Date:	Type of License:	Date of Original License:
Child Care Program:	**Name of Parent Agency, where appropriate:**	**Expiration Date of Current License:**
	House Manager completing this form:	**Reviewer:**
Site Address:		

I   LICENSE REQUIREMENTS:

National Accreditation:

Number of children licensed for:

Current ages and genders:

Name the operator(s) of the program:

Please answer ALL of the following questions for the current license period.

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Has the program obtained a license from the Department?	☐	☐		
2. Has the Licensing Administrator granted a variance to a rule and issued a license under provisions of the Residential Regulations for Licensure? **Attach documentation of variance.	☐	☐		
3. Is the program certified for licensure by a child placing agency?	☐	☐		
4. Has the program been inspected by the State Fire Marshall? **Attach documentation.	☐	☐		
5. Does the program have a current lead inspection? **Attach documentation	☐	☐		
6. Does the program have a current radon inspection? **Attach documentation	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
7. Has the program cooperated in inspections of program/facility by the Department?	☐	☐		
8. Provided evidence of substantial compliance with these regulations throughout the terms of the license? OR	☐	☐		
9. Submitted satisfactory evidence that it meets the current standards of a national accrediting organization approved by the Department?	☐	☐		
10. Provided documentation of the philosophy of the agency, clientele to be served, services offered, programmatic descriptions and a listing of personnel and job descriptions?	☐	☐		
11. Does the license apply only to the site specified at issuance?	☐	☐		
12. Is the license valid?	☐	☐		
13. Has the term of the license been extended?	☐	☐		
14. Does the applicant hold a valid out of state child care or child placing license?	☐	☐		
15. Has there been an administrative, civil, or criminal action as regards to the provisions of child care services by the program or any of its officers, agents or employees in the past? If yes, describe the findings and disposition(s).	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
16. Has there ever been a state or federal investigation of the agency, its officers, agents of employees as regards the provision of child care services? If so, describe the findings and disposition.	☐	☐		
17. Has the agency, its officers, agents or employees been convicted of or are under indictment of any offense throughout the current license period?	☐	☐		
18. Been fined or subject to agreement resulting from an administrative or civil action pertaining to professional care of children?	☐	☐		
19. Been denied a license or had a license revoked pertaining to professional care of children?	☐	☐		
20. Does the program have and conform to a written description of its services to youth which include:				
• pre-placement & admission criteria	☐	☐		
• intake policies and procedures	☐	☐		
• admission policies	☐	☐		
• description of sample daily program schedule including supervision and behavior management procedures	☐	☐		
• plan for the provision of services to the child, including community resources	☐	☐		
• criteria for discharge	☐	☐		
• assessment and evaluation procedures used in treatment planning and delivery?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
21. Is there a current and accurate organizational table?	☐	☐		
22. Has the program met with the licensing authority as requested?	☐	☐		
23. Contacted the Department prior to implementing programmatic changes in a licensed program?	☐	☐		
24. Submitted reports as required by the Department?	☐	☐		
25. Does the licensee have a safe and suitable office space, as well as space for the privacy and comfort of clients?	☐	☐		
26. Has the program provided to its staff a written code of ethics prohibiting conflict of interest through their positions or work activities?	☐	☐		

II   CONFIDENTIALLY & RESEARCH

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
1. Has the privacy of the child and his/her family been protected?	☐	☐		
2. Has a child's identity been used in any form of publicity?	☐	☐		
3. Has the written prior consent of a parent or guardian been obtained where a child has been used for publicity?	☐	☐		
4. Has a program obtained the approval of the Department regarding the use of research with a child?	☐	☐		
5. Have personal identities been masked in all phases or research?	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	

	QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
6.	Does the Department require a human rights committee to monitor and approve a program's research?	☐	☐		

III FINANCES					
	QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
1.	Has the Department provided written prior permission to the program for children's participation in fundraising activities?	☐	☐		
2.	Does the program have a written policy on fees and an explanation of its fees?	☐	☐		
3.	Does the policy describe the relationship between fees and the costs of services provided? Are fees waived?	☐	☐		
4.	Does the program demonstrate fiscal accountability through financial record keeping and an annual financial statement?	☐	☐		
5.	Has the program obtained an appropriate financial audit?	☐	☐		

