

**CHAPTER 65C-14  
GROUP CARE**

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**65C-14.001 Definitions.**

- (1) "Agency" means any residential child caring agency.
- (2) "Boarding school" means a school registered with the Department of Education as a school. Its program must follow established school schedules, with holiday breaks and summer recesses in accordance with other public and private school programs. The children in residence must customarily return to their family homes or legal guardians during school breaks and must not be in residence year round, except this provision shall not apply to foreign students. The parents of these children retain custody and financial responsibility.
- (3) "Child" means any unmarried person under the age of 18 years.
- (4) "Contracted Emergency Shelter" means a facility or agency that provides a place for the temporary care of a child who is alleged to be dependent pending court disposition before or after adjudication. A facility or agency may contract with the department to provide 24-hour continuous supervision or 24-hour awake supervision.
- (5) "Department" means the Department of Children and Family Services unless otherwise specified.
- (6) "Facility" means the physical plant of a residential child caring agency and is an abbreviation in the rules for a residential child caring agency.
- (7) "Maternity residence" means a facility which provides continuing 24-hour care for adolescent girls under 18 years of age or adult women during pregnancy or after and which may also offer care for their infants.
- (8) "Personnel" means all owners, operators, employees, and volunteers working in a child-placing agency, family foster home,

or residential child-caring agency who may be employed by or do volunteer work for a person, corporation, or agency which holds a license as a child-placing agency or a residential child-caring agency, but the term does not include those who do not work on the premises where child care is furnished and either have no direct contact with a child or have no contact with a child outside of the presence of the child's parent or guardian. For purposes of screening, the term shall include any member, over the age of 12 years, of the family of the owner or operator or any person other than a client, over the age of 12 years, residing with the owner or operator if the agency or family foster home is located in or adjacent to the home of the owner or operator or if the family member of, or person residing with, the owner or operator has any direct contact with the children. Members of the family of the owner or operator, or persons residing with the owner or operator, who are between the ages of 12 years and 18 years shall not be required to be fingerprinted, but shall be screened for delinquency records. For purposes of screening, the term "personnel" shall also include owners, operators, employees, and volunteers working in summer or recreation camps providing 24-hour care for children. A volunteer who assists on an intermittent basis for less than 40 hours per month shall not be included in the term "personnel" for the purposes of screening, provided that the volunteer is under direct and constant supervision by persons who meet the personnel requirements of this section.

(9) "Residential child-caring agency" means any person, corporation, or agency, public or private, other than the child's parent or legal guardian, that provides staffed 24-hour care for children in facilities maintained for that purpose, regardless of whether operated for profit or whether a fee is charged. Such residential child-caring agencies include, but are not limited to, maternity homes, runaway shelters, group homes which are administered by an agency, emergency shelters which are not in private residences and wilderness camps. Residential child-caring agencies do not include hospitals, boarding schools, summer or recreation camps, nursing homes, or facilities operated by a governmental agency for the training, treatment, or secure care of delinquent youth, or facilities licensed under Section 393.067 or 397.081, F.S.

(10) "Group Care" is staffed 24 hour residential care of children in programs that do not offer maternity services, emergency shelter and runaways services or provide services in a wilderness setting.

(11) "Runaway Shelter" means a facility that provides a program to work with children in crisis and provide early intervention services. Residential services are available 24 hours a day 7 days a week to troubled youth who have run away from home or who are at risk to runaway and are seeking assistance in solving individual or family problems.

(12) "Screening" means the act of assessing the background of personnel and includes, but is not limited to, employment history checks, checks of references, local criminal records checks through local law enforcement agencies, fingerprinting for all purposes and checks in this subsection, statewide criminal records checks through the Florida Department of Law Enforcement, federal criminal records checks through the Federal Bureau of Investigation, and abuse registry clearance.

(13) "Summer or Recreation Camps" means recreational, educational or other enrichment programs providing residential care to school age children during summer vacation.

(14) "Service Plan" means the goal-oriented, time limited, individualized program of action for a child and his family developed by the facility in cooperation with the child-placing agency or the family.

(15) "Short-Term Wilderness Program" means a residential program of 60 days or less, emphasizing behavioral changes through rigorous fitness training and conditioning in a wilderness environment.

(16) "Wilderness Camp" means a residential child caring program which provides a variety of outdoor activities that take place in a wilderness environment.

(17) "Community Residential Home" means group homes licensed by Chapter 65C-14, F.A.C., that provide a living environment for one to six or seven to 14 residents who operate as the functional equivalent of a family, including such supervision and care by support staff as may be necessary to meet the physical, emotional and social needs of the residents.

*Rulemaking Authority 409.175(4)(a) FS. Law Implemented 409.175(4)(a), 419.001(1)(a) FS. History—New 7-1-87, Amended 9-19-90, Formerly 10M-9.003, Amended 11-30-97.*

#### **65C-14.002 Licensed Child Caring Agencies.**

(1) No person, family foster home, or residential child-caring agency shall receive a child for continuing full-time care or custody unless such person, home or agency has first procured a license from the department to provide such care. This requirement does not apply to a person who is a relative of a child by blood, marriage, or adoption or to a legal guardian, a person who has received the child from the department, a licensed child-placing agency, or an intermediary for the purposes of adoption pursuant to Chapter 63, F.S.

(2) No state, county, city, or political subdivision shall operate a residential child-caring agency or receive children for placement without first procuring a license from the department.

(3) No residential child caring agency may make placements of children away from the licensed facility, except for medical care unless the placement is made into a licensed foster home and the placing agency has a valid license from the department.

(4) The department or a licensed agency may place a 16 or 17 year old child in his own unlicensed residence, or the unlicensed residence of an adult for the purpose of independent living. However, the department or licensed agency must retain supervisory responsibility for the child. The department or licensed agency shall use the following criteria to determine if independent living is an appropriate plan:

- (a) The child must be at least 16 years of age;
- (b) The child must have demonstrated ability to handle independence;
- (c) The child must have a signed Performance Agreement or Permanent Placement Plan which has been submitted to the court stating the goal of independent living and specifying the responsibilities, tasks, and expectations of all parties;
- (d) The plan must have the approval of the court, if the court has jurisdiction.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Amended 8-3-88, Formerly 10M-9.004.*

#### **65C-14.003 Application and Licensing Study.**

(1) Application for a license shall be made on HRS-CYF Form 5135 June 86, which is hereby incorporated by reference, and provided by the department. Applications for group homes to provide care for one to six or seven to 14 children shall include completion of HRS Form 1786 March 90, which is hereby incorporated into this rule by reference. This application form certifies to the department that the proposed group home meets the dispersion and notification requirements of Chapter 419, F.S. The application forms shall be signed by the person or persons exercising authority over the operation, policies and practices of the agency.

(2) The license shall be issued for a child caring facility, contracted emergency shelter, runaway center, short-term wilderness program, maternity residence, wilderness camp at a specific address and for operation by specific individuals or agencies. It shall automatically become invalid if the facility is operated at another address or under different control. A new license shall be issued upon proper notification and evidence that the facility meets the standards of this Chapter. The license shall be valid for 1 year from the date of issuance unless suspended, revoked, or voluntarily returned. All licenses shall expire automatically 1 year from the date of issuance. The license shall be the property of the department.

(3) The facility shall conform to all applicable state and local building and zoning codes.

(4) The license must be conspicuously displayed at all times in the facility.

(5) Upon determination that the applicant meets the state and local licensing requirements, the department will issue a license to a specific facility, at a specific location. The license will be issued to the facility without charge. When a child caring facility ceases to care for children during the period for which the license is issued, the department must be notified and the license returned.

*Rulemaking Authority 409.175(4)(a), (b) FS. Law Implemented 409.175(4)(a), (b), 419.001(1)(a) FS. History—New 7-1-87 Amended 9-19-90, 2-17-93, Formerly 10M-9.005.*

#### **65C-14.004 On Site Visits.**

(1) Licensing staff of the department who are qualified by training are authorized to make scheduled or unannounced visits to a licensed home or agency facility at any reasonable time to investigate and evaluate the facility's compliance with the licensing requirements. All licensed child caring agencies shall be inspected at least annually.

(2) The department shall investigate complaints to determine if the facility is meeting the licensure requirements.

(3) The department shall advise the person with authority over the facility of any complaints and shall provide a written report of the results of the investigation to the licensee.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.008.*

**65C-14.005 Grievance Procedure.**

The facility shall have a written grievance procedure which allows children in care or others to make complaints without fear of retaliation. This procedure shall be written in a clear and simple manner and shall be provided to children, parent, guardian, the department and others upon request. The procedure must be explained to children and their families at the time of admission.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.014.*

**65C-14.006 Administration and Organization.**

(1) Administration.

(a) Statement of Purpose. The facility shall have a written statement of its philosophy, purpose and program. The statement shall contain a description of all the services the facility provides and the methods of service delivery. The statement shall be available to the department, referral sources, and the public on request.

(b) Need for Service. The facility shall provide a description of the geographic area the facility serves or intends to serve with the specific services it provides or proposes to provide. Applicants who apply for an initial license shall furnish evidence that the services will be used by referral sources or other documentation of the need for the services which shall be verified by the department.

(2) Incorporation. Agencies incorporated outside of the State of Florida shall be authorized to do business under Florida law.

(3) Governing Body.

(a) Each incorporated facility shall have a governing body which exercises authority over and has responsibility for the operation, policies and practices of the agency.

(b) For profit organizations shall maintain advisory boards which review the operational policies and practices, inspect facilities and programs, conduct interviews with children and staff members, and review matters affecting the care of and services to children. Members of advisory boards shall not have a proprietary interest in the facility or program.

(4) A facility having a governing body of more than one member shall maintain a list of its members. This list which shall be available to the department shall:

(a) Include the names, address, and terms of membership of each member;

(b) Identify each office and the term of that office.

(5) The governing body shall meet no less than once per year. Membership of the governing body shall not be fewer than 5 members.

(6) Responsibilities of the Governing Body.

(a) Employ a qualified director and delegate responsibilities to that person for the administration and operation of the residential child caring agency.

(b) Evaluate in writing the director's performance annually.

(c) Approve the annual budget of anticipated income and expenditures necessary to provide the services described in its statement of purpose. The governing body shall also approve the annual financial audit report.

(d) Establish written personnel practices.

(e) Maintain written minutes of all meetings, which shall be open to inspection by the department.

(f) Develop written policies for selection criteria and rotation of its members.

(g) Develop a written plan for the storage of children's records in the event of the closing of the facility.

(7) Municipal, county or other governmentally operated residential child caring agencies subject to licensing under Section 409.175, F.S., shall, within their administrative structure and as governed by other federal, state and local laws, provide for the duties and responsibilities described in this section.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.015.*

**65C-14.007 Buildings, Grounds and Equipment.**

(1) Staff quarters shall be separate from those of the children but close enough to allow for proper supervision.

(2) The grounds shall be well kept. Indoor and outdoor recreation areas shall be provided with equipment and safety measures designed for the needs of the resident children according to the age, physical and mental ability of the children.

(3) Safety regulations shall be established for all hazardous equipment and children shall be prohibited from the use of such equipment unless it is included in planned and supervised work experience.

(4) Pools shall meet the requirements of Chapter 514, F.S., and the administrative rules promulgated under Chapter 514, F.S.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.016.*

#### **65C-14.008 Interior Accommodations.**

(1) The facility shall be decorated and furnished to create a homelike environment. Furnishings shall be safe, attractive, easy to maintain, and selected for their suitability to the age and development of the children in care.

(2) Living Room: The building or cottage shall have one centrally located living room for the informal use of children, large enough to accommodate the residents.

(3) Dining Area: The building or cottage shall have one or more dining areas large enough to comfortably accommodate the number of persons who normally are served.

(4) Recreation Space: The facility shall have indoor recreation space.

(5) Where study areas exist they shall have tables, chairs, lamps and bookshelves suitable for use by the children in care.

