

## 2. Licensing of Child Placing Organizations (CPO)

**2.0 PURPOSE** The procedures provide the steps to certify a Child Placing Organization. Child Placing Organizations are authorized to provide foster care and adoption services, including licensing foster homes and approving adoptive homes and placing and supervising the children in these homes.

### 2.1 AUTHORITY

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|----|---|---|
| A. | 45 C.F.R., Part 1355                      | The Administration on Children, Youth and Families, Foster Care Maintenance Payments, Adoption Assistance and Child and Family Services |
| B. | P.L. 98-473,<br>42 U.S.C. 5751            | Authorization   |
| C. | HRS 346-14                                | Duties Generally  |
| D. | HRS 346-16                                | Definitions   |
| E. | HRS 346-17                                | Child Placing Organizations, Child Caring Institutions, and Foster Boarding Homes; Authority Over and Investigation Of                  |
| F. | HRS 346-19.6                              | Criminal History Record Checks  |
| G. | <a href="#">HAR 17-893</a>                | Licensing of Child Placing Organizations  |
| H. | P.L. 115-271<br>Section 106(b)(2)(B)(xii) | Child Abuse Prevention and Treatment Act (CAPTA)  |

### 2.2 APPLICATION PROCESS

#### 2.2.1 Who may apply

- A. Any person, agency or organization that investigates places or supervises minor children in foster care must apply with the Department to be licensed in the State of Hawaii.
- B. The Department shall disqualify applicants who, in this State or elsewhere, have for cause been denied a license, had a license not renewed, or had a license revoked to operate a child caring institution, a child placing organization, a foster

home, a nursing home, boarding home, day care, adult family home or any other facility for the care of children or adults.

- C. The department shall not delay or deny to any person the opportunity to become a foster parent in a child placing organization, on the basis of race, color, or national origin of the person, or of the child involved. However, the cultural, ethnic, or racial background of the child and the capacity of the adoptive parent(s) to meet the needs of the child of such background may be considered as factors when making a determination of placement that is in the best interest of the child.
- D. The department shall not delay or deny the placement of a child, or otherwise discriminate in making placement decisions solely based on the race, color, or national origin of the foster parent or the child involved. However, the cultural, ethnic, or racial background of the child and the capacity of the adoptive parent(s) to meet the needs of the child of such background may be considered as factors when making a determination of placement that is in the best interest of the child.

### **2.2.2 Initial Inquiry**

- A. When someone calls about obtaining a Child Placing Organization license, obtain some general information about what the individual, agency or organization proposes to do and the kind of children to be served.
- B. Send a letter to the caller with the application materials and a copy of the Child Placing Organization rules.
- C. Ensure that the individual has not had a license revoked, especially if calling from another State. (See 2.2.1.B above)

### **2.2.3 Application materials needed**

- A. Application Form.
- B. Written statement of the organization's purpose and function.
- C. Statement of the organization program and description of and the method of service delivery, including why this organization is needed in the community and how it will complement the other organizations.
- D. Criteria for selection of children to be served.
- E. Training curriculum that prepares foster parents and adoptive

parents in the competencies necessary to care for children.

1. It is strongly recommended that the FosterPRIDE/ AdoptPRIDE comprehensive, competency-based program be utilized; but if not, the organization must have a plan to prepare and assess the foster parents and adoptive parents in five competency categories.
  2. The competency categories are:
    - a. Protecting and nurturing;
    - b. Meeting developmental needs and addressing developmental delays;
    - c. Supporting relationships between children and their families;
    - d. Connecting children to safe, nurturing relationships intended to last a lifetime; and
    - e. Working as a member of a professional team.
- F. Statement of the geographic area to be served.
- G. Statement of organizational plan, including statement of legal authority.
1. For incorporated organizations, include:
    - a. A copy of the charter and articles of incorporation;
    - b. A copy of the by-laws; and
    - c. A current list of officers, directors, and trustees, showing terms of office.
  2. For individuals, partnerships, or unincorporated organizations, include:
    - a. A copy of the by-laws defining policies and procedures relating to the board structure and organization; and
    - b. A list of the board members (at least 3),

composed of persons who are interested in child welfare, but excluding relatives or employees.

