

Comparison of Requirements by Rule

FCC (MN Rules, part 9502.0300-9502.0445) CFC (MN Rules, part 2960.3000-2960.3340) AFC (MN Rules, part 9555.5105-9555.6265) CRS (MN Statutes 245D.21 – 245D.26)

Rule 13 (MN Rules, Chapter 9543)

REQUIREMENT	FCC	CFC	AFC	CRS
<u>Initial Licensing</u>	<ul style="list-style-type: none"> • BGS by county 245C.03, subd. 1 • Child care licensing checklist (DHS form) 9502.0315 – 9502.0445 	<ul style="list-style-type: none"> • BGS by DHS 245C.03, subd. 1 245C.04, subd. 1 (3) (e) • Home safety checklist (DHS form) 2960.3050, subp. 1 • Statement of intended use 2960.3050, subp. 4 • Home study of applicant, using the commissioner of human services' designated format 2960.3060, subp. 4 • Foster parent agreement form 2960.3100, subp. 1 (B) 	<ul style="list-style-type: none"> • BGS by DHS 245C.03, subd. 1 245C.04, subd. 1 (3) (g) • Social history for individual applicant and each household member (non-corporate only) 9555.6125, subp. 3 (B) 	<ul style="list-style-type: none"> • Monitored by 245D-HCBS
<u>Relicensing</u>	<ul style="list-style-type: none"> • BGS by county • Child care licensing checklist • Documented requests for program evaluations from parents/legal guardians 9543.0040, subp. 2 B (3)(b) 	<ul style="list-style-type: none"> • Home safety checklist • Provide copy of relicensing evaluation to license holder 9543.0060, subp. 5 (C) • Placement worker evaluations 9543.0040, subp. 2 B (3)(c) • Updated home study 9543.0040, subp. 6 B 	<ul style="list-style-type: none"> • Home safety checklist • Provide copy of relicensing evaluation to license holder 9543.0060, subp. 5 (C) • Placement worker evaluations 9543.0040, subp. 2 B (3)(c) 	<ul style="list-style-type: none"> • CRS - Home safety checklist 245D.21, subd. 2 (b) (2)
<u>Policies & Procedures</u>	<ul style="list-style-type: none"> • Drug and alcohol policy 245A.04, subd. 1(c) • Program grievance procedure 245A.04, subd. 1(d) • Provider policy 9502.0405 subp. 3 	<ul style="list-style-type: none"> • Drug and alcohol policy 245A.04, subd. 1(c) • Program complaint/grievance procedure 245A.04, subd. 1(d) 2960.3080, subp. 10 • Discipline policy 2960.3080, subp. 8 • Additional requirements for corporate CFC staffing patterns and personnel policies 2960.3220 	<ul style="list-style-type: none"> • Drug and alcohol policy 245A.04, subd. 1(c) • Program grievance procedure 245A.04, subd. 1(d) • Additional requirements for corporate AFC personnel policies, staffing patterns, and other information 9555.6125, subp. 3 (c) 	<ul style="list-style-type: none"> • Monitored by 245D-HCBS

REQUIREMENT	FCC	CFC	AFC	CRS
<u>Physical Health</u>	<ul style="list-style-type: none"> Applicant and all adult caregivers must have a physical exam within 12 months prior to initial licensure or employment 9502.0355, subp. 2 	<ul style="list-style-type: none"> Signed statements by license holder and all household members that they are receiving medical care, do not pose a risk to health to child in care, and are physically able to care for children 2960.5060, subp. 3 (B) This requirement is incorporated in the “Individual Fact Sheet” of the Minnesota Adoption and Foster Care Home Study 	<ul style="list-style-type: none"> No requirement (Physician’s statement requirement repealed effective August 1, 2009) 	<ul style="list-style-type: none"> No requirement
<u>Minimum Age of Providers</u>	<ul style="list-style-type: none"> Applicant must be adult (18) 9502.0355, subp. 1 Caregivers must be adult 9502.0315, subp. 6 Helpers must be at least 13 years of age and less than 18 years of age 9502.0315, subp. 14 	<ul style="list-style-type: none"> Applicant and caregivers must be at least 21 years old at time of application 2960.3060, subp. 3 (A) 2960.3220, subp. 5 	<ul style="list-style-type: none"> Caregiver must be adult (18) 9555.6125, subp. 4 Programs with 245D-HCBS program license: staff under 18 years of age may not perform overnight duties or administer medication 245D.09, subd. 3(b) Monitored by 245D-HCBS 	<ul style="list-style-type: none"> Monitored by 245D-HCBS
<u>Chemical Use/Abuse Qualification Requirements</u>	<ul style="list-style-type: none"> <u>Disqualification factor</u> if applicant, provider or any person living in the residence: <ol style="list-style-type: none"> Abuses prescription drugs or uses controlled substances...or alcohol to the extent that it has or may have a negative effect on the provider’s ability to give care or is apparent during hours children are in care <u>Caregivers</u> who have abused or been dependent must have 12 months of verified abstinence 9502.0335, subp. 6 (A) 	<ul style="list-style-type: none"> License holder and all adult household members must provide a signed statement that they have been free of chemical use problems for 2 years 2960.3060 subp. 3 (C) This requirement is incorporated in the “Individual Fact Sheet” of the Minnesota Adoption and Foster Care Home Study 	<ul style="list-style-type: none"> Caregivers and/or household member must not abuse prescription drugs or use controlled substances...or alcohol, to the extent the use or abuse has or may have a negative effect on the health, rights, or safety of residents. 9555.6125, subp. 4 	<ul style="list-style-type: none"> Monitored by 245D-HCBS

