

3. Licensing of Child Caring Institutions

3.0 PURPOSE The procedures provide the steps to certify a child caring institution.

3.1 AUTHORITY

Sec. 4, 4.1.1, 4.1.5.2

Sec. 4, 4.1.1, 4.1.5.2

Sec. 4, 4.1.1, 4.1.5.2

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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,
42 U.S.C. 5751 | Authorization |
| C. | P.L. 105-89 | Adoption and Safe Families Act of 1997 |
| D. | HRS 346-14 | Duties Generally |
| E. | HRS 346-16 | Definitions |
| F. | HRS 346-17 | Child Placing Organizations, Child Caring Institutions, and Foster Boarding Homes; Authority Over and Investigation Of |
| G. | HRS 346-19.6 | Criminal History Record Checks |
| H. | HAR 17-1627 | Licensing of Child Caring Institutions |

3.1.1 REASONABLE PRUDENT PARENT STANDARD FOR CHILD CARING INSTITUTIONS

The Department procedures for the implementation of the Reasonable and Prudent Parent Standard for Child Caring Institution refer to Part IV- Licensing Section 0 Licensing of Resource Homes and Child Caring

Institutions--Implementation of the Reasonable and Prudent Parent Standard for Resource Family Homes and Child Caring Institutions

3.1.2 Qualified Immunity-Child Caring Institution

(As defined in HRS 346-17) Any resource caregiver or child caring institution issued a certificate of approval pursuant to this section shall be immune from liability in a civil action to recover damages for injury, death, or loss to a person or property that results by authorizing a child in the caregiver's or institution's foster care to participate in an extracurricular, enrichment, cultural, or social activity; provided that the authorization is in accordance with the reasonable and prudent parent standard as defined in title 42 United States Code section 675 (10) (A).

3.2 APPLICATION PROCESS

3.2.1 Who may apply

- A. Any private, institution or group home desiring to be licensed by the department for the purpose of receiving no less than six and no more than 25 minor children for care and maintenance apart from their parents or guardians on a twenty-four hour basis for monetary payment.
- B. This does not apply to any boarding school which is primarily engaged in educational work or to any treatment facility, forestry camp, training school, or facility operated primarily for the detention of delinquent children.
- C. This does not apply to public child care institutions that accommodate more than 25 children problems.
- D. 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, or adult family home or any other facility for the care of children or adults.

3.2.2 Initial inquiry

- A. When someone calls about opening a child caring institution or group home, inquire generally about the purpose, the program, and the kind of children the institution will serve, to determine that the institution meets the criteria of a child

caring institution as outlined in "Who May Apply" above.

- B. Discuss the needs in the community and assess whether there is a need for this particular child caring institution. Provide information of the child caring institutions that currently exist in the community.
- C. If there is a need for this child caring institution and the caller is interested, send a letter to the caller with the application materials and a copy of the child caring institution rules.
- D. Discuss the requirements for implementation of the Reasonable and Prudent Parent Standard in Child Caring Institutions. Refer caller to the DHS website Part IV Licensing Section "0" and Section 1 for the Procedures for child caring institution to implement the Reasonable and Prudent Parent Standard.
- E. Ensure that caller knows that staff shall show evidence of being trained on child development and on the reasonable and prudent parent standard prior to them being unsupervised and identified as the on-site resource caregiver for to make decisions on the reasonable and prudent parent standard for the young people placed in the home.
- F. If the caller wants additional information on the Reasonable and Prudent Parent Standard for child caring institutions, staff shall mail the following documents:
 - a. "Normalcy For Children and Young People in Foster Care, A Guide for Resource Caregivers and Child Caring Institutions on the Reasonable and Prudent Parent Standard,
 - b. Don't Say "NO" Until You "KNOW"-A Guide for Caregivers to Promote Normalcy and Well-Being for Children and Young People in Foster Care,
 - c. Rights of Children and Youth in Foster Care,
 - d. Department of Human Services (DHS) Resource Family Basics,
 - e. Social Media: Tips for Youth in Foster Care,
 - f. Resource Caregivers and CCI Caregiver's can help protect children/young people: Use and safety consideration on social networking websites.

