



## Ohio Administrative Code

### Rule 5180:2-14-06 Child record requirements for a certified in-home aide.

Effective: July 1, 2026

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(A) What are the requirements for a child enrollment form in a home with a certified in-home aide (IHA)?

The IHA is to:

- (1) Use an enrollment form that is equivalent in content to the DCY 01234 "Child Enrollment and Health Information for Child Care" form, if the DCY 01234 form is not used. The DCY 01234 (or equivalent) is to be on file for each child by the first day of attendance.
- (2) Ensure the DCY 01234 (or equivalent) is reviewed at least annually by the parent and updated as needed when information changes. The parent and the IHA are to initial and date the form when information is reviewed or updated.
- (3) Send the child's enrollment form with any child who is being transported for emergency assistance.
- (4) Maintain a current copy of a completed enrollment form for each child in care in a location that can be easily and quickly accessed and removed from the home if there is an emergency where the children are moved to another location, and for transporting children on all trips, except routine walks.
- (5) Set a policy regarding whether to provide care to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

(B) What are the child immunization requirements in a home with a certified IHA?

- (1) The IHA is to have verification of an immunization record on file for each child in care, including the IHA's own children in care. Children who attend a grade of kindergarten or above in an elementary school are exempt from this requirement.
- (2) The dated immunization record is to be on file at the home within thirty days of the child's first day of care and is to be updated every thirteen months thereafter.
- (3) The immunization record is to contain the following information:
  - (a) The child's name and birth date.
  - (b) A record of the immunizations the child has had, specifying the month, day and year of each immunization.
- (4) Immunization requirements as outlined in section 5104.014 of the Revised Code can be found in appendix A to this rule.



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(C) What are the immunization record exceptions for children in the care of a certified in-home aide?

A child may exempt from the immunization record requirements if either of the following statements are provided:

- (1) Certification by a physician, physician assistant (PA), or advanced practice registered nurse (APRN) that one or more of the following apply:
  - (a) The child is in the process of being immunized.
  - (b) An immunization against the disease is medically contraindicated for the child.
  - (c) An immunization against the disease is not medically appropriate for the child's age.
- (2) A statement from the child's parent that he or she has declined to get the child immunized against the disease for reasons of conscience, including religious convictions.

(D) What are the health care plan requirements for caring for children with specific chronic health conditions or diagnoses in a home with a certified IHA?

- (1) Documentation is required on a health care plan that is equivalent in content to the DCY 01236 "Health Care Plan Documentation & Permission to Administer Medication" if the DCY 01236 is not used for children with a chronic condition or diagnosis that includes the following:
  - (a) Monitoring the child for symptoms which require the IHA to take action.
  - (b) Ongoing administration of medication or medical foods.
  - (c) Performing medical procedures that the IHA is trained to provide.
  - (d) Avoiding specific food(s), environmental conditions or activities.
  - (e) A school-age child to carry and administer their own emergency medication.
- (2) The IHA is to:
  - (a) Ensure that there is documentation for each chronic health condition or diagnosis per child, including the IHA's own children in care.



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(b) Accept documentation and/or instructions from a physician, PA, or APRN as a substitute for a DCY 01236 (or equivalent form).

(c) Keep the documentation of a chronic health condition or diagnosis in a location that can be easily and quickly accessed, including being removed from the home if there is an emergency that requires the children are moved to another location, and for transporting children on all trips except routine walks.

(3) Documentation of a chronic health condition or diagnosis is to be reviewed by the parent at least annually and updated as needed.

(4) Documentation of a chronic health condition or diagnosis is to be on file in the home by the first day the IHA provides child care services, or upon confirmation of a chronic health condition or diagnosis.

(5) If the IHA suspects that a child has a chronic health condition or diagnosis, the IHA may collect a physician's statement from the parent within a designated time frame.

(6) The IHA is to be trained on the child's needs and all procedures before being permitted to perform medical procedures or other action needed for a chronic health condition or diagnosis.

(E) What information regarding children's records can be shared?

Children's records are to be confidential but are to be available to the Ohio department of children and youth (DCY) and the county agency for the purpose of administering Chapter 5104. of the Revised Code and Chapter 5180:2-14 of the Administrative Code. The immunization records are subject to review by the Ohio department of health (ODH) for disease outbreak control and for immunization level assessment purposes.

(F) How long are child records to be kept on file by the IHA?

All child records, as well as all documentation of child's chronic health condition or diagnosis, and written permission to administer medication or medical foods from parents are to be kept on file for twelve months from the date the documentation is signed or updated, whichever is later, even if the child is no longer being cared for in the home or the documentation is no longer needed for the child.