REQUIREMENT	FCC	CFC	AFC	CRS
<p><u>Other Rule Disqualification Factors</u></p>	<ul style="list-style-type: none"> • <u>Disqualification factor</u> if the license holder's own child: <ol style="list-style-type: none"> 1) has been in foster care or; 2) has been in residential treatment for emotional disturbance within previous 12 months if, in judgment of agency the functioning of the family has been impaired 9502.0335, subp 6 (E)(F) 	<ul style="list-style-type: none"> • Agency determination whether prospective license holder is suitable to be licensed if: <ol style="list-style-type: none"> 1) a child for whom they are legally responsible has been in foster care, correctional facility or residential treatment for severe emotional disturbance within one year prior to application 2) applicant has child in voluntary foster care 2960.3060, subp. 3 (F) 	<ul style="list-style-type: none"> • No requirement 	<ul style="list-style-type: none"> • No requirement
<p><u>References</u></p>	<ul style="list-style-type: none"> • Three 9543.0040 	<ul style="list-style-type: none"> • Three 2960.3060 subp. 3 (D) & 9543.0040 • References are required for relative providers, however a variance may be granted 	<ul style="list-style-type: none"> • Three persons not related to the applicant who know about the applicant's potential to operate an AFC home 9555.5515; 9555.6125 & 9543.0040 	<ul style="list-style-type: none"> • Monitored by 245D-HCBS
<p><u>Substitutes/ Respite</u></p>	<ul style="list-style-type: none"> • Use of a substitute caregiver must be limited to a cumulative total of not more than 30 days in any 12-month period 9502.0365, subp. 5 • Use of a substitute caregiver for any portion of a day counts as one day. 	<ul style="list-style-type: none"> • Long term substitute caregiver must have BGS within past 12 months • If providing care 30+ cumulative days in a 12-month period must submit a signed statement of health and have 6 hours of training or 20 hours of experience in caring for children with needs • Short term substitute care means less than 72 hours of continuous care for a child and does not have to meet the above requirements 2960.3090 	<ul style="list-style-type: none"> • Same requirements as license holder 	<ul style="list-style-type: none"> • Monitored by 245D-HCBS

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<p><u>Orientation Training</u></p>	<ul style="list-style-type: none"> • The LH and each adult caregiver providing care more than 30 days in any 12-month period shall complete four hours of child growth and development and behavior guidance training (developed or approved by the commissioner of human services) prior to initial licensure, and before caring for children... 245A.50, subd. 2 • One staff person must be present in the child care home that is trained in first aid and CPR and the treatment of obstructed airways • First aid training must be repeated every two years. • CPR training must include techniques for infants and children and must be repeated at least once every two years. • CPR trainers must use CPR training that has been developed by the American Heart Association or the American Red Cross... • Substitute caregivers who provide less than 30 hours of care during any 12 month period are exempt from the CPR and first aid requirement 245A.50, subd. 3 & 4 • All license holders and each adult caregiver who provide care for more than 30 days in any 12-month period shall complete at least six hours of approved training on supervising for safety prior to initial licensure, and before caring for children. 245A.50, subd. 9 	<ul style="list-style-type: none"> • Nonrelative foster parent must complete minimum 6 hours of orientation training prior to placement of foster child • Relative foster parents who will be licensed as child's foster parents must complete orientation within 30 days following initial placement... 2960.3070, subp. 1 • Prior to non-emergency placement, 2 hours mental health training 245A.175 • Additional requirements for corporate CFC orientation 2960.3210, subp. 1 • Additional requirements for treatment CFC initial training 2960.3330, subp. 1 	<ul style="list-style-type: none"> • Operators and caregivers must complete orientation prior to placement of first resident following initial licensure 9555.6185, subp. 1 • Local agency shall provide 3 hours of orientation to include VAA and general provisions of AFC rule • Training must be within county or within 50 miles of the adult foster home at times convenient to LH 9555.5505, Subp. 1 (A) (B) • License holder must ensure each new mandated reporter receives VAA training within 72 hrs of providing direct care 245A.65, subd. 3 <p>Above - exempt only for <u>FAMILY AFC</u> with a 245D-HCBS program license</p>	<ul style="list-style-type: none"> • Monitored by 245D-HCBS

