

**RULES
OF
TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES
STANDARDS FOR REGULATED INSTITUTIONS**

**CHAPTER 0250-4-10
STANDARDS FOR RUNAWAY HOUSE AGENCIES**

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0250-4-10-.01 LEGAL BASIS FOR LICENSING.

- (1) General. The legal basis for licensing runaway house agencies is contained in T.C.A. §§37-1601 through 37-1607.
- (2) Definitions.
 - (a) "Runaway House" shall mean any house or institution giving sanctuary or housing to any person under 18 years of age who is away from home or the residence of his/her parent or guardian without their consent.
 - (b) "Department" shall mean the Tennessee Department of Children's Services.
 - (c) "Runaway" shall mean any person under the age of 18 years who is away from the home or residence of his/her parent or guardian without their consent. The term shall not include persons under 18 years of age who lawfully reside with a close relative or those attending educational institutions, or those placed by court order, on a contractual agreement with a parent or guardian.
 - (d) "Sanctuary" shall mean a house, institution, or other organization providing housing or accommodations to runaways as set forth herein.
 - (e) "Licensing" shall be deemed to have the same meaning as "registration", as the latter term is used in T.C.A. §§ 37-1603, 37-1604, and 37-1607.
- (3) Basis for Approval for License. All houses, institutions, or other organizations giving sanctuary to runaway youth shall be licensed annually by the Department, said license to be based upon standards promulgated by the Department in accordance with T.C.A. §37-1605. For consistency and uniformity, said standards will be based upon the same considerations as standards for child welfare agencies, as provided in T.C.A. §14-10-104, to wit:
 - (a) The present need for the proposed runaway house.
 - (b) The good character and intention of the applicant.
 - (c) The adequate financing of the organization,
 - (d) The capability, training and experience of the workers employed.

(Rule 0250-4-10-.01, continued)

- (e) The facilities for and the methods of care provided, and the consideration of the best interest of the child and the welfare of society in any placements of children to be made.
 - (f) The probability of permanence of the runaway house.
- (4) Licensing Procedure.
- (a) In order to be issued a license, a runaway house agency must make application to the Department and present sufficient evidence that it is a suitable licensee and meets, or will meet, all standards established by the Department. If a license is issued by the Department it shall be effective for one year following the date of issuance, unless it is revoked by the Department in compliance with T.C.A. §4-5-320.
 - (b) The owner, operator or agent of any house, or facility which operates without registering or otherwise willfully violates the provisions of this chapter shall be guilty of a misdemeanor punishable by a fine of not more than fifty dollars (\$50.00) or imprisonment for not more than thirty (30) days, or both, at the discretion of the trial court. If, in the discretion of the trial court a second or subsequent offense indicates continued or regular noncompliance with this act, the facility may be enjoined from future operations as a runaway house.
 - (c) Upon written notice to the applicant that an application for license has been denied, such applicant may, within (10) days of the date of the notice, request a fair hearing before the Department. If a timely request for a hearing is made, the request shall be granted and a fair hearing will be held in accordance with the provisions of the “Administrative Procedures Act”, T.C.A. §4-5-301, et seq.
 - (d) If the Department proposes to revoke a license at any time before its expiration date, the runaway house agency shall be notified in writing of the proposed revocation and the facts or conduct which warrant(s) the intended action. The agency shall then have ninety (90) days in which to show compliance with all lawful requirements for retention of the license. If the license is revoked after the expiration of the ninety (90) day period, the runaway house agency may, within ten (10) days of the date of the final revocation notice, request a fair hearing before the Department. If a timely request for a hearing is made, the request shall be granted and a fair hearing will be held in accordance with the provisions of the “Administrative Procedures Act”, T.C.A. §4-5-301, et seq.
 - (e) If the Department finds that public health, safety, or welfare imperatively requires emergency action, and incorporates a finding to that effect in its notice of proposed revocation, summary suspension of a license may be made pending proceedings for final revocation as provided in subparagraph (d).
 - (f) The Department shall have the right to inspect at any reasonable time, without previous notice, all runaway house agencies within the state. The Department shall have the right of entrance, privilege of inspection, access to accounts and records, and the right to information regarding the whereabouts of children under the care of the runaway house agency, for the purpose of ascertaining the kind and quality of work done and to obtain a proper basis for its decision and recommendations.

