**Section 430.20 Definitions**

"Administrator" means the person charged with administration of the Department Office, Private Agency or Licensed Child Care Facility. In the case of foster homes, it refers to either foster parent.

"Department" means the Department of Children and Family Services.

"Department Employee" means a full, part-time or contractual employee of the Department.

"Department Office" means a program, division or office of the Department.

"Director" means the Director of the Department.

"Employee" means a person employed by, or on contract with, the Department, a private agency or licensed child care facility.

"Impounding" means requiring immediate production of records.

"Licensed Child Care Facility" means a foster home, day care center, child care institution, day care home, group day care home, secure care facility, group home, child welfare agency or youth emergency shelter, as defined in Section 10 of the Child Care Act [225 ILCS 10].

"Licensing Standards" means all rules and laws applicable to the operation and licensure of the particular licensed child care facility.

"Malfeasance" means a wrongful act that the actor has no legal right to do, or any wrongful conduct that affects, interrupts, or interferes with performance of an official duty.

"Management" means a private agency or Department employee who either supervises subordinate employees or manages or administers a program or division.

"Misfeasance" means the improper performance of some act that a person may lawfully do.

"Obstruction" means hindering or preventing from progress, stopping or delaying the progress of, or making the progress of an investigation difficult or slow.

"OIG" or "Inspector General" means the Office of Inspector General of the Department of Children and Family Services and includes the Inspector General, investigators and employees of the office.

"Private Agency" means a child welfare agency licensed through 89 Ill. Adm. Code 401 (Licensing Standards for Child Welfare Agencies) that contracts with the Department.

"Private Agency Employee" means a full or part-time employee or contractor of the private agency.

"Record" means any recording, either in written, audio, electronic transmission or computer storage form, including, but not limited to, drafts, memoranda, notes, reports, computer printouts, notations and messages, medical records, mental health records, case files, clinical records, and financial and administrative records.