3.2.3 Application materials needed

- A. Application Form.
- B. Location and Floor Plans.
- C. Written statement of the institution's program and its services, including policies on admission, discharge, and care of children including how the reasonable and prudent parent standard will be implemented as a normal part of the CCI practice including who will be the identified on-site caregiver and how staff will be trained prior to them being the on-site caregiver.(Refer to Section 3.2.4 training).
- D. 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.
 - c. A current list of officers, directors, and trustees showing terms of office.
 - 2. For individuals, partnerships, or unincorporated organizations, include the names of the individuals who are fully responsible for any debts or obligations incurred by the Institution.
- E. A copy of the personnel policies, including:
 - 1. A list of employees by name, position, social security number, birth date, and date of hire.
 - 2. Consents of all employees who will have contact with the children for criminal history and background checks for those employees.
- F. A copy of the funding and estimated annual budget for the first year.
- G. Verification that requirements of the Department of Education are met when a regular school is conducted in the institution.

3.2.4 Study

- A. Application and Documents: Application is complete and all required documents have been submitted including the agencies detailed plan to implement the reasonable and prudent parent standard as part of the agencies practice (Part IV-Licensing Section 0).
- B. Physical Facilities: Location and building plans comply with the rules for "Licensing of Child Caring Institutions".
1. The facility complies with all applicable zoning ordinances.
 2. The facility complies with building codes and other related ordinances.
 3. The facility complies with all applicable health and sanitation regulations of the State Department of Health,
 4. The facility meets City and County Fire Department standards.
 5. The facility is able to isolate a child who has a suspected communicable disease which has not been controlled or diagnosed and the child will have access to a separate toilet and washroom.
 6. The facility has an adequate kitchen, dining room, bathrooms, study space, laundry area, living room, outdoor play area and storage; and an office space for staff.

It will be the applicant's responsibility to secure the necessary clearances and inspections. If the State or City and County offices refuse to do the inspections, request that the applicant obtain that in writing. The applicant may then obtain these inspections from private contractors that are certified to do these inspections and that are willing to certify that the facility meets the applicable codes.

- C. Purpose, Program and Services: The purpose or function of the institution is clearly defined.

1. The number, sex, ages, and kinds of children that will be 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 including how the reasonable and prudent parent standard will be implemented as a normal part of the CCI practice are clear and appropriate.
 5. The Department shall ensure that, before a child in foster care, under the responsibility of the Department is placed in a Child Caring Institution, the CCI on-site caregivers shall:
 - a. be prepared adequately with appropriate knowledge and skills to provide for the needs of the child; and
 - b. That the preparation shall be continued, as necessary, after the placement of the child; and
 - c. That the preparation shall include knowledge and skills relating to the reasonable and prudent parent standard for the participation of the child in age of developmentally-appropriate activities, including knowledge and skills relating to the developmental states of the cognitive, emotional, physical and behavioral capacities of a child, and knowledge and skills relating to applying the standard to decisions such as whether to allow the child to engage in social, extracurricular, enrichment, cultural, and social activities, including sports, field trips, and overnight activities lasting 1 or more days, and to decisions involving the signing of permission slips and arranging of transportation for the child to and from extracurricular, enrichment and social activities
- D. Governing Authority: The institution has a person or persons vested with the legal governing authority.
1. If an incorporated organization, the legal governing

authority are the current officers, board of directors or trustees or an advisory board.

2. If an individual, partnership or unincorporated institution, the legal governing authority is the registered legal owner or proprietor.
- E. Personnel: The institution has written personnel policies covering Hawaii State Child Abuse and Neglect (CA/N) checks, Adam Walsh Child Abuse and Neglect checks, Hawaii State Criminal History Checks, National Sex Offender checks, Fingerprint checks of the State and National criminal records, selection of staff, salaries and fringe benefits, leaves, agency orientation, staff training and development and other employment practices.
1. The applicant and employees shall complete their criminal history record checks prior to beginning work. These clearances include: the Hawaii State Criminal History check, National Sex Offender check and Fingerprint checks of the State and national criminal records. The applicant and employee shall meet all criminal history check requirements. All necessary forms and documentation shall be in the applicant and employees personnel file.
 2. The applicant and employees shall have completed their Child Abuse and Neglect (CA/N) clearance from the Hawaii State child abuse neglect registry including the registries in all states where the applicant and employee resided within the preceding five years. The applicant and employee shall meet all CA/N check requirements. All necessary forms and documentation shall be in the applicant and employee personnel file
 3. All employees shall have 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 shall have a chest x-ray or tuberculin skin test in accordance with the recommendations of the State Department of

Health.

