



Ohio Administrative Code

Rule 5101:2-14-06 Child record requirements for a certified in-home aide.

Effective: November 12, 2023

(A) What are the requirements for the JFS 01234 "Child Enrollment and Health Information for Child Care" in a home with a certified in-home aide (IHA)?

The IHA is to:

(1) Have a completed JFS 01234 on file for each child in care by the first day of care, including the IHA's own children in care.

(2) Ensure the JFS 01234 is reviewed at least annually by the parent and updated as needed when information changes. The parent and the IHA are to initial and date the form when information is reviewed or updated.

(3) Send the child's JFS 01234 with any child who is being transported for emergency assistance.

(4) Maintain a current copy of the completed JFS 01234 for each child in care in a location that can be easily and quickly accessed and removed from the home if there is an emergency where the children are moved to another location, and for transporting children on all trips, except routine walks.

(5) Set a policy regarding whether to provide care to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

(B) What are the child medical statement requirements in a home with a certified IHA?

(1) The IHA is to have verification of a medical exam on file for each child in care, including the IHA's own children in care. Children who attend a grade of kindergarten or above in an elementary school are exempt from this requirement.



(2) The medical statement is to be on file at the home within thirty days of the child's first day of care and is to be updated every thirteen months thereafter from the date of the examination.

(3) The medical statement is to contain the following information:

(a) The child's name and birth date.

(b) The date of the medical examination, which is to be no more than thirteen months prior to the date the form is signed.

(c) The signature, business address and telephone number of the licensed physician as defined in Chapter 4731. of the Revised Code, physician assistant (PA), advanced practice registered nurse (APRN), or certified nurse practitioner (CNP) who examined the child.

(d) A record of immunizations on file within thirty days of the child's first day of care, if a child is not enrolled in a public or nonpublic school. This record may be attached to the medical statement and is to contain the following information:

(i) The child's name and birth date.

(ii) Each immunization the child has had, specifying the month, day and year of the immunization, or that the child is in the process of being immunized against the diseases listed in appendix A to this rule.

(e) If a child has not received an immunization(s) to prevent a disease listed in appendix A to this rule, then one or both of the following is to be on file:

(i) A statement from a licensed physician as defined in Chapter 4731. of the Revised Code, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child or is not medically appropriate for the child's age.

(ii) A statement from the child's parent that they have declined to have the child immunized against the disease for reasons of conscience, including religious convictions.



(C) What are the health care plan requirements for caring for children with a specific health condition in a home with a certified IHA?

(1) The JFS 01236 "Medical/Physical Care Plan for Child Care" is to be used for children with a condition or diagnosis that includes the following:

(a) Monitoring the child for symptoms in order to take action, if necessary.

(b) Ongoing administration of medication or medical foods. Medical food means food that is formulated to be consumed under the supervision of a physician, PA, APRN, or CNP and which is intended for the specific dietary management of a disease or condition.

(c) Administering procedures that the IHA is trained to provide.

(d) Avoiding specific food(s), environmental conditions or activities.

(e) A school-age child to carry and administer their own emergency medication.

(2) The IHA is to:

(a) Ensure that there is a completed JFS 01236 for each condition per child, including the IHA's own children in care.

(b) Implement and follow all requirements of each child's JFS 01236.

(c) Keep each JFS 01236 in a location that can be easily and quickly accessed, including being removed from the home if there is an emergency where the children are moved to another location, and for transporting children on all trips except routine walks.

(3) The JFS 01236 is to be reviewed by the parent at least annually and updated as needed. The parent and the IHA are to initial and date the form when information is reviewed or updated.



(4) The JFS 01236 is to be on file in the home by the first day the IHA provides child care services, or upon confirmation of a health condition.

(5) If the IHA suspects that a child has a health condition, the IHA may collect a physician's statement from the parent within a designated time frame.

(6) The IHA is to be trained on the child's needs and all procedures before being permitted to perform medical procedures or other action needed for a health condition or special need.

(D) What information regarding children's records can be shared?

Children's records are to be confidential but are to be available to the Ohio department of job and family services (ODJFS) and the county agency for the purpose of administering Chapter 5104. of the Revised Code and Chapter 5101:2-14 of the Administrative Code. The immunization records are subject to review by the Ohio department of health (ODH) for disease outbreak control and for immunization level assessment purposes.

(E) How long are child records to be kept on file by the IHA?

All child medical statements, JFS 01217 "Request for Administration of Medication for Child Care," JFS 01234 and JFS 01236 as well as all written permission from parents are to be kept on file for twelve months from the date the form is signed or updated, whichever is later, even if the child is no longer being cared for in the home or the form is no longer needed for the child.