REQUIREMENT	FCC	CFC	AFC	CRS
<p><u>Ongoing Training</u></p>	<ul style="list-style-type: none"> License holder and each primary adult caregiver (providing more than 30 hours of care per year) must complete 16 hours of training each year Repeat of topical training requirements in subd. 2-8 shall count toward the annual 16 hour training requirement 245A.50, subd. 7 Helpers who assist on a regular basis must complete 6 hours of training within one year after date of initial employment 245A.50, subd. 1 Child growth and development training and behavior guidance training must be repeated annually 245A.50, subd. 2 At least two hours of training on supervising for safety must be repeated annually 	<ul style="list-style-type: none"> Each foster parent must complete minimum 12 hours training per year If training not completed at relicensure, and cannot show good cause why not, no new placements of foster children until training is completed 2960.3070 subp. 2 & 3 Foster parents caring for children who rely on medical equipment to sustain life or monitor medical conditions, must meet requirements of 245A. 155 One hour of the annual 12 hour requirement must be on children's mental health issues 245A.175 Additional requirements for corporate CFC staff training 2960.3210, subp. 2 & 3 Additional requirements for treatment CFC training 2960.3330, subp. 2 	<ul style="list-style-type: none"> Caregivers with 0-5 years of licensure or experience must complete 12 hours annually Caregivers with 6+ years as AFC provider must complete 6 hours annually Caregivers providing not more than 30 cumulative days of care in 12 month period are exempt Caregivers providing care 8 hours or less per week exempt 9555.6185 Annual training in VAA 245A.65, subd. 3 For FAMILY AFC with a 245D-HCBS program license this requirement will be monitored by 245D-HCBS Caregivers caring for individuals who rely on medical equipment to sustain life or monitor medical conditions, must meet requirements of 245A. 155 	<ul style="list-style-type: none"> Monitored by 245D-HCBS
<p><u>Child Passenger Restraint Training</u></p> <p>Please note acceptable certified training is 3 hours in length</p>	<ul style="list-style-type: none"> Programs licensed to serve children under 9 years of age must have training: <ol style="list-style-type: none"> prior to transporting children under 9, person placing child/children in a passenger restraint at least one hour in length provided by certified and approved trainers repeated every 5 years 245A.50, subd. 6 	<ul style="list-style-type: none"> Programs licensed to serve children under 9 years of age must have training: <ol style="list-style-type: none"> prior to transporting children under 9 at least one hour in length provided by certified and approved trainers repeated every 5 years 245.18, subd. 6 	<ul style="list-style-type: none"> No requirement unless children under 9 years of age are in placement with a minimum age variance. In that case, when a child is transported, LH must comply with all seat belt and child passenger restraint system requirements 245A.18, subd. 1 	<ul style="list-style-type: none"> No requirement unless children under 9 years of age are in placement with a minimum age variance. In that case, when a child is transported, LH must comply with all seat belt and child passenger restraint system requirements 245A.18, subd. 1

