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Title 22@ Social Security

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Division 6@ Licensing of Community Care Facilities

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Chapter 8.8@ Foster Family Agencies

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Article 8@ Physical Environment

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Section 88087@ Administrative Office/Suboffice(s)

88087 Administrative Office/Suboffice(s)

(a)

Notwithstanding Section 80087, the foster family agency shall be housed in an administrative office/suboffice(s) which provide privacy for interviewing and are conveniently located for the public. (1) The office(s) shall have a separate and secure area if the foster family agency is located in a building that is also used for nonfoster family agency purposes.

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(b)

All confidential foster family agency records shall be maintained in locked file cabinets in the administrative office/suboffice(s).

(c)

The administrative office shall maintain the following records: (1) Case records for the children, certified family homes and licensed foster family homes served by this office; (2) All personnel records. (3) The foster family agency shall develop and maintain current administrative records that include an index of the location of all children in placement and all certified family homes and licensed foster family homes used by the foster family agency.

(1)

Case records for the children, certified family homes and licensed foster family homes served by this office;

(2)

All personnel records.

(3)

The foster family agency shall develop and maintain current administrative records that include an index of the location of all children in placement and all certified family homes and licensed foster family homes used by the foster family agency.

(d)

Each suboffice shall maintain: (1) The case records for the children in placement and the certified family homes and licensed foster family homes used by the suboffice.

(1)

The case records for the children in placement and the certified family homes and licensed foster family homes used by the suboffice.

(e)

No foster family agency shall provide services to children or homes which are located more than two hours by car from the administrative office or suboffice(s) providing the service.