

EMERGENCY PLANNING AND PREPARATION 57.06 (continued)

Fire safety, evacuation and response procedures including those for residents with limited mobility or other impairments. 57.06(1)(b)

Disaster plan procedures including a quarterly review of the disaster plan procedures. 57.06(5)

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PERSONNEL 57.17(1)

The creation and use of job descriptions that describe the staff member's roles, responsibilities and duties.

An orientation plan that shall include how and when orientation of new hires and volunteers will be conducted and documented.

Work schedules of each staff member and policies on the use of relief help.

Continuing education and training requirements.

Designation of the chain of command or supervisory structure in the group home.

A requirement that each staff member notify the licensee as soon as possible, but no later than the next working day, of 57.18(3)(a) their conviction of any crime; (b) a current or past investigation by any governmental agency for any act, offense or omission, including an investigation related to abuse or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property; (c) a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property; or (d) a denial, restriction, or other limitation of a license or credential from the department of regulation and licensing.

A description of activities that a volunteer may perform for the group home; orientation of the volunteer; supervision, and assurance that the volunteer is following group home policies and procedures; and the information to be provided on the laws of confidentiality and reporting of abuse and neglect.

Handling of emergencies.

Creation and use of job descriptions. 57.17 (1)(a)

Orientation plan for new hires and volunteers. 57.17(1)(b)

Work schedules of each member and policies on the use of relief help.

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PERSONNEL RECORDS REQUIREMENTS 57.17(2)

The licensee shall establish and maintain on the premises a personnel record for each staff member.

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Supervision 57.21

Ensuring supervision appropriate to the resident's age, maturity, behavior, and developmental level and sufficient to ensure the safety of all residents in the group home. 57.21(6)

Ensuring that sufficient staffing is available to provide supervision of a resident during suspensions and other extended absences from school. 57.21(7)

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RESIDENT RIGHTS 57.24

Description of resident rights and grievances procedure (informal and formal).

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RESPITE CARE 57.35(3)

Licensees providing respite care must include the following additional policies:

Address the purpose for which respite care is provided.

Compatibility in the program of children with diverse needs.

How the respite care program relates to other program components of the group home.

Procedures for assessing the medical and dietary needs and behavioral and emotional concerns of a child admitted to the group home for respite care.