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<p align="center"><u>Sudden Unexpected Infant death (SUID) Training</u></p>	<p>Prior to caring for infants, license holder, caregivers and helpers receive training in SIDS which:</p> <ol style="list-style-type: none"> 1) must be at least ½ hour in length 2) must be completed in person at least once every two years 3) in years when in-person training is not received, must receive video training not more than one hour in length & approved by the commissioner 4) training must be developed by the commissioner in conjunction with the MN SID Center and approved by the MN Center for Professional Development <ul style="list-style-type: none"> • LH must document training for all caregivers 245A.50, subd. 5 	<p>Prior to caring for infants or children through five years of age, staff persons and caregivers receive training:</p> <ol style="list-style-type: none"> 1) combined SUID/AHT training, must be at least one hour in length 2) must be completed once at least every 5 years 3) must be approved by licensing agency <ul style="list-style-type: none"> • License holder must document training for all caregivers • This section does not apply to emergency relative foster care under section 245A.035 245A.144 	<ul style="list-style-type: none"> • No requirement 	<ul style="list-style-type: none"> • No requirement
<p align="center"><u>Abusive Head Trauma (AHT) Training</u></p>	<p>Prior to caring for infants and children under school age, LH, caregivers and helpers receive training in AHT which:</p> <ol style="list-style-type: none"> 1) must be at least ½ hour in length 2) must be completed at least once every year 3) training must be developed by the commissioner in conjunction with the MN SID Center and approved by the MN Center for Professional Development <ul style="list-style-type: none"> • LH must document training for all caregivers 245A.50, subd. 5 	<ul style="list-style-type: none"> • See above requirements for AHT under Reduction of SUID & Training 	<ul style="list-style-type: none"> • No requirement 	<ul style="list-style-type: none"> • No requirement

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<p><u>Reduction of Sudden Unexpected Infant Death (SUID) in Licensed Programs</u></p>	<ul style="list-style-type: none"> • Infants must be placed to sleep on their backs unless LH has a physician's directive on approved form for an alternative sleeping position • Infant who independently rolls onto its stomach may be allowed to remain sleeping on its stomach if the infant is at least six months of age or LH has signed statement from parent that infant regularly rolls over at home 245A.1435(a) • Infants must be placed to sleep directly on a firm mattress with a fitted sheet appropriate to the mattress size that must fit tightly on the mattress... • Nothing must be placed in the crib with the infant except the infant's pacifier... • The requirements of this section apply to license holders serving infants younger than 1 year of age 245A.1435 (b) • If an infant falls asleep before being placed in a crib, LH must move the infant to a crib as soon as practicable...If an infant falls asleep while being held, the LH must consider the supervision needs of other children in care when determining how long to hold the infant... 245a.1435(c) • Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. With written consent of parent or guardian, LH may place an infant who has not yet begun to roll over on its own to sleep in a one piece sleeper... 245A.1435(d) 	<ul style="list-style-type: none"> • Infants must be placed to sleep on their backs unless LH has a physician's directive on approved form for an alternative sleeping position • Infant who independently rolls onto its stomach may be allowed to remain sleeping on its stomach if the infant is at least six months of age or LH has signed statement from parent that infant regularly rolls over at home 245A.1435(a) • Infants must be placed to sleep directly on a firm mattress with a fitted sheet appropriate to the mattress size that must fit tightly on the mattress... • Nothing must be placed in the crib with the infant except the infant's pacifier... • The requirements of this section apply to license holders serving infants younger than 1 year of age 245A.1435 (b) • If an infant falls asleep before being placed in a crib, LH must move the infant to a crib as soon as practicable... If an infant falls asleep while being held, the LH must consider the supervision needs of other children in care when determining how long to hold the infant... 245a.1435(c) • Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. With written consent of parent or guardian, LH may place an infant who has not yet begun to roll over on its own to sleep in a one piece sleeper... 245A.1435(d) 	<ul style="list-style-type: none"> • No requirement unless children in the age range specified in statute are placed in the home with a minimum age variance. In that case, license holders must comply with all requirements under Minnesota Statutes, section 245A.1435. 	<ul style="list-style-type: none"> • No requirement unless children in the age range specified in statute are placed in the home with a minimum age variance. In that case, license holders must comply with all requirements under Minnesota Statutes, section 245A.1435.

