**Section 403.28 Records and Reports**

a) Records on the children under care shall be maintained by the child welfare agency operating the group home, in accordance with the Department's rulemaking, 89 Ill. Adm. Code 401, Licensing Standards for Child Welfare Agencies.

b) Individual personnel records shall be maintained by the operating child welfare agency in accordance with the Department's rulemaking, 89 Ill. Adm. Code 401, Licensing Standards for Child Welfare Agencies.

c) In addition to the records maintained by the child welfare agency, the group home shall maintain current records on its premises. These records shall include:

1) name, birth date, legal guardian, religion and educational placement of each child in residence;

2) a daily log which includes observations on each child's progress in the group home;

3) records of special medical and dental needs of each child including any history of alcoholism or drug addiction;

4) a daily log of medication prescribed for and given to each child; and

5) a daily log concerning the use of confinement.

d) The group home shall state in the child's record and shall report to the child's parent, guardian and the Department any unusual incidents and serious occurrences involving children. These incidents and serious occurrences shall be reported in writing, or if made verbally, confirmed in writing within 2 working days of the occurrence. Unusual incidents or occurrences include serious accident or injury requiring extensive medical care or hospitalization, death, arrest, alleged abuse or neglect, major fire or other emergency situations, or any serious incident which results in legal action by or against the group home, which affects any child or children, personnel or conduct of the group home.

e) Records shall be kept in safe, locked places. Authorized Department staff shall have access to the records through the operating child welfare agency. All personnel with access to these records shall respect their confidential nature.