IV CASE RECORDS

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
1. Does the program demonstrate procedures for protecting records from loss, tampering and unauthorized use?	☐	☐		
2. Does the program show staff awareness of the protection of verbal and written confidential information?	☐	☐		
3. Does the program have a policy which makes available to a child, parent, guardian or legal counsel case record information upon written request and a signed release?	☐	☐		
• Does the program's policy uphold privacy rights of others?	☐	☐		
• Does the policy protect case material generated by another agency?	☐	☐		
• Does the policy conform to other statutes regarding release of information?	☐	☐		
4. Does the program disguise or delete personally identifiable information in the course of teaching or conducting research from case records?	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	

5. Does the program utilize videotapes of children in care only for teaching program staff and with the prior written permission of the parent and placing agency? If yes, describe:	☐	☐		
6. Does the program maintain a written record for each child with cumulative administrative, treatment and education date from the date of admission through the date of discharge?	☐	☐		
7. Is the content and format of children's records uniform within the program?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
8. Are the following items included in the case record?				
• Child's name	☐	☐		
• Sex	☐	☐		
• Birth date	☐	☐		
• Birthplace	☐	☐		
• Parent name(s)	☐	☐		
• Address(es)	☐	☐		
• Phone number(s)	☐	☐		
• Marital status	☐	☐		
• Name of prior caregiver, address, phone number, relationship to the child				
• Date of admission	☐	☐		
• Referral source	☐	☐		
• Referral documents, as required	☐	☐		
• Custodian of child	☐	☐		
• Legal guardian(s) of child	☐	☐		
• Medical consent forms, signed by parent(s) or guardian(s)	☐	☐		
• Service plans	☐	☐		
• Summary of services to the family	☐	☐		
• Cumulative health records	☐	☐		
• Education reports	☐	☐		
• Treatment or clinical records	☐	☐		
• Date of discharge	☐	☐		
• Reason for discharge	☐	☐		
• Name of adult or agency to whom discharged, address, phone number				
• Discharge summary	☐	☐		
• After-care plans	☐	☐		

V NOTIFICATIONS

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Does the program maintain a current register of its children in care?	☐	☐		
2. Was notification to parent and Department necessary in any of the following instances?				
• A serious injury or illness necessitating medical treatment of a child?	☐	☐		
• A serious emotional or behavioral crisis which endangered the child or others?	☐	☐		
• If a child was allegedly subject to abuse or neglect or was allegedly physically or sexually assaulted?	☐	☐		
• The death of a child?	☐	☐		
3. Was notification to parent and Department made immediately? If not, explain:	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
4. Was notification to the Department necessary in any of the following instances?				
• Unauthorized absence of a child from a program in accordance with Department policy?	☐	☐		
• Illegal or attempted illegal removal of a child from the program?	☐	☐		
• A fire or emergency requiring overnight evacuation of the program?	☐	☐		
• Exclusion of a child from school?	☐	☐		
• Any police involvement?	☐	☐		
• A physician's order requiring a child to be force fed or otherwise coerced to eat against his/her will?	☐	☐		
5. If yes, was notification to parent and Department made immediately? If no, explain:	☐	☐		
6. Were the services of the fire department required for a fire? If yes, was the Department notified by the following work day?	☐ ☐	☐ ☐		
7. Was written notification given to the Department within 30 days regarding changes in administrative and professional personnel and admissions criteria?	☐	☐		

VI STAFFING:

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Is the chief administrator of a program qualified by education, training, experience and management skills to perform satisfactorily?	☐	☐		
2. Are milieu staff qualified in accordance with current Child Care Regulations to supervise children?	☐	☐		
3. Are staff skills and training in conformity with their respective written job descriptions?	☐	☐		
4. Are consultants and specialists retained as integral components of the program's services? If yes, are there clear, written job specifications for their respective roles and responsibilities?	☐	☐		
5. Does the program demonstrate employment practices that ensure staff has the proper talent, temperament, health and good character for their respective functions?	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	