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<u>Weapons</u>	<ul style="list-style-type: none"> All firearms must be unloaded and inaccessible to children Ammunition and firearms must be stored in separate locked areas 9502.0435, subp. 5 	<ul style="list-style-type: none"> Home safety checklist - Weapons must be unloaded. Weapons and ammunition must not be visible and must be stored separately in locked areas 2960.3050, subp. 1 	<ul style="list-style-type: none"> Weapons & ammunition must be stored separately in locked areas, inaccessible to residents and prevent contents from being visible to residents Weapons defined as firearms and other instruments or devices designed for and capable of producing bodily harm 9555.6225, subp. 10 	<ul style="list-style-type: none"> Weapons & ammunition must be stored separately in locked areas that are inaccessible to a person receiving services "Weapons" means firearms and other instruments or devices designed for and capable of producing bodily harm 245D.26, subd. 5
<u>Fire Marshal Inspection</u>	<ul style="list-style-type: none"> Triggers: <ol style="list-style-type: none"> Use of basement for care Mobile home Freestanding solid fuel heating appliances Initial licensure with capacity of 10+ Residences in mixed or multiple occupancy bldg Licensing agency determines a potentially hazardous condition may be present 9502.0335, subp. 2 A & C 	<ul style="list-style-type: none"> Triggers: <ol style="list-style-type: none"> Mobile home Bedroom for foster child 50%> below ground level Free standing, solid fuel heating appliances Licensing agency identifies a potential hazard Capacity of 4+ 2960.3050, subp. 2 	<ul style="list-style-type: none"> Must be inspected by a fire marshal within 12 months before initial licensure. Licensing agency identifies a potentially hazardous condition Capacity is increased to 4 9555.6125, subp. 2 	<ul style="list-style-type: none"> The facility must be inspected by a fire marshal or their delegate within 12 months before initial licensure to verify that it meets the applicable occupancy requirements as defined in the State Fire Code The facility complies with the fire safety standards for that occupancy code 245D.21, subd. 2(b)(1)
<u>Physical Environment</u>	<ul style="list-style-type: none"> Minimum of 35 sq. ft. usable space per child indoors Space occupied by adult furniture, if used by children, can be counted as usable space Minimum of 50 sq. ft. per child outdoor space in yard or park, playground or play space within 1,500 feet of residence. 9502.0425, subp. 1 & 2 	<ul style="list-style-type: none"> Foster child must have separate, suitably sized bed, except two siblings of same sex may share a double bed Sleeping space must not be separate from the foster family home and must not be in unfinished attic, unfinished basement, hallway... Bedrooms must have two exits Foster child must have space for clothing and personal possessions Dining area must accommodate at one time, all persons residing in the home 2960.3040 	<ul style="list-style-type: none"> Single bedroom – minimum 80 sq. ft. with 7.5 ft. ceiling Double bedroom – minimum 120 sq. ft. with 7.5 ft. ceiling Bedrooms must have floor to ceiling walls containing no openings except doorways – can't be a corridor to another room No more than 2 residents per room Residents must consent in writing to sharing a room 9555.6205 Married residents may share a bedroom and a bed 9555.6255, subp. 7 	<ul style="list-style-type: none"> Single bedroom – min. 80 sq. ft. with 7.5 ft. ceiling Double bedroom – minimum 120 sq. ft. with 7.5 ft. ceiling Bedrooms must have floor to ceiling walls containing no openings except doorways – can't be a corridor to another room 245D.24, subd. 3(b) Residence must meet the definition of a dwelling unit in a residential occupancy. 245D.24, subd. 1

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<u>Capacity</u>	<ul style="list-style-type: none"> See FCC capacity charts 9502.0365 	<ul style="list-style-type: none"> No more than 6 foster children Maximum number of children in home = 8, including own children Maintain ratio of 1 adult per 5 children No more than 4 foster children if any have severe/profound MR; severe ED; assisted by medical technology 2960.3030 Treatment CFC capacity 2960.3340 	<ul style="list-style-type: none"> Maximum 4, including adult roomers and boarders 9555.6165 Maximum 5 if all persons in care are age 55 or over and do not have SPMI or DD 245A.11, subd. 2a AFC license with a capacity of 5 adults may be issued if it does not increase the overall statewide capacity in homes that are not the primary residence of the LH... 245A.11, subd. 2f 	<ul style="list-style-type: none"> Maximum 4 beds Maximum 5 if all persons in care are age 55 or over and do not have SPMI or DD 245A.11, subd. 2a AFC license with a capacity of 5 adults may be issued if it does not increase the overall statewide capacity in homes that are not the primary residence of the LH... 245A.11, subd. 2f
<u>Supervision</u>	<ul style="list-style-type: none"> Caregiver being within sight or hearing of infant, toddler, preschooler, capable of intervening to protect health and safety. For school-age, must be available for assistance and care so health and safety is protected. 9502.0315, subp. 29a Children in care must be supervised by adult caregiver 9502.0365, subp. 5 	<ul style="list-style-type: none"> Basic services provided at the foster home to the foster child meets the foster child's basic need for...adult supervision License holder must cooperate with agency in providing basic services to the child 2960.3010, subp. 5 2960.3080, subp. 5 A 	<ul style="list-style-type: none"> Oversight by a caregiver as specified in placement agreement Daily awareness of resident's needs and activities Presence of a caregiver in the residence during normal sleeping hours 9555.5105, subp. 37 OR Use of alternate overnight supervision technology 245A.11, subd. 7a 	<ul style="list-style-type: none"> Monitored by 245D-HCBS
<u>Food</u>	<ul style="list-style-type: none"> Well-balanced meals and snacks offered daily: <ol style="list-style-type: none"> must include servings from each of the basic food groups Provider shall follow written instructions if child needs special diet or food Flexible feeding schedules must be provided for infants and toddlers Food, lunches, bottles brought from home must be labeled and refrigerated when necessary 9502.0445 	<ul style="list-style-type: none"> Foster child must be provided food and beverages that are palatable, adequate quantity, variety, served at appropriate temperatures, and have sufficient nutritional value. If child has medically prescribed diet it must be provided as ordered 2960.3080, subp. 7 	<ul style="list-style-type: none"> Food served must meet any special dietary needs of resident as prescribed by doctor or dietitian Three nutritionally balanced meals a day must be served or made available and nutritious snacks must be available between meals 9555.6125 	<ul style="list-style-type: none"> Food served must meet any special dietary needs of a person as prescribed by the person's physician or dietician Three nutritionally balanced meals a day must be served or made available to persons, and nutritious snacks must be available between meals Food must be obtained, handled, and properly stored to prevent contamination, spoilage, or a threat to health 245D.25, subd. 2&3

