



## Ohio Administrative Code Rule 5139-35-15 Admissions and discharge.

Effective: October 30, 2014

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(A) The following standards are mandatory:

(1) A CRC shall have a handbook for residents and their families. This handbook shall summarize the information covered by the CRC's statement of purpose and program. In addition the handbook shall contain:

(a) Regulations for residents and consequences assigned for violations of regulations.

(b) Visiting hours and policies.

(c) The role and responsibility of the family in the care and treatment of the child.

(d) A complaint procedure for the resident and family.

(2) Where a language or literacy problem exists that can lead to a child's misunderstanding of agency rules and regulations, assistance is provided to the child either by staff or another qualified individual under the supervision of a staff member.

(B) The following standards are recommended

(1) A CRC shall have written admission criteria specifying the types of children accepted and detailing grounds for automatic rejection of a referral.

(2) A CRC shall not accept into care any child for whom the services provided by the CRC are not appropriate or sufficient.

(3) A CRC shall maintain an admissions log which shall include the name of each youth admitted, the date of admission, the date of birth, and the date of discharge.



- (4) The acceptance of children for emergency shelter care must be stated in the written purpose of the CRC and the admission policy.
- (5) At the time of emergency shelter care placement of a youth, the CRC shall obtain at least the following information: name, birth date if available, physical description of the child, any available medication information, date and time of the admission, name and authority of person bringing the child to CRC, and reason for placement.
- (6) Upon admission, a CRC shall assign a child-care staff member to orient the child to life at the CRC, CRC rules and consequences for violations of rules. This orientation is documented by child and staff signatures.
- (7) A CRC shall provide the handbook to parents or guardians of a resident and to any resident, unless the age or functioning level of the resident would clearly not permit the resident to read and understand the handbook. The handbook shall be given to the child and given or mailed to parents or guardians within the first seventy-two hours following admission.
- (8) A CRC shall have a written policy which describes the conditions under which, and the procedures by which, a child will be discharged, including any criteria for emergency discharges and discharges not in accordance with the child's service plan.
- (9) When a child is discharged, the CRC shall prepare, within thirty days following the date of discharge, a written discharge summary. A copy of the discharge summary shall be maintained within the record and a copy shall be provided to the placing agency, parent, or guardian.
- (10) At least thirty days prior to any planned discharge, each CRC shall, in consultation with the placing agency, parent, or guardian, familiarize the child with the plans for his/her discharge.
- (11) When a child is discharged, all of the following shall be documented in the child's case record.
  - (a) The reason for discharge.



(b) A brief summary or other documentation of medical and dental services provided while in residence.

(c) The new location of the child.

(d) The name and official title of the person to whom the child was released.

(12) For an unplanned discharge, there shall be a brief summary or other documentation of the circumstances surrounding the discharge.