**Section 316.50 Conduct and Participation at Administrative Case Reviews**

Administrative case reviews shall:

a) be convened by a professional staff member from the Department's Division of Administrative Case Review;

b) include the worker and/or supervisor from the Department and/or the substitute care provider agency that has case responsibility for both the children and the family;

c) be open to the participation of the children's parents and their representatives. However, if parents are known to be violent and potentially dangerous to other participants in the review, they will be excluded. If a petition seeking the termination of parental rights has been filed, these parents will be invited to the review until a final decision has been made on the petition;

d) be open to the participation of children 12 years of age or older with consideration given to the material in the review and the benefits of having the child present. Younger children may attend if the caseworker and supervisor determine that the child can benefit from participation in the review process;

e) be open to the participation of the foster parents or relative caregivers in the section of the review for the child in their care. Foster parents or relative caregivers may be able to participate in other segments of the review involving the child's family *provided that the information being presented at the review is essential for understanding the needs of and providing care to the child. When a positive relationship exists between the foster parent or relative caregiver and the child's family, the child's family may consent to disclosure of additional information* [20 ILCS 520/1-9] in accordance with the consent provisions of 89 Ill. Adm. Code 431 (Confidentiality of Personal Information of Persons Served by the Department);

f) be open to the participation of the child's guardian ad litem or legal representative;

g) be conducted in the office serving the parent's county of residence, if known, unless the parent agrees to travel to another office that is within the State of Illinois;

h) focus on the issues described in Section 316.30 (Administrative Case Review System); and

i) be recorded by a written report of their findings.