REQUIREMENT	FCC	CFC	AFC	CRS
<p align="center"><u>List of Persons Served by Program</u></p>	<ul style="list-style-type: none"> Signed and completed admission and arrangements form for each child in care 9502.0415, subp. 4 (A) 	<ul style="list-style-type: none"> Children currently in placement 9543.0130, subp. 1 (D) 	<ul style="list-style-type: none"> Residents currently in placement 9543.0130, subp. 1 (D) 9555.5515 (H) Residents placed in past 5 yrs 9555.5515 (I) 	<ul style="list-style-type: none"> Monitored by 245D-HCBS
<p align="center"><u>Fire Safety & Emergency Procedures</u></p> <p>Telephone may be a cell phone - land line is <u>not</u> required</p>	<ul style="list-style-type: none"> Written fire escape plan and log of monthly fire and storm drills on file Must be approved by licensing agency Smoke detectors must be installed and maintained on all levels 2A10BC fire extinguisher required Operable telephone located within residence Emergency phone numbers posted 9502.0435, subp. 8 	<ul style="list-style-type: none"> Must provide floor plan of foster home showing emergency evacuation routes Emergency procedure plan to include a plan for care of children, evacuation, temporary shelter, and gathering at a meeting place Plan must specifically address needs of children whose behavior increases the risk of having a fire Plan reviewed at relicensure 2960.3050, subp. 3 2A10BC fire extinguisher Operable telephone located within residence Emergency phone #s posted 2960.3050, subp. 1 	<ul style="list-style-type: none"> Fire drills once every 3 months Written fire escape plan and log of quarterly fire drills on file Fire escape plan approved by the fire marshal 9555.6225, subp. 5 2A10BC fire extinguisher required Operable telephone located within residence Emergency phone numbers posted 9555.6125, subp. 2 	<ul style="list-style-type: none"> A written plan for responding to emergencies... A floor plan... A site plan... An emergency escape plan for each resident... 245D.22, subd. 5 Flashlight & portable radio or TV that does not require electricity 245D.22, subd. 6 Non-coin operated telephone that is readily accessible Emergency numbers posted in a prominent location Names and phone numbers of each person's rep, physician & dentist readily available 245D.22, subd. 7
<p align="center"><u>Medication Administration</u></p>	<p>If provider administers medication:</p> <ul style="list-style-type: none"> must have written permission from parents prior to administering medication, diapering products, sunscreen, insect repellent must obtain and follow written instructions from licensed physician or dentist prior to administering prescription medication (prescription label constitutes instructions) 9502.0435, subp. 16 (F) 	<ul style="list-style-type: none"> Agency must provide information about the child's medication ... 2960.3080, subp. 4 (K) 	<p>In order to administer medication the license holder must:</p> <ul style="list-style-type: none"> have written statement from Dr have written permission from resident or legal rep follow written instructions (prescription label) maintain med record report to Dr. & legal rep any adverse med reactions/refusal report to local agency whenever Dr. is notified not give injectable meds unless RN, LPN... 9555.6225, subp. 8 Above - exempt only for FAMILY AFC with a 245D-HCBS program license 	<ul style="list-style-type: none"> Monitored by 245D-HCBS