(6) If offices for administrative functions are housed in the facility, they must be separated from the children's living area.

(7) There must be adequate space to allow staff and clients to talk privately and without interruption.

(8) Bathrooms.

(a) The facility shall provide toilets, wash basins, and bathing units as follows:

1. At least one toilet, washbasin, and tub or shower easily accessible to the bedroom area for each six children;

2. Toilets that provide for individual privacy.

(b) The facility shall provide bathrooms with non-slip surfaces in showers or tubs, toilet paper and holders, and individual hand towels or disposable paper towels, mirrors at a height for convenient use by children and a place for storage of toiletries unless storage is provided elsewhere.

(c) A facility that cares for nonambulatory children shall provide grab bars in toilet and bathing areas and doors wide enough to accommodate a wheelchair or walking device.

(9) Bedrooms.

(a) Facilities shall not permit nonambulatory children to sleep above the first floor.

(b) Facilities shall provide each child with a closet or chest of drawers for clothing and personal belongings which shall be reserved for him alone.

(c) Wilderness camps shall provide storage space for a child's clothing and personal belongings which shall be reserved for him alone.

(d) Facilities shall provide each child with a safe and comfortable bed. The beds shall be no shorter than the child's height and no less than thirty inches wide. Where bunk beds are used, there shall be sufficient room to allow the occupants of both bunks to sit up in bed.

(e) Separate sleeping rooms for boys and girls over the age of 3 shall be provided.

(f) Clean sheets, pillow cases, and blankets shall be provided to each child upon arrival. Sheets and pillowcases shall be changed at least once a week unless greater frequency is indicated.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Amended 8-3-88, Formerly 10M-9.017.*

#### **65C-14.009 Ventilation and Lighting.**

(1) The facility shall provide outside ventilation by means of windows, louvers, air conditioners, or mechanical ventilation in rooms used by children.

(2) The facility shall provide screens for each window and door used for outside ventilation.

(3) The facility shall locate light fixtures to provide for the comfort and safety of children. Classrooms, study areas, bathrooms and food service areas shall be adequately illuminated.

(4) All incandescent bulbs and fluorescent light tubes shall be protected with covers or shields.

(5) Hallways to bedrooms shall be illuminated at night.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.018.*

### **65C-14.010 General Sanitation and Safety.**

(1) Prior to the issuance of a license or to relicensing, the facility shall be inspected by a representative of the department, the county health unit, and the local fire department, or persons trained by the office of the State Fire Marshall in fire prevention and safety in accordance with state or local ordinances and codes. Written approval of health and sanitary conditions and fire prevention and protection measures must be on file. The following measures shall be used to inspect the health and sanitation standards in residential child caring agencies with a capacity of up to 12 clients;

(a) Food shall be clean and wholesome. Wholesome foods are those that are in sound condition and do not contain any substance or chemical that may render it harmful to health. Clean food is free from spoilage and safe for human consumption.

(b) Home canned food shall not be used.

(c) Food shall be protected from dust, flies, rodents, and other vermin, unclean equipment and utensils, unnecessary handling, cough/sneezes, flooding by sewage, overhead leakage and all other sources of contamination at all times during storage, food preparation, transportation both on and off premises, and service. The kitchen shall be kept clean and in good repair, this includes the equipment and utensils.

(d) Potentially hazardous food is any perishable food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. Potentially hazardous foods must be kept at safe temperatures, 41 degrees Fahrenheit or below or 140 degrees Fahrenheit or above, except during necessary period of preparation and service. Potentially hazardous food shall not have been out of temperature for more than 4 cumulative hours during the course of thawing, preparation, service and cooling.

(e) At least one sink with hot and cold potable water under pressure shall be provided in the food preparation area.

(f) Refrigeration units and hot food storage units shall be provided with a numerically scaled indicating thermometer accurate to plus or minus 3 degrees Fahrenheit. The thermometer shall be located in the warmest or coldest part of the units as may be applicable and of such type and so situated that the temperature can be easily and readily observed.

(g) Food containers shall be labeled with their contents and dated. Prior to the food being placed into the freezer, the container must be clearly marked to indicate the date of freezing; and the container must be clearly marked to indicate that the food shall be consumed within 24 hours of thawing. When the food is removed from the freezer, the container must be clearly marked to indicate the date of thawing.

(h) Water temperature shall not exceed 120 degrees Fahrenheit to avoid scalding. Adequate hot water shall be provided at a minimum of 100 degrees Fahrenheit.

(i) Agencies not served by a municipal water supply shall test the water before licensure and then annually. The test results must be submitted to the local county health department in writing by the testing laboratory. Testing can be obtained through the local county health department or a certified independent laboratory. Test results must be negative for bacteriological contamination as determined by the local county health department. Positive test results require the facility to use potable water from a source approved by law for the purpose of drinking, cooking, and oral contact, until test results are negative.

(j) Effective measures shall be utilized to minimize the presence of rodents, flies, cockroaches and other vectors and vermin on the premises. Effective measures shall include any method or device or the application of any substance to prevent, destroy, repel mitigate, curb, control any pest in, on or under the structure or lawn.

(k) There shall be at least one functioning toilet, washbasin, and tub or shower for every six children.

(l) Laundry facilities shall be located in an area separate from areas occupied by children. If children are allowed to participate in the laundering of their personal items, space for sorting, drying, and ironing shall be made available. If children are using the laundry facilities they shall be supervised by a staff member.

(m) The facility shall have telephones, centrally located and readily available for staff use in each living unit of the facility. Emergency numbers such as the fire department, police, hospital, physician, poison control center, and ambulance shall be posted by each telephone. In lieu of this requirement wilderness camps and short-term wilderness programs shall have a system in place that provides for an immediate response in case of an emergency. The system must include the ability to immediately notify appropriate agency staff, police, fire department, physician, poison control center, ambulance or other emergency services that may be needed.

(n) If firearms are present in the facility, the program director shall be required to sign the Acknowledgement of Firearms Safety Requirements form, CF-FSP 5343, March 2010, which is incorporated by reference and available at <https://www.flrules.org/gateway/reference.asp?NO=Ref-01318>.

(o) Poisons and toxic substances shall be prominently and distinctly marked, labeled as to contents, kept stored under lock and key, and used in a manner as not to contaminate food or constitute a hazard to children.

1. No poisonous or toxic materials shall be present in residential child caring agencies except those used for maintaining the establishment, cleaning and sanitizing equipment and utensils, and controlling insects and rodents.

2. Sanitizers, detergents, or other cleaning compounds shall be stored separately from insecticides, rodenticides and other poisonous or toxic materials using methods such as different storage cabinets or separate areas of a room,

(2) Pursuant to Section 409.175, F.S., the following measures shall be used to inspect the health and sanitation standards in a residential child caring agency with a capacity more than 12 clients;

(a) Kitchen.

1. The floor surfaces in kitchens, all the rooms and areas in which food is stored or prepared and in which utensils are washed or stored, shall be of smooth, nonabsorbent material and constructed so they can be easily cleaned and shall be kept clean and in good repair.

2. The walls and shelving of all food preparation areas, food storage areas and utensil washing areas shall have smooth, easily cleanable surfaces. Walls shall be washable up to the highest level reached by splash or spray.

3. Hot and cold running water under pressure shall be easily accessible where food is prepared and where utensils are washed.

4. A residential use dishwasher shall be provided for ware washing.

(b) Food Supplies. Food is any raw, cooked or processed edible substance, ice, beverage or ingredient used or intended for use in whole, or in part, for human consumption. Food received or used in a residential child caring agency shall be from sources approved or considered satisfactory by the Department.

(c) Food Protection.

1. Food, while being transported, stored or prepared at a residential child caring agency, shall be protected from dust, flies, rodents or other vermin, toxic materials, unclean equipment and utensils, unnecessary handling, coughs and sneezes, flooding by sewage, overhead leakage and all other sources of contamination.

2. Different types of raw animal products such as beef, fish, lamb, pork or poultry shall be separated during storage and processing by use of different containers, partitions, shelves, or by cleaning and sanitizing the equipment between product use.

3. Raw food products shall be physically separated from ready-to-eat food products during display or storage by storing the raw products below ready-to-eat food products or using other approved methods.

4. Perishable food is any food of such type or in such condition as may spoil. Perishable food shall be stored at such temperatures as will protect against spoilage. All potentially hazardous food shall be kept at safe temperatures, 41 degrees Fahrenheit or below and 140 degrees Fahrenheit or above, except during necessary periods of preparation and service.

5. Potentially hazardous foods which are to be served without further cooking, such as ham salad, chicken salad, egg salad, shrimp salad, lobster salad, tuna salad, potato salad and other mixed foods containing potentially hazardous ingredients or dressings shall be prepared from chilled products with a minimum of manual contact. The surfaces of containers and the utensils used for preparation and subsequent storage shall have been effectively cleaned and sanitized immediately prior to use. Potentially hazardous food requiring refrigeration after preparation shall be rapidly cooled to an internal temperature of 41 degrees Fahrenheit or below. The cooling period shall not exceed four hours. Potentially hazardous foods of large volume or prepared in large quantities shall be rapidly cooled, utilizing one or more of the following methods based on the type of food being cooled:

a. Placing the food in shallow pans;

b. Separating the food into smaller or thinner portions;

c. Using rapid cooling equipment;

d. Stirring the food in a container placed in an ice water bath;

e. Using containers that facilitate heat transfer;

f. Adding ice as an ingredient; or

g. Other effective methods approved by the department.

6. Frozen potentially hazardous food shall be thawed:

a. In refrigerated units at a temperature not to exceed 41 degrees Fahrenheit; or

b. Under cold potable running water with sufficient water velocity to agitate and float off loosened food particles into the overflow and:

(I) For a period of time that does not allow thawed portions of ready-to-eat food to rise above 41°F; or



(II) For a period of time that does not allow thawed portions of a raw animal food requiring cooking to be above 41°F for more than 4 hours including the time the food is exposed to the running water and the time needed for preparation for cooking; or

c. In a microwave oven; or

d. As part of the conventional cooking process.

7. Raw, unprocessed fruits and vegetables shall be thoroughly washed in potable water to remove any existing contaminants before being cut, combined with other ingredients, cooked, or served.

8. Comminuted meat is fish or meat products that are reduced in size and restructured or reformulated such as gyros, ground beef, and sausage; Comminuted meat products shall be thoroughly cooked to heat all parts of the meat to a minimum temperature of 155 degrees Fahrenheit for at least 15 seconds.

9. Stuffings, poultry, stuffed meats and stuffed poultry shall be heated throughout to a minimum temperature of 165 degrees Fahrenheit for at least 15 seconds.

10. Raw animal products such as eggs, fish, lamb, pork or beef, except roast beef, and foods containing these raw ingredients, shall be cooked to an internal temperature of 145 degrees Fahrenheit or above for at least 15 seconds. Fresh, frozen, or canned fruits and vegetables that are cooked for hot holding shall be cooked to a minimum temperature of 140 degrees Fahrenheit.

11. Microwave Cooking. Raw animal food cooked in a microwave oven shall be:

a. Rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat;

b. Covered to retain surface moisture;

c. Heated to a temperature of at least 165°F throughout all parts of the food; and

d. Allowed to stand covered for 2 minutes after cooking to obtain temperature equilibrium.

12. Food shall be prepared with the least possible manual contact, with suitable utensils, and on surfaces that prior to use have been cleaned, rinsed and sanitized to prevent cross contamination. Potentially hazardous foods that have been cooked and then refrigerated shall be reheated rapidly to a minimum of 165 degrees Fahrenheit for 15 seconds throughout all parts of the food before being served or before being placed in a hot food storage equipment. Ready-to-eat food taken from a commercially processed, hermetically sealed container (a container designed and intended to be secure against the entry of microorganisms to maintain the commercial sterility of its contents after processing) or from an intact package from a food processing plant, shall be heated to a temperature of at least 140 degrees Fahrenheit. Precooked, pre-packaged food from approved sources shall be exempt from this rapid reheating requirement when the food is initially removed from the original package, prepared for service, and not cooked for hot holding. Steam tables, bainmaries, warmers and similar hot food holding equipment are prohibited for the rapid reheating of potentially hazardous foods.