Authority: T.C.A. §§4-5-226(b)(2); 37-5-101; 37-5-105; 37-5-106; 37-5-112(a) and 37-1602 through 37-1607.
Administrative History: Original rule filed March 18, 1977; effective April 18, 1977. Repeal and new rule filed June 28, 1984; effective July 28, 1984. Rule assigned a new control number, removed and renumbered from 1240-4-10-.01 filed and effective March 25, 1999.

0250-4-10-.02 GENERAL REQUIREMENTS.

- (1) All runaway house agencies shall be specifically licensed to provide their function by the Department.
- (2) A runaway house agency shall have office facilities adequate to meet its needs, including accessibility to the public, adequate space for staff, and an area which provides privacy for interviewing clients.
- (3) A runaway house agency shall maintain confidentiality in accordance with the ethics of the social work profession. The agency shall act in the best interest of the client insofar as this does not violate the social responsibility of the agency for the protection of the community.
- (4) A runaway house agency shall keep accurate statistical records which give the complete scope of the work of the agency.
- (5) Reports shall be made to the Department as follows:
 - (a) Monthly and annual statistical reports shall be completed on forms provided by the Department.
 - (b) Change in location shall be reported at or prior to time of change.
 - (c) Death, or life-threatening injury to any child in care of the agency shall be reported immediately.
- (6) Posting of License. A license to operate a runaway house agency must be posted in a conspicuous place in the facility.

Authority: T.C.A. §§4-5-226(b)(2); 37-5-101; 37-5-105; 37-5-106; 37-5-112(a) and 37-1603, through 37-1605.
Administrative History: Original rule filed March 18, 1977; effective April 18, 1977. Amendment filed December 17, 1982; effective March 16, 1983. Repeal and new rule filed June 28, 1984; effective July 28, 1984. Rule assigned a new control number, removed and renumbered from 1240-4-10-.02 filed and effective March 25, 1999.

0250-4-10-.03 ORGANIZATION AND ADMINISTRATION

- (1) When an agency is incorporated, the scope of the agency's operation should be stated in the charter of incorporation, and any changes in the purpose or scope should be authorized by amendments to the charter or by withdrawal or revocation of the original charter and the issuance of a new one.
- (2) Every runaway house agency must have a governing board which is broadly representative of the community and operate under a constitution and by-laws.
- (3) The membership of the board must be composed of a representative cross section of the community including representatives or other social service agencies and representatives of appropriate minorities so represented within the client population of the agency.
- (4) The Board of Directors must be composed of no less than ten (10) members and must not be so large as to present an unwieldy board.
- (5) There must be a provision for the rotation of the Board of Directors. Board members must be elected in three classes so that each year one-third (1 /3) of the group shall be elected for a term of three years. Board members can serve two consecutive terms before rotating off the board for at least one year.

(Rule 0250-4-10-.03, continued)

- (6) Runaway house agencies may be governed by committees of the board. However, the operating committee should have authority on matters pertaining to child welfare and such governing board or committee should meet at least four times a year.
- (7) The board must keep a record of policy and administrative decisions.
- (8) The board must operate as an oversight body regarding the overall operation of the program. It shall participate in the formulation of program guidelines.
- (9) The board must assume joint responsibility with the executive for determining the general policies for the agency. Boards and Executives must cooperate in all matters, each realizing their own functions and duties. The board must not be involved in any individual cases except for determining general policy.
- (10) The board must secure adequate financial support. (Fund raising must not be the specific duty of the professional child care staff.)
- (11) The Board of Directors must be sufficiently free to provide for rapid decision making to meet the needs of an emerging form of alternative program in providing services to youth.
- (12) The board must evaluate the functioning of the agency at least every three years. Their evaluation must be recorded in the minutes of the Board of Directors' meeting.

Authority: T.C.A. §§4-5-226(b)(2); 37-5-101; 37-5-105; 37-5-106; 37-5-112(a); 37-1604 and 37-1605.
Administrative History: Original rule filed March 18, 1977; effective April 18, 1977. Repeal and new rule filed June 28, 1984; effective July 28, 1984. Rule assigned a new control number, removed and renumbered from 1240-4-10-.03 filed and effective March 25, 1999.