- H. A copy of the personnel policies.
  - 1. Statement of the minimum requirements for the education, training and experience of the professional staff to be employed.
  - 2. If already hired, a list of employees by name, social security number, birth date, education, training, position, and date of hire.
  - 3. A copy of the organization's classification and salary schedule.
- I. Consents for criminal history record and background checks, including Child Abuse/Neglect Registry, for the applicant and employees.
- J. A copy of the funding and estimated annual budget for the first year.
- K. Other statements as may be required by the Department.

#### **2.2.4 Study**

Upon receipt of the application and required documents, review the applicant's qualifications to determine that the proposed services or program meet the requirements. Check for the following:

- A. Application and Documents: Application is complete and all required documents have been submitted.
- B. Purpose, Program and Services: The purpose or function of the organization is clearly defined and the services to be provided reflect the latest Child Welfare Services standards, including:
  - 1. The number, sex, ages and kinds of children accepted for care are appropriate.
  - 2. The services to be provided will meet the needs of each child in placement.

3. The geographic area from which the children will be accepted will meet the needs of the community.
  4. The policies on admission, discharge and care of children are clear and appropriate.
- C. Governing Authority: The organization, even individuals, must have a board and by-laws that define its structure and organization, and the board directs the organization in carrying out its purposes.

The organization complies with all existing applicable state laws.

- D. Personnel: The organization has written personnel policies covering selection of staff, salaries and fringe benefits, leaves, staff training and development, and other employment practices.
1. The applicant and employees have good character, good health, emotional stability, and sufficient ability and education and training to carry out the duties assigned to them.
    - a. The executive director is responsible for the general management and administration of the organization in accordance with the licensing requirements and policies. The executive director shall have a master's degree in social work or a master's degree in a related area of study from an accredited institution of higher learning, and at least four years experience in a child placement organization of which a minimum of two years should be in administration.
    - b. The placement supervisors shall be responsible for supervising, evaluating, and monitoring the work and process of the social service staff. The placement supervisors shall have a master's degree in social work or a masters degree In a related area of study from an accredited institution of higher learning, and at least two years experience in child placement.
    - c. The child placement workers shall be responsible

for performing intake services, providing casework or group work services for children and their families, doing home finding and assessment studies related to family foster homes and adoption, planning and coordinating the services and resources affecting children and their families. Child placement staff shall have either a master's degree in social work or a master's degree in a related area of study from an accredited institution of higher learning, or a bachelor's degree in social work or related social sciences and two years experience working directly with children.

2. The applicant and employees who have any contact with children have completed their criminal history and Child Abuse and Neglect (CA/N) registry checks and meet the criminal history record check requirements.
  3. The applicant and employees who have contact with children had a physical examination, including a chest x-ray or tuberculin skin test within the year.
    - a. There shall be a written report from the licensed physician stating that the employee is in good health and is free from communicable diseases.
    - b. Thereafter, all staff members who have contact with children shall have a chest x-ray or tuberculin skin test in accordance with the recommendations of the state Department of Health. (Refer to the TB Clearance Section below)
- E. Financing: The organization has adequate resources to finance the operating costs of administration, maintenance, personnel and to conduct a program which protects and promotes the welfare of children.
1. The organization has an accounting system that is conducive to sound and efficient management.
  2. The applicant must obtain a financial audit every year by a person or organization licensed by the State.
  3. Assets exceed the estimated expenses. The

organization has been in operation and has audited financial statements. Route the latest audit financial statement to the Financial Evaluations staff of the Management Services Office (MSO) and request a review.

### **2.2.5 Issuance of certificate of approval**

- A. Issue a certificate of approval when the study indicates that the organization is in satisfactory compliance with the rules.
- B. Issue a certificate for a period of one year, or
- C. Issue a certificate for two years when the organization meets the criteria in the rules.
- D. On the certificate of approval, specify the name and address of the organization to which the certificate is issued, with the number, sex and age of the children for whom the organization is licensed.
- E. Issue a provisional certificate of approval to an organization which is unable to meet all the requirements at the time of the study, and will likely meet all the requirements within six months, provided that the health, safety and welfare of the children are not at risk.

State in writing to the organization, the specific reasons for the issuance of the provisional certificate.