6. Has the program developed and implemented a staffing ratio in accordance with current child care regulations?	☐	☐		
7. Does the program follow a written annual plan for the orientation, on-going development, supervision and evaluation of all staff members?	☐	☐		
8. Are there sufficient qualified staff with the proper authority to perform in the following areas? • Administrative • Medication administration/certified • Fiscal • Clerical • Housekeeping, maintenance and food services • Direct child service • Supervision • Recordkeeping and reporting • Other service functions in the program	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐		
9. Does the program demonstrate regularly scheduled hours of work for its child care staff?	☐	☐		
10. Is a record of actual work assignments maintained?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
11. Are the following items included in the personnel file? • Application for employment & resume • Reference points • Applicable professional credentials & certifications • All performance evaluations • Personnel actions in relation to the individual's employment with the program • Date of starting and termination	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
12. Are the following hiring practices maintained?				
• Are all staff members properly certified or licensed as legally required?	☐	☐		
• Are all staff cleared for employment history? (form #108)	☐	☐		
• Do prospective staff and volunteers have the state criminal record check (form #109)?	☐	☐		
• Has any person convicted of any disqualifying offenses been hired or retained by the program?	☐	☐		
• Does the program required 3 references from non-related persons for any staff or volunteer involved in direct child care services?	☐	☐		

VII	WRITTEN PLANS, POLICIES & PROCEDURES:

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Are staff trained and knowledgeable in the following areas? • Principles and practices of child care • Administrative procedures and program goal • Acceptable behavior management techniques • Crisis management • Methods of restraint • Emergency and safety procedures • Introductory orientation program • Relevant state laws and regulations ** Explain reason for any omissions above	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐		
2. Are there written procedures for ongoing communications among staff involved in each child's service plan?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
3. Does the program demonstrate that staff have access to necessary information from case records?	☐	☐		
4. Does the program have a written plan and schedule concerning administrative and clinical coverage and support of its child care staff? If no, explain:	☐	☐		
5. Are written personnel policies and procedures provided to all staff?	☐	☐		
6. Does the program have a written list of all current staff assignments, job descriptions for all positions, and lines of authority?	☐	☐		
7. Are there written procedures for the use of volunteers or student interns in direct services work with children?	☐	☐		
8. Are the written procedures given to volunteers and interns?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
9. Do the written procedures include the following? • Orientation and training of the program's philosophy, needs of children in care, and methods used to meet those needs	☐	☐		
• The use of volunteers and interns to enrich the program, not to provide essential services	☐	☐		
• As part of orientation, the need to protect confidential oral and written information	☐	☐		
10. Is there a written policy regarding fines in the program?	☐	☐		
11. If so, is this policy communicated to children in care as well as how revenues from fines are used?	☐	☐		

