**Section 411.500 Reports and Correspondence**

The following reports or documents shall be forwarded to the Department as specified:

a) Immediate Reports

 The facility director shall submit a written report to the licensing representative within 3 days after the date of either or both of the following:

1) Any personnel transactions, including positions vacated and filled, and the total staff headcount.

2) Any change in, or change in status of, any of the licensing application requirements in Section 411.45(b) of this Part.

b) Quarterly Reports

 The facility director shall submit a written quarterly report to the licensing representative that includes, but is not limited to, copies of the following information for the reporting period:

1) A synopsis of any internal audits conducted during the quarter;

2) A summary of staff training conducted during the quarter;

3) Any significant programmatic concerns or issues;

4) Any significant changes to the projected budget;

5) Reports of all fire and other emergency and disaster drills conducted during the quarter;

6) Reports of all inspections conducted by outside agencies, including, but not limited to, the State Fire Marshal, the Department of Public Health, and independent fiscal auditors;

7) Weekly inspection forms, as required in Sections 411.180, 411.630, 411.700, and 411.705 of this Part, that report a deficiency in any area and a summary of the steps taken to resolve the problem; and

8) Copies of all grievances received, as described in Section 411.300(g) of this Part, and the resolution of such grievances.

c) Fiscal Reports

 The facility director shall submit copies of the following information for the reporting period to the licensing representative:

1) The annual approved budget and any approved revision;

2) All fiscal reports made to the governing body; and

3) Financial audits.

d) Unusual Incident Reports

 The secure child care facility shall state in the child's or youth's record and shall report to the parents, attorney and/or Guardian ad Litem, and the Department any unusual incidents or serious occurrences involving children and youth. These incidents and occurrences shall be reported in writing, or if made verbally, confirmed in writing within 48 hours after the occurrence. These incidents and occurrences include serious accident or injury requiring extensive medical care or hospitalization, death, alleged criminal violations, arrest, bedroom searches, sexual activity, alleged abuse or neglect, major fire or other emergency situations, requiring a child or youth to take 2 consecutive meals in isolation, or any serious incident that results in legal action by or against the facility that affects any child or children and youth, personnel, or conduct of the facility.

e) Legal Documents

 The child's or youth's caseworker shall promptly be sent copies of all documents and correspondence received related to the child's or youth's pending legal matters, including, but not limited to, juvenile court actions or other actions affecting the child's or youth's placement, treatment, or secure care status. The facility shall confer with the caseworker about all issues or concerns raised by these documents. Producing documents and reports as ordered by the courts or requested by attorneys, caseworkers or other persons shall be the responsibility of the facility unless otherwise advised.