3. CCI Staff Training: The CCI shall have a training plan for staff, volunteers and contracted personnel who have direct contact with children/youth. The training plan shall identify how initial and annual training will be structured and provided and the time frames in providing initial and annual trainings.
 - a. Agency Orientation, including, but not limited to policies and procedures addressing:
 - i. Intake and assessment;
 - ii. Overview of Child Welfare Services and their role;
 - iii. How to welcome the child/youth in the shelter;
 - iv. Documentation Requirements;
 - v. How to work as part of a TEAM;
 - vi. Confidentiality and ethics;
 - vii. Emergency response; and
 - viii. Disaster preparedness
 - ix. Reasonable and Prudent Parent Standard roles and responsibilities of the on-site caregiver in applying the reasonable and prudent parent standard.
 - b. Understanding Children and youth with emotional and behavior problems and how to provide positive behavioral support to children with emotional and behavioral problems.
 - c. Annual training: A minimum of 12 hours of relevant training shall be completed on an annual basis.
 - d. The training record shall include scheduled completion dates, training topics, length of training, and shall identify who provided the training and their qualifications.
 - e. The training record shall be maintained and updated in the staff, volunteers and contracted personnel file.
 - f. The training plan shall include how the CCI will identify who will be the on-site caregiver for the varying shifts and their plan to ensure that the CCI identified on-site caregiver for all shifts has received the training on the reasonable and prudent parent standard and are able to make decisions involving

the participation of the young person in age or developmentally-appropriate activities PRIOR to them taking on this responsibility.

- i. All CCI's shall have an identified on site caregiver for all shifts which is defined as a designated on-site prudent parent in a Child Caring Institution (CCI).
 - ii. Each CCI shall identify one staff, per shift, to be the on-site "caregiver", with respect to any young person placed at the CCI, is designated to be the caregiver who is authorized to apply the reasonable and prudent parent standard to decisions involving the participation of the child in age or developmentally-appropriate activities, and who is provided with training in how to use and apply the reasonable and prudent parent standard.
 - iii. A person must be identified as the on-site caregiver, not a committee or an office.
 - iv. The CCI agency shall ensure that all on-site CCI caregivers continue to receive continuous ongoing training and support to meet the various age and developmental needs of the young people placed in the CCI.
- F. Financing: The institution 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.
2. The institution has an accounting system that is conducive to sound and efficient management.
 3. The applicant is willing to have a financial audit every year by an accountant licensed by the State.
 4. The institution's assets exceed the estimated expenses. If the institution has been in operation and has audited financial statements, route the latest audited financial statement to the Financial Evaluations staff of the Management Services Office (MSO) to request a review.

3.2.5 Issuance of certificate of approval

- A. Issue a certificate of approval when the study indicates that the institution 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 following criteria are met:
 - 1. The institution was licensed as a child caring institution In Hawaii for at least one year.
 - 2. The institution complied with all licensing rules.
 - 3. There were no major changes in the structure or in policies and procedures relating to foster care.
 - 4. The applicant has no criminal history, employment history, or background which poses a risk to children.
 - 5. There were no complaints on this institution.
- D. On the certificate of approval, specify the name and address of the institution to which the certificate is issued, with the number, sex and age of the children for whom the institution is licensed.
- E. Issue a provisional certificate of approval to an institution which is unable to meet all the requirements at the time of the study, but will likely meet all the requirements within six months as long as the health, safety and welfare of the children are not at risk.

State In writing to the institution, 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 long as the health, safety and welfare of the children are not at risk.