0250-4-10-.04 FINANCING.

- (1) Income shall be adequate and stable to insure the effective operation of the program to which the agency is committed.
- (2) A budgetary estimate showing details of anticipated income and expenditures for the coming year shall be approved by the board before the beginning of each fiscal year. The estimate shall be made available to the Department.
- (3) Financial accounts shall be audited biennially by a certified public accountant or a licensed public accountant. A copy of the audit shall be made available to the Department.
- (4) The administrator and others handling the agency's funds shall be appropriately bonded.

Authority: T.C.A. §§4-5-226(b)(2); 37-5-101; 37-5-105; 37-5-106; 37-5-112(a); 37-1604 and 37-1605.
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0250-4-10-.05 PERSONNEL.

- (1) General Qualifications for Staff
 - (a) Agency employees shall be persons of good character. They shall possess the health, emotional stability and ability necessary to carry out assigned duties.
 - (b) An agency shall obtain references, attesting to the character, integrity, and ability to perform the tasks required for the position, for each employee.
 - (c) Report of a physical examination completed within no more than six months prior to hire date, shall be on file for all employees who have direct contract with residents. All employees, in contact with the residents as often as one-time per week must have a TB skin test prior to being allowed to care for the residents.
- (2) An agency shall establish a job description for each position setting forth duties and defining the education and training required for the position.
- (3) The agency shall have written policies regarding evaluations, salary, annual and sick leave, educational leave, attendance at conferences, working hours, vacations, holidays, retirement, insurance, and cause for dismissal. These policies shall be available to all staff members.
- (4) Personnel records shall be kept in a locked file at the agency. These records shall include: the application, reports from references, the health record, record of positions held by the person during employment at the agency, record of training, and annual evaluations of the quality of the work done by the employee. Records of former employees shall also include a statement of date and reason for leaving the agency.
- (5) The agency shall not knowingly employ any individual who has been convicted of any offense against children
- (6) Staff Positions.
 - (a) Administrator or Executive Director. The administrator or executive director shall have ability as an administrator as this person is in full charge of the management of the agency. The administrator shall make regular reports to the board on all phases of its operation and assume the responsibility for interpreting these standards to the board. The administrator is responsible for organizing a program of education and professional growth for the continued training and development of the staff and to develop a cooperative relationship among all staff. It is also the administrator's responsibility to establish and maintain good working relationships with other social agencies and interpret the agency's program to the community.

The board must select an administrator who is competent to carry the total responsibility for the administration of the agency's program. As the board should delegate this responsibility to the administrator, he/she in turn, shall be able to delegate responsibility to appropriate staff members.

1. The executive director must be a graduate of an accredited graduate program in social work, or hold an equivalent, professional credential, e.g., masters of clinical psychology, masters of guidance and counseling. The executive director must have a minimum of two years' experience in a social agency.
2. The executive director must have a minimum of one year's experience in supervisory or administrative roles.

(Rule 0250-4-10-.05, continued)

3. The executive director must prepare the facility's budget with the assistance of appropriate staff and must be responsible for all customary purchases, securing board approval for all items not authorized in the budget.
 4. The executive director must be responsible for employing and discharging all members of the staff
 5. The executive director must be responsible for the overall functioning of all programs within the agency.
- (b) Director of Casework.
1. Each agency is required to have a director of casework' however, the director of casework may also act as the director of programs.
 2. The director of casework must be a graduate of an accredited master's program of social work, or hold an equivalent professional credential, e.g., masters in clinical psychology, masters of guidance and counseling. The director of casework must have a minimum of two years' experience in direct casework practice.
 3. The director of casework must be responsible for the overall provision of counseling, therapy, or casework services within the agency.
- (c) Director of Programs
1. The requirements and duties of the Director of Programs shall be the same as those for Director of Casework and shall differ only in that:
 - (i) It is not required that the agency employ a Director of Programs, and
 - (ii) The Director of Programs must be responsible for the administration of the treatment program, the overall supervision of house activities relating to the residents of the agency and must participate in policy making relevant to the overall program of the agency.
- (d) Caseworker
1. It is required that one (1) caseworker, in addition to the Director of Casework, be added at such time that the average daily census of children, as computed over the immediately preceding 12 month period, exceeds six (6).
 2. At least one-half of the casework staff must hold degrees directly relating to the provision of therapy services, and such degrees must be of a level higher than an undergraduate degree.
 3. Those caseworkers that do not hold an advanced degree must have at least one of the following:
 - (i) A bachelor's degree in a related field and at least one year of direct experience in the provision of social services.

