.23 record systems that permit a resident's record to be readily accessed at one source.

18.1 Subp. 5. **Summary of resident's progress.** The record must include a summary of
18.2 the resident's progress. These reports must be recorded regularly and must include the
18.3 following:

18.4 A. significant incidents, both positive and negative;

18.5 B. changes in family situation;

18.6 C. future planning;

18.7 D. summary of resident's development;

18.8 E. grievances; and

18.9 F. disciplinary actions, if any.

18.10 Subp. 6. **Correspondence.** All professional correspondence relevant to the resident
18.11 must be kept in the record.

18.12 Subp. 7. **Sex offenders.** If the facility agrees to take residents that fall under the
18.13 community notification law as provided by Minnesota Statutes, section 244.052, and
18.14 the predatory offender registration law as provided by Minnesota Statutes, sections
18.15 243.166 and 243.167, it is mandatory that there are policies and procedures to ensure that
18.16 appropriate paperwork has been completed and the appropriate people are notified before
18.17 the resident is released.

18.18 Subp. 8. **Data privacy.** The facility must inform residents admitted to the program of
18.19 the information gathered by the facility and to whom the information will be disseminated.
18.20 The facility must have a policy regarding the sharing of nongovernmental data. Minnesota
18.21 Statutes, section 13.05, subdivision 6, requires that when there is a contract with a
18.22 governmental agency the data must be administered consistent with Minnesota Statutes,
18.23 chapter 13. This may include mandatory reporting under Minnesota Statutes, section
18.24 626.556.

19.1 Subp. 9. **Sharing of data with those in resident's service plan.** The facility must
19.2 share the content of the resident's record and data collected by the facility with individuals
19.3 or agencies that have legal jurisdiction. Upon admission, the facility must inform residents
19.4 about data practice policies and have residents sign consent forms, if appropriate.

19.5 Subp. 10. **Law enforcement.** The facility must inform residents what information
19.6 collected and maintained by the facility is provided to law enforcement.

19.7 Subp. 11. **Written policy concerning consent form.** The facility must have a
19.8 release of information consent form, which includes:

19.9 A. name of person, agency, or organization requesting information;

19.10 B. name of person, agency, or organization releasing information;

19.11 C. the specific information to be disclosed;

19.12 D. the purpose or need for the information;

19.13 E. date consent form is signed;

19.14 F. signature of the resident;

19.15 G. signature of an individual witnessing resident signature;

19.16 H. date consent form expires; and

19.17 I. that the authorization can be withdrawn in writing.

19.18 Subp. 12. **Policy.** The facility must develop a policy for the classification and
19.19 retention of resident and personnel files. The records must be maintained for a minimum of
19.20 three years unless laws or contracts require that the records be retained longer. The facility
19.21 must incorporate any applicable state and federal laws regarding data classification.

19.22 **2920.5000 INVOLVEMENT OF RESIDENT IN FAMILY AND COMMUNITY**
 19.23 **AFFAIRS ACTIVITIES.**

20.1 Subpart 1. **Plan.** It is mandatory that the agency shall have adult community-based
 20.2 residential correctional facility has a written policy and procedures which that provide
 20.3 increasing opportunities and privileges for resident involvement with family and in
 20.4 community affairs activities prior to final release.

20.5 Subp. 2. **Involvement in community.** It is mandatory that the community
 20.6 correctional facility shall use uses community resources where appropriate to provide
 20.7 assist residents with the following services:

20.8 A. assisting residents in learning to use leisure time constructively;

20.9 B. assisting residents in finding suitable employment;

20.10 C. assisting residents in locating financial assistance through community
 20.11 resources;

20.12 D. assisting residents in education and vocational training programs; and

20.13 E. assisting residents with services to become self-sufficient, including
 20.14 assistance in obtaining housing, transportation, medical and dental services, and money
 20.15 management.