| | VIII | FACILITY: | | | | |

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Is the program's facility constructed, equipped, used and maintained to ensure the privacy, safety, health and physical comfort of all children?	☐	☐		
2. Are all structures on the premises, the grounds and outside equipment in good repair?	☐	☐		
3. Does each living space with a residential component include a variety of interior spaces for informal use by children?	☐	☐		
4. Is equipment consistent with programmatic goals?	☐	☐		
5. Are habitable areas of the facility well lit and ventilated?	☐	☐		
6. Are there sufficient dining areas for children, staff and guests to eat together?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
7. In a residential facility:				
• Does each child have their own bed?	☐	☐		
• Is one bedroom occupied by more then 4 children?	☐	☐		
• Does a child over the age of 3 years occupy a bedroom with a person of the opposite sex?	☐	☐		
• Does a child sleep in the same bedroom as an adult?	☐	☐		
• With bunk beds, is the vertical distance between mattresses sufficient to allow each occupant to sit up comfortably in bed?	☐	☐		
• Is the top bunk fastened securely to the side frames?	☐	☐		
• Does each child have their own dresser or storage space, as well as a designed space close to their bedroom for hanging clothes?	☐	☐		
• Do closet, bedroom and bathroom doors unlock from both sides?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
8. Does the program have a minimum of one sink with hot and cold water, one operating toilet, and one bathroom shower for every 8 children in residence?	☐	☐		
9. Do the bathrooms allow for personal privacy?	☐	☐		
10. Is there an anti scald valve for all hot water sources in the facility?	☐	☐		
11. Is there adequate, separate living space for live-in staff?	☐	☐		
12. Is there space for administrative needs apart from children's living areas?	☐	☐		
13. Is there designated space for private discussions and counseling sessions between children and staff?	☐	☐		
14. Are all areas of a program's facility cleaned and maintained routinely?	☐	☐		
15. Are there sufficient and appropriate storage areas?	☐	☐		
16. Are there securely locked storage space for all potentially harmful materials and dangers tools or utensils?	☐	☐		
17. Are keys to these locked storage spaces available only to authorized staff?	☐	☐		
18. Does each separate living unit have 24-hour operational telephone service?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
19. Are emergency telephone numbers conspicuously posted next to each telephone?	☐	☐		
20. Does the program prohibit any firearm or chemical weapon on the grounds or within the structures of the facility?	☐	☐		
21. Does the program prohibit any staff or child to possess a firearm or a chemical weapon on the grounds or within the structure of the facility?	☐	☐		
22. Does the program prohibit the use of candles?	☐	☐		
23. Is power-driven equipment used by a program kept in good repair?	☐	☐		
24. Are children in care allowed to operate this machinery under direct adult supervision?	☐	☐		
25. Is a certified lifeguard present and supervising when children are swimming, if applicable?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	
26. Does the program have written procedures for staff and children to follow in an emergency or disaster?	☐	☐		
• Were these procedures developed with the assistance of qualified fire and safety personnel?	☐	☐		
• Do they include evacuation procedures and staff assignments during emergencies?	☐	☐		
• Are there emergency drills at 3 month intervals which provide actual evacuation?	☐	☐		
• Has there been training for personnel on all shifts concerning assigned tasks and use of fire-extinguishers during emergencies in the facility?	☐	☐		
• Is there a record of emergency drills?	☐	☐		
• Have all persons in the facility participated in emergency drills?	☐	☐		
• Does the program have provisions for evacuation of handicapped children?	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	

	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
27. Are children transported in a vehicle restrained by an appropriate seat restraint or seat belt?	☐	☐		
28. Do vehicles transporting children have full insurance coverage?	☐	☐		

IX MEDICAL:

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Are all over-the-counter, and prescription drugs, kept in a locked storage space?	☐	☐		
2. Is there a designated person to administer drugs?	☐	☐		
3. Is a written log maintained of all medications dispensed to individual children, with the child's name, the name of the drug, the dosage, the time dispensed, and the name of the person administering the drug?	☐	☐		
4. Is there a written log of all over-the-counter medications acquired for any child in care?	☐	☐		
5. Are all drugs requiring intramuscular administration prescribed by a physician?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
6. Are they administered only by a licensed medical practitioner?	☐	☐		
7. Have stimulants, tranquilizers or psychotropic drugs been used for program management and control or for experimentation and research?	☐	☐		
8. Has subcutaneous medication, except prescribed self-administered insulin injections, been administered by any person other than a licensed medical practitioner?	☐	☐		
9. Is there a written register for drugs confiscated from children in care?	☐	☐		
10. Does the agency demonstrate evidence of the availability of a comprehensive program of preventative, routine and emergency medical and dental care for all its children?	☐	☐		
11. Does the agency demonstrate that children receive timely, competent medical and dental care when needed?	☐	☐		
12. Do the children also receive necessary follow-up medical and dental care?	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP

13. Does a program ascertain and document known allergies and medical conditions of the children in care? Describe how.	☐	☐	
14. Except when a child has received within 12 months prior to admission, a general medical examination, (the results of which are available to the program), does a program arrange for a general medical examination by a licensed medical practitioner within 15 days of admission?	☐	☐	
15. Does the program arrange for an annual physical examinations for all its children?	☐	☐	
16. Does the program maintain a cumulative record of visits to medical care facilities?	☐	☐	
17. Are the following included in this record? • Name of child • Reason for visit • Name of physician or attending medical person • Results and recommendations of the medical examination • Type of usage of medication ordered • The reason for prescribing any medication	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
18. Upon discharge, does the program provide a summary of the child's health record to the person or agency responsible for the future planning and care of the child?	☐	☐		
19. Except when a child has received a dental examination within 12 months prior to admission, (the results of which are available to the program), does a program arrange for a dental examination within 60 days of admission?	☐	☐		
20. Does each child 4 years of age and older receive an annual dental examination arranged by the program?	☐	☐		
21. Does the program show evidence that it:				
• Determines the child's need for eyeglasses, a hearing aid, a prosthetic or other corrective device	☐	☐		
• Provides the child with any necessary equipment or device	☐	☐		
22. Does the program have written procedures for the staff in the event of a medical emergency?	☐	☐		
23. Do the procedures include the administration of first aid?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
24. Are the following adhered to: • A definition of the circumstances that constitute a medical emergency	☐	☐		
• Instructions to staff regarding their behavior in the event of a medical emergency	☐	☐		
• Posting of the procedures in conspicuous areas	☐	☐		
25. Does at least one child care staff in each living unit and each shift possess current certification in first aid and CPR administration?	☐	☐		
26. Does each unit in a facility possess a first aid kit meeting the most recent guidelines of the American Red Cross?	☐	☐		

X PROVISION OF SERVICES:

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Does the program have a written description of its overall approach to family involvement?	☐	☐		
2. Does the program promote positive communication between a child and his/her parent or guardian?	☐	☐		
3. Has the program made the following information available to the parent or guardian prior to placement?				
• The philosophy of the program	☐	☐		
• Normal daily routines	☐	☐		
• Behavior management and disciplinary practices	☐	☐		
• Treatment strategies	☐	☐		
• Visiting hours and other communication procedures with children in care	☐	☐		
• Services provided to family by the program;	☐	☐		
• Procedures the parent may use for complaints	☐	☐		
• The name and telephone number of a staff person whom the parent may contact on an ongoing basis	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
4. Does the program have regularly scheduled opportunities for a child to visit with a parent or guardian and sibling, in accordance with the child's service plan?	☐	☐		
5. Are visiting hours reasonable and flexible?	☐	☐		
6. Are there procedures for a child's use of a telephone?	☐	☐		
7. Are there conditions of reasonable privacy for visits and telephone contacts between a child and his/her family?	☐	☐		
8. In a residential program, are there written procedures for overnight visits outside the facility, including?	☐	☐		
• The child's location?	☐	☐		
• The duration of the visit?	☐	☐		
• The name, address and telephone number of the person responsible for the child during visitation?	☐	☐		
• The time of the child's return?	☐	☐		
9. Does the program permit the child to receive and send mail in accordance with his/her case plan?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
10. Does the program adhere to the following procedures, in the event a child's right to visit or communicate with a person outside the program is curtailed?				
• Notify the Department to determine if this is appropriate?	☐	☐		
• Inform the child of the reason for the restriction or termination rights to communicate with a specific individual?	☐	☐		
• Review the decision at least every 3 months?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
11. Has the program prohibited any agency or Department from visiting, corresponding with or telephoning a child?	☐	☐		
12. Is each child adequately supervised at all times as appropriate to his/her needs and level of development?	☐	☐		
13. In a residential program, does each child have ready access to a responsible staff member throughout the night? By what means?	☐	☐		
14. In a residential program, does each child have adequate, clean, well-fitting and seasonable clothing?	☐	☐		
15. Is the child's clothing identifiably his/her own and not shared in common?	☐	☐		
16. Does the program make provisions for clothing needs at the time of discharge?	☐	☐		
17. Is there a written policy delineating the possession and acquisition of personal belongings?	☐	☐		
18. In accordance with this policy, can a child bring his/her personal belongings to a program and acquire belongings of his/her own?	☐	☐		
19. Does the program limit or supervise the use of these items?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
20. In the event extraordinary limitations are imposed, are the following procedures adhered to:				
• Is the child informed by staff of the reasons?	☐	☐		
• Are the reasons recorded in the case record?	☐	☐		
21. Does the program make reasonable provisions to protect the child's property?	☐	☐		
22. Does program staff train children in habits of physical cleanliness, good grooming, and personal hygiene?	☐	☐		
23. Does a program have clear and simple written grievance procedures for children?	☐	☐		
24. Has each child received a copy of or a verbal explanation of the grievance procedure?	☐	☐		