3.3 BACKGROUND CLEARANCE AND EMPLOYMENT HISTORY CLEARANCE

3.3.1 Required checks

- A. The applicant and all employees (new and rehired employees) of a Child Caring Institution (CCI) shall have the following background checks completed prior to beginning work: Hawaii State Criminal History Record Check, Fingerprint checks of the State and national criminal records, National Sex Offender Checks, Hawaii State Child Abuse and Neglect (CA/N) registry check, Adam Walsh-Child Abuse and Neglect registry checks from other states, if applicable and, employment history checks.
1. Hawaii State Child Abuse and Neglect (CA/N) registry check: shall be obtained from CPSS and any manual file cards (if available) for applicants and all employees. Be sure that all names, including aliases, maiden names, and other married names are checked. Among the screens that should be checked: NS01, NS02, NS04, NS10, NS14. If there is a name match, other screens to check for more information include: CS06, CD20, CD36, CD39, CD62, CD64, CX52.
 2. Adam Walsh-Child Abuse and Neglect (CA/N) registry checks from other states: shall be completed on the applicant and all employees who have resided in other states/tribes in the preceding 5 years. The clearances shall be completed in accordance with federal and state statutes and departmental procedures.
 3. Do the employment check for the applicant by requesting the applicant fill out the DHS 1622, "Employment History Information." Request that the applicant do the same for their employees and that reports obtained be filed in the employees' personnel files.
 4. Request that the applicant and all employees fill out DHS 1623, "State and National Criminal History Record Check" and submit this form to licensing.
 5. Licensing staff shall complete the Hawaii State Criminal History Check on the Criminal Justice Information System (CJIS) using the information provided on the DHS 1623. When completing the Hawaii State Criminal History Check, this check also includes the Hawaii State Sex Offender check so staff will not need to complete a

separate check.

6. Complete the National Sex Offender Check on all applicants and employees.
7. For the Fingerprint checks of the State and national criminal records, refer to the following for fingerprinting:
 - a. On Oahu, East Hawaii, West Hawaii, Kauai and Maui provide applicants and employees with the instructions to register on line to schedule their fingerprint appointment.
 - b. Provide Molokai and Lanai applicants and employees with the Fingerprint instructions and the packet which includes the fingerprint cards for fingerprinting at their respective Police Departments.

3.3.2 **Dissemination of the Criminal History Record Information (CHRI) – FBI/STATE Fingerprint Based Check**

Licensing staff shall:

- A. **Not** disseminate the FBI/STATE Criminal History Record Information (CHRI) received from the fingerprint based check to the Departments contracted providers who complete home studies of resource homes on behalf of the department.
- B. Complete the form: "FBI/STATE & Hawaii State Criminal History Record Information (CJIS√)". Licensing staff will disseminate this form to Child Caring Institutions (CCI).
 1. Enter the date(s) the information from the FBI and State fingerprint based check was received.
 2. Enter only a checkmark in the applicable box to indicate if the applicant has been assessed as "Qualified" or "Not Qualified" for individuals to be cleared. No information or details of any criminal history obtained through the fingerprint check may be released. The information received from

the FBI and State fingerprint based check **cannot** be released.

3. FBI/STATE determination -When determining the qualified/not qualified status of an individual to be cleared, refer to HAR 17-1627 Licensing of Child Caring Institutions and procedures in Section 3.3.3 Grounds for denial, revocation, non-renewal and termination.
- C. Not disseminate the CHRI obtained for the purpose of licensing resource caregivers to other authorized recipients for separate unrelated use, subsequent to the original request. Example: Do not disseminate the FBI/STATE CHRI to include, but not limited to these agencies: 1) DHS - Benefit, Employment and Support Services Division, Child Care Connection, and 2) The Department of Education (DOE), 3) Family Court.
 - D. Not disseminate previous CHRI on individuals that completed the fingerprint base clearance as a result of their employment or licensing under another CCI and/or CPO. Example: An employee of a CCI was fingerprinted, but left this employment and is now employed under a CPO. This individual will need to complete fingerprinting again.