20.16 Subp. 3. **Visitation.** It is mandatory that the program administrator develops and
 20.17 implements a visiting policy. The policy must be in writing and include:

20.18 A. a schedule of visiting hours that includes the days and times for visits;

20.19 B. visiting rules that:

20.20 (1) designate the number of visitors permitted per visit;

20.21 (2) require documentation of visitation denial; and

20.22 (3) require minors to be supervised by a parent, person responsible for
20.23 supervision of the child, or program staff at all times while visiting the facility; and

20.24 C. policy regarding what visitors are permitted to bring to the visit.

21.1 Subp. 4. **Correspondence.** It is mandatory that the facility have a written policy
21.2 and procedure that governs resident correspondence. The volume of written mail to or
21.3 from a resident must not be restricted. If a facility restricts or inspects mail, the facility
21.4 must have a written policy and procedure which requires:

21.5 A. when resident letters, both incoming and outgoing, may be opened and
21.6 inspected for contraband;

21.7 B. that residents are notified when incoming or outgoing letters are rejected;

21.8 C. that letters must not be read or censored if the letters are between a resident
21.9 and an elected official, officials of the Department of Corrections, attorneys, or other
21.10 officers of the court, but inspection of incoming mail from the specified class of persons
21.11 noted may be opened to inspect for contraband in the presence of the resident; and

21.12 D. that residents are notified of any restrictions in the amount of money the
21.13 resident may have at the facility.

21.14 Subp. 5. **Telephone access.** It is mandatory that the facility have a written policy and
21.15 procedure that provides for resident access to a telephone, including:

21.16 A. requiring attorney or resident telephone consultation to be private;

21.17 B. permitting residents telephone access to maintain contact with family
21.18 members or significant others; and

21.19 C. requiring documentation for denial of telephone access or contact with
21.20 specific people.

21.21 **2920.5100 WORK ASSIGNMENTS ~~AND WORK PROGRAM.~~**

21.22 The facility must have policy and procedures regarding in-house work assignments.

21.23 Required work assignments ~~should~~ must be appropriate to residents' ages and ability.

21.24 Residents may not be required to perform work ~~which~~ that is inappropriate for them
22.1 for physical reasons. Safety measures shall be established when work could be deemed
22.2 hazardous.

22.3 Residents may not be required to perform personal duties for staff or replace
22.4 employed staff ~~without being paid for such service.~~

22.5 ~~Staff members shall check and inform residents of applicable minimum wage law,~~
22.6 ~~health and safety laws, social security, labor union fees, and other requirements.~~

22.7 Written policy must include a system of periodic checks of residents at their place of
22.8 employment.

22.9 ~~Staff may not enter into business arrangements or financial transactions with~~
22.10 ~~residents.~~ If staff wish to enter into business arrangements or financial transactions with
22.11 residents, all transactions must be approved by the program administrator. The agreement
22.12 and approval must be documented.

22.13 **2920.5200 ~~HOUSE RULES~~ ADULT COMMUNITY-BASED RESIDENTIAL**
22.14 **CORRECTIONAL FACILITY RULES AND GRIEVANCES.**

22.15 The ~~program~~ facility must establish a method whereby residents and staff review
22.16 group, resident, or ~~community~~ program problems; and review ~~old~~ rules, ~~new~~ rules, or
22.17 changes in rules, ~~plans~~, and procedures in the ~~community~~ correctional facility.

22.18 A written grievance procedure must be made available to each resident ~~which~~ that
22.19 outlines the ~~residents' rights and the grievance procedure~~ and the appeal process.

22.20 **2920.5300 RELIGION.**

22.21 It is mandatory that facility policy requires that each resident has the right to freedom
22.22 of religious affiliation and voluntary religious worship, providing that the exercise of these

22.23 rights does not directly interfere with the reasonable security and discipline of the facility
22.24 program structure, rules, and expectations.

22.25 It is mandatory that programs with a religious component have written policies and
22.26 procedures regarding religious programming and expectations.

23.1 **2920.5400 ~~COMPLIANCE WITH LAW~~ FOOD SERVICE.**

23.2 Subpart 1. **Sanitation and health regulations.** When the community correctional
23.3 facility provides or contracts for food service, the service must comply with and meet all
23.4 sanitation and health regulations.

23.5 Subp. 2. **Health rules.** Food service must be provided according to parts 4626.0010
23.6 to 4626.1870.

23.7 Subp. 3. **Dietary standards.** It is mandatory that facility menus meet recognized
23.8 dietary standards. A facility's menu content and cycle must be reviewed at least biennially
23.9 by a registered dietitian or nutritionist to ensure compliance with the rules specified in
23.10 subpart 2 unless there have been no changes to the menu. The review and findings must
23.11 be documented and kept on file.

23.12 Subp. 4. **Manager.** If the facility is preparing the meals, the facility must have a
23.13 certified food manager.

23.14 Subp. 5. **Therapeutic diets.** A facility must have policies and procedures to address
23.15 therapeutic diets that have been ordered by a physician.

