**Section 404.25 Criteria for the Admission and Discharge of Children**

a) The institution shall establish written admission policies.

b) Children shall be admitted only upon written consent or application of parent or guardian, upon court order, or, in emergency situations, upon authorization of an officer of the law or a Department child protective services worker. No person who has attained age 18 shall be admitted unless referred by a parent or a guardian, including an agency having legal responsibility for the person under 705 ILCS 405/2-27.

c) The institution shall assess with the referring agency, child and/or family the child's need for placement, the purpose for referral to the specific institution, and the institution's ability to serve the child.

d) A plan for services for the child and family shall be in writing, shall be reviewed at least every 6 months, and shall be signed by all the parties involved. The plan shall describe the services to be provided, describe how they will meet the needs of the child and family, describe how they are directed toward resolution of the need for placement, and establish a time frame for termination of services and care in the facility.

e) Referrals from and acceptance of out-of-state children for care shall be in accordance with 89 Ill. Adm. Code 328 (Interstate Compact on the Placement of Children) and other applicable laws and rules.

f) Prior to placement, information and documents about a child shall be obtained from the respective parent or guardian or from the referring agency at the time of admission; however, if any of this information does not exist, is not available, or is not provided, the institution shall include in its record a written statement from the referral source to that effect.

g) The information and documents shall include:

1) name, birthdate, sex, race, religion, legal status and current address of the child;

2) names, addresses and telephone numbers of parents, significant relatives, guardian, referring agency and referring agency social worker;

3) name and address of the school last attended, current placement, school report and/or information on the child's educational needs;

4) name, address and telephone number of the doctor, clinic or hospital currently or recently treating the child;

5) financial and insurance resources available to the child; and

6) listing of prior placements with length of time and reasons for placement and change.

h) Medical data about the child shall include:

1) complete medical history including current problems, medications and handicaps, past health conditions such as diseases, allergies and surgeries, immunizations and dates, and a report of the most recent physical examination;

2) all available information pertaining to the health history of the child's family; and

3) if any of this information regarding medical history of the child or family of the child does not exist, the institution shall include in its record a written statement from the referral source to that effect.

i) Social data about the child and his family describing pertinent past experiences and circumstances leading to the child's admission shall include:

1) significant behavioral problems of the child;

2) child's strengths and areas of need;

3) physical description of the child;

4) current family situation;

5) relationship of child and family or other significant adults;

6) relationship of child to peers, adults;

7) immediate and long-range goals;

8) results and dates of prior psychiatric or psychological evaluations or tests; and

9) consents and agreements as required.

j) Any child who, after attempts have been made to meet the child's individual needs, demonstrates the inability to benefit from the type of care offered by the institution, or whose presence is detrimental to the group, shall be discharged from the institution.

k) In all instances, when an institution decides that it is in the best interest of the child to terminate enrollment, the child's and parents' or guardian's needs shall be considered by planning with the parents or guardian to meet the child's needs when he or she leaves the institution, including referrals to other institutions, agencies or facilities.

(Source: Amended at 29 Ill. Reg. 9976, effective July 1, 2005)