(Rule 0250-4-10-.05, continued)

- (ii) A bachelor's degree in a non-related field and at least two years' direct experience in the provision of social services.
 - (iii) An advanced degree in a non-related field and at least two years' direct experience in the provision of social services.
- (7) Volunteers.
 - (a) If volunteers are used, a process of application and screening must be established in the agency to insure that volunteers are of such character and competence as to meet the agency's needs.
 - (b) The use of volunteers must be encouraged and they must have the same qualities of character as paid *staff performing* comparable duties.
 - (c) A program of ongoing training and orientation to the philosophies and practices of the agency must be provided each volunteer within the agency.
 - (d) Adequate supervision of volunteers must be maintained in the agency by a *staff member*.
 - (e) An individual file including application to participate as a volunteer, the results of the screening process, and reports of references, must be maintained by the agency on each volunteer.
- (8) Child Care *Staff*.
 - (a) The child care *staff must* work under an appropriate supervisor.
 - (b) Each member of the child care *staff must* have at least a high school diploma or its equivalent (GED). Child care workers must be at least *18 years of* age. Tasks must be assigned appropriate to their competence.
 - (e) A program *of* ongoing orientation and in-service training must be provided for the child care *staff*.
- (9) *Staff* Development.
 - (a) Regularly scheduled in-service training sessions must be made a part *of* the ongoing yearly plan *of* the agency.
 - (b) Both formal and informal ongoing training must be provided to all *staff, both* paid and volunteer, relating to the program's standardized operating procedures in the following areas:
 1. Evaluation of emergency service needs,
 2. Conducting the intake interview
 3. Completion of Intake form.
 4. Legal rights of the child and parents.
 5. Client referrals and follow-up.
 6. Termination of services.

(Rule 0250-4-10-.05, continued)

(10) Staff Ratio,

- (a) There must be at least two (2) staff members (one of whom must be a paid *staff member*) present and awake in the agency at all times. When the total number of children exceeds twenty (20) during waking hours, an additional *staff member* must be present for every increment of six (6) children.
- (b) During sleeping hours, *staff must* consist of at least two (2) *staff members* whose primary responsibility is supervision within the agency. There must be one such *staff member* of each sex.
- (c) Provisions must be made for emergency relief, standby *staffing* to insure the maintenance of this staff ratio.
- (d) Adequate provision must be made for vacations and days off for child care staff.

Authority: T.C.A. §§4-5-226(b)(2); 37-5-101; 37-5-105; 37-5-106; 37-5-112(a); 37-1604 and 37-1605.
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0250-4-10-.06 AGENCY SETTING

(1) General

- (a) The facility must be in compliance with state and local fire, health, safety, and building requirements, and there must be a statement or certificate of compliance from each agency prior to admitting its first residents.
- (b) The runaway house agency must be located in easy access of public transportation and appropriate social service and community facilities, e.g., schools, churches, medical facilities.
- (c) The building must be in such a state of repair that it assures the safety of the residents in the home.
- (d) Each resident must be provided with an individual place to keep his/her individual clothes and personal possessions separate from the possessions of others in the agency.
- (e) Adequate laundry facilities must be provided,
- (f) Separate areas or separate floors must be maintained for male and female residents.

(2) Heat, Space, Light and Ventilation

- (a) Rooms must be comfortably heated in winter. The rooms must be free from dampness and have adequate ventilation.
- (b) Sleeping rooms must be properly ventilated.
- (c) At least 50 square feet of space per child must be provided in bedroom for children.