23.16 Subp. 6. **Religious diets.** A facility must have a written policy and procedure that
23.17 addresses requests for special diets by residents to accommodate religious dietary laws.

23.18 Subp. 7. **Substitutions.** A facility must keep records of one menu rotation and
23.19 substitutions actually served. Substitutions must be of equal nutritional value.

23.20 Subp. 8. **Hot meals.** One of the meals served daily must be a hot meal.

23.21 **2920.5700 DISCIPLINE AND DISCIPLINARY ACTION.**

23.22 ~~Should~~ It is mandatory that if disciplinary action be is necessary, the following rules
23.23 ~~shall~~ must be observed:

24.1 A. the ~~community~~ adult community-based residential correctional facility shall
24.2 have written policies ~~which shall be~~ that are available to the residents and staff regarding
24.3 methods used for control and discipline;

24.4 B. disciplinary action may not be delegated to other residents ~~or persons outside~~
24.5 ~~of the program unless special skills are needed to handle the situation;~~

24.6 C. residents shall not be denied food, mail, or sleep as punishment;

24.7 D. ~~corporal~~ physical punishment or any kind of punishment inflicted on the
24.8 body, such as slapping, shall not be used;

24.9 E. physical force shall be used only in instances of justifiable self-protection,
24.10 protection of others, and prevention of property damage, and only to the degree necessary
24.11 ~~and in accordance with appropriate statutory authority;~~ Such to control the situation. The
24.12 action taken shall be documented and placed on file;

24.13 F. written policy and procedures must ensure that room restriction, if used,
24.14 does not exceed eight hours and that staff make contact with the resident at least hourly
24.15 to ensure the well-being of the resident;

24.16 G. written policy must ensure that restriction to the facility for more than 72
24.17 hours, excluding holidays and weekends, requires a review by a person or panel of staff
24.18 who are not directly involved in the incident leading to the restriction;

24.19 H. all instances of disciplinary action must be documented, dated, and signed
24.20 by staff implementing the action; and

24.21 I. written policy and procedures must ensure supervisory review of major
24.22 violations and disciplinary actions.

24.23 **2920.5900 SECURITY PROCEDURES.**

24.24 Written policies regarding security measures are ~~necessary~~ required and must include:

25.1 ~~A. a written plan must allow staff to monitor movement into and out of the~~
25.2 ~~facility;~~

25.3 ~~B~~ A. that the staff shall maintain a system of accounting for the residents at
25.4 all times;

25.5 ~~C~~ B. that the ~~community correctional~~ facility shall have written procedures
25.6 for the reporting of absconders;

25.7 ~~D~~ C. that the ~~community correctional~~ facility shall notify appropriate probation
25.8 officers, parole officers, victims, if legally required, and other relevant officials as soon as
25.9 it has been determined that a resident is missing;

25.10 ~~E. any general security restrictions must allow for individual protection, as well~~
25.11 ~~as protection for others, and must be part of the written program policy;~~

25.12 ~~F~~ D. that the written policy shall prohibit weapons of any kind from being
25.13 brought into ~~or kept on the program grounds~~ the facility except by peace officers during
25.14 the course of duties. The facility may have policy regarding the use of chemical agents by
25.15 trained staff members; and

25.16 ~~G~~ E. a key inventory system ~~shall be enforced that helps provide staff and~~
25.17 ~~resident safety and privacy needs, and assists in protecting and preserving personal~~
25.18 ~~property~~ for facility and resident keys.

25.19 **2920.6000 PERSONAL POSSESSIONS.**

25.20 Subpart 1. **General.** Each resident shall be allowed to bring appropriate personal
25.21 possessions to the ~~community~~ adult community-based residential correctional facility and
25.22 shall be allowed to acquire possessions to the extent the facility is able to accommodate
25.23 ~~secure storage~~ possessions.

25.24 Subp. 2. **Contraband defined.** The ~~community correctional~~ facility shall have
25.25 written definitions of what ~~shall be~~ is considered contraband.

26.1 Subp. 3. **Information concerning prohibited items.** Information shall be made
26.2 available to the residents, family members, and friends concerning what personal
26.3 possessions and kinds of gifts are prohibited.