13. Food, whether raw or prepared, if removed from the container or package in which it was obtained, shall be stored in a clean covered container except during necessary periods of preparation or service. Container covers shall be nonabsorbent, except that linens or napkins may be used for lining or covering bread or roll serving containers. Solid cuts of meat shall be protected by being covered in storage. Food and containers of food shall not be stored under exposed or unprotected sewer lines or water lines, except for automatic fire protection sprinkler heads that may be required by fire safety rules. The storage of food in toilet rooms, locker rooms, dressing rooms, garbage rooms, or vestibules is prohibited. Unless its identity is unmistakable, bulk food such as cooking oil, syrup, salt, sugar or flour not stored in the product container or package in which it was obtained, shall be stored in a container identifying the food by common name. Food not subject to further washing or cooking before serving shall be stored in a way that protects it against cross contamination from food requiring washing or cooking. Packaged food shall not be stored in contact with water or undrained ice. Food shall be stored a minimum of 6 inches above the floor, on clean shelves, racks, dollies or other clean surfaces in such a manner as to be protected from splash and other contamination provided that:

a. Metal pressurized beverage containers and cased food packaged in cans, glass or other waterproof containers need not be elevated when the food container is not exposed to floor moisture; or

b. Racks and dollies used for food storage are easily movable.

14. Potentially hazardous food, date marking requirements.

a. Refrigerated, ready-to-eat, potentially hazardous food prepared and held for more than 24 hours in a facility shall be clearly marked with the date of preparation.

b. When ready to eat, potentially hazardous food is to be subsequently frozen, in addition to the date of preparation, the food shall comply with the following:

(I) Prior to the food being placed into the freezer, the container must be clearly marked to indicate the date of freezing; and

(II) The container must be clearly marked to indicate that the food shall be consumed within 24 hours of thawing.

(III) When the food is removed from the freezer, the container must be clearly marked to indicate the date of thawing.

15. Ready-to-eat, potentially hazardous food, disposition. Refrigerated, ready-to-eat, potentially hazardous food, shall be discarded if not served within 7 calendar days from the date of preparation, excluding the time that the product is frozen.

16. All food shall be served in such a manner as to minimize contamination as follows:

a. To avoid unnecessary manual contact with food, suitable dispensing utensils shall be used by staff or provided to residents who serve themselves.

b. Food within containers such as bins of sugar or flour, with the dispensing utensil handle extended out of the food; must be clean and dry.

17. Ice obtained from outside the residential child caring agency shall be handled and transported and stored in a sanitary manner.

18. Food while being transported between residential child caring agencies or while being transported from a residential child caring agency to another location shall be in covered containers or otherwise wrapped or packaged to ensure protection from contamination. Potentially hazardous foods shall be kept at safe temperatures during all periods of transportation and delivery. Food utensils shall be completely wrapped or packaged to protect them from contamination.

a. The use of sanitizers, cleaning compounds or other compounds intended for use on food-contact surfaces shall not leave a toxic residue on such surfaces or constitute a hazard to employees or consumers. Sanitize means the effective treatment of clean surfaces of equipment and utensils by an approved process which provides enough accumulative heat or concentration of chemicals for enough time that when evaluated for effectiveness a reduction in disease microorganisms is evident.

b. Poisonous or toxic materials shall not be used in a way that contaminates food, equipment, or utensils, nor in any way that constitutes a hazard to staff or other persons, nor in a way other than in full compliance with the manufacturer's labeling.

c. First-aid supplies and personal medications shall be stored in a way which prevents their contaminating food or food-contact surfaces.

d. Poisonous or toxic materials shall be stored separate from food, food equipment, utensils, or single-service articles.

(3) The following measures shall be used to inspect recreational areas in all residential child caring agencies.

(a) The recreational area shall be safe and free from hazardous conditions. Recreational equipment shall have no jagged or sharp projections or other hazardous construction, and shall be maintained in a structurally sound condition.

(b) Outdoor recreational areas shall be well drained and kept free of litter and trash.

(c) If swimming pools, spas, hot tubs or open water hazards are located on the property of a community based residential facility, the facility shall provide direct supervision by an adult employee when in use or when the area is occupied by minors and other residents that cannot swim. The individual responsible for supervision during water activities or near water hazards must have successfully completed the community water safety course specified in paragraph (b) below.

1. A wading or kiddie pool is not allowed.

2. All community based residential facilities with swimming pools, spas, or open water hazards must have a person on staff who has completed a community water safety course administered by the American Red Cross or the YMCA.

3. A community based residential facility with a pool or spa has a barrier on all sides at least four feet high. All access through the barrier shall have one of the following safety features: alarm, key lock, self-locking doors, bolt lock or other lock that is not accessible to children. Hot tubs and spas shall be required to have a safety cover that is locked when not in use.

4. Water safety devices shall be provided for residential pools. A shepherd's hook shall be provided securely attached to a one piece pole not less than 16 feet in length, and at least one 18 inch diameter lifesaving ring with sufficient rope attached to reach all parts of the pool from the pool deck. Safety equipment shall be mounted in a conspicuous place and be readily available for use.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.019, Amended 6-3-12.*

### **65C-14.011 Fire Regulations.**

(1) All child caring agencies must be inspected annually by the local fire department or persons certified by the Office of the State Fire Marshall in fire prevention and safety in accordance with the Administrative Chapter 4A-41, F.A.C., Uniform Fire Safety Standards for Residential Child Care Facilities. A report of the inspections and approval must be on file with the department prior to issuance of a license or the annual relicensing of the facility.

(2) Fires, explosions or major damage to facilities which threaten the health and safety of the residents shall be reported to the

department within 24 hours of the occurrence and reports of such incidents shall be kept on file in the facility.

(3) Procedures for fire and other emergency situations including the route of evacuation shall be posted in conspicuous places and shall be reviewed with staff and children on a regular basis.

(4) Fire drills shall be held no less than monthly and reports of such drills shall be kept on file.

(5) Hallways, stairs and exit areas shall be well lighted and kept clear for safe exit.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.020.*

#### **65C-14.012 Transportation Safety.**

(1) Vehicles used to transport children shall be maintained in safe operating condition.

(2) The number of persons in a vehicle used to transport children shall not exceed the number of available seats; appropriate restraining devices shall be used when transporting children in automobiles.

(3) Buses or vans used to transport 6 or more children shall be equipped with a first aid kit.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.021.*

#### **65C-14.013 Food and Nutrition.**

(1) The facility shall serve staff members and the children in care substantially the same food, except when age or special dietary requirements dictate differences. Staff on duty in living units shall eat their meals with the children.

(2) All facilities shall serve three well-balanced meals a day in the morning, noon, and evening and provide snacks if a child is admitted between meals or will be away from the facility at meal time. When children are attending school, working outside of the facility or are not present in the facility during mealtime, the facility shall make arrangements for the children's meals.

(3) Facilities shall retain their menus for a 6 month period which shall be available for review by the department.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Amended 8-3-88, Formerly 10M-9.022.*

#### **65C-14.014 Health Services.**

(1) General.

(2) The facility shall have a staff member on duty trained to administer first aid at all times.

(3) The facility shall assure that a first aid kit is available to staff members in each living unit with contents consistent with the American Red Cross current guidelines and the needs of children in care. The first aid kit shall be inaccessible to the children in care.

(4) All medical care beyond the provision of first aid shall be under the direction of a physician licensed under Chapter 458 or 459, F.S.

(5) The facility shall immediately notify the child's parent or guardians, the placing agency or the department of any serious illness, any incident involving serious bodily injury, or any severe psychiatric episode requiring the hospitalization of a child.

(6) Provision shall be made for the temporary isolation of children with communicable disease. When such isolation is necessary, close supervision shall be provided.

(7) All facilities shall maintain linkages and cooperative agreements with community agencies, out-of-area programs, or individuals for services not directly provided by the agency, including a plan for handling emergency medical and dental needs of clients.

(8) All facilities shall have written procedures in cases of emergencies or life threatening situations including arrangements for emergency transport services for clients. Plans for provision of supervision must be made in cases of emergency when on duty staff are required to accompany a child to a hospital emergency room.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.023.*

#### **65C-14.015 Administration of Medication.**

(1) All medicines and drugs shall be kept securely locked up and shall be administered only by agency staff. Prescription medications shall be prescribed only by a duly licensed person. An accurate log shall be kept of the administration of all medication including the following:

(a) Name of the child for whom it is prescribed;

- (b) Doctor's name, and reason for medication;
  - (c) Quantity of medication in container at admission;
  - (d) Method of administration of medication, that is used orally, topically, or injected;
  - (e) Amount of medication administered;
  - (f) Time of day the medication was administered;
  - (g) Signature of staff member who administered the medication.
- (2) The facility shall not permit medication prescribed for one child to be given to another child.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.024.*

#### **65C-14.016 Incident Notification Procedures.**

(1) Notification shall be made by the program director or other staff as designated by the program director to the following persons under the following circumstances:

(a) If a child who is placed by the department is injured, becomes ill or dies, the department or designee shall be notified. If the child who is placed by the department runs away or becomes injured or ill, the child's counselor or supervisor shall be notified. Department staff will contact the parents or legal guardian in each of these instances.

(b) If a child who is being served voluntarily becomes ill or dies, the program director or appropriate staff will notify the parents or legal guardian and the department directly.

(2) Facilities which care for children placed by the department will follow the incident reporting procedures outlined in HRSR 0-10-1 dated January 1, 1986 which is herein incorporated by reference.

*Rulemaking Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.025.*

#### **65C-14.017 Child Abuse and Neglect.**

(1) The facility shall have and follow procedures for handling any suspected incidents of child abuse or neglect involving staff.

(2) All suspected cases of child abuse and neglect shall be reported to the department in accordance with Chapter 415, F.S.

(3) A provision shall be made for reporting and recording any suspected incident of abuse or neglect or endangerment to the director of the facility.

(4) There shall be an immediate provision for protecting the victim and preventing a recurrence of the alleged incident pending investigation.

(5) The facility shall require each staff member to read and sign a statement which states the child abuse and neglect laws and outlines the staff member's responsibility to report all incidents of child abuse and neglect.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.026.*

#### **65C-14.018 Community Interaction.**

(1) The facility shall have written policies to involve children in community activities and services. The facility shall arrange for recreational and cultural enrichment and shall provide transportation and supervision as need for use of community resources to assure that resident children are allowed to become a part of the community. Runaway programs will be exempted from this section.

(2) The facility shall ensure that any public appearances by the children involving publicity or fund raising purposes are voluntary and that the written consent of the child's parents or guardian is on file.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.027.*

#### **65C-14.019 Recreation, Leisure Activities and Work Experience.**

(1) The facility shall have a written plan for a range of indoor and outdoor recreational and leisure activities. Such activities shall be based on the group and individual interests and needs of the children in care.

(2) Adequate adult supervision shall be provided for recreational activities. High risk recreation, particularly swimming, watersports and contact sports, shall require adult supervision. An individual trained in basic water safety shall be in attendance when a swimming pool is in use or during any aquatic activities.

(3) Children's participation in work activities, within the facility, shall be adequately supervised and shall not be used as a substitute for the duties or assignments of staff members. If work experiences are provided a written plan for them must be on file and available for review by the child's parents or guardians and by the department staff.

(4) The facility shall assign work activities appropriate to the age and ability of the children in care. Work experience shall not conflict with schooling, visits with the children's family, or any other activities associated with meeting the goals of the service plan.

(5) There shall be a provision made for allowing daily time for privacy and individual pursuits for each child in care.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.028.*

#### **65C-14.020 Clothing and Personal Belongings.**

(1) The facility shall ensure that each child has the individual items necessary for personal hygiene and grooming and has training in personal care, hygiene, and grooming appropriate to his age, sex, race, culture and development.

