## Section 409.90 Organization and Administration

a) The members of the governing body or organization of the facility where the YTHP operates are responsible for maintaining the standards set forth in this Part. The governing body may delegate responsibility for day-to-day compliance with these standards to the program administrator.

b) The Office of Legal Services, Department of Children and Family Services, 100 W. Randolph, Chicago, Illinois 60601 shall be notified in writing within 10 business days after receipt of any notice of legal action that may affect the YTHP. The notice shall include a copy of all complaints, notices, demands, orders and other relevant materials received by the agency. The Office of Legal Services shall forward a copy of all materials to the Central Office of Licensing.

c) A complete, current set of licensing standards for the YTHP shall be available at all times in an area that is accessible to agency employees.

d) The administrator, supervisors and staff shall have a working knowledge of the Child Care Act of 1969 [225 ILCS 10], the Abused and Neglected Child Reporting Act [325 ILCS 5], the Children and Family Services Act [20 ILCS 505], the Juvenile Court Act of 1987 [705 ILCS 405], and the Emancipation of Minors Act [750 ILCS 30].

e) Employees of a YTHP are mandated to report suspected child abuse or neglect directly to the State Central Register and are required to acknowledge their status as mandated reporters by signing a form prescribed by the Department when they begin their employment. Employees shall make reports immediately to the State Central Register as required by the Abused and Neglected Child Reporting Act. The telephone number for reporting is 1-800-252-2873**.**

f) The YTHP shall develop a risk management plan, as described in Appendix A of this Part, that identifies potential financial and operational risks, specifies ways to reduce or eliminate the risks, and establishes procedures to be followed in an emergency or crisis.

g) The YTHP shall carry public liability insurance in the single limit minimum amount of $300,000 per occurrence.