26.4 Subp. 4. **System of accounting.** Policy must dictate the system of accounting for
26.5 the ~~individual's~~ resident's personal items if stored in the facility and a procedure to be
26.6 followed for dispersal of these items if a resident absconds or leaves the facility without
26.7 taking these items. The facility must have the resident designate a person who may pick
26.8 up property and dispose of it under specified circumstances. The facility must make a
26.9 reasonable effort to keep property safe during this period of time.

26.10 **2920.6100 PUBLIC REPORTS, STATEMENTS, OR APPEARANCES.**

26.11 [For text of subp 1, see M.R.]

26.12 Subp. 2. **Written consent requirement.** The ~~CCF~~ facility shall not use reports or
26.13 pictures from which residents can be identified without written consent from the resident.
26.14 The signed consent form shall be on file at the ~~CCF~~ facility before any reports or pictures
26.15 from which residents can be identified are used. The signed consent form shall indicate
26.16 ~~on how many occasions~~ how the information shall be used.

26.17 **2920.6200 SEARCHES.**

26.18 In compliance with applicable laws, the ~~community correctional~~ facility shall
26.19 maintain and post written policies and procedures for conducting searches of residents,
26.20 their belongings, and all areas of the facility to control contraband and locate missing or
26.21 stolen property. The facility must have a policy that addresses searches of visitors.

26.22 **2920.6300 COMPLIANCE WITH LAWS.**

26.23 It is mandatory that the facility shall comply with zoning codes, building codes,
26.24 housing codes, and health and fire codes.

27.1 It is the responsibility of the facility program administrator to request necessary
27.2 inspections. Health and fire inspections must be done as required by the health and fire
27.3 department.

27.4 Written documentation that all building and zoning codes are met must be on file at
27.5 the ~~community correctional~~ facility. ~~Additionally, an annual fire inspection must be done~~
27.6 ~~at the time of licensing.~~

27.7 **2920.6400 FIRE SAFETY; POLICY AND PROCEDURES.**

27.8 Written policy and procedures must specify the facility's fire prevention regulations
27.9 and practices. New staff must be trained on these procedures during facility orientation.

27.10 These procedures must include:

27.11 A. provision for an adequate fire protection service;

27.12 B. a system of fire inspection and testing of equipment determined by the local
27.13 fire official;

27.14 C. smoke detectors; ~~and~~

27.15 D. annual fire drills and extinguishers; and

27.16 E. procedures requiring one staff member to be knowledgeable about potential
27.17 fire hazards and to make monthly inspections that must be documented.

27.18 **2920.6500 DISASTERS AND EMERGENCIES; PLANS AND PROCEDURES.**

27.19 Subpart 1. Plans. There shall be written plans and procedures for meeting potential
27.20 disasters and emergencies, such as fire, severe weather, or other emergencies. All staff
27.21 shall be familiar with the procedures for meeting potential disaster.

27.22 Subp. 2. **Reporting of unusual occurrences.** Incidents of an unusual or serious
27.23 nature must be reported within ten days of the incident to the Department of Corrections
27.24 in a manner required by the department. Incidents of an unusual or serious nature include
27.25 such incidents as:

28.1 A. attempted suicide;

28.2 B. suicide;

28.3 C. homicide;

28.4 D. death, by means other than suicide or homicide;

28.5 E. serious injury or illness incurred subsequent to placement including incidents
28.6 resulting in hospitalization for medical care or hospitalization associated with mental
28.7 health needs;

28.8 F. incidents of fire requiring medical treatment of staff or residents or a response
28.9 by a local fire authority;

28.10 G. riot;

28.11 H. assaults of one resident by another;

28.12 I. assaults of staff by resident;

28.13 J. occurrences of infectious diseases and action taken relative to same when a
28.14 medical authority has determined that the inmate must be isolated from other inmates; and

28.15 K. sexual misconduct between residents or between staff and a resident.

28.16 Subp. 3. **Absconding.** The facility must report absconding and all incidences of
28.17 litigation filed against the facility resulting from matters related to the placement of a
28.18 resident on the department quarterly reporting form.

28.19 Subp. 4. **Emergency notification.** In the event of an emergency such as serious
28.20 illness, accident, or imminent death, the facility must notify the individuals designated

28.21 by the resident. Permission for notification must be obtained from the resident prior
28.22 to need, if possible.

