

441—108.10 (238) Supervised apartment living placement services. An agency seeking to obtain a child-placing license which authorizes the agency to place or supervise children in supervised apartment living placements shall meet the standards in rules 441—108.2(238) to 441—108.6(238).

108.10(1) Program statement. An agency authorized to place or supervise children in supervised apartment living placements shall have a current written program statement which shall be provided to all children placed in supervised apartment living. The statement shall include all of the following:

- a. A description of the types of living arrangements approved by the agency.
- b. The eligibility requirements for the children who may be placed in a supervised apartment living placement.
- c. The means of financial support for the children.
- d. The expectations the agency has for children while placed in a supervised apartment living placement.
- e. Services provided to the children.
- f. Provisions for emergency medical care.
- g. A description of the education and community activity options that are available.

108.10(2) Basis for placement. Before placing a child in supervised apartment living, an agency shall document all of the following:

- a. The child is at least 16 years of age.
- b. An initial assessment has been made that identifies the child's strengths and needs as these pertain to the child's ability to live independently.
- c. The child has the capacity to function outside the structure of a foster family or group care setting.
- d. The selection of a supervised apartment living placement is the most appropriate placement for the child.
- e. The child will be involved in school or an educational or vocational program, work, or a combination thereof, as indicated in the child's individual service plan.
- f. The child has entered into a mutually agreed-upon written contract with the agency which specifies the responsibilities of the agency and the child. This contract shall be reviewed with the child quarterly.
- g. The agency has determined, through a visit to the living arrangement, that the following minimum standards for approval have been met:
 - (1) The living arrangement provides reasonably convenient access to schools, places of employment, and services required by the child.
 - (2) The living arrangement is in compliance with the applicable state and local zoning, fire, sanitary, and safety regulations.
 - (3) The living arrangement is reasonably priced to fit within the child's budget.
- h. The agency has determined, based on the criteria in this subrule, that the agency's program can meet the needs of the child.

108.10(3) Services provided. The following services are required:

- a. Ongoing assessment that identifies the child's strengths and needs as these pertain to the child's ability to live independently.
- b. Development of an individual service plan by the agency worker within 30 days of the child's placement. The service plan shall be developed in consultation with the child, the child's family (unless a reason for noninvolvement is documented in the case record), and referring worker and shall be signed by all involved. The individual service plan shall be reviewed and updated quarterly or more often as necessary and shall be signed by all involved. The plan shall document the following:
 - (1) The goals that are intended to meet the specific needs of the child and the projected dates of accomplishment.
 - (2) The objectives (action steps) to be taken by the child and the agency and the projected dates of accomplishment to meet the child's goals.

(3) The services and activities necessary to achieve the child's goals and facilitate objectives (action steps), the frequency of services or activities, and the persons responsible.

(4) A budget, developed with the child, based upon the child's monthly maintenance payment, any start-up allowance, and any earned or unearned income or assistance (such as food assistance). The agency worker shall work with the child to ensure that needed items are purchased and that bills are paid.

(5) In the quarterly update, the child's progress toward the goals and objectives and the child's compliance with the service plan.

c. Supervision to assist the child in developing the needed structure to live in this setting and in locating and using other needed services. Supervision shall include guidance, oversight, and behavior monitoring.

(1) If the child is under age 18, supervision shall include a minimum of weekly face-to-face contacts.

(2) For children aged 18 or older, supervision shall include face-to-face contact at least every other week.

(3) Agency staff shall be present on site in a cluster setting at any time when more than one child is present in the living arrangement and shall be available to the children 24 hours a day, seven days a week.

(4) The agency shall provide a means for children in a scattered site setting to contact agency personnel 24 hours a day, seven days a week.

(5) The agency shall ensure that each child has access to and is receiving necessary medical care.

d. Documented observation by the agency worker that:

(1) The living situation is an environment that allows for the child's social and emotional needs to be met;

(2) There is an operating smoke alarm on each level of occupancy;

(3) The child has access to a telephone; and

(4) There is no reasonable cause for believing that the child's mode of living presents any unacceptable risks to the child's health or safety.

108.10(4) *Record.* In addition to any other documentation requirements, an agency shall maintain a record for each child in a supervised apartment living placement. The record shall contain all of the following:

a. The name, date of birth, sex, and address of the child and information on how the child can be contacted.

b. Documentation of financial support sufficient to meet the child's housing, clothing, food, and miscellaneous expenses.

c. Name, address, and telephone number of guardian, if applicable, and referring worker.

d. Medical records.

e. Educational and employment records.

f. All of the individual service plans and updated reviews.

g. Documentation of visits.

108.10(5) *Staffing requirements.* Each child in a supervised apartment living placement shall receive an agreed-upon number of hours of casework services per month. This shall be recorded in the child's individual service plan.