REQUIREMENT	FCC	CFC	AFC	CRS
<u>Pets</u>	<ul style="list-style-type: none"> • Pets maintained in good health • Limited to dogs, cats, fish, guinea pigs, gerbils, rabbits, hamsters, rats, mice, birds if clear of Chlamydia psittaci • Parents notified of pets • Children only handle pets with supervision • Current immunization for pets • Pet cages located & cleaned away from food prep, storage or serving areas • Play areas free of animal excrement • If child is bitten & skin broken, parents must be notified the day the injury occurs • Notify the board of health immediately whenever a child in care is bitten 9502.0435, subp. 12 	<ul style="list-style-type: none"> • If serving children under age 6 must not keep reptiles, chickens or ducks as pets • If serving children over age 6 and have reptiles, chickens, ducks as pets – require thorough hand washing following handling animal, its food or anything the animal has touched • Pets must be immunized 2960.3050, subp. 4 	<ul style="list-style-type: none"> • Pets housed within the residence shall be maintained in good health • License holder ensure that resident and legal reps are notified of presence of pets in the home prior to admission 9555.6225, subp. 7 	<ul style="list-style-type: none"> • Pets and service animals housed within the residence must be immunized and maintained in good health as required by local ordinances and state law. • Must ensure the person and the persons' representative are notified before admission of the presence of pets in the residence.
<u>First Aid Kit</u>	<ul style="list-style-type: none"> • Must contain: bandages, sterile compresses, scissors, ice bag or cold pack, oral or surface thermometer, mild liquid soap, adhesive tape, first aid manual • Must be accessible and taken on field trips 	<ul style="list-style-type: none"> • Home safety checklist – first aid supplies are readily available 2960.3050, subp. 1 	<ul style="list-style-type: none"> • Must contain: bandages, sterile compresses, scissors, ice bag or cold pack, oral or surface thermometer, mild liquid soap, adhesive tape, first aid manual 9555.6225, subp. 4 	<ul style="list-style-type: none"> • Must have first aid kit readily available for use by, and that meet the needs of persons receiving services & staff • Must contain: bandages, sterile compresses, scissors, ice bag or cold pack, oral or surface thermometer, mild liquid soap, adhesive tape, first aid manual 245D.22, subd. 4

REQUIREMENT	FCC	CFC	AFC	CRS
<p><u>Discipline/ Behavior Guidance</u></p>	<ul style="list-style-type: none"> • Corporal punishment prohibited • No withholding food, light, warmth, clothing, or medical care • Punishment and discipline cannot be delegated to another child • Separation from a group as behavior guidance must be age appropriate and appropriate to the circumstances • Cannot separate an infant from the group for discipline reasons • Cannot separate a child from the group for period of time longer than 10 minutes • Child separated from group must be in an area that is well lit, free from hazards, ventilated and open to the view of caregiver • Cannot place child in locked room • No punishing for toileting accidents 9502.0395 	<ul style="list-style-type: none"> • Corporal punishment prohibited • Verbal abuse prohibited • No punishment for toileting accidents • Cannot withhold basic needs • Cannot assign work that is dangerous or not consistent with case plan • Cannot discipline one child for the unrelated behavior or action of another • Cannot restrict child's communications unless specified in treatment plan or approved by child's case manager • Cannot require child to assume uncomfortable or fixed positions for extended length of time, or to march, stand or kneel as punishment • Cannot require child to punish other children • Must follow child's case plan regarding discipline • Must not use mechanical restraints or seclusion • Must ensure time-out periods are appropriate to age of child 2960.3080, subp. 8 	<ul style="list-style-type: none"> • Ensure residents are protected from maltreatment through compliance with the VAA 9555.6195, subp. 1 • Individual resident placement agreement or service plan 9555.6167 • Resident's rights 9555.6255 	<ul style="list-style-type: none"> • Monitored by 245D-HCBS

