

Procedures for Completing Residential Care Records Checklists

As part of the Residential Care license renewal process, licensees will be required to review their records and document the review on checklists prior to the licensing study visit.

The licensee will review 20% of the current records in each area (personnel, children, shelter home parents, as applicable). If you are a licensee with multiple licensed programs which are being renewed at one time this 20% must be taken from **each licensed program**. If staff members are assigned to work in multiple programs they should be considered an employee of the program they work at the majority of the time. For children's records, the review should include 20% of children currently in care* who have been admitted since the last license was issued. The licensee should review a minimum of 10 and a maximum of 25 records of each type. (Note: If the total number of current records is fewer than 10, the licensee should review all records.) In addition, the licensee will review three children's records closed within the last 24 months to verify compliance with required discharge information. The licensee will document the review on checklist forms provided by the Department.

Personnel Files Checklist (All Programs)

Children's Record Checklist (All Programs)

Shelter Parent Record Checklist (Shelter Home Programs)

The licensee will complete the checklist forms as follows:

1. The licensee will fill-in the information listed at the top of each checklist form.
2. For each file reviewed, the licensee will indicate that the required information is included in the file by marking a check beside the box indicating the EEC regulatory requirement. Some boxes allow documentation of more than one requirement. Lines have been provided for each check mark needed in those boxes.
3. The licensee may make additional copies of the blank checklist if more are needed to document review of the necessary records.
4. The licensee will retain the original of the completed checklist forms and maintain them in their records until the next licensing study. Licensors will review these checklists during the licensing study.

*If the program serves children taking antipsychotic medication, the licensee should include at least one such record in its review.