(2) The facility shall involve the child in the selection, care and maintenance of their personal clothing as appropriate to their age and ability. The facility shall allow a child to possess and bring personal belongings. The facility may limit or supervise the use of these items while the child is in care.

(3) The facility shall send all personal clothing and belongings with the child when he leaves the facility. If the child runs away, the facility shall assure that clothing and personal items are made available to the placing agency, parent or guardian.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.029.*

#### **65C-14.021 Discipline, Control and Punishment.**

(1) The facility shall have written policies on discipline, control and punishment which shall be provided to all children, parent or guardian, staff, agencies and the department. The policies for discipline and control shall emphasize positive, instead of punitive, methods and shall include the following:

(a) Means for teaching and training children which emphasize praise and encouragement for exhibiting self-control and desirable behavior;

(b) Methods for protecting children or others when a child is out of control and his behavior is likely to endanger himself, other persons or property.

(2) If separation from others is used as a control measure, the facility shall provide an unlocked, lighted, well-ventilated room of at least 50 square feet and within hearing distance of a staff member. The time limit for isolation shall not exceed 60 minutes. The restrictions in regard to the use of isolation will not apply to facilities certified under Administrative Chapter 65E-10, F.A.C. for the care of emotionally disturbed children.

(3) Facility staff shall not:

(a) Use physical punishment, inflicted in any manner on the body.

(b) Ridicule, intimidate or verbally abuse children.

(c) Use chemical or mechanical restraints unless used under a physician's order in a facility certified under Administrative Chapter 65E-10, F.A.C.

(d) Employ cruel or humiliating treatment or other emotionally abusive behavior.

(e) Assign excessive exercise or work duties which are inappropriate to the child's age or development.

(f) Deny food, clothing, shelter, medical care or prescribed therapeutic activities, or contacts with family, counselors or legal representatives as a form of punishment.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.030.*

#### **65C-14.022 Permanent Register.**

The facility shall maintain a permanent register of all children which shall include the names of the child, his parents or guardians, address, date of admission and discharge, the child's birthdate, and his custody status.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.031.*

### **65C-14.023 Staff Qualifications.**

(1) The facility shall employ personnel who have demonstrated qualities which enable them to work well with children in group care, such as: The capacity to give and receive affection, sensitivity, flexibility, emotional maturity, the ability to deal with frustration and conflict, a sense of humor, and a capacity to respect persons with differing lifestyles and philosophies.

(2) The facility shall employ personnel who have knowledge and an understanding of discipline and ways of helping a child build positive personal relationships.

(3) The facility shall perform screening and background checks which shall include, but not be limited to, employment history checks over the past two years, if applicable, two character references, an abuse registry clearance, a local criminal records check and a state and federal criminal records check. The state and federal criminal records check requires the submission of fingerprints in accordance with Section 409.175, F.S. Screening and background checks are to be completed on all personnel having direct contact with children in compliance with Section 409.175, F.S.

(4) Staff who are employed to work directly with children shall be at least 18 years of age.

(5) The facility shall have a personnel file for each employee which shall include but not be limited to the following:

(a) The application for employment, including a two-year employment history check if applicable;

(b) A signed affidavit of good moral character;

(c) A minimum of two character reference letters or reference checks from unrelated individuals verifying that the employee is of good moral character and is suitable to work with children;

(d) Verification of a delinquency record screening, if applicable;

(e) Local law enforcement criminal records clearance;

(f) Verification of an Abuse Registry clearance and criminal records check, including fingerprint clearance, through the Florida Department of Law Enforcement and the Federal Bureau of Investigation;

(g) Medical information relating to medical problems of the employee;

(h) Employee's starting and termination dates and reason for termination;

(i) Annual performance evaluations and any disciplinary actions taken;

(j) Training record and conferences attended.

(6) The facility shall have written procedures which safeguard the confidentiality of the personnel records.

(7) The facility shall maintain for a period of 5 years, the personnel file of an employee who leaves the facility.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.033.*

### **65C-14.024 Staffing Requirements.**

(1) The facility shall have adequate staff coverage at all times to provide for the services identified in the agency's statement of purpose.

(2) The facility shall develop and follow a written staff to child ratio formula. The formula shall be appropriate to the facility's purpose, the types, ages, and functioning levels of the children in care. The staff to child ratio shall assure the children's safety, protection and privacy, as well as physical, hygienic, emotional and developmental needs. The staff to child ratio shall be at least:

(a) One direct care staff member or trained volunteer to 6 children, when children 6 years of age or older are awake, and 1 to 12 when children are sleeping; or

(b) Children under the age of 6, or children diagnosed as severely emotional disturbed, profoundly retarded or physically handicapped children, shall be supervised by a staffing ratio of 1 to 4 when children are present and awake and 1 to 6 when children are sleeping.

(3) The facility shall designate a staff member on the premises to be in charge at all times when children are present.

(4) The facility shall have and follow a written plan to provide additional emergency staff when only one staff member is on duty.

(5) The facility shall count any children living with staff families in the child to staff ratio.

(6) Facilities providing social services, shall have one social service worker for every 25 children in care.

(7) The facility shall provide supervision to each staff member in carrying out his work with children and parents.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Amended 8-3-88, Formerly 10M-9.034.*

**65C-14.025 Volunteers.**

(1) A facility which utilizes volunteers to work directly with children on an intermittent basis for more than 40 hours per month must be screened in the same manner as the employees of the facility. A volunteer who assists on an intermittent basis for less than 40 hours per month is exempt from screening provided that the volunteer is under direct and constant supervision by staff at the facility.

(2) A facility which utilizes volunteers to work directly with children shall:

(a) Develop a description of duties and specific responsibilities;

(b) Develop a plan for the orientation and training in the philosophy of the facility, the needs of the children in care, and the needs of their families; and

(c) Provide for participation in carrying out the service plans for children and families they are working with.

(3) Volunteers who perform any services for children shall have the same qualifications and training as a paid employee for the position and shall receive the same supervision and evaluation as a paid employee.

(4) Records shall be kept on the hours and activities of volunteers.

(5) A facility which accepts students for field placements shall:

(a) Develop a written plan describing their tasks and functions. Copies of the plan shall be provided to each student and his school;

(b) Designate a staff member to supervise and evaluate the students;

(c) Develop a plan for orientation and training in the philosophy of the facility, needs of the children in care and the needs of their families;

(d) Provide for participation in developing and carrying out the service plans for the children and families they are working with; and

(e) Assure that students are not expected to assume the total responsibilities of any paid staff member.

(f) Students that have direct contact with children for more than 15 hours per week will be required to meet the background screening requirements of s. 409.175, F.S., in the same manner as employees of the facility.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Amended 8-3-88, Formerly 10M-9.035.*

**65C-14.026 Organization.**

(1) Administration: The agency shall maintain a current organization chart showing the administrative structure including the lines of authority. This chart shall be available to the department.

(2) Funding: The agency shall provide written documentation that it has sufficient funds to meet all requirements for licensure. Facilities beginning operation shall provide evidence of sufficient funding for operation of the program for at least 6 months.

(3) Budget: The agency shall prepare a written budget annually.

(4) Audit: The agency shall have financial records audited annually.

(5) Fees: If fees for services are charged, the agency shall have a written policy which describes the relationships between fees and services provided and the conditions under which fees are charged or waived. This policy shall be available to any person upon request.

(6) Solicitation of Funds: If funding is obtained through public solicitation, a charitable permit for such solicitation shall be procured as required pursuant to Chapter 496.02, F.S.

(7) Notification of Changes: The agency shall provide written notification within 30 days to the department of changes in the agency's director, statement of purpose or admission criteria.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Amended 8-3-88, Formerly 10M-9.036.*

**65C-14.027 Confidentiality Related to HIV Infected Children.**

(1) The identity of any child upon whom an HIV test is performed and/or his HIV test result shall be disclosed to an employee of the department or child-caring or child-placing agency directly involved in the placement, care or custody of such child only when the employee has a need to know such information. An employee has a need to know the identify of a child and his test results if:

(a) The employee is involved in case specific services such as assessing needs, determining eligibility, arranging care, monitoring case activities, permanency planning and providing care for the child in residential placement; or

(b) The employee is involved in case specific supervision or monitoring of cases for eligibility or legal compliance or casework services, or

(c) The employee is involved in providing case specific clerical and vouchering support.

(2) The identify of a child upon whom an HIV test is performed must be disclosed to a foster family, or child-caring or child-placing agency licensed pursuant to Florida Statutes, who is directly involved in the care of such child and in addition has a need to know such information. The identity of the child shall be disclosed only after the following conditions have been met:

(a) The department or child-placing or child-caring agency has provided all available information, including HIV test results, social information and special needs, in a manner that does not permit identification of the child, and

(b) The decision to place the child in a specific placement has been confirmed.

(3) The child-caring, child-placing agency, foster home or adoptive home who has accepted an HIV infected child for care shall be given a statement in writing which includes the following language: "This information has been disclosed to you from confidential records. The confidentiality of this record is protected by state law. State law prohibits you from making any further disclosure of such information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by state law."

(4) The child's record shall contain documentation that the written statement was given to the child-caring, child-placing agency or to the foster or adoptive parents.

(5) The case files shall not be segregated or flagged in any way which would permit their identification as case files of HIV infected children.

*Specific Authority 409.175 FS. Law Implemented 409.175, 381.609(3)(f)10. FS. History--New 9-19-90, Formerly 10M-9.037.*

**65C-14.040 Admission and Planning.**

(1) The facility shall have written admission procedures which:

(a) Establish admission criteria;

(b) List the materials and forms required from the parents or child or placing agency;

(c) Outline preplacement procedures for the child, his parent, guardian, the child caring or child placing agency and the department;

(d) Describe the method used to assign each child to an appropriate group.

(2) The admission of each child to a residential child caring agency shall follow completion of a pre-admission study completed by either the referring agency or the residential child caring agency, and shall include the following:

(a) A determination that the child can no longer remain in his home, the home of relatives or current living arrangements, and that group care is appropriate to his needs. This determination shall be based upon interviews with the child, parent, guardian, or other appropriate persons.

(b) Orders of court commitment or a voluntary placement agreement with parents, guardian, or legal custodian.

(c) A social history of the child, his family and other significant persons and any other information required by the residential child caring agency.

(d) A written placement agreement signed by the parents, guardian, or agency having legal custody of each child admitted, including financial arrangements and regulations and procedures designated to encourage and facilitate parental visitation.

(3) The facility shall only accept children who meet the admission criteria.

(4) No child under the age of 6 years, or the age of enrollment in the first grade of school, shall be admitted to a residential child caring agency except under emergency circumstances or to prevent the separation of a family. An emergency placement of a child under 6 years shall be documented in the child's case record, verifying that no alternate plan for care was available at the time of



admission. Continued diligent effort shall be made, including referral to the department to place a child under age 6 in foster care or other appropriate care. Such plans shall be made within 30 days of the child's admission. Residential care for children under 6 who are part of a sibling group may be continued, as appropriate.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.041.*

**65C-14.041 Medical Information.**

- (1) The facility shall obtain complete medical information and consents prior to admission of a child.
- (2) Medical information and consents shall include, but not be limited to, the following:
  - (a) Completion of a physical examination by a licensed physician or report of such an examination performed within 90 days prior to admission.
  - (b) The child's and family's medical history.
  - (c) Written consent from the child's parent or guardian for the facility to authorize routine medical and dental procedures for the child, and to authorize emergency procedures when written parental consent cannot be obtained.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.042.*

**65C-14.042 Orientation.**

- (1) The facility shall provide prior to or at admission an orientation to living in the facility for each child and his parent or guardian.
- (2) The facility shall provide each child and his parent, guardian and the department with written policies governing the care of children, including visitation and discipline policies.
- (3) The facility shall have written policies that encourage and support family visits, mail, telephone calls, and other forms of communication with parents, relatives, friends or others with whom the child may have a significant relationship. A copy of the policies shall be provided to all children, staff, parents and guardians, and to the department.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.043.*

**65C-14.043 Child's Case Record.**

- (1) The facility shall maintain individual records for each child in care which include the following:
  - (a) Information including the name, address, sex, race, religion, birth date, and birthplace of the child;
  - (b) The name, address, and telephone number of the parent or guardian, siblings, grandparents, or other persons significant to the child;
  - (c) A social history of the child, his family and other significant persons, and any other information required by the residential child caring agency;
  - (d) Copies of legal documents relating to the child;
  - (e) Date of admission, source of referral, social assessment from the referring agency and medical information obtained at admission;
  - (f) Medical history, cumulative health record, treatment and clinical records and progress reports, and any psychological and psychiatric reports;
  - (g) Educational records and reports;
  - (h) Vocational exploration and training and employment records, if applicable;
  - (i) Records of special or critical incidents in the child's life;
  - (j) An individual service plan, reviews and revisions reflecting the child's and family's goal achievement;
  - (k) A copy of the Performance Agreement or permanent placement plan, referrals to other agencies, and release and aftercare summary.
- (2) Case records shall be kept confidential.
- (3) Staff entries in case records shall be dated and signed.