REQUIREMENT	FCC	CFC	AFC	CRS
<u>Negative Actions</u>	<ul style="list-style-type: none"> As soon as licensing agency recommends negative action to DHS, notice must be sent to the parents or guardians of children in care and to the license holder Once negative action has been ordered, notice must be sent to the parents or guardians of children in care 9502.0341, subp. 10 9543.0100, subp. 6 & 7 	<ul style="list-style-type: none"> As soon as licensing agency recommends negative action to DHS, notice must be sent to the parents or guardians of children in care and to the license holder Once negative action has been ordered, notice must be sent to the parents or guardians of children in care 9543.0100, subp. 6 & 7 Programs supervised by a private agency must provide written notification to the county agency where program is located, and any county with placements in the home 9543.0100, subp. 8 	<ul style="list-style-type: none"> As soon as licensing agency recommends negative action to DHS, notice must be sent to the resident and the legal representatives of persons in care and to the license holder Once negative action has been ordered, notice must be sent to the legal representatives 9543.0100, subp. 6 & 7 9555.6145, subp. 7 	<ul style="list-style-type: none"> As soon as licensing agency recommends negative action to DHS, notice must be sent to the legal representatives of persons in care and to the license holder Once negative action has been ordered, notice must be sent to the legal representatives 9543.0100, subp. 6 & 7
<u>Data Privacy</u>	<ul style="list-style-type: none"> Provider shall not disclose any records on children in care to anyone other than parents of the child and the licensing agency (except related to reporting abuse/neglect and/or reporting required info to department of health) 9502.0345, subp. 2 	<ul style="list-style-type: none"> Keep information about the child and the child's family confidential and discuss only with appropriate agency staff members and professionals designated by the agency 2960.3070, subp. 1 & 2 2960.3100, subp. 1 (B) 9543.0060, subp. 5 (A) (Foster parent agreement form) 	<ul style="list-style-type: none"> Adult foster care license holder...must comply with the privacy and security provisions of applicable privacy laws and regulations... 245A.11, subd. 8b 	<ul style="list-style-type: none"> Monitored by 245D-HCBS
<u>Agency Records for each home</u>	<ul style="list-style-type: none"> 9502.0345 	<ul style="list-style-type: none"> 2960.3100 	<ul style="list-style-type: none"> 9555.5515 	<ul style="list-style-type: none"> Monitored by 245D-HCBS
<u>Monthly Visits</u>	<ul style="list-style-type: none"> No requirement 	<ul style="list-style-type: none"> Coordinate with placement worker to ensure license holder is visited by placement worker or licensor at least monthly, for first six months after first placement is made 9545.0060, subp. 5 (B) 	<ul style="list-style-type: none"> No requirement 	<ul style="list-style-type: none"> No requirement
<u>Additional Annual Requirements</u>	<ul style="list-style-type: none"> Water from privately owned wells must be tested annually by a Minnesota health Department certified laboratory... 	<ul style="list-style-type: none"> A documented annual evaluation of the foster home, conducted jointly by the license holder and the agency 2960.3100, subp. 1 (G) 	<ul style="list-style-type: none"> Water from privately owned wells must be tested annually by a Minnesota health Department certified laboratory... 	<ul style="list-style-type: none"> No requirement

REQUIREMENT	FCC	CFC	AFC	CRS
<p style="text-align: center;"><u>Reporting Requirements: Provider must report to licensing agency</u></p> <p>* For all licensed programs: if a background study is initiated & information is received about possible criminal or maltreatment history of an individual who is subject to a background study, the information must immediately be provided to the commissioner 245C.05, subd. 6 (b)</p>	<ul style="list-style-type: none"> • Reporting of Maltreatment of Minors 626.556 • Within 30 days of change in household membership or addition of an employee regularly providing care • Immediately after any serious injury or death of a child in the child care • Immediately of any suspected case of physical or sexual abuse or neglect • Within 48 hours after a fire requiring service of the fire department 9502.0375 	<ul style="list-style-type: none"> • Reporting of Maltreatment of Minors 626.556 • Immediately of changes in foster home, foster family or household members that effect the terms of the license or the ability of the LH to provide care to children 2960.3020, subp. 7 • Immediately if foster child runs away or is missing 2960.3080, subp. 6 (E) • Any serious family illness or serious illness or accident involving a foster child 2960.3100, subp. 1 (B) • Must notify both placing and licensing agency of a written complaint or grievance and the resolution of such 	<ul style="list-style-type: none"> • Reporting of Maltreatment of Vulnerable Adults 626.557 • Within 5 days of change in household membership or caregiver's employment status • Immediately after serious injury or death of resident • Immediately report suspected abuse or neglect of a resident • Within 24 hours of fire causing damage • Within 24 hours of change in health status of caregiver affecting ability to care for resident • Immediately upon diagnosis of reportable communicable disease of resident, caregiver or household member • At least 30 days prior to involuntary discharge of resident • Within 7 days after transfer or voluntary discharge of resident without an ISP • Within 5 days if a resident needs additional services 9555.6175 	<ul style="list-style-type: none"> • Monitored by 245D-HCBS