**Section 401.APPENDIX D Minimum Requirements for a Risk Management Plan**

The risk management plan required by Section 401.220(g) shall address at least the following areas of risk with the answers sufficiently explained.

1) What risks are presented by the child welfare services offered or supervised by the child welfare agency? How is the agency minimizing those risks?

2) What risks are presented to staff and caregivers in the conduct of their duties? How is the agency minimizing those risks? Does the child welfare agency provide staff with a photo identification card?

3) What training is provided to staff, foster parents, relative caregivers, day care home providers, or youth in independent living arrangements to help them identify and minimize risks associated with their various duties or living arrangements? Describe all required training.

4) Does the agency have a plan to assure the quality of services it delivers? Describe the quality assurance plan.

5) Are adequate investigations into the qualifications, education, and experience of staff completed before they are hired? Describe the hiring process.

6) Are agency personnel sufficiently qualified to provide services to the types of children accepted for care? How do staff qualifications compare to the special needs which children or youth may present?

7) Does the design of any building used for family and child related activities (such as rooms used for family counseling or visits) minimize risks to staff and clients?

8) Are buildings used by the child welfare agency appropriately maintained?

9) Does the agency have a regular maintenance schedule for vehicles used to transport children? If so, describe the schedule.

10) Does the agency require persons who transport children to use child safety restraints and make adequate child safety seats available to staff and volunteers?

11) Does the agency have policies in place regarding when staff and volunteers of the same and opposite sex may be alone with clients?

12) Does the agency have emergency and disaster preparedness plans? Are they posted and made available to staff? If so, describe the plan and how it is made available to staff.

13) Has the agency addressed any deficiencies identified by the independent auditor in the management of its financial resources? Explain what actions were taken.

(Source: Added at 22 Ill. Reg. 10329, effective May 26, 1998)