29.1 Subp. 5. **Resident death.** The facility must have a written policy and procedures to
29.2 specify actions to be taken in the event of a resident death. The policy and procedures
29.3 must include such information as:

29.4 A. the date, time, and circumstances of the resident's death recorded in the
29.5 resident's record; and

29.6 B. the notification procedure for the Department of Corrections Inspection and
29.7 Enforcement Unit.

29.8 **2920.6600 BUILDINGS AND GROUNDS.**

29.9 Subpart 1. **General.** Building and grounds must be clean and in good repair. There
29.10 must be a maintenance budget for ongoing repair and replacement of equipment for the
29.11 facility.

29.12 Subp. 2. **New or renovated buildings.** Building plans and specifications for
29.13 new construction, conversion of existing buildings, and any structural modifications or
29.14 additions to existing licensed buildings must be consistent with the purpose of the adult
29.15 halfway house community-based residential correctional facility and must be ~~submitted to~~
29.16 approved by the commissioner.

29.17 Subp. 3. **Heating equipment.** Heating equipment shall be in good condition, vented,
29.18 and ~~shall be~~ capable of maintaining consistent uniform temperatures as well as eliminating
29.19 drafts. A comfortable temperature range shall be maintained in all rooms occupied by
29.20 residents.

29.21 **2920.6700 BEDROOMS; REQUIREMENTS.**

29.22 [For text of subps 1 to 3, see M.R.]

29.23 Subp. 4. **Separate bedrooms.** Male and female residents may not occupy the same
29.24 bedrooms.

30.1 ~~Youths and adults shall not share bedrooms~~ An exception may be made when there
30.2 is a parenting component of the program.

30.3 Subp. 5. [See repealer.]

30.4 Subp. 6. **Sharing prohibited.** Adults and children may not share bedrooms. An
30.5 exception may be made when there is a parenting component of the program or when the
30.6 youth is a certified adult or an extended juvenile jurisdiction youth.

30.7 **2920.6800 FURNISHINGS PROVIDED EACH RESIDENT.**

30.8 Each resident shall be provided, at a minimum: bed, mattress, supply of bed linen and
30.9 towels, ~~chair~~, adequate lighting, and closet/locker space.

30.10 **2920.6900 COUNSELING SPACE AND VISITING ROOM.**

30.11 Private counseling space must be provided in the facility.

30.12 Space must be provided to accommodate group meetings.

30.13 A visiting area must be provided for residents to receive and talk with visitors
30.14 ~~privately~~.

30.15 **2920.7200 TRANSPORTATION.**

30.16 Subpart 1. **Policy and procedures.** Written policy and procedures shall govern the
30.17 use and maintenance of facility ~~and resident~~ motor vehicles.

30.18 Subp. 2. **Availability.** Transportation shall be available for use in emergencies.

30.19 **2920.7300 ENVIRONMENT.**

30.20 The governing body shall designate who is permitted to live in the facility.

30.21 ~~A community~~ An adult community-based residential correctional facility may not
30.22 have roomers or boarders in the facility without special permission from the ~~facility~~
30.23 program administrator. The ~~community correctional~~ facility shall keep the commissioner

31.1 notified as to the presence of all persons living in a ~~community correctional~~ the facility
31.2 other than ~~staff and~~ residents.

31.3 ~~A community correctional facility may not concurrently hold a license for family day~~
31.4 ~~care or group day care without prior approval by the commissioner.~~

31.5 **2920.7400 HEALTH CARE AND MEDICAL SERVICES.**

31.6 Subpart 1. **Policy and procedures.** It is mandatory that the facility administrator
31.7 ~~shall ensure~~ have written policies and procedures for use ~~by staff in all~~ medical, dental,
31.8 and psychological ~~difficulties~~ emergencies.

31.9 Written policies and procedures shall clarify for the staff what medical care may be
31.10 given by them without specific orders from a licensed medical doctor. The staff shall be
31.11 instructed as to how to obtain ~~further~~ medical care and how to handle emergency cases.

31.12 [For text of subp 2, see M.R.]

31.13 Subp. 3. **Medication.** The program health care plan shall adhere to state and
31.14 federal laws and rules regarding distribution of medications. The plan shall stipulate that
31.15 medications be administered only as instructed by a licensed physician.