(4) The case record shall be maintained for a minimum of 5 years after a child has been discharged.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.044.*

**65C-14.044 Placement Agreement.**

(1) The facility shall have a written agreement with the child, parent, guardian, the department or the licensed child placing agency which describes the following:

(a) The frequency of contact with the child's family and staff from the agency.

(b) A plan for sharing information about the child's care and development with the parent, guardian, and the department as appropriate.

(c) The facility's participation in the ongoing evaluation of the child's needs and progress.

(d) The designation of responsibility for working with the child's parent, guardian or the agency which signs the placement agreement.

(e) Visitation plans for the child's parent, guardian, agency or the department.

(f) Provisions for a service plan review.

(g) The financial plan for payment of care and any fees to be covered.

(h) The conditions under which the child will be released from the program.

(i) A designation of responsibility for aftercare services.

(2) The plan shall be kept in the child's file and shall be available for review by the department.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.045.*

**65C-14.045 Program Services for Children in Care.**

Service Plan:

(1) The facility shall develop a written service plan or obtain a copy of the child's performance agreement within 30 days of placement for each child admitted into care. The service plan shall integrate the provisions of the performance agreement or the permanent placement plan.

(a) The development of the service plan shall involve:

(b) The child's parents, guardian and other appointed representatives and a representative of the referring agency if appropriate.

(c) Staff, volunteers, and others who work directly with children in care.

(2) The service plan shall include the following:

(a) An assessment of the child's and family's needs, strengths, weaknesses, and problems;

(b) An assessment of the child's educational, vocational, recreational and medical needs; a plan for meeting them; and daily living activities;

(c) Arrangements for individual or group counseling, as needed to resolve emotional conflicts or improve self esteem to help the child deal with personal problems, develop satisfying relationships and grow toward maturity;

(d) A projection in regard to the child's length of stay and the conditions under which the family will be reunited or another appropriate plan will be made;

(e) A plan for agency contact with the child's parent or guardian to work toward reunification and resolution of the problems which lead to placement.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.046.*

**65C-14.046 Continuing Service Plan and Review.**

(1) The facility shall review each child's service plan at least every 6 months. The review shall involve the child in care, the facility staff members working directly with the child, the parent or guardian, and the child placing agency or the department.

(2) At the time of the review, the service plan which integrates the current performance agreement or permanent placement plan shall be revised to include the following:

- (a) Progress made toward achieving the goals established in the previous service plan.
- (b) Any changes in the service plan.
- (c) A projected date for the child's release from care.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.047.*

#### **65C-14.047 Educational and Vocational Services.**

(1) Each child in residence shall attend school in accordance with the laws of the State of Florida. The facility shall plan jointly with school personnel to place children in appropriate grades and classes and to help them make an adjustment to their school experience.

(2) Arrangements shall be made for children to attend school in the community whenever possible to enable them to have normal contacts with other children and with the general life of the community. They should be encouraged to participate in after school clubs, sports and other extracurricular activities as appropriate.

(3) If an on-campus educational program is provided to resident children, such programs shall be designed to meet the educational needs of the children.

(4) Residential child caring agencies which provide therapeutic or psychiatric treatment programs shall integrate such programs with the child's educational program.

(5) The facility shall make vocational activities available for children so that they may acquire suitable employment experience and necessary life skills and shall encourage children of legal work age to find employment in the community in accordance with the service plan.

(6) The facility shall provide education and instruction in life tasks which shall include the following:

- (a) Vocational exploration opportunities;
- (b) Problem solving and decision making;
- (c) Independent living skills;
- (d) Social skills.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.048.*

#### **65C-14.048 Release Planning and Aftercare.**

(1) The facility shall have a written policy on release planning and aftercare services which shall specify the availability of service and identify the staff member or agency responsible for follow-up and implementation of the plan.

(2) A child may only be discharged to the parent, guardian or placing agency unless the facility is otherwise directed by the court.

(3) The facility shall prepare a written release plan and document this in the child's case record at least 45 days prior to the projected date of release from the facility, unless the release is unplanned and unforeseen as when a child becomes ill or absconds. A copy of the plan shall be provided to the parent or guardian or referral agency at least 30 days prior to the proposed release date.

(4) The plan shall include, but not be limited to the following:

- (a) A summary of services, an assessment of goal achievement, and identification of the needs which remain to be met.
- (b) Recommendations for the child and family following release from care, including provisions for support and referrals.
- (c) The date and reasons for release, the name, address, telephone number and relationship of the person or agency to whom the child is being discharged.
- (d) A copy of the child's medical, dental, educational and other records for the use of the person or agency who will assume care of the child.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.049.*

#### **65C-14.049 Religious and Ethnic Heritage.**

Unless the parental rights have been terminated by a court of competent jurisdiction, the parents retain the right to determine their

child's religious affiliation. Facilities operating under a religious auspices shall have the written permission of the child's parent or guardian if the child is required to attend religious services.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.050.*

#### **65C-14.050 Interior Space.**

(1) The facility shall have at least one bedroom for each four children, provided however, that if the applicant or licensee, in a written request for waiver, demonstrates that the health, safety and welfare of the resident children will not be affected thereby, the department, upon on-site inspection, shall grant a waiver if it determines that the evidence and statement support the applicant's or licensee's request. The bedrooms shall have 50 square feet for the initial occupant and an additional 50 square feet for each additional occupant, and a ceiling height of at least 7 feet, 6 inches. Programs established prior to the date this rule becomes effective may utilize dormitory style bedrooms, but new construction or facilities applying for initial licensure must comply with the size and occupancy requirements.

(2) Children shall have the opportunity to personalize their bedrooms with furnishings and possessions.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.052.*

#### **65C-14.051 Food Service.**

The facility shall assign a staff member to the overall management of the food service. If this person is not a professionally registered dietitian, consultation on menu planning shall be obtained at least quarterly from a professionally registered dietitian or the local health department. Residential programs participating in the Department of Education's Food and Nutrition Management Program will be considered to have met this requirement.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Amended 8-3-88, Formerly 10M-9.053.*

#### **65C-14.052 Health Care.**

(1) The facility shall have a written comprehensive plan for preventive, routine, emergency, and follow-up medical and dental care for all children and shall ensure that each child has an annual physical and dental examination. Names, addresses and telephone numbers of doctors, hospitals and ambulance services shall be posted in conspicuous places.

(2) The facility shall have at all times a staff member on duty trained to administer first aid and cardiopulmonary resuscitation.

(3) The facility shall provide or arrange for medically recommended glasses, hearing aids, prosthetic devices, corrective physical or dental devices, or equipment recommended by a physician for children in care.

(4) The facility shall maintain confidential medical and dental records for each child in care. The records shall include the dates of immunizations, medications, examinations, and any treatments for specific illness or medical emergencies.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.054.*

#### **65C-14.053 Apparel and Allowance.**

(1) The facility shall ensure that each child has his own clean, well fitting, attractive, seasonal clothing, appropriate to the child's age, sex, and individual needs, and in keeping with community standards.

(2) The facility shall provide opportunities for children to learn the value and use of money through the giving of an allowance, provision of opportunity for earning, spending, and saving. The facility shall have a means of keeping children's money secure. A record of monies being held for children shall be kept separate from the facility's financial accounts.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.055.*

#### **65C-14.054 Personnel.**

(1) Policies and Practices.

(a) The facility shall have written personnel policies and practices conducive to the recruitment, retention, and effective performance of qualified personnel. These policies and practices shall include, but not be limited to, the following:

1. Written job descriptions and titles for each position defining the qualifications, duties, and lines of authority;
2. Provisions which will encourage professional growth through supervision, orientation, in-service training, and staff development;
3. Provisions for inexperienced direct care staff members to accompany experienced staff on initial tours of duty until new staff members are able to effectively protect the health and safety of children;
4. Procedures for scheduling staff hours and assignments in advance;
5. Procedures for annual evaluation of the work and performance of each staff member and for 6-month evaluations of each new direct care staff member, which include provisions for employee participation in the evaluation process;
6. A description of the termination procedures established for resignation, retention, or discharge;
7. A grievance procedure for employees and a plan for review of the personnel policies and practices with staff participation no less than once every 3 years, and for revision when necessary.

(2) The facility shall have a personnel file for each employee.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.056.*

#### **65C-14.055 Job Functions and Staff Qualifications.**

The facility shall employ staff to perform administrative, supervisory, service, and care functions. These personnel shall have the following qualifications:

(1) Executive directors hired after the date that this rule becomes effective shall have a bachelor's degree from a college or university and at least 3 years of experience in management or supervision.

(2) Staff responsible for supervising, evaluating and monitoring social services staff of the facility shall have a master's degree in social work in a related area of study from a college or university and at least 2 years of experience as a social services worker, or a bachelor's degree from a college or university and 4 years of experience in working with children.

(3) Staff who perform direct counseling to children and their families shall have a master's degree in social work, counseling, or related area of study from a college or university, and at least 2 years of experience in social work, counseling or related area of experience.

(4) Staff responsible for the supervision, evaluation and monitoring of the direct child care staff shall have a bachelor's degree in social work, or related area of study from a college or university and at least 2 years of experience in working with children or 2 years of college and 4 years of experience in working with children.

(5) The facility shall obtain the services of licensed persons to provide necessary psychological, psychiatric, medical, and dental services and consultations.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Amended 8-3-88, Formerly 10M-9.057.*

#### **65C-14.056 Staff Development.**

(1) The facility shall have a written plan for the orientation, ongoing training, and professional development of all staff members.

(2) The facility shall ensure that staff members working directly with children receive at least 40 hours of training activities during each full year of employment. Activities related to supervision of the staff member's routine tasks shall not be considered training activities for the purposes of this requirement.

(3) The facility shall document that appropriate training received by direct child care staff includes, but is not limited to the following areas:

- (a) Administrative procedures and overall program goals;
- (b) Understanding of children's emotional needs and problems which affect and inhibit their growth;

- (c) Family relationships and the impact of separation;
- (d) Substance abuse: recognition and prevention;
- (e) Identification of and reporting responsibilities in regard to child abuse and neglect;
- (f) Principles and practices of child care;
- (g) Behavior management techniques, including crisis management and passive physical restraint;
- (h) Emergency and safety procedures; and
- (i) The screening supervision and use of volunteers.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.058.*

#### **65C-14.060 Standards for Contracted Emergency Shelters.**

The following standards shall be applied to the administration of contracted emergency shelters:

(1) The agency or provider shall provide initial orientation for all new employees during the first 2 weeks of their employment. This orientation shall include, but not be limited to, job responsibilities, agency administrative procedures, and supervision of residents.