XI CHILDREN'S MONEY:

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Does the program allow and encourage a child to possess his/her own money?	☐	☐		
2. Is money earned, received as a gift or as an allowance by a child deemed the child's personal property by the program?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
3. Does the program limit the amount of money a child may possess or to which he/she has unencumbered access?	☐	☐		
4. Does the program require a child to assume expenses for his/her care and treatment? If so, is this part of the service plan?	☐ ☐	☐ ☐		
5. Does the program deduct reasonable sums from a child's allowance or pay for work, based on ability to pay, as a restitution for damages done by the child?	☐	☐		
6. Is the restitution plan recorded in the service plan?	☐	☐		
7. Is there a separate accounting system for each child's money?	☐	☐		
8. Does a child with ongoing earned income from employment have an interest-bearing savings account?	☐	☐		
9. Has the Department been notified of the existence of the child's savings account?	☐	☐		
10. Is work assigned as a constructive experience for children?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
11. Are children in the program either attending school, gainfully employed, or in training for suitable employment or life skills? If no, explain	☐	☐		

XII   RELIGION:

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Does the program require any religious observance or practice of a child?	☐	☐		
2. Has the parent made written request for a religious practice or observance?	☐	☐		
3. Does the program have a written description of its religious orientation, if any, the presence or absence of religious observances, and any religious restrictions on admission?	☐	☐		
4. Is this description provided to the child, parent or guardian and Department at the time of admission?	☐	☐		
5. During admission, did the program: • Discuss the religious orientation and policy of the child and his/her parent or guardian?	☐	☐		
• Determine the wishes of the parent or guardian and the child regarding the child's religious training?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
6. Have reasonable efforts been made to provide each child with the opportunity to participate in religious activities and services, in accordance with the wishes of the parent or guardian?	☐	☐		
7. Has the child's parent or guardian been consulted before any change in religious affiliation is made by the child?	☐	☐		

XIII   FOOD:

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Does the program maintain sanitary food storage and preparation facilities separate from other building areas?	☐	☐		
2. Are menus prepared in conformity with accepted nutritional standards?	☐	☐		
3. Are menus posted 7 days prior to the serving of a meal?	☐	☐		
4. In a residential program, does each child receive 3 meals daily or their equivalent?	☐	☐		
5. Is there no more than 14 hours between the evening meal and breakfast?	☐	☐		
6. Has a child been denied a meal for non-medical reasons?	☐	☐		
7. Are special nutrition needs recorded in a child's medical record by medical staff?	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP

		YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
8.	Has a child been coerced to eat against his/her will or force-fed, except by order of physician?	☐	☐		
9.	Has the Department been immediately notified of such an order?	☐	☐		
10.	Prior to placement, does the program notify the Department, parent, and child of dietary restrictions within the program?	☐	☐		
11.	Prior to placement, does the program ascertain from the Department and parent information concerning dietary restrictions of the child?	☐	☐		

XIV   DISCIPLINE:

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Does a program have written policies and procedures regarding discipline?	☐	☐		
2. Are these explained to all children, families, staff and placing agencies?	☐	☐		
3. Does a program show evidence of the use of any form of corporal punishment?	☐	☐		
4. Does a program show evidence of cruel, humiliating, severe, unusual or unnecessary punishments?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
5. Check any of the following if in evidence in a program? • Spanking, hitting, shaking or otherwise, engaging in aggressive physical contact with a child	☐	☐		
• Physical exercises, such as running laps or performing push ups	☐	☐		
• Requiring or forcing the child to take an uncomfortable position, such as squatting, keeling or bending, or requiring or forcing the child to repeat physical movements	☐	☐		
6. Check any of the following if in evidence in a program: • Excessive denial of on-grounds program services or denial of any essential program service	☐	☐		
• Depriving a child of food, water, rest or opportunity for toileting	☐	☐		
• Denial of reasonable visiting or communication privileges	☐	☐		
• Denial of shelter, clothing or bedding	☐	☐		
• Excessive withholding of emotional response or stimulation	☐	☐		
• Chemical, mechanical or excessive physical restraint	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
7. Check any of the following if in evidence in a program: • Exclusion of a child from entry to the residence	☐	☐		
• Sensory deprivation or electrical shock	☐	☐		
• Any act defined as abuse or neglect in chapter 11, Title 40 of state statutes	☐	☐		
• Destruction or unreasonable withholding of a child's property which has emotional significance to the child	☐	☐		
8. Does the program delegate discipline to other children or to persons unknown to the child?	☐	☐		
9. Does the program use any form of restraint other than passive physical restraint?	☐	☐		
10. With Department approval are relaxation/time out rooms used?	☐	☐		
11. Does program have Department permission to use a locked room for isolation?	☐	☐		
12. Has each incident of passive restraint: • Been recorded? • Described behavior?	☐ ☐	☐ ☐		
• Indicated which less restrictive measures were used prior to restraint?	☐	☐		
• Why less restrictive measures were not used?	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
13. Does the program have a written policy regarding "time-out"?	☐	☐		
14. Is "time-out" used?	☐	☐		
15. Does the program have the written prior approval of the Department to use an isolation room unlocked, lighted, well ventilated, equipped with an observation window and at least 50 square feet?	☐	☐		
16. Is a child in isolation visually observed through the observation window at minimum of 5 minute intervals?	☐	☐		
17. Does the program utilize "time-outs" in excess of 30 minutes?	☐	☐		

XV   EDUCATION

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Has a program arranged, within 5 days of admission, for a child to attend an appropriate educational program in accordance with state law?	☐	☐		
2. Does a program offer an on-site educational program, approved in writing by the Department of Education? **Provide documentation	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP

	QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
3.	Is a written description of the on-grounds program provided to the child and his /her parent or guardian at the time of admission?	☐	☐		
4.	Does a program provide appropriate space and supervision for quiet study?	☐	☐		
5.	When a child is not enrolled in a regular academic program, does the program provide or arrange for vocational preparation services or life skills training?	☐	☐		
6.	Are the training and services provided appropriate to the age and abilities of the child?	☐	☐		
7.	Are the children encouraged to participate in local school or community activities?	☐	☐		
8.	Are recreational activities provided appropriate to the ages and abilities of the children in care?	☐	☐		
9.	Weather permitting, are outdoor exercise and recreational activities encouraged?	☐	☐		
10.	Has any child been sexually maltreated while in the program's care? If yes, please explain	☐	☐		
11.	Are program staff made aware of the special needs of sexually abused children?	☐	☐		
	QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
12.	Does program staff know	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
that specialized help is available from placing agency in dealing with sexually abused children?				
13. Has such help been requested?	☐	☐		
14. Does the program provide age-appropriate information abut sexuality to its children in care?	☐	☐		