- F. At the discretion of the Department, the provisional certificate of approval may be renewed once for another six months as provided the health, safety and welfare of the children are not at risk.

## **2.3 SOCIAL SERVICES**

The organization shall have a social service program which reflects the best practices in child welfare services, which include the following:

### **2.3.1 Intake and application services**

- A. The organization shall study every placement application to determine the desirability of separating the child from the family and placing the child in foster care.

- B. The organization shall consider information in the application regarding past and current experiences and needs of the child in order to determine the type of services appropriate for the child.

Any person who fails to safeguard confidential information or who violates rules governing the confidential nature of department information may be prosecuted for a violation pursuant to Chapter 346, HRS

- C. When appropriate, the organization shall help the child remain with the child's parents or legal guardians. However, if it is determined that a foster home placement is in the best interest of the child, the organization shall provide services to help the child and family understand the meaning of separation and benefit from the services available from the Child Placing Organization.
- D. The organization shall arrange for temporary care in case of an emergency need for placement until the application study is completed and a decision made regarding continuing care.
- E. Parents or guardians shall be fully involved in the application process and in planning for the child, including contributing to the child's support, and the rights of parents or guardians shall be respected.
- F. The organization shall take appropriate legal action to protect children who are without responsible parents or legal guardians.
- G. The child shall be placed in a foster care facility that meets the licensing requirements and has demonstrated the willingness and ability to meet the foster parent/adoptive parent competency requirements.
- H. Each child, the child's parents or guardians, and the foster care facility shall be prepared for the placement.
- I. Written and signed agreements between the organization and parents or guardians with regards to the placement, financial arrangement, and authorization for dental, medical, and surgical diagnoses and treatment, shall be secured.
- J. A written tentative plan of service, which shall include the

purpose and duration of placement, shall be developed for each child. The organization shall re-evaluate the plan at least semi-annually.

### **2.3.2 Recruitment, preparation and selection of foster parents**

- A. The organization shall have a structured framework to recruit, prepare and select foster parents that is competency based. It is highly recommended that the FosterPRIDE/AdoptPRIDE program be utilized.
- B. The organization shall ensure that the families that are approved meet the Department's foster family boarding home requirements and have demonstrated the willingness and ability to meet the foster parent competencies. (For competencies, see 2.2.3.E.2)
- C. The organization shall keep a separate record on each foster home studied which shall include the following:
  - 1. An application from the foster parents stating the foster parents' interest in providing foster care.
  - 2. A family assessment summary that addresses the family's strengths and how the family met the five competency areas.
  - 3. Current medical reports, including tuberculosis (TB) clearances.
  - 4. Findings on the criminal history record check and all CA/N registry clearances.
  - 5. Summary of dates and content of worker's contacts.
  - 6. A record of the children placed in the home.
  - 7. An annual or biennial evaluation of the foster home.
  - 8. A written agreement between the organization and the foster parents regarding board payments and responsibilities of the organization and the foster parents.
  - 9. A written agreement between the organization and the

parents or guardians regarding board payments and responsibilities of the organization and parents or guardians.

10. A termination summary, for homes which are closed, stating the reasons for the closing.

### **2.3.3 Continuing services**

- A. The organization shall provide children in foster care with continued casework services to ensure that the social, physical, emotional, educational, and intellectual needs of the children are being met.
- B. The organization shall offer the parents or guardians casework services in relation to the child's needs.
- C. There shall be visits to the foster home on a planned basis to ensure that services to the children are being provided.
- D. The organization shall provide health supervision and shall ensure that all children receive appropriate medical and dental care, which shall include:
  1. Pre-placement physical examination by a licensed physician.
  2. Provision for care when ill.
  3. Immunizations and vaccinations as required by the State Department of Health.
  4. Periodic health examinations according to the age of the children as required by the State Department of Health.
  5. Tuberculosis clearances in accordance with current recommendations of the State Department of Health.
  6. Dental examination and care by a licensed dentist.
  7. Psychological testing, evaluations, and treatment as necessary.
- E. The organization shall provide children in foster care with opportunities for education in accordance with individual needs

and potentialities.