(2) Contracted emergency shelters shall provide inservice training to all paid and volunteer staff. This training shall cover all policies appropriate to each position and shall include but not be limited to child supervision skills, fire safety procedures, emergency medical CPR and first aid procedures.

(3) Contracted emergency shelters which accept male and female clients, age 12 or older, shall ensure that both male and female staff are on duty at all times.

(4) Sleeping rooms may be dormitory style quarters provided that this design is not in violation of local fire codes or ordinances and the health and safety of the child is not threatened.

(5) There shall be telephone facilities on the premises which are accessible to residents for making and receiving approved private calls. Restrictions on private calls shall be based on the location of the party called, the cost of the call, the effect of the call on the child, the frequency of the calls, and any existing court orders regarding contact.

(6) All contracted emergency shelters shall be available for services on a 24-hour basis, 7 days a week.

(7) No contracted emergency shelters shall refuse to accept and provide care for children because of a minor illness or injury.

(8) A contracted emergency shelter staff member shall discuss program goals, available services and rules governing conduct with each resident upon admission to the shelter. This discussion must be documented by the facility employee on a form developed by each facility. The employee and resident must sign the completed form. This section will not apply to contracted emergency shelters which serve infants or children not capable of understanding due to retardation or mental illness.

(9) All contracted emergency shelters shall maintain a system of accounting for the whereabouts of all children who are temporarily away from the facility on regular planned activities or for other approved purposes.

(10) All contracted emergency shelters shall cooperate with the department's counselors who place clients in a contracted shelter program by enrolling the children in school or by providing an educational component in the shelter, in accordance with the local school system's policies and procedures.

(11) All contracted emergency shelters shall have on the premises individual records which contain at a minimum, the placing counselor's name, the child's name and home address, the date of the placement, the reason for placement, and any significant medical history. These records shall be maintained for a minimum of 5 years after a child has been discharged.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Amended 8-3-88, Formerly 10M-9.061.*

#### **65C-14.061 Standards for Runaway Shelters.**

(1) All runaway shelters shall have signed the department's approved civil rights compliance form, H. R. S. 707, February 1983.

(2) General.

(a) All runaway shelters shall be available for services on a 24-hour basis, 7 days a week.

(b) A runaway shelter staff member shall discuss program goals, available services and rules governing conduct with each resident upon admission to the shelter. This procedure shall be documented by runaway shelter staff and the resident, using a form

developed by each center.

(c) All runaway shelters shall maintain a system of accounting for the whereabouts of all children who are temporarily away from the shelter on regular planned activities or for other approved reasons.

(d) Sleeping rooms may be dormitory style if this design is not in violation of local fire codes or ordinances.

(e) There shall be telephone facilities on the premises which are accessible to residents for making and receiving approved private calls.

(f) Runaway shelters that provide residential care to runaway children shall provide separate housing for persons age 18 and older.

(g) When a child is referred to a runaway shelter without the knowledge of Department of Children and Family Services Intake or a child voluntarily requests placement, the runaway shelter staff will attempt to notify the child's parents or legal guardian immediately. This procedure shall occur except in cases where there have been allegations of abuse or neglect by the parents. In these cases the runaway shelter shall contact the department according to Section 415.504, F.S.

(3) Clients.

(a) Services are made available to youth and their families.

1. Upon self-referral; and

2. Through referrals by the child welfare system, juvenile justice system, community mental health system or community telephone referral systems.

(b) All runaway shelters shall make specific efforts to reach out to potential clients and promote self-referral as the primary means of acceptance for agency service.

(c) A runaway shelter's client population will consist of those children who are in conflict with their parents, have been forced from home by their families, or who have run away from other community placements.

(d) All runaway shelters shall provide early intervention counseling services for troubled youths, runaway youths and families with 24-hour access with emphasis toward crisis or time of need and shall include the following services:

1. Individual or group counseling, available daily, to each youth admitted into the shelter who requests such counseling.

2. Family counseling shall be available to each family whose child is admitted to the program on a residential or non-residential basis.

3. Weekly case management sessions, involving appropriate program staff, to review current cases and the types of counseling which are being provided.

(e) The project shall maintain an individual file on each youth admitted into the project.

1. The client file maintained on each youth shall, at a minimum, include an intake form which contains basic background information, counseling notations, information on the services provided both directly and through referrals to community agencies and individuals, disposition data, and any follow-up and evaluation data which are compiled by the project.

2. The file on each client shall be maintained by the project in a secure place and shall not be disclosed in part or in whole without the written permission of the client and his parent or legal guardian except as allowed by law. The case files shall be maintained for a minimum of 5 years after a child has been discharged.

(4) Client's Rights.

(a) All runaway shelters shall inform clients of the basic expectations for clients using its services, the hours during which services are available, and any rules set by the agency covering client conduct with particular reference to any activity which could result in the discontinuation of services.

(b) All runaway shelters shall have a written summary of client rights which is made available to all clients in the agency's reception area or which is handed to clients during their initial contact with the agency.

(c) All runaway shelters shall inform clients of any waiting period for service, the lack of a particular service, or of its determination that it cannot meet the clients needs and that service elsewhere would be more appropriate.

(d) Information about client rights will be made available in a language which the client can understand; in sign language or in verbal or written form as may be required by a visually handicapped or deaf client, and to the client's parents or legal guardian.

(e) All runaway shelters shall conduct service planning with the client's full participation. The client shall be encouraged to retain as much responsibility as possible. Active efforts shall be made to involve parents or legal guardians.

(f) All runaway shelters shall have written policies and procedures governing the conditions under which they will serve youth without parental consent.

(5) Basic Service Requirements.

(a) All runaway shelters shall have an active outreach component which includes direct contact with the youths themselves, with law enforcement officials, youth workers, school and transportation personnel, child protective agencies, and others likely to encounter runaway or homeless youths.

(b) Within the first 24 hours of service, a member of the runaway shelter direct service staff shall conduct an initial screening and initiate an individualized service plan for each client. This plan shall be reviewed by a supervisor within 72 hours.

(c) The initial screening shall include an assessment of immediate emergency needs, including food, housing, and clothing relevant family, social, emotional, educational, health, and employment history.

(d) All runaway shelters shall provide a comprehensive, integrated program of crisis counseling with a range of counseling services which includes immediate crisis intervention, short-term counseling, and referrals to, or arrangements for, long-term treatment, when appropriate.

(e) A designated runaway shelter staff member shall be responsible for assuring continuity of care from emergency services and crisis counseling through the provisions for aftercare and follow-up.

(f) All runaway shelters shall maintain linkages and cooperative agreements with community agencies, out-of-area programs, or individuals for services not directly provided by the agency, including a plan for handling emergency medical and dental needs of clients.

(g) A runaway shelter shall not deny emergency services to youths and their families due to their inability to pay.

(6) Shelter Care.

(a) When a runaway shelter provides emergency shelter services it shall meet basic residential needs through an on-site facility that provides food, housing, and clothing.

(b) All runaway shelters shall provide an organized program of daily activities, including individual or group counseling, educational, social and recreational activities.

(c) All runaway shelters shall provide for a 35 day maximum stay for runaway youths, and shall document in writing any exceptions. All exceptions shall be consistent with a runaway shelter's policies and shall be monitored by clinical supervisory staff.

(7) Aftercare Services.

(a) Discharge planning involves the consideration of a variety of alternative living arrangements, including return to family whenever possible, and when in the best interest of the youth; referral to long-term community-based residential facilities, or independent community living arrangements, including residence with friends, relatives, or others.

(b) Aftercare plans shall be developed under the direction of clinical supervisory staff and shall have the active participation of the client being served.

(c) Aftercare plans shall include referrals for ongoing individual or family counseling, and arrangements for services including education, career planning, and legal assistance when appropriate.

(d) Plans for aftercare services shall clearly distinguish the different needs of runaway and homeless youths, and shall document individualized aftercare plans that are developed to meet those needs.

(e) All non-local youths shall be provided with referrals to appropriate services in the youth's home area.

(f) All runaway shelters shall have procedures for adequate follow-up care and shall require at least one contact with discharged child or his family within the first 30 days following discharge.

(8) Personnel.

(a) The agency or provider shall provide initial orientation for all new employees during the first 2 weeks of their employment. This orientation shall include, but not be limited to, job responsibilities, agency administrative procedures, emergency procedures, and supervision of residents.

(b) Runaway shelters shall provide 40 hours of inservice training to all paid and full-time volunteer staff. This training shall cover all policies and procedures appropriate to each position and shall include, but not be limited to:

1. Child supervision skills;
2. Fire safety procedures;
3. First aid health and medical procedures during the first year and on an annual basis thereafter.

(c) All runaway shelter personnel with responsibilities or supervision of the counseling and case management components shall have a graduate degree in social work, psychology, counseling, psychiatry, or other human services professional field and shall have experience in working with youth and families.



(d) All runaway shelter staff with supervisory responsibilities for administrative or program operation shall have a Bachelor of Arts degree or an equivalent combination of education and experience.

1. All runaway shelter staff with case management responsibility shall have the necessary skills to utilize community resources and effect linkages and obtain services needed by the agency's clients.

2. All runaway shelters shall have a plan or procedure for assuring quality to clients, which includes professional review and monitoring of client assessments, service, and discharge planning.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.066.*

#### **65C-14.062 Medical Care in All Runaway Shelters.**

(1) If a child in a runaway shelter appears to be suffering from an illness or injury, the runaway shelter shall obtain authority from the child's parents to have the child taken to an emergency room or a licensed physician, to be examined and treated if necessary.

(2) If the child in care requires medical attention, and if the child's parents or legal guardian are contacted and refuse to approve medical treatment for their child, or the child's parents cannot be contacted, the runaway shelter shall contact the department who will request an ex parte court order authorizing medical treatment.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.067.*

#### **65C-14.070 Specific Rules for Maternity Residences.**

(1) Administration: The agency shall maintain a current organizational chart showing the administrative structure including the lines of authority. This chart shall be available to the department.

(2) Funding: Facilities beginning operation shall provide evidence of sufficient funding for operation of the program for at least 6 months.

(3) Budget: The agency shall prepare a written budget annually.

(4) Fees: If fees for services are charged, the agency shall have a written policy which describes the conditions under which fees are charged or waived. This policy shall be available to any person upon request.

(5) Solicitation of Funds: If funding is obtained through public solicitation a charitable permit for such solicitation shall be procured as required pursuant to Chapter 496.02, F.S.

(6) Notification of Changes: The agency shall provide written notification within 30 days to the department of changes in the agency's director, statement of purpose or admission criteria.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.070.*

#### **65C-14.071 Admission and Planning.**

The facility shall have written admission procedures which:

(1) Establish admission criteria.

(2) List forms which the agency, young woman, parent or guardian, are required to sign.

(3) Include a social summary of the young woman, her family, information regarding the putative father or significant others.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.071.*

#### **65C-14.072 Medical Information.**

(1) The maternity residence shall require, prior to admission or within 6 weeks following admission, a complete medical examination.

(2) The maternity residence shall compile or have available a medical history of the pregnant woman and if attainable on the putative father.

(3) The maternity residence shall provide or arrange that the medical and health needs of the mothers and infants in residence

are met.

(a) Each expectant mother and infant in care shall be under the medical supervision of a licensed physician.

(b) Following delivery each young woman shall be given medical supervision and allowed an adequate period of recovery. The length of this period and any limitations on her activities shall be determined by her physician.

(c) The maternity residence shall have written agreements with clinic and hospitals utilized for obstetrical and related services.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.072.*

#### **65C-14.073 Discharge.**

(1) The maternity residence shall discharge infants only to their mother, to the department, or to a licensed child placing agency.

(2) The maternity residence shall have a written policy that a young woman seeking adoptive placement for her infant will be referred to a licensed child placing agency or the department.