31.16 ~~The facility administrator shall establish policies and procedures for reviewing the~~
31.17 ~~use, as well as the storage and disbursement of prescription drugs.~~ It is mandatory that:

31.18 A. the program administrator establish policies and procedures for reviewing
31.19 the safe use, storage, and disbursement of prescription drugs. The policies must address
31.20 which medication the residents are not allowed to keep on the resident's person;

31.21 B. medications that cannot be kept on the resident's person must be kept in a
31.22 secured area and documented when given to a resident;

31.23 C. there are policies and procedures to address destruction of medication; and

31.24 D. there are policies regarding the use of over-the-counter medications.

32.1 Subp. 4. ~~Prohibition on medical or pharmaceutical testing~~ Research consent. A
 32.2 written policy ~~governs~~ must govern voluntary participation in medical or pharmaceutical
 32.3 testing for experimental or research purposes with informed consent.

32.4 Subp. 5. **First aid.** It is mandatory that the CCF facility shall have first aid
 32.5 equipment, ~~which meets American Red Cross standards~~ available at all times for medical
 32.6 emergencies.

32.7 One staff member on each shift of the residential program shall be trained in
 32.8 emergency first aid and cardiopulmonary resuscitation procedures.

32.9 Subp. 6. **Community health care agencies.** The CCF facility shall maintain
 32.10 working relations with community health care agencies in order to assist residents in
 32.11 meeting their health needs.

32.12 **2920.7500 RECORDS AND EVALUATION OF RESIDENTS.**

32.13 Subpart 1. [See repealer.]

32.14 Subp. 2. **Medical consent.** In addition to the data required in the intake study, it is
 32.15 mandatory that the resident's record shall include consent for necessary dental, medical,
 32.16 and surgical treatment, and hospitalization life-threatening emergencies and emergency
 32.17 dental, medical, and psychiatric care.

32.18 Subp. 3. **Medical records.** ~~The CCF shall keep records or have access to ongoing~~
 32.19 ~~medical information, when available, which shall include dental examinations, reports of~~
 32.20 ~~any illness or injury and treatment given, psychological examinations and treatment given,~~
 32.21 ~~if any, use of drugs, routine physical examinations, and other medical contacts.~~ When
 32.22 necessary, the facility must keep medical records or have access to available medical
 32.23 information on a resident.

32.24 Subp. 4. [See repealer.]

32.25 Subp. 5. [See repealer.]

33.1 Subp. 6. [Repealed, 9 SR 1655]

33.2 Subp. 7. [See repealer.]

33.3 Subp. 8. [See repealer.]

33.4 Subp. 9. [Repealed, 9 SR 1655]

33.5 Subp. 10. [See repealer.]

33.6 Subp. 11. [See repealer.]

33.7 Subp. 12. [Repealed, 9 SR 1655]

33.8 **2920.7600 PERSONNEL RECORDS.**

33.9 Subpart 1. **General requirement; contents of records.** The ~~community~~ adult
 33.10 community-based residential correctional facility shall maintain an accurate personnel
 33.11 record on each employee which shall include:

33.12 A. initial application;

33.13 ~~B. reference letters, including three letters of reference on the director;~~

33.14 ~~C. appropriate results of employment investigation, if done;~~

33.15 ~~D. training and experience verification;~~

33.16 ~~E. wage and salary information;~~

33.17 ~~F. job performance evaluation completed at least annually;~~

33.18 ~~G. training programs which the employee participated in after employment~~
 33.19 ~~began;~~

33.20 ~~H. documentation of sick leave, leave of absence, and vacation;~~

33.21 ~~I. grievance and disciplinary actions, if any;~~

33.22 ~~J. health and medical reports; and tuberculosis screening as required by law;~~

34.1 ~~K~~ J. dates of employment and termination with reason for termination; and

34.2 K. results of a criminal history check.

34.3 [For text of subp 2, see M.R.]

34.4 **RENUMBERING.** Minnesota Rules, part 2920.0100, subpart 11, is renumbered as

34.5 Minnesota Rules, part 2920.0100, subpart 16a.

34.6 **REPEALER.** Minnesota Rules, parts 2920.0100, subparts 6, 7, 9, 14, 15, 18, 19, 20,

34.7 21, 22, 23, 24, 25, 26, and 28; 2920.0200, subpart 1; 2920.0500, subpart 3; 2920.1900;

34.8 2920.2300; 2920.2900; 2920.3100; 2920.3300; 2920.3500; 2920.3700, subpart 4;

34.9 2920.3800, subparts 3 and 5; 2920.4200; 2920.4700; 2920.4800; 2920.5500; 2920.5600;

34.10 2920.5800; 2920.6700, subpart 5; 2920.7500, subparts 1, 4, 5, 7, 8, 10, and 11; 2920.7700;

34.11 2920.7800; and 2920.7900, are repealed.