**Section 409.390 Records and Reports**

a) The agency or organization shall maintain current records on each homeless youth receiving transitional living services, on agency personnel (including volunteers), and on each facility operating under its supervision.

b) Records for each homeless youth shall include a brief admission history, consent to care signed by the youth, and case recording reflective of the ongoing transitional living services for the homeless youth.

c) Records shall be maintained on all employees and, in addition, for each volunteer who has responsibility for the care and supervision of homeless youth. The records shall document compliance with Section 409.180.

d) The organization shall maintain a separate file of the results of the background checks required by Section 409.180.

e) The organization shall maintain records on staff and volunteers and shall submit reports to the Department of Children and Family Services. The following personnel reports are required:

1) A personnel report on each new employee (including owner, operator, or director) shall be filed with the Department of Children and Family Services. A copy of this report shall be kept at the agency.

2) All staff changes shall be reported to the Department within 2 business days after beginning employment. Such reports shall be accompanied by complete, signed authorizations for background checks.

3) Copies of documentation of medical information, verification of educational achievement, and character references of employees shall be provided, upon request, to the Department.

f) Financial records of the operations shall be maintained as part of the permanent records of the YTHP and shall include a copy of the certified annual audit.

g) In addition to the records maintained by the organization, the YTHP shall maintain current records on its premises. These records shall include a daily log that includes entries on each resident's stay in the YTHP and records any unusual incidents of serious occurrences and the use of any behavior management techniques as described in 89 Ill. Adm. Code 384 (Behavior Treatment in Residential Child Care Facilities).

h) The YTHP shall report to the Department any unusual incidents and serious occurrences involving residents under age 18. These incidents and occurrences shall be reported in writing, or if made verbally, confirmed in writing within 2 working days of the occurrence. Unusual incidents or occurrences include serious accident or injury requiring extensive medical care or hospitalization, death, arrest, alleged abuse or neglect, major fire or other emergency situations, or any serious incident that results in legal action by or against the YTHP, that affects any resident, personnel or conduct of the YTHP.

i) Records shall be kept in safe, locked places.

j) Authorized Department licensing representatives or other Department representatives who have the Director's written authorization shall have access to the records and reports. All persons who have access to the records and reports shall respect their confidential nature.