- F. The organization shall provide opportunities for the children to participate in leisure time activities and to develop special interests and abilities. These opportunities may be provided through community resources or through individual instruction.

#### **2.3.4 Discharge and after care services**

Before discharge of the child from foster care, the organization shall be responsible for evaluating the suitability of the discharge and after care plans.

### **2.4 ADOPTION SERVICES**

Any adoption services provided by a Child Placing Organization shall reflect the latest and best adoption standards and practice.

#### **2.4.1 Adoptive home recruitment and application**

- A. The organization shall have a written plan for ongoing recruitment and training of adoptive homes which includes the methods of recruitment, sources to be used, preparing families, designated staff, and funding to implement the plan. The organization shall recruit families of all racial, ethnic, and cultural backgrounds.
- B. The organization shall provide information to prospective adoptive parent(s) about the adoption process, the organization's policies and practices, legal procedures and the approximate time the process will take, adoptive standards, types of children available, and the implications for parenting different types of children.
- C. The organization shall provide an application form for prospective adoptive parents and accompanying the application and prior to signing a contract for services, the organization shall provide the applicants with a written statement explaining fixed fees, fixed charges and an estimate of additional itemized expenses of any kind to be paid by the applicants. Fees should be related to the cost of providing an adoption service and should not exceed the cost. The cost of services rendered prior to the decision that adoption is a suitable plan should not be included in the cost of adoption.

- D. The department shall not delay or deny to any person the opportunity to become an adoptive parent, on the basis of race, color, or national origin of the person, or of the child involved. However, the cultural, ethnic, or racial background of the child and the capacity of the adoptive parent(s) to meet the needs of the child of such background may be considered as factors when making a determination of placement that is in the best interest of the child

#### **2.4.2 Adoptive home study**

- A. The organization shall make an assessment of the applicants' competency in ensuring that children:
  - 1. Will be protected and nurtured.
  - 2. Will have their developmental needs met and developmental delays addressed.
  - 3. Will be given support for their relationships with their families.
  - 4. Will be connected to safe, nurturing relationships intended to last a lifetime.
  - 5. Will have these needs met by adoptive parents, social workers, and others who work together as a professional team.
- B. The agency social worker shall have, at a minimum, two at-home consultations with the applicants. There shall be at least one face-to-face interview with each member of the household. If the last family assessment was done more than six months ago, another interview must be held in the home with updated information. If a family moves to Hawaii from another state with an approved home study, the adoptive home study must be updated in Hawaii.
- C. The following information shall be included in the applicant's record:
  - 1. Assessment of the strengths of the applicants and the household members in meeting the needs of the children.

2. Motivation for adoption.
3. The attitudes and feelings of the family, extended family, and significant other involved with the family toward accepting adoptive children.
4. Attitudes of the applicant toward the parent of the child and the reason the child is in need of adoption.
5. The applicant's plan for discussing adoption with the child.
6. Emotional stability and maturity of applicant(s).
7. Ability to cope with problems, stress, frustrations, crises, and loss.
8. Capacity to give and receive affection.
9. Child caring skills and willingness to acquire additional skills needed for the child's development.
10. Ability to provide for the child's physical and emotional needs.
11. Clearance of criminal history record check and Child Abuse Neglect (CA/N) registry.
12. Adjustment of birth children, previously adopted children, and other children in the home including school reports, if applicable.
13. A report of a physical examination, including TB clearances, for members of the adoptive family living in the household within six months of the study which verifies that each person suffers no communicable disease, specific illness, or disabilities, which would interfere with the family's ability to parent a child.
14. Ability to provide financially for the child or children to be adopted with or without agency financial assistance through adoption subsidy.
15. Personal and community character references.

16. Religious orientation, if any.
17. Location and physical environment of the home.
18. Plan for child care if parent(s) work.
19. Recommendations for adoption in regard to number, age, sex, characteristics, and special needs of children best served by the family.