3.3.3 Grounds for denial, revocation, non-renewal, termination

- A. The department **shall** deny, revoke, or not renew a license of a CCI if the applicant or an employee of the CCI was confirmed to be a maltreater and/or a non-protective adult caregiver in a CPS case.
- B. The department **shall** deny revoke, or not renew a license of a CCI if the applicant or an employee of the CCI has any of the following:
 1. Felony conviction for child abuse or neglect, spousal abuse, a crime against children (including pornography), or a crime involving violence, including rape, sexual assault, or homicide (except for physical assault or battery) **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 of a CCI if the applicant or an employee of the CCI 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; or
 7. Unlawful imprisonment in the first degree.
- D. In addition, the department **shall** deny, revoke, or not renew a license of a CCI if the applicant or an employee of the CCI 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 the State or any other State.
- F. For convictions not covered above and for convictions covered above but 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 will 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 institution 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 institution shall terminate the employee no later than 10 days from the date the letter was sent by the department.
 2. If the institution refuses to terminate the employee, that is grounds for revocation or suspension of a certificate of approval.

3.4 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 applicant and employees who have contact with the children in the institution 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 for more detailed instructions.)

3.5 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 institution:
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, showing position, duties, and salary.
 3. Report of the number of children served in the past year by age, sex, and period of residence.
 4. Listing of the current child population by age, sex, and date of placement.
 5. Copies of annual audited financial statements, completed for the last year or for the last two years (for institutions with biennial certificates of approval).
 6. 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 institution is certified for two years.
 7. Report of major changes in program or facilities made within the past year or past two years (for institutions with biennial certificates of approval).
 8. Copy of any amendment to the articles of incorporation or by-laws of incorporated organizations where the authority, purpose, or function has changed.
 9. Statement of proposed changes in the program or facilities.
- B. Do criminal history name checks. 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. Ensure that DOH guidelines for TB testing are followed for all employees.
- D. Inspect the physical facility, program policies and procedures, personnel records, and case records at random to ensure that the institution is providing a safe environment and proper care and supervision of the children in the institution.

3.6 REGISTRATION OF CHILD CARING INSTITUTIONS IN CPSS-LRF

Fill in the following information on all 3 screens:

- A. Screen I
 - 1. Facility ID; CCI
 - 2. Facility name: Enter the official name of the facility
 - 3. Facility type: CCI
 - 4. Fill in rest of screen
- B. Screen 2
 - 3. License status: If an approval date is entered, the system will automatically enter the code "G"
 - 4. Approval date: Date facility approved by licensing worker
 - 5. License condition: Fill in appropriate code
 - 6. Yearly redetermination date: One or two years from date of approval
 - 7. Fill in rest of screen
- C. Screen 3: Fill in as much of the screen as possible, but the following is the minimum:
 - 1. Slot approved: Enter the number of children the facility is approved for
 - 2. Youngest age and oldest age of children accepted

3. Comments: Any pertinent comments about this facility

3.7 DENIAL, SUSPENSION, REVOCATION

3.7.1 Denial

- A. If the institution does not meet the study requirements as specified in 3.2.4, 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 the applicant requests a hearing in writing, refer to Procedures, Chapter 1, Section 3, "Hearings".

3.7.2 Suspension and revocation

- A. If the institution fails to meet the conditions under which the certificate of approval is granted, the Department shall notify the institution in writing, stating the specific violations and giving the institution a minimum of thirty calendar days to effect the necessary correction, unless the violation is so serious that an immediate suspension or revocation is necessary.
- B. If the institution 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 institution 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."

