


**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

**POLICY GUIDE 2015.04**

**INTAKE HOLDS ON CHILD CARE AGENCIES AND INSTITUTIONS**

**DATE:** February 9, 2015

**TO:** DCFS and POS Child Welfare and Licensing Staff and Supervisors

**FROM:** Cynthia L. Tate, Ph.D., Interim Director 

**EFFECTIVE:** Immediately

**I. PURPOSE**

The purpose of this Policy Guide is to inform Department and Purchase of Services (POS) Child Welfare and Licensing staff and Supervisors of the Department's policy concerning "holds" on a licensed child care agency or institution's intake.

**II. PRIMARY USERS**

The primary users of this policy guide are DCFS and POS Child Welfare and Licensing Staff and Supervisors.

**III. BACKGROUND**

The Department currently places intake "holds" on licensed child welfare agencies and institution when implementing corrective and protective plans in accordance with residential contract program plans and other policy governing corrective and protective plans. This Policy Guide further explains residential intake "holds" and anticipates rulemaking that will formalize the process.

**IV. SUMMARY**

The Department may place a "hold" on the agency's intake when an agency's performance, failure to adhere to the Department's licensing standards, or a significant singular event (e.g., physical or mental abuse, death, or something of similar significance) poses a substantial risk of harm to children or youth in care. No additional children or youth will be placed in the facility and the population may be clinically reassessed to determine the appropriateness of existing children's continued placement. The primary purpose of the intake "hold" is to allow the agency to identify and implement the necessary corrective actions and demonstrate the sustainability of the corrections.

- Except as noted below, any intake “hold” will be applied initially for 60 days, unless reason for the “hold” poses no immediate risk of harm to the children in care. The “hold” may be extended past 60 days if sustained corrective actions are not observed and/or subsequent instances of the same or similar reasons that led to the “hold” to occur.
- During the “hold” all Department and POS staff will be allowed unfettered access to the physical plant, files, agency staff, and children to observe progress toward corrective actions, quality improvement and safety.
- Any “hold” may be removed during or after the initial 60 day period when the DCFS Agency & Institution manager determines that the agency has fully implemented all corrective actions and quality improvements and children can safely be cared for within the facility.

The Department will propose amendments to appropriate rules to comport with this Policy Guide. Licensing staff shall immediately implement the new standards.

## **V. QUESTIONS**

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook at OCFP – Mailbox. Non Outlook users may e-mail questions to [cfpolicy@idcfs.state.il.us](mailto:cfpolicy@idcfs.state.il.us).

## **VI. FILING INSTRUCTIONS**

File this Policy Guide immediately following Rules 383, Licensing Enforcement.