(3) Kitchen

(Rule 0250-4-10-.06, continued)

- (a) All kitchens must be adequately equipped for the proper washing and sterilization of dishes and cooking utensils.
 - (b) There must be adequate facilities for refrigeration and for garbage disposal.
 - (c) Kitchens must meet the standards required by the Tennessee Department of Health and Environment
 - (d) Adequate hand washing facilities approved by the Tennessee Department of Health and Environment must be provided.
- (4) Dining Area
- (a) Appropriate dining facilities must be provided.
 - (b) The dining area must be clean, well lighted, and ventilated.
 - (c) The dining area must meet the standards required by the Tennessee Department of Health Environment.
- (5) Storage Space
- (a) Cooking and eating utensils must be kept in storage space which is protected from dust, vermin, and pests.
 - (b) Secured space must be provided for the storage of all corrosives or poisons.
- (6) Sanitary Facilities
- (a) Toilet and bathing facilities must be approved by the Tennessee Department of Health and Environment.
 - (b) There must be one toilet, one shower, and one lavatory for each six (6) residents for which an agency is approved.
 - (c) Bathrooms and facilities must be kept clean.
 - (d) All garbage must be placed in tightly covered containers and disposed of in a sanitary manner.
- (7) Emergency Capacity. An agency may exceed its licensed capacity in an emergency situation where a child seeks admission during those hours when traditional social agencies are not in operation and may provide overnight sanctuary while alternative plans are made to reduce the number of residents within the agency maximum. Provided, however, that maximum occupancy of the agency shall not, at any time, exceed twenty-five percent (25%) of its licensed capacity. It is essential in all cases that adequate sleeping facilities be provided for all residents in the agency.
- (8) Recreation
- (a) A recreational plan, including both spectator and active recreation activities, must be developed by the agency.

(Rule 0250-4-10-.06, continued)

- (b) Activities away from the agency must be planned whenever possible to allow the residents to continue as part of the overall community and not experience isolation of contact by being restricted to the agency facility.

Authority: T.C.A. §§4-5-226(b)(2); 37-5-101; 37-5-105; 37-5-106; 37-5-112(a); 37-1604 and 37-1605.
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0250-4-10-.07 AGENCY SERVICES

- (1) General Standards. The agency is required to provide as part of its services the following:
 - (a) Individual Intake Services
 - (b) Temporary Shelter
 - (c) Individual Counseling
 - (d) Group Counseling
 - (e) Family Counseling
 - (f) Referral Services
 - (g) After-Care Services
- (2) Client Intake
 - (a) Individual intake services to allow access to the program must exist on a 24-hour basis.
 - (b) The identification of emergency services, e.g., medical, dental, legal, basic needs, and the provision of the appropriate services directly and/or referral to other community service agencies must exist.
 - (c) Each individual resident must be immediately assigned to a caseworker who has case responsibility for the resident.
 - (d) A written procedure for contacting parents or legal guardians within one (1) hour, if possible, of the time of admission - both within the State of Tennessee or outside the State, must be established.
 - (e) A written procedure for notification within one (1) hour of the time of admission of the juvenile court in which jurisdiction the runaway house is located, must be established.
 - (f) In the event that parents are not available for notification, a certified or witnessed attempt at contacting parents must be recorded in the case record.
 - (g) An orientation to the agency practices and services must be held with each resident and an agreement reached.
- (3) Counseling

(Rule 0250-4-10-.07, continued)