### **2.4.3 Adoptive placements**

- A. The adoptive placement of a child shall be made only when the child is freed for adoption by action of a court of competent jurisdiction or by a notarized voluntary consent for adoption, giving the organization authority to place such child for adoption and to consent to the child's adoption.
- B. A legal risk adoptive placement of a child may be made when there is strong evidence that the child may become free for adoption and the prospective adoptive parents have been informed of the risks involved.
- C. The organization shall discuss the potential child with the prospective adoptive family and prepare the family for the placement of the child. Preparation shall include the following:
  1. A review and interpretation of all available social, medical, and psychological information on the child and birth family that is deemed appropriate in the discretion of the social worker.
  2. A discussion about the needs, characteristics, and implications of the child's background on the child's adjustment in the adoptive family.
  3. Visitations with the child prior to placement, whenever possible.
- D. The worker shall visit the adoptive family at least once in the first thirty days and have regular face-to-face contact thereafter until the adoption is finalized. Upon filing of the petition for adoption, the organization shall make a recommendation to the court on the advisability of finalizing

the adoption.

- E. The organization shall be available to provide post-adoption services to the adoptive parent(s), the birth parent(s), and the adoptee after the finalization of the adoption, or to refer them for appropriate services.

#### **2.4.4 Adoptive study records**

- A. The organization shall keep separate records for each adoptive family.
- B. In the event a family was not accepted or did not have a child placed with them, there shall be a narrative documenting the reasons.

### **2.5 CRIMINAL HISTORY RECORDS CHECK, BACKGROUND CHECK, AND EMPLOYMENT HISTORY CHECK**

#### **2.5.1 Required checks**

- A. The Child Placing Organization (CPO) applicant, employees who have contact with children in the organization, foster parents and adoptive parents shall have criminal history and background checks. In addition, the CPO applicant and employees shall have employment history checks.
  1. Obtain Child Abuse and Neglect (CA/N) clearances from the State Child Protective Services System (CPSS) Central Registry and complete required forms authorizing clearances for other states' registries.
  2. Do the employment check for the CPO applicant and employees by requesting the applicant fill out the DHS 1622, "Employment History Information." Request that the CPO applicant do the same for their employees and that reports obtained be filed in the employees' personnel files.
  3. Request that the CPO applicant, employees and all foster parents and adoptive parents fill out DHS 1623, "Request for Criminal History Record Clearance" and for Oahu, provide DHS 1623, "Instructions for Obtaining a Criminal History Records Clearance".
  4. For the State criminal history name check, call the

Hawaii Criminal Justice Data Center or police department.

5. For the Federal Bureau of Investigation (FBI) criminal history check, refer to the following for fingerprinting:
  - a. On Oahu, refer CPO applicants, employees and foster parents and adoptive parents to the Hawaii Criminal Justice Data Center.
  - b. For East Hawaii, West Hawaii, Kauai and Maui, schedule the CPO applicants, employees, foster parents and adoptive parents for fingerprinting by a licensing unit worker.
  - c. For Molokai and Lanai, refer CPO applicants, employees, and foster parents and adoptive parents to the Molokai Police Department.
- B. New employees and rehires of the CPO must obtain criminal history and background checks within five working days of employment.
- C. The Hawaii Criminal Justice Data Center will send all criminal history information to the Department. That information cannot be used for any purpose other than for which it was obtained. When that information is received, share that information immediately with the organization. Do not send the hard copy of the report to the organization. File it in a separate confidential file folder reserved for only criminal history record reports.
- D. The Department and the organization shall consider only convictions and pending charges reported during a criminal history records check or other investigations. The department shall disregard arrests not resulting in charges and dismissed charges as a means of denying or revoking a license.

### **2.5.2 Grounds for denial, revocation, non-renewal, termination**

- A. The department **shall** deny, revoke, or not renew a license of a CPO if the applicant, an employee of the CPO, or any adult household member in a foster home or adoptive home under the CPO was confirmed to be a perpetrator and/or a non-

protective adult caregiver in a CWS case. For specific guidelines for foster homes and adoptive homes, refer to Chapter IV, Section 1 "Licensing of Foster Family Boarding Homes for Children."