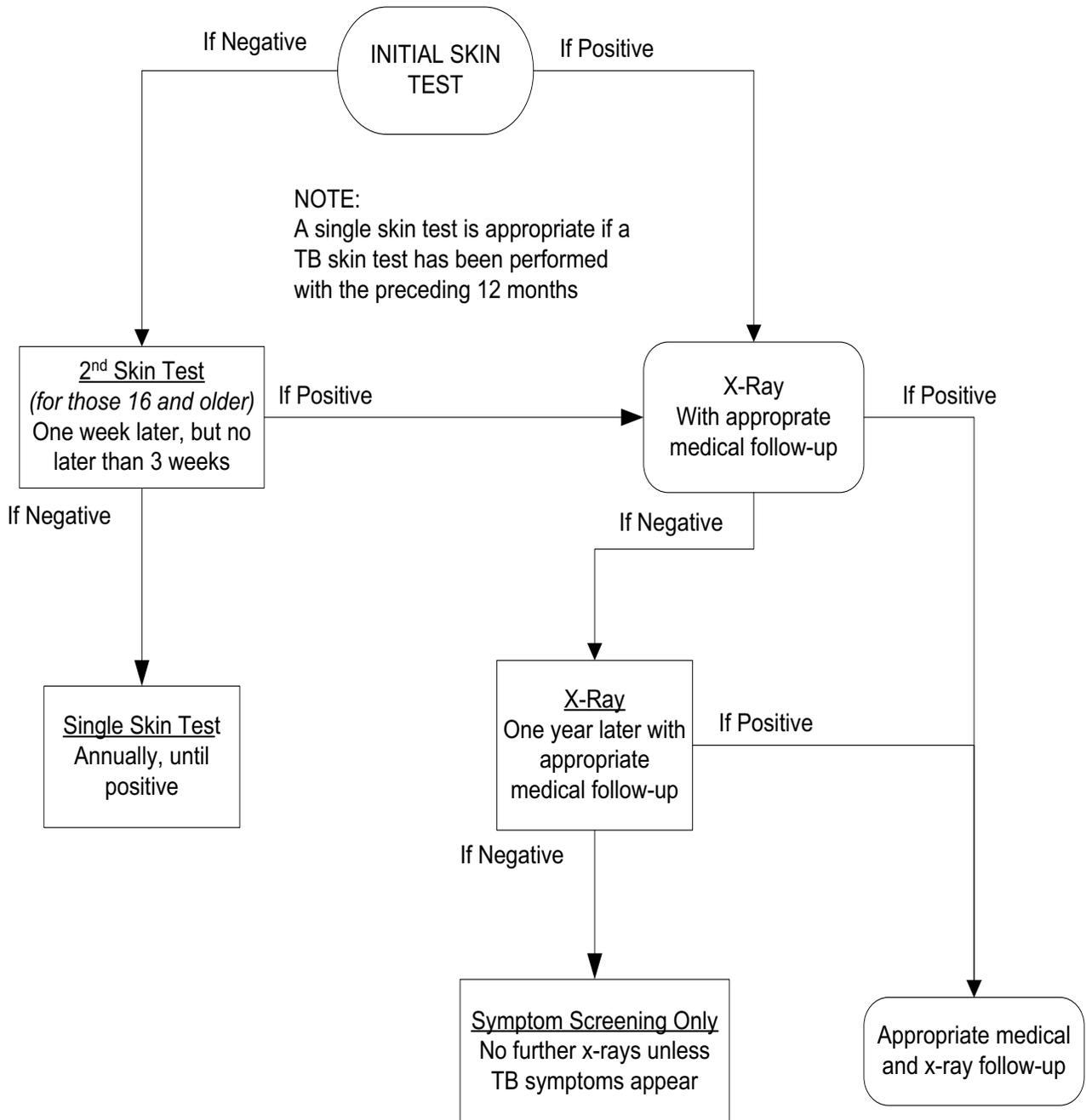
APPENDIX**DOH'S UNIFORM TUBERCULIN CLEARANCE PROCEDURES**

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



Department of Human Services

Adam Walsh-Child Abuse and Neglect (CA/N) Check -Child Caring Institution(CCI): Applicant for Employment

Form Instructions: Applicants for employment in a Child Caring Institutions shall complete this form (Name and DOB) even if they have not resided in another state in the preceding 5 years. They simply would indicate “NA as Not Applicable”. For employees that have resided in another state(s) in the preceding 5 years, list all states, City or County and address.

Agency Instructions: The agency shall request out-of- state Child Abuse and Neglect (CA/N) checks for states the applicant indicated on the form that they resided in the preceding 5 years. To request the states registry checks it is best if the requesting agency goes on line and in the search field, type in Adam Walsh registry and look for the most updated Adam Walsh State Contract and Procedures for Child Abuse Registry Checks. For states that require the request to be on Department of Human Services letter head, the agency shall contract their licensing worker to facilitate this request.

All out-of-state CA/N checks shall be received by the agency and assessed prior to the applicant working with children.

Applicant: First, Middle and Last Name:

Maiden Name and other Alias Names:

Birth date:

Social Security Number:

Previous States of Residence in the last 5 years (not including current address):

	<u>State</u>	<u>City or County</u>	<u>Address if known</u>
1.			
2.			
3.			
4.			
5.			

Applicant Signature

Date