- (a) Individual counseling must be available to each youth admitted to the program. Individual counseling sessions must be conducted on a regular basis (at least three times weekly) for each resident admitted to the program on a residential basis.
 - (b) Weekly case management sessions must be held with appropriate staff present to review all current cases and the type of care being provided.
 - (c) A written plan for each resident must be part of the agency record.
 - (d) A record of individual casework and counseling must be part of the individual resident's agency record,
- (4) Group Counseling
- (a) Group counseling sessions must be conducted at least two times per week.
 - (b) Group counseling sessions must be conducted or supervised by staff with related experience and training.
- (5) Family Counseling
- (a) Family counseling must be offered to all parents or legal guardians and residents.
 - (b) Family counseling must be conducted by staff with -related experience and training.
 - (c) Family counseling, whenever possible and appropriate must be part of the overall treatment for each resident receiving services from the agency.
- (6) Agreement with Community Agencies
- (a) A conscientious effort must be made to establish formal or informal agreements with community agencies regarding the acceptance of program referrals.
 - (b) The program must be aware of and refer to community agencies for the provision of appropriate services.
 - (c) The agency must make every effort to establish linkages with other community agencies to provide for additional in-house services in areas in which the agency does not have in-house competence, e.g., psychological evaluation, psychiatric consultation.
 - (d) The program must validate in the agency record that the services, plans, and referrals that are made for a specific resident do exist in the community, and were either provided or refused.
- (7) After-Care Services
- (a) After-care services must be part of the overall program and provided to residents and their families on a voluntary basis.
 - (b) A regular plan for after-care services must be a part of the case records when appropriate.
 - (c) After-care services provided must be documented in the case record.

(Rule 0250-4-10-.07, continued)

- (8) Protective Services. Each runaway house agency must be aware of the T.C.A. §§ 37-1201 through 37-1212 and the responsibility of all agencies and individuals in reporting a child abuse or alleged abuse to the Tennessee Department of Children's Services, and must develop a plan for the immediate reporting of each incidence of alleged abuse.
- (9) Agency Records
 - (a) Each agency must complete accurate records on all runaways served by the agency.
 - (b) A system for data collection must be established to identify trends for working with youth in crisis and to provide proper information as to numbers and demographic information of youth served.
 - (c) Each agency must provide secure and fire-resistant files for storing confidential records and the administrative files of the agency.
 - (d) The agency must provide for the storage in a secure area of the agency of all records for at least a three-year period following the 18th birthday of a resident. No file may be destroyed prior to that time.

Authority: T.C.A. §§4-5-226(b)(2); 37-5-101; 37-5-105; 37-5-106; 37-5-112(a); 37-1604 and 37-1605.
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0250-4-10-.08 CARE OF RESIDENTS.

- (1) Intermediate Care. Residents must not be kept in-runaway house agencies over twenty-eight (28) days except on an emergency basis. In such cases, the record must reflect diligence in pursuing appropriate alternative living resources. Documentation of referrals for alternative living resources must be contained in the case record.
- (2) Health.
 - (a) An ongoing medical record of each resident must be maintained in the agency. (b) Doctor's orders must be observed during the course of an illness.
 - (b) Doctor's orders must be observed during the course of an illness
 - (c) Regulation of visitors and the sterilization of dishes must be observed as the nature of illness dictates
 - (d) First aid supplies must be kept on hand and must be placed in a locked area.
 - (e) A record of all medication dispensed must appear both in an ongoing agency medical log and in the case record of the individual resident.
 - (f) All legend drugs must be double-locked within the agency.
 - (g) In the event that any medication is used as an attitude manipulator, a tranquilizer, a legend pain killer, a barbiturate, or an amphetamine, there must be safeguards of a double entry medication system whereby each medication and the quantity is recorded as it comes into the agency and as it is administered.

(Rule 0250-4-10-.08, continued)

- (h) All controlled substances administered must be clearly evidenced in the controlled substance log, in the agency medication log, and in the individual record of the resident.
 - (i) No medication may be administered without a specific order from a licensed physician. The drug must be given to the individual for whom the drug was ordered in strict conformity with the directions given by the prescribing physician.
 - (j) No agency shall have legend/controlled substance as stock items. Such drugs must be individually prescribed and kept in the original containers with the name of the patient, drug, dosage, frequency of administration and prescription number unless filled directly by the physician.
 - (k) Each agency must develop a system for screening prospective residents for possible communicable diseases and an attitude must exist in the agency which would facilitate the trust of residents in sharing possible suspicions of communicable diseases with staff members.
 - (l) A formalized plan for providing both emergency and ongoing medical care must be developed with services to at least include the services of a pediatrician, a gynecologist, and a general surgeon.
 - (m) An emergency plan for dental and optical care must be developed.
- (3) Nutritional Needs.
- (a) Food of adequate quality and quantity must be served and meet the child's daily dietary allowances as recommended by USDA. (See Appendix C.)
 - (b) Three meals and snacks must be provided daily (See Appendix C.), with not more than a 14-hour span between a substantial evening meal and breakfast of the following day, and not more than 10 hours between breakfast and the evening meal of the same day.
 - (c) All special diets must be prepared as prescribed by the physician.
 - (d) Denial of a nutritionally adequate diet must not be used as a punishment,
- (4) Menus. Menus for the week must be prepared in advance. These menus must be followed and varied from week to week, although reasonable substitutions are permissible if the substituted food contains approximately the same nutrients.
- (5) Food Sanitation and Preparation.
- (a) State and local regulations for food sanitation must be met, which include but are not limited to the following:
 - 1. When food is transported, it must be done in a manner that maintains proper temperature, protects the food from contamination and spoilage, and insures the preservation of nutritive value.
 - 2. All food must be from sources approved or considered satisfactory by the health authority. All milk must be pasteurized.