(3) Aftercare services shall be provided or referrals made to offer physical and emotional stabilization services for mothers leaving the facility.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.073.*

#### **65C-14.074 Counseling Services.**

The maternity residence shall make counseling services available to the young woman, her family, the putative father of the children and significant others as appropriate. The counseling shall include:

(1) Preparation for delivery of the baby and decision making in relation to plans for the child;

(2) Employment or education planning for the residents;

(3) Clarification of resident's legal rights and obligations in relation to parenthood or relinquishment;

(4) Assistance with post-partum living arrangements;

(5) Preparation for parenthood and family life education for mothers who plan to keep their babies;

(6) Adoption counseling for those mothers planning to relinquish their babies; and

(7) Socialization and support opportunities for single parents.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.074.*

#### **65C-14.075 Education and Vocational Service.**

(1) The maternity residence shall offer residents an opportunity to continue their education or prepare for the Graduate Equivalency Degree either by a provision of an on campus program or by attendance in the public schools system.

(2) Vocational training opportunities if available in the community, shall be offered to those residents for whom a formal educational setting is not appropriate.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.075.*

#### **65C-14.076 Orientation.**

(1) The facility shall provide an orientation to living in the facility for each young woman.

(2) The facility shall provide young women with the written policies regarding visitation and discipline policies, mail, telephone calls, or other rules of the facility.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.076.*

**65C-14.077 Case Record.**

- (1) The facility shall maintain individual records for each young woman which include the following:
  - (a) Information including the name, address, sex, race, religion, birthdate, birth place.
  - (b) Date of admission, source of referral, and medical information obtained at admission.
  - (c) Medical history, treatment, clinical records, any psychological and psychiatric reports, educational or vocational records and social history if available.
  - (d) An individual service plan, reviews and revisions reflecting the young women's adjustment to the facility.
- (2) Case records shall be kept confidential.
- (3) Staff entries in case records shall be dated and signed.
- (4) The case record must be maintained for a minimum of 5 years after a young woman has left the facility.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.077.*

**65C-14.078 Interior Furnishings and Space.**

- (1) Furnishings: A maternity residence providing care for infants and young children shall have furniture and equipment for feeding, bathing and napping and shall maintain ample supplies necessary, such as diapers, infant clothing and feeding supplies.
- (2) Bathrooms: A maternity residence that provides care for infants and young children shall provide for diaper disposal and soiled diapers storage in a hygienic manner.
- (3) Bedrooms: A maternity residence providing care for infants and young children shall meet the following requirements for bedroom space:
  - (a) A maximum of 2 mothers and their infants when infants sleep in the same room.
  - (b) Sleeping space in multiple bedrooms shall measure at least 50 square feet per mother and 30 square feet per infant.
  - (c) When infants and mothers are housed in single bedrooms the room shall measure no less than 60 square feet per mother and 40 square feet per infant.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.079.*

**65C-14.079 Staffing Requirements for Maternity Residences.**

- (1) A staff to child ratio of no less than 1 staff to each 10 girls under 18 years of age.
- (2) During sleeping hours 2 staff members shall be available on site for emergencies.
- (3) A maternity residence caring for young children and infants shall provide a ratio of at least 1 staff member to 6 infants when mothers are participating in their care. When mothers are not participating in the care, a staff to child ratio of 1 staff member to 4 infants shall be in effect.
- (4) Consultation from a licensed physician or local Health Department concerning medical plans and program of medical care for women and their children must be available.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.080.*

**65C-14.080 Food Service.**

The maternity facility shall assign a staff member to the overall management of the food service. If this person is not a professional registered dietitian, consultation on menu planning shall be obtained at least quarterly from a professional registered dietitian or the local health department. In maternity residences menus shall be appropriate to meet the nutritional needs of pregnant women. Residential programs participating in the Department of Education's Food and Nutrition Management Program will meet this requirement. Nutritious snacks which meet the requirements of the United States Department of Agriculture, Food and Nutrition Service shall be provided.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Amended 8-3-88, Formerly 10M-9.081.*

**65C-14.081 Health Care.**

(1) The maternity facility shall have a written comprehensive plan for routine and emergency health care. Names, addresses and telephone numbers of doctors, hospitals and ambulance services shall be posted in conspicuous places.

(2) The facility shall have at all times a staff member on duty trained to administer first aid and cardiopulmonary resuscitation.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.082.*

**65C-14.082 Apparel and Allowance.**

(1) The maternity facility shall ensure that each woman has maternity clothing that is appropriate, clean, well fitting, and seasonal.

(2) The maternity facility shall have a means of keeping each young woman's money secure. A record of monies being held for individual women should be kept separate from the facility's financial accounts.

(3) A record shall be kept of allowances if they are provided by the maternity facility.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.083.*

**65C-14.083 Personnel.**

(1) The facility shall have written personnel policies and practices conducive to the recruitment, retention, and effective performance of qualified personnel. These policies and practices shall include, but are not limited to the following:

(a) Written job descriptions and titles for each position defining the qualifications, duties, and lines of authority;

(b) Provisions for inexperienced direct care staff members to accompany experienced staff on initial tours of duty until new staff members are able to effectively care for the resident matters;

(c) Scheduling of staff hours and assignments in advance;

(d) Annual evaluation of the work and performance of each staff member and for 6 month evaluations of each new direct care staff member, which include provisions for employees participation in the evaluation process;

(e) Termination procedures established for resignation or discharge;

(f) A grievance procedure for employees and a plan for review of the personnel policies and practices with staff participation no less than once every 3 years and for revision when necessary.

(2) The facility shall have a personnel file for each employee.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.084.*

**65C-14.084 Job Functions and Staff Qualifications.**

The maternity facility shall employ staff to perform administrative, supervisory, service, and care functions. These staff shall have the following qualifications:

(1) Executive Director shall be responsible for the general management and administration of the agency in accordance with the licensing requirement and policies of the governing body. Executive Directors hired after the date that this rule becomes effective shall have a master's degree in social work or a related area of study from a college or university and at least 2 years of experience in the management or supervision of a family service or child care program or a bachelor's degree in social work or related area of study from college or university and 4 years experience in the management or supervision of a family service or child care program.

(2) Resident Director, hired after the date this rule becomes effective and who are responsible for the supervision, evaluating and monitoring of the daily work and progress of the direct child care staff shall have a bachelor's degree in social work or related area of study from a college or university and at least 2 years of experience in working with children's programs.

(3) The staff members who perform casework or group work tasks, counseling with unwed mothers, putative fathers or their families shall have a master's degree in social work or related area of study from a college or university, or a bachelor's degree in social work or a related area of study from a college or university and at least 2 years experience as a social worker.

(4) The staff responsible for the daily direct care, nurturing, and supervision of the young women shall be at least 21 years of age, and have a high school diploma or its equivalent.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.085.*

#### **65C-14.085 Staff Development.**

(1) The maternity facility shall have a written plan for the orientation, on going training, and professional development of all staff members.

(2) The maternity facility shall ensure that staff members working directly with residents receive at least 40 hours of training activities during the first full year of employment and a minimum of 20 hours for subsequent years. Activities related to supervision of the staff member's routine tasks shall not be considered training activities for the purpose of this requirement.

(3) The facility shall document that appropriate training received by direct service staff includes, but is not limited to the following areas.

- (a) Administrative procedure and overall program goals;
  - (b) Identification of reporting responsibilities in regard to child abuse and neglect;
  - (c) Medical, physical and psychological implications of pregnancy, including emergency childbirth procedures, Lamaze procedures, or other natural methods of childbirth;
  - (d) Developmental needs of adolescents and infants;
  - (e) Counseling skills on options legally available to mothers;
  - (f) Communication skills.
- (4) Staff shall be encouraged in professional growth through supervision, orientation, in-service training and staff development.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.086.*

#### **65C-14.090 Exemptions.**

Short-Term Wilderness Programs are exempted from the requirements in: Rules 65C-14.007, 65C-14.008, 65C-14.009, 65C-14.011 and subsection 65C-14.021(2), F.A.C.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Amended 8-3-88, Formerly 10M-9.087.*

#### **65C-14.091 Administrative Organization.**

(1) Administration: The agency shall maintain a current organization chart showing the administrative structure, including the lines of authority. This chart shall be available to the department.

(2) Funding: The agency shall provide written documentation that it has sufficient funds to meet all requirements for licensure. Programs beginning operation shall provide evidence of sufficient funding for operation of the program for at least 6 months.

(3) Budget: The agency shall prepare a written budget annually.

(4) Audit: The agency shall have financial records audited annually.

(5) Fees: If fees for services are charged, the agency shall have a written policy which describes the relationships between fees and services provided and the conditions under which fees are charged or waived. This policy shall be available to any person upon request.

(6) Solicitation of Funds: If funding is obtained through public solicitation, a charitable permit for such solicitation shall be procured as required pursuant to Chapter 496.02, F.S.

(7) Notification of Changes: The agency shall provide written notification within 30 days to the department of changes in the agency's director, statement of purpose or admission criteria.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Amended 8-3-88, Formerly 10M-9.088.*

#### **65C-14.092 Course Admission and Planning.**

(1) The program shall have written admission procedures which:

- (a) Establish admission criteria;

- (b) List the materials and forms required from the parents or child or placing agency;
  - (c) Outline preplacement procedures for the child, his parent, guardian, the child caring or child placing agency and the department;
  - (d) Describe the method used to assign each child to an appropriate course.
- (2) The file of each child admitted to a short-term wilderness program shall include the following:
- (a) Orders of court commitment or voluntary placement agreement with parents, guardian, or legal custodian.
  - (b) Background information regarding the child, his family and other significant persons and any other information required by the program.
  - (c) A written placement agreement signed by the parent, guardian, or agency having legal custody of each child admitted, and shall include financial arrangements and regulations.
  - (d) The program shall not accept children who do not meet the admission criteria.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Amended 8-3-88, Formerly 10M-9.089.*

#### **65C-14.093 Medical History.**

- (1) The program shall obtain complete medical information and consents prior to admission of a child.
- (2) Medical information and consents shall include, but not be limited to, the following:
  - (a) Completion of a physical examination by a licensed physician or report of such an examination performed within 30 days prior to admission.
  - (b) The child's medical history.
  - (c) Written consent from the child's parent or guardian for the facility to authorize routine medical or dental procedures for the child, and to authorize emergency procedures when written parental consent cannot be obtained.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.090.*

#### **65C-14.094 Program Orientation.**

- (1) The program shall provide prior to or at admission an orientation to the program for each child and his parent or guardian.
- (2) The program shall provide each child and his parent, guardian and the department with written policies governing the care of children, including discipline policies.
- (3) The program shall provide the child, parent, guardian and the department a written description of complaint procedures, including a method of appeal to the agency management for complaints not resolved to the satisfaction of the child or parent.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.091.*

#### **65C-14.095 Case Record.**

- (1) The program shall maintain individual records for each child in care which include the following:
  - (a) Information including the name, address, sex, race, religion, birthdate, and birthplace of the child;
  - (b) The name, address, and telephone number of the parent or guardian, sibling, grandparent, or others important to the child;
  - (c) Background history of the child, his family and other significant persons, and any other information which is pertinent to the child;
  - (d) Date of admission, source of referral, social assessment from the referring agency and medical information obtained at admission;
  - (e) Medical history and any psychological and psychiatric reports;
  - (f) Treatment and clinical records;
  - (g) Records of special or critical incidents in the child's life.
- (2) Case records shall be kept confidential.
- (3) Staff entries in case records shall be dated and signed.
- (4) The case record shall be maintained for a minimum of 5 years after a child has been discharged.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.092.*

**65C-14.096 Case Plan.**

(1) The program shall have a written case plan with the child, parent, guardian, the department or the agency which describes the following:

(a) The amount and frequency of contact with the child's family and staff from the agency.

(b) A plan for sharing information about the child's care and development with the parent, guardian, and the department as appropriate.

(c) The program's participation in the ongoing evaluation of the child's needs and progress.

(d) The designation of responsibility for working with the child's parent, guardian or the agency who signs the case plan.

(e) The financial plan for payment of care and fees covered.

(f) Conditions under which the child will be released from the program.