- B. The department **shall** deny, revoke, or not renew a license of a CPO if the applicant, an employee of the CPO, or any adult household member in a foster home or adoptive home under the CPO has any of the following:
1. Felony conviction for child abuse or neglect, spousal abuse, a crime against children (including child pornography), or a crime involving violence, including rape, sexual assault, or homicide, **committed at any time**; or
  2. Felony conviction for physical assault, battery, or a drug-related offense that was **committed within the past 5 years**.
- C. In addition, the department **shall** deny, revoke, or not renew a license if the CPO applicant, an employee of the CPO, or an adult household member in a foster home or adoptive home under the CPO has been convicted of any of the following crimes, **committed at any time**:
1. Abandonment of a child;
  2. Endangering the welfare of a minor in the first degree;
  3. Indecent Exposure;
  4. Kidnapping;
  5. Promoting prostitution in the first or second degree;
  6. Robbery in the first degree;
  7. Unlawful imprisonment in the first degree.
- D. In addition, the department **shall** deny, revoke, or not renew a license if the CPO applicant, an employee of the CPO, or an adult household member in a foster home or adoptive home under the CPO has been convicted of any of the following crimes, **committed within the past 5 years**:
1. Abuse of a household member;
  2. Burglary in the first or second degree;
  3. Criminal property damage in the first or second degree (includes arson);
  4. Custodial interference in the first degree;

5. Extortion in the first or second degree;
  6. Forgery;
  7. Promoting gambling;
  8. Prostitution;
  9. Robbery in the second degree; or
  10. Theft in the first or second degree.
- E. The department **shall** deny a license if a license was denied, revoked or disapproved in this State or any other State.
- F. For convictions not covered above and for convictions covered above, which occurred beyond the time frames indicated, consider the type of offense, when the offense occurred, whether rehabilitation occurred, and whether the individual's position could jeopardize the health, safety and well-being of children.
1. To determine the relevancy of such information, a relationship should exist between the information, the individual's position, and the danger the individual may pose to the children. For example, a conviction of "driving under the influence of alcohol" indicates a risk to children if the individual transports children or has regular unsupervised contacts with children.
  2. Consideration may be given to an individual who shows evidence of being rehabilitated. Examples of such evidence may be a letter from a counselor or therapist, the time lapse since conviction, or statements from individuals attesting to a sustained change in the applicant's, operator's, employee's or prospective employee's behavior. A single item of evidence, however, may not be conclusive of rehabilitation. Fact gathering and a thorough assessment of the facts is critical in determining whether the individual poses a risk to the health, safety or well-being of children in care.
- G. The department shall request that the CPO terminate the employment of an employee who has a conviction for any of the offenses listed above and for any other offense that the department determines is a risk to the health, safety and well-being of children. This request shall be in writing and shall specify the criminal conviction and background information that warrants termination.

1. The organization shall terminate the employee no later than 10 days from the date the letter was sent by the Department.
2. If the organization refuses to terminate the employee, that is grounds for revocation or suspension of a certificate of approval.

## **2.5 TB CLEARANCES**

- A. The Tuberculosis clearance procedures are determined in accordance with the Department of Health, TB and Hansen's Disease Control Branch.
- B. The CPO applicant, employees who have contact with the children in the organization and all foster parents and adoptive parents must have a tuberculin skin test or a chest x-ray within the last 12 months and yearly thereafter, unless the individual had a positive chest x-ray and is receiving appropriate medical follow up or obtained positive skin tests and two subsequent negative chest x-rays. (Please refer to the appendix at the back of the section for more detailed instructions.)

## **2.6 RENEWAL OF CERTIFICATE OF APPROVAL**

- A. At least thirty calendar days prior to the expiration of the certificate of approval, obtain the following from the organization:
  1. Current list of legal proprietors. Incorporated organizations shall submit a current list of officers, directors, trustees, or advisory board members, showing terms of office.
  2. Current list of employees, training, experience, position, duties, and salary.
  3. Report of the number of children served in the past year by age, sex, and program.
  4. Copies of annual audited financial statement, completed for the lost year or for the last two years (for organizations with biennial certificates of approval).
  5. Copy of the estimated annual budget for the coming year or a copy of the estimated biennial budget for the next two years if the organization is certified for two years.

