

FACILITY NAME:
DATE (S) OF VISIT:

**REVIEW OF POLICIES AND PROCEDURES
INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES**

_____ 110.C Written statement of the philosophy and the objectives of the facility including a description of the target population and the program to be offered

_____ 120.A Fiscal Accountability

1. An operating statement showing revenue and expenses for the fiscal year just ended;
2. A working budget showing projected revenue and expenses for the next fiscal year that gives evidence that there are sufficient funds to operate
3. A balance sheet showing assets and liabilities for the fiscal year just ended.

_____ 120.B A system of financial record keeping that shows a separation of the facility's accounts from all other records.

_____ 150 Possession and use of firearms, pellet guns, air rifles, and other weapons on the facility's premises the policy shall provide that no firearms, pellet guns, air rifles, or other weapons shall be permitted on the premises unless the weapons are:

1. In the possession of licensed security personnel,
2. Kept securely under lock and key, or
3. Used under the supervision of a responsible adult in accord with policies and procedures developed by the facility for the weapons' lawful and safe use.

_____ 220.A Personnel policies

_____ 220.B Policy to ensure persons employed in or designated to assume the responsibilities of each position possess the knowledge, skills and abilities specified in the job description for the position.

_____ 310.A Selection and use of volunteers and students if used.

_____ 530.A Criteria for admission which shall include:

1. A description of the population to be served;
2. A description of the types of services offered; and
3. Intake and admission procedures.

_____ 540.D Confidentiality of records - the policy shall address acquiring information, access, duplication, and dissemination of any portion of the records. The policy shall specify what information is available to the resident

_____ 540.I Policy to provide for:

1. The preservation of records in the event the facility ceases operation,
2. Notifying the regulatory authority of the preservation plan, and
3. Retention of and access to automated records.

_____ 540.J Facilities using automated records - procedures for backing up records.

_____ 560 Human Research:

1. Implement a written policy stating that residents will not be used as subjects of human research; or
2. Document approval, as required by the appropriate regulatory authorities, for each research project using residents as subjects of human research.

_____ 570 Facilities accepting emergency or self-admissions - procedures to make and document prompt efforts to obtain (i) a written placement agreement signed by the legal guardian or (ii) the order of a court of competent jurisdiction;

_____ 650 Criteria for discharge that shall include:

1. Criteria for a resident's completing the program which are consistent with the facility's programs and services;
2. Conditions under which a resident may be discharged before completing the program; and
3. Procedures for assisting placing agencies in placing the residents should the facility cease operation.

_____ 700.A Health care procedures for promptly:

1. Providing or arranging for the provision of medical and dental services for health problems identified at admission;
2. Providing or arranging for the provision of routine ongoing and follow-up medical and dental services after admission;
3. Providing emergency services for each resident as provided by statute or by the agreement with the resident's legal guardian, and
4. Providing emergency services for any resident experiencing or showing signs of suicidal or homicidal thoughts, symptoms of mood or thought disorders, or other mental health problems.

_____ 710.H Communicable and contagious medical conditions including the use of universal precautions

_____ 740.E Supervision of residents

_____ 770.B Facility that does not conduct pat downs shall have a written policy prohibiting

_____ 770.C Facility that conducts pat downs shall have policies, which include:

1. Pat downs shall be limited to instances where they are necessary to prohibit contraband;
2. Pat downs shall be conducted only in accordance with the written policies and procedures;
3. Pat downs shall be conducted by personnel of the same gender as the client being searched;
4. Pat downs shall be conducted only by personnel who are specifically authorized to conduct searches by the written policies and procedures; and
5. Pat downs shall be conducted in such a way as to protect the subject's dignity and in the presence of one or more witnesses.

_____ 780.A Behavior management/documenting and monitoring the management of resident behavior. Rules of conduct shall be included in the written policies and procedures.

_____ 790.A Conditions of confinement and maximum period of confinement (based on the resident's chronological and developmental level)

_____ 820.A and B Physical restraint - shall include methods to be followed should physical restraint, less intrusive interventions, or measures permitted by other applicable state regulations prove unsuccessful in calming and moderating the resident's behavior.

_____ 860.A Opportunities for religious activities

_____ 870.A Description of recreation program

_____ 880.B Procedures for evaluating persons or organizations in the community who wish to associate with residents on the premises or take residents off the premises - procedures shall cover how the facility will determine if participation in such community activities or programs would be in the residents' best interest.

_____ 900.B Allowances

_____ 900.C Safekeeping and recordkeeping of resident's money

_____ 910.D Procedures to ensure that the work and pay of residents complies with applicable laws governing wages and hours and laws governing labor and employment of children.

_____ 920.A Visitation policies and procedures which allow reasonable visiting privileges and flexible visiting hours except as permitted by other applicable state regulations.

_____ 930.B and C. Safety rules which shall include taking head counts at each stop, which are appropriate to the population served, for transportation of children. Safety rules for use and maintenance of vehicles and power equipment.

_____ 960.A Child abuse and neglect including:

1. Handling accusations against staff; and
2. Promptly referring, consistent with requirements of the *Code of Virginia*, suspected cases of child abuse and neglect to the local child protective services unit; and cooperating with the unit during any investigation

_____ 965 Handling of grievances by children. If not addressed by other applicable standards, the policies and procedures shall:

1. Be written in clear and simple language;
2. Be communicated to the residents in an age or developmentally appropriate manner;
3. Be posted in an area easily accessible to residents and their parents and legal guardians;
4. Ensure that any grievance shall be investigated by an objective employee who is not the subject of the grievance; and
5. Require continuous monitoring by the licensee of any grievance to assure there is no retaliation or threat of retaliation against the child.

_____ 970.A Written procedures shall be developed/implemented for responding to emergencies, including but not limited to (1) severe weather (2) loss of utilities (3) missing persons (4) severe injury and (5) emergency evacuation, including alternate housing.

_____ 970.B Emergency and evacuation procedures - written procedures shall address responsibilities of staff and residents regarding:

1. Sounding of an alarm;
2. Emergency evacuation including assembly points, head counts, primary and secondary means of egress, evacuation of children with special needs, and verifying complete evacuation of the buildings;
3. Alerting emergency authorities; and
4. Use of emergency equipment.

_____ 970.C. Emergency procedures shall address the handling of residents with special needs.

_____ 990 Fire plan