XVI   ADMISSION

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Does a program have written referral and admission polices defining the participation of the child, parent or guardian, and the Department in the admission process?	☐	☐		
2. Does the program review the Children's Bill of Rights with each youth upon admission?	☐	☐		
3. Are children informed of their right to call the hotline immediately and 24/7? How?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
4. Does a program provide a written reason for rejecting a child for admission to its program?	☐	☐		
5. Does a program clarify its expectations and requirements for behavior, so that a child understands the program's criteria for successful participation in and completion of the program?	☐	☐		
6. At the time of admission, does the program orient the child to the daily routines of the program?	☐	☐		
7. Does the program have and follow a written and overall plan for treatment and service?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
8. Are the following included in the written plan?				
• The name, position and qualifications of the person with overall responsibility for the treatment program	☐	☐		
• The names and qualifications of staff responsible for treatment procedures	☐	☐		
• The anticipated range or types of behavior or conditions for which the procedures and techniques are to be used	☐	☐		
• The range of procedures and techniques to be used	☐	☐		
• The restrictions on the use of procedures and treatment modalities that present significant risk of psychological or physical damage	☐	☐		
• the assessment procedures for ensuring the appropriateness of the treatment for each child	☐	☐		
• provisions for on-going monitoring and recording	☐	☐		
• Provisions for regular and thorough review and analysis of the treatment data, the individualized treatment strategies and the overall treatment orientation.	☐	☐		

XVII	**CASE PLANNING**			

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1. Does a program review a child's service needs and strengths within 60 days of admissions?	☐	☐		
2. Are the following areas included in the review? • health care • education • personal/social development • family relationships, including parental strengths and weaknesses • pre-vocational and vocational training • recreation • life skills development	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐		
3. Does a program develop a written service plan aimed at successful discharge, on the basis of this review and in accordance with the case plan? If no please explain:	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
4. Are the following included in the written service plan?				
• goals to be achieved or worked toward	☐	☐		
• services to be provided to and activities to be pursued with the child and his/her family in order to achieve the stated goals	☐	☐		
• identification of all persons responsible for implementation of the plan	☐	☐		
• specific time-limited targets in relation to overall goals and specific objectives and the methods to be used for evaluating the child's progress	☐	☐		
• goals and preliminary plan for discharge and aftercare	☐	☐		
5. Is the completed service plan signed by the chief administrator of the program and by the child, were appropriate to the age functioning level of the child?	☐	☐		
6. Has the social service worker of the placing agency been provided opportunities to participate in all planning meetings relative to the development of case goals, change of placement or discharge?	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP

	QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
7.	Has the program provided the child and his/her parent or guardian opportunities to participate in the planning process?	☐	☐		
8.	Is the participation contraindicated?	☐	☐		
9.	Has the service plan and subsequent revisions been explained to the child and his/her parent in language understandable to them?	☐	☐		
10.	Is each service plan reviewed at least every 6 months?	☐	☐		
11.	Is goal achievement evaluated?	☐	☐		
12.	Is the service plan revised according to the needs of the child?	☐	☐		
13.	Has the program reported to and met with the parent or guardian at least once every 3 months?	☐	☐		
14.	Are these meetings noted in the case record?	☐	☐		

XVIII   DISCHARGE/DISMISSAL

	QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
1.	Does the program have a clear policy regarding dismissal of a child prior to the agreed upon discharge schedule?	☐	☐		
2.	Is a dismissal preceded by significant actions by the program to maintain the child in the program?	☐	☐		

QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP
3. Prior to the planned discharge of a child, has the program formulated, in conjunction with the Department, an after care plan specifying the supports and resources to be provided to the child?	☐	☐		
4. Is a written discharge summary completed by the program within 15 days of the date of a child's discharge?	☐	☐		
5. Is the discharge summary included in the child's case record and sent to the placing agency?	☐	☐		
6. Are the following items included in a discharge summary?				
• A summary of services provided during care	☐	☐		
• Progress in achieving the goals stated in the service plan	☐	☐		
• The assessed needs which remain to be met and alternate service possibilities which might meet those needs	☐	☐		
• A statement of an aftercare plan and identification of who is responsible for follow-up services and aftercare	☐	☐		
• Immunizations, allergies and medical condition, as well as clinical and educational reports	☐	☐		
QUESTIONS	YES	NO	DESCRIPTION/EXPLANATION	FOLLOW-UP

7. Are the following items included in a discharge summary, when the discharge is not in accordance with the service plan? • The circumstances leading to the unplanned discharge • Any special action taken by the program and the reason for these actions • Recommendations for services for unmet needs	☐ ☐ ☐	☐ ☐ ☐		