6. Report of major changes in program or facilities made within the past year or past two years (for organizations with biennial certificates of approval).
  7. Copy of any amendments to the articles of incorporation or by-laws of interpreted organizations where the authority, purpose, or function has changed.
  8. Statement of proposed changes in the program or facilities.
  9. Consents for inquiry into the State criminal history record files.
- B. Use "Request for Criminal History Record Clearance" form ([DHS 1623](#)) and instructions for obtaining a criminal history records clearance ([DHS 1623A](#)). Maintain a record of initial and subsequent criminal history checks for applicants and all employees using "Record of Completed Checks" form ([DHS 1624](#)).
- C. Follow the attached Department of Health (DOH) guidelines for TB clearances.
- D. Conduct the study for renewal of the certificate of approval.

## 2.7 REGISTRATION OF CHILD PLACING ORGANIZATION IN CPSS-LRF

Fill in all the information on all 3 screens, including the following:

### A. Screen 1

1. Facility ID: CPO
2. Facility Name: Enter the official name of the organization
3. Facility Type: CPO
4. Fill in rest of screen

### B. Screen 2

1. License Status: If an approval date is entered, the system will automatically enter the code "G"
2. Approval date: Date facility approved by licensing worker

3. License Condition: Fill in appropriate code
  4. Yearly Redetermination Date: One or two years from approval date
  5. Fill in rest of screen
- C. **Screen 3:** Fill in as much of the screen as possible but at least
1. Youngest age and Oldest Age of Children Accepted
  2. Comments: Any pertinent comments about this facility

## **2.8 DENIAL, SUSPENSION, REVOCATION**

### **2.8.1 Denial**

- A. If the organization does not meet the licensing requirements, send a letter to the applicant stating the reasons for the denial. The letter shall also inform the applicant of the opportunity to request a hearing on the decision within 90 calendar days of the date the notice was mailed.
- B. If a hearing is requested, refer to Procedures, Chapter 1, Section 3, "Hearings."

### **2.8.2 Suspension and revocation**

- A. If the organization fails to meet the conditions under which the certificate of approval is granted, the Department shall notify the organization in writing, stating the specific violations and giving the organization a minimum of thirty calendar days to effect the necessary corrections, unless the violation is so serious that an immediate suspension or revocation is necessary.
- B. If the organization is given the opportunity to make the necessary corrections and fails to do so within the time period allowed, the certificate of approval may be suspended or revoked by the Department. In the letter of suspension or revocation, inform the organization of the right to appeal in writing within 90 calendar days of the mailing of the letter. If a hearing is requested, refer to Procedures, Chapter 1, Section 3, "Hearings."

**APPENDIX****DOH'S UNIFORM TUBERCULIN CLEARANCE PROCEDURES**

1. There shall be documented evidence that all staff members, volunteers, clients, foster parents and household members have an initial entry and annual tuberculosis (TB) clearance. Initial TB evaluation shall include a Mantoux tuberculin skin test or a chest x-ray.
2. If the initial tuberculin skin test is negative, there shall be a yearly skin test until it becomes positive. If the Individual is 16 years old or older and the initial tuberculin skin test is negative, a second tuberculin skin test must be done after one week, but not later than three weeks after the first test. The results of the second test shall be considered the baseline test and used to determine appropriate treatment and follow-up. If the second skin test is negative, a single skin test shall be repeated yearly. If the second skin test is positive, then obtain a chest x-ray. The two-step procedure is not required if a tuberculin skin test has been performed within the preceding 12 months.
3. If the tuberculin skin test is positive, a standard chest x-ray with appropriate medical follow-up must be obtained, followed by a single subsequent chest x-ray one year later. If these chest x-rays demonstrate radiographic evidence of freedom from active TB, then no further screening chest x-rays are required unless TB symptoms occur.
4. Subsequent annual TB screening should be performed by repeat skin testing in tuberculin negative individuals, and by symptom screening in tuberculin reactors whose single follow-up chest x-ray at one year demonstrates radiographic freedom from TB.
5. Tuberculin reactors whose single follow-up chest x-ray at one year demonstrates radiographic freedom from TB should not have annual chest x-rays repeated for TB clearance unless the individual has a cough of more than three weeks duration, and at least one of the following symptoms: fever, night sweats, weight loss, or malaise/fatigue.
6. Individuals who have had positive skin tests and two subsequent negative chest x-rays do not need further TB tests unless TB symptoms appear.

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TWO-STEP TB SKIN TEST PROCEDURE