(2) The agreement shall be kept in the child's file and shall be available for review by the department.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.093.*

**65C-14.097 Food Service.**

The program shall assign staff member to the overall management of the food service. If this person is not a professionally registered dietitian or nutritionist, consultation on menu planning shall be obtained at least quarterly from a professionally registered dietitian or the local health department staff. The staff member in charge of food service shall review menus in advance and shall ensure well balanced daily means and snacks are provided. Residential programs participating in the Department of Education's Food and Nutrition Management Program are exempt from this requirement.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.094.*

**65C-14.098 Health.**

(1) The program shall have a written comprehensive plan of preventive, routine, emergency, and follow-up medical care for all children. Names, addresses and telephone numbers of doctors, hospitals and emergency services shall be maintained at all times.

(2) The facility shall have at all times a staff member on duty trained to administer first aid and cardiopulmonary resuscitation.

(3) The program shall maintain confidential medical and dental records for each child in care. The records shall include the dates of immunizations, medications, examinations, and any treatments for specific illness or medical emergencies.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.095.*

**65C-14.099 Aquatic Safety Procedures.**

(1) Prior to engaging in an aquatic activity, each child shall be classified according to swimming ability.

(2) The program shall not permit a child to participate in an aquatic activity requiring higher skills than the child's swimming classification, except during formal instruction.

(3) A method, such as the buddy system shall be established and enforced during aquatic activities.

(4) Lifesaving equipment shall be provided during aquatic activities and shall be immediately accessible in case of an emergency. Minimum equipment shall include the following:

(a) A whistle or other audible signal device;

(b) A first aid kit;

(c) A ring buoy, rescue tube, life jacket or other appropriate flotation device with a rope attached which is of sufficient length for the area.

(5) Life jackets shall be worn during all boating activities.

(6) Prior to any extended travel in any water craft, drills will be practiced to approximate actual man overboard and capsizing

situations.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.096.*

**65C-14.100 Fire and Weather Safety.**

(1) Fire warning and fire fighting plans shall be developed which include:

(a) Training, briefing, and drills in:

1. Prevention of and actions to be taken in case of fires in structures and outdoors.
2. The safe use of fires and stoves.

(b) Regular inspections of fire fighting equipment.

(2) Weather shall be treated with respect and frequent evaluations made or obtained and acted upon. Particular care shall be taken to ensure the adequacy and appropriateness of clothing and equipment.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.097.*

**65C-14.101 Sedentary Programs.**

(1) A wilderness camp shall not be established at a location where land is not properly drained.

(2) The location of a camp shall not present a fire, health or safety hazard.

(3) A tent used for sleeping and living purposes which remains in one location for more than 2 weeks shall be provided with a floor which is smooth, in a clean condition and in good repair.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.098.*

**65C-14.102 Mobile Programs.**

(1) A travel plan shall be developed which includes an itinerary and a pre-established check-in time for any programs which are mobile in the wilderness. This plan shall be kept on file at the program's office or left with a designated home base person.

(2) A pre-established emergency assistance plan shall be initiated upon the failure of a traveling group to meet the check-in time.

(3) The program shall establish written procedures for a response to potential emergencies and disasters, including fire, severe weather, and a lost child.

(4) The location of a campsite shall not present a fire, health, or safety hazard and shall be located on land that is properly drained.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.099.*

**65C-14.103 Personnel Practices.**

(1) The program shall have written personnel policies and practices conducive to the recruitment, retention, and effective performance of qualified personnel. These policies and practices shall include, but not be limited to the following:

(a) Written job descriptions and titles for each position defining the qualifications, duties, and lines of authority;

(b) Provisions which will encourage professional growth through supervision, orientation, in-service training, and staff development;

(c) Provisions for inexperienced direct care staff members to accompany experienced staff on initial tours of duty until new staff members are able to effectively protect the health and safety of children;

(d) Procedures for scheduling staff hours and assignments in advance;

(e) Procedures for annual evaluation of the work and performance of each staff member and for 6 month evaluations of each new direct care staff member, which include provisions for employee participation in the evaluation process;

(f) A description of the termination procedures established for resignation, retention, or discharge;

(g) A grievance procedure for employees and a plan for review of the personnel policies and practices with staff participation no



less than once every 3 years, and for revision of these policies when indicated.

(2) The facility shall have a personnel file for each employee.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.100.*

#### **65C-14.104 Job Descriptions.**

The program shall employ staff to perform administrative, supervisory, service, and care functions. The personnel shall have the following qualifications:

(1) The person responsible for the supervision of field operations for the various wilderness programs hired after this rule is promulgated, shall have a bachelor's degree and 5 years of experience in outdoor programs of which 3 years must have been in a supervisory position. A master's degree may be substituted for 1 year of the required experience.

(2) Staff members hired after this rule is promulgated who are responsible for supervising and directing individual program operations shall have a bachelor's degree and 3 years of professional experience in an outdoor program of which 2 years must have been in an administrative capacity. The requirement of a college degree may be waived by substitution of 5 years of work experience in the outdoor field and 3 years of work experience in a child care related area. Two years of administrative responsibility will still be required.

(3) The supervisory staff members responsible for providing direction and support to the field staff shall have a bachelor's degree and 2 years of professional experience in an outdoor program of which 1 year must have been in an administrative position. The requirement of a college degree may be waived by substitution of 4 years of work experience in the outdoor field and 2 years of experience in a child care related area. One year of administrative responsibility shall be required.

(4) The field instructor staff shall be responsible for the daily direct care, instruction and supervision of the children. The instructor shall have a minimum of a high school diploma and 1 year of experience working in outdoor programs.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.101.*

#### **65C-14.105 Training.**

(1) The program shall have a plan for the orientation, ongoing training, and development of all staff members.

(2) The program shall ensure that staff members working directly with children receive at least 40 hours of training activities during each full year of employment. Activities related to supervision of the staff member's routine tasks shall not be considered training activities for the purposes of this requirement.

(3) The program shall document that appropriate training is received by staff which includes, but is not limited to the following areas:

- (a) Administrative procedures and overall program goals;
- (b) Understanding of children's emotional needs and problems which affect and inhibit their growth;
- (c) Family relationships and the impact of separation;
- (d) Substance abuse: recognition, prevention and treatment;
- (e) Identification of and reporting responsibilities in regard to child abuse and neglect;
- (f) Principles and practices of child care; management and passive physical restraint;
- (g) Behavior management techniques, including crisis management and passive physical restraint;
- (h) Emergency and safety procedures.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.102.*

#### **65C-14.110 Specific Exemptions for Wilderness Camps.**

Wilderness camps shall be exempted from the following requirements found in: subsections 65C-14.008(1)-(8), Rule 65C-14.009, subsections 65C-14.011(3), 65C-14.018(1), 65C-14.020(2), F.A.C.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.104.*

#### **65C-14.111 Structural and Safety Requirements.**

(1) Campsites shall be of a design which provides sufficient protection from the elements and shall be of safe construction. These structures shall be covered with durable flame proof material.

(2) Each group campsite shall have running water and shall maintain designated fire stations. All campers shall be instructed in fire prevention and in the use of equipment and techniques for fighting small fires.

(3) Latrine areas within the group campsites shall be designed and maintained in accordance with state and local health regulations.

(4) Toilets shall provide for individual privacy.

(5) Showers or tubs shall be provided and hot water made available for bathing.

(6) Mirrors, which are nondistorting, shall be placed in appropriate places at reasonable heights as an aid to grooming.

(7) Non-permanent structures used for sleeping shall be located on dry land. The sleeping structure shall promote comfort and reasonable protection from weather, insects and have a floor which is smooth, kept in a clean condition and in good repair.

(8) Permanent sleeping structures shall provide roofs, exterior walls, doors and windows which are weathertight and watertight and shall be in sound condition and in good repair.

(9) The location of a campsite shall not present a fire, health or safety hazard.

(10) Gasoline, kerosene and flammable materials shall be stored in covered safe containers plainly labeled as to their contents.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.105.*

#### **65C-14.112 Clothing and Personal Needs.**

(1) All children shall have their own clothing and shall receive help and training in the selection and proper care of clothing as appropriate.

(a) Clothing shall be suited to the existing climate and seasonal conditions.

(b) Clothing shall be available to meet the child's needs and shall be of proper size to fit the child.

(2) Adequate protective equipment shall be provided to each child to afford reasonable insulation from insects, effects of weather and irritating plant life. This equipment shall include mosquito netting, rain gear, boots, insect repellent and proper clothing when required.

(3) The child's personal grooming articles shall be readily available in areas designated for him within the campsite.

(4) Each child shall be given time during each day for the purpose of withdrawing from the group for rest, reflection and privacy.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.106.*

#### **65C-14.113 Water Safety.**

(1) Before engaging in an aquatic activity, each camper shall be classified according to his swimming ability.

(2) A method, such as the buddy system shall be established and enforced during aquatic activities.

(3) Safety equipment shall be provided during all aquatic activities. Minimum equipment shall include the following:

(a) A first aid kit,

(b) A whistle or other audible signal device,

(c) A ring buoy, rescue tube, life jacket or other flotation device with a rope attached which is of sufficient length for the area.

(4) Life jackets shall be worn during all boating activities.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History--New 7-1-87, Formerly 10M-9.107.*

**65C-14.114 Admission, Education and Case Record Procedures.**

(1) A wilderness camp shall not accept a client for care until an intake study has been made by the camp staff and it has been determined that the placement meets the needs and best interests of the client.

(2) Children admitted to the program shall be in good physical health or able to compensate for any physical handicap to the extent that they can participate in a strenuous outdoor program.

(3) During the intake process the following shall be documented in writing and placed in the child's case record.

(a) A list of the individuals who shall have responsibility for financial support and for medical and dental care, including consents for medical treatments which may include surgical care;

(b) Arrangements for appropriate family participation in the program;

(c) Phone calls and visits when indicated;

(d) Arrangements regarding the child's leaving the camp with the director's consent;

(e) An individual treatment plan shall be developed on each child within 30 days after admission. The plan shall contain the following:

1. A statement of the child's strengths and deficits; and

2. An individualized education plan.

(4) If the needs of the resident children can only be met by the provision of an on-campus educational program, such program shall maintain standards of instruction which compare with those of the local public schools or meet the standards of the Southern Association of Colleges and Schools.

(5) Closed case records shall be maintained for a period of not less than 5 years.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.108.*

**65C-14.115 Wilderness Camp Personnel Policies.**

(1) Wilderness camps shall have written personnel policies which shall be available to all employees. These policies shall include, but not be limited to, the following:

(a) Written job descriptions and titles for each position defining the qualifications, duties and lines of authority;

(b) Procedures for the annual evaluation of the work and performance of each staff member;

(c) A description of the termination procedures established for resignation, retention and discharge;

(d) A grievance procedure for employees.

(2) Job Descriptions.

(a) The camp director shall be responsible for the general management and administration of the wilderness camp. The camp director shall have a bachelor's degree from a college or university and at least 3 years experience in a child care program.

(b) The assistant director shall be responsible for the developments and maintenance of a balanced program for each campsite or camper in a wilderness camp. The assistant director shall have a bachelor's degree from a college or university and at least 2 years experience in a child care program. The requirements for a college degree may be waived by substitution of a high school diploma and 5 years experience in a child care program.

(c) The staff members responsible for supervising counselors shall have 3 years previous experience in a counseling and child care program.

(d) The staff members or counselors responsible for the direct care of the children shall be at least 18 years of age.

(3) The wilderness camp shall have a plan for the orientation, ongoing training, and professional development of all staff members. All staff members working directly with children shall receive at least 40 hours of training activities during each full year of employment. This training shall be documented in each staff member's personnel file.

(4) A designated responsible person shall be at a wilderness camp at all times. The director shall make available organizational charts and written plans for staffing to all camp staff.

*Specific Authority 409.175 FS. Law Implemented 409.175 FS. History—New 7-1-87, Formerly 10M-9.109.*

