**Section 401.250 Required Reporting to the Department**

a) Staff, Volunteers and Adoption Contractors

1) The child welfare agency shall maintain and submit reports on staff, volunteers and independent adoption contractors to the Department on forms prescribed by the Department:

A) An individual report on each new employee or member of the governing body (including the owner, operator, principal shareholder owning at least 5% of the stock of the corporation or director) shall be filed with the Department within 30 days after the employment of the new employee or appointment of a new member of the governing body. A copy of this report shall be kept at the agency.

B) Copies of documentation of verification of educational achievement and documentation of prior work history (when required to qualify for the current position).

2) Staff changes shall be reported monthly to the Department.

b) License Status of Child Care Facilities Supervised by the Child Welfare Agency

The child welfare agency shall report in writing to the Department licensing office when the license status changes for a foster family home or day care home supervised by the agency. The reports shall be received within five days after the last day of each month for all license status changes in the month. Reportable changes in license status may include, but are not limited to:

1) failure or refusal to renew the license;

2) revocation or voluntary surrender of the license;

3) change in the status of licensees (death, divorce or separation of a husband and wife, change in not-for-profit status);

4) change of address of the licensee;

5) change in license capacity;

6) transfer of license supervision to another supervising child welfare agency; or

7) foster or adoptive family moves out-of-state.

c) Semiannual Monitoring of Licensed Facilities Supervised by the Agency

The agency shall maintain and submit to the regional licensing office a list of the licensed facilities subject to monitoring, noting both the date that the agency has performed a semiannual monitoring visit at the facility and those facilities with violations or corrective plans, as documentation of compliance with Section 401.420(c) requiring semiannual monitoring.

d) Reports of Child Abuse and Neglect

When there has been a report of child abuse or neglect in a foster family home or day care home that is supervised by the agency and a formal child abuse and neglect investigation begins, the agency shall send a complete copy of the licensing record and any other requested information to the Department's agency and institution licensing representative within 5 days after a request for the information.

e) Licensing Complaint Investigation

The agency shall send a copy of the licensing complaint investigation file to the Department's licensing unit within 5 days after the conclusion of the complaint investigation.

f) Monthly Visits with Children in Placement

The agency shall submit written quarterly reports to the regional licensing office listing the names of all children served by the agency, with the dates on which an agency child welfare worker visited each child, as documentation of compliance with Section 401.420(b) requiring monthly visits with foster parents and children in care.

g) Unusual Incident Reports

The agency shall report to the Department unusual incidents as defined in 89 Ill. Adm. Code 331 (Unusual Incidents).

1) Involving Children

The governing body or its designee shall orally report any unusual incidents involving children at the earliest reasonable time, but no later than the next business day after the incident, to the child's parent or guardian and the Department licensing worker. If the agency is unable to contact the parent or guardian and the Department immediately, it shall document this fact in the child's record. Unusual incidents include accident or injury requiring hospitalization, death, arrest, or other emergency situations. Oral reports shall be confirmed in writing within two business days after the occurrence.

2) Involving Employees, Foster Parents, or Relative Caregivers

The governing body or its designee shall report to the Department licensing worker any work or service related unusual incident that results in the death, accident or injury resulting in hospitalization, or alleged commission of a felony involving any child welfare agency employee, foster parent, day care provider, or relative caregiver. A verbal report shall be made within 24 hours after the occurrence and shall be confirmed in writing within two business days after the occurrence.

h) Complete Copy of the Licensing File

Upon request, the agency shall provide the Department's licensing unit, within 5 calendar days, a complete copy of the licensing file for a foster home or day care home that is supervised by the agency.

(Source: Amended at 37 Ill. Reg. 19115, effective November 30, 2013)