(Rule 0250-4-10-.08, continued)

3. Raw fruits and vegetables must be washed before use. Stuffing, poultry, and pork products must be thoroughly cooked before being served.
 4. Leftover food not brought to the table for service must be covered, refrigerated properly and used promptly. Food brought to the table for family-style service must be discarded if not consumed.
 5. Reliable thermometers must be kept in the refrigerators. The temperature of refrigerated food must be maintained at 45 degrees F. or below. To keep food at this temperature the refrigerator temperature must be 37 degrees F. or below. Freezer temperatures must be 0 degrees F. or below.
 6. Milk and other perishable foods must be kept in the refrigerator except during the time of preparation and service.
 7. All dry food supplies must be stored in closed containers and stored at least ten (10) inches from the floor.
- (b) Food preparation must be the responsibility of a staff member,
- (6) Child Behavior and Discipline
- (a) Corporal punishment of any form must be specifically prohibited in the agency.
 - (b) Some plan for discipline and order must be established as a part of the ongoing policy and philosophy of the agency of which each resident and staff member is aware.
- (7) Education and Religion
- (a) Children in the runaway house program must comply with the Tennessee State Law on compulsory school attendance.
 - (b) The agency shall provide the opportunity for the individual residents to fulfill religious preferences.

Authority: T.C.A. §§4-5-226(b)(2); 37-5-101; 37-5-105; 37-5-106; 37-5-112(a); 37-1604 and 37-1605.
Administrative History: Original rule filed March 18, 1977; effective April 18, 1977. Repeal and new rule filed June 28, 1984; effective July 28, 1984. Rule assigned a new control number, removed and renumbered from 1240-4-10-.08 filed and effective March 25, 1999.

0250-4-10-.09 ONGOING-PROGRAM PLANNING

- (1) The program must establish and maintain an ongoing planning process.
- (2) The program must review its goals, objectives, service components, and procedures on at least an annual basis and must revise them as necessary.
- (3) Staff, both paid and volunteer, including members of the board of directors, must participate in the program's planning efforts.
- (4) The program must assess the needs and problems of youth in the community and the available services to meet these needs.

(Rule 0250-4-10-.09, continued)

- (5) The program must conduct an evaluation of its processes and impact on the client's served.

Authority: T.C.A. §§4-5-226(b)(2); 37-5-101; 37-5-105; 37-5-106; 37-5-112(a); 37-1604 and 37-1605.

Administrative History: Original rule filed March 18, 1977; effective April 18, 1977. Repeal and new rule filed June 28, 1984; effective July 28, 1984. Rule assigned a new control number, removed and renumbered from 1240-4-10-.09 filed and effective March 25, 1999.

0250-4-10-.10 COMPLIANCE Each runaway house agency must cooperate in every way with the Tennessee Department of Children's Services in complying with these standards and in providing appropriate reports, data, etc., as requested by the Tennessee Department of Children's Services.

Authority: T.C.A. §§4-5-226(b)(2); 37-5-101; 37-5-105; 37-5-106; 37-5-112(a); 37-1604 and 37-1605.

Administrative History: Original rule filed June 28, 1984; effective July 28, 1984. Rule assigned a new control number, removed and renumbered from 1240-4-10-.10 filed and effective March 25, 1999.