



Nathan Deal, Governor

Clyde L. Reese, III, Esq., Commissioner

Georgia Department of Human Services • Residential Child Care • LaMarva E. Ivory, Director
Two Peachtree Street, NW • Suite 28-234 • Atlanta, GA 30303 • 404-657-9651 • 404-657-9637

**GEORGIA DEPARTMENT OF HUMAN SERVICES
OFFICE OF RESIDENTIAL CHILD CARE
APPLICATION FOR REGISTRATION**

**RUNAWAY AND HOMELESS YOUTH PROGRAMS (RHYP)
REVIEW CHECKLIST**

Administration and Organization

- _____ 1. A completed Application for Registration.
- _____ 2. Specification of the RHYP’s philosophy, purpose, and program orientation.
- _____ 3. Operational Approvals from Local Authority
 - _____ Current occupancy/business license for each facility location;
 - _____ Current fire department inspection;
 - _____ Zoning compliance; and
 - _____ All water and sewage disposal systems, if other than approved city and county systems.
- _____ 4. A money order or cashier’s check for the \$25.00 Registration Fee made payable to the Georgia Department of Human Services.
- _____ 5. Proof of liability insurance coverage sufficient to protect the youth of the organization’s facility.

Policies and Procedures

- _____ 6. Written policies and procedures, in which the applicant will implement and comply with, for the following:

Recordkeeping for Youth Served which minimally includes:

- _____ 1.) Youth’s name, sex, date of birth;
- _____ 2.) Parent/guardian identification and contact if applicable;
- _____ 3.) Services provided,
- _____ 4.) Date of admission and discharge; and
- _____ 5.) A photograph.

Treatment and Referrals which minimally includes:

Assessing youth needs and identifying treatment and referrals for the mental, physical, and emotional health of youth served.

Services Provided which minimally includes:

- 1.) The range of services provided and the manner in which those services are provided to youth;
- 2.) Specification that services are time limited and shall not exceed 72 hours; and
- 3.) The RHYP's procedures for seeking permanent placements for youth in care.

Youth Rights which minimally includes:

Statements that protect the individual rights and dignity of youth provided services and procedures to ensure youth receive a copy of such rights upon consideration of admission to the RHYP.

The Reporting of Actual or Alleged Injuries that may occur on the organization's premises, including child abuse and exploitation, within 24 hours. Reports are to be submitted via e-mail or fax on the reporting form provided by the department.

Hiring Practices which minimally includes:

Implemented practices for the hiring of employees and/or acquiring of volunteers, required qualifications

Personnel Recordkeeping Practices which minimally includes: a written record for each staff member and/or volunteer that contains:

- 1.) The staff member/volunteer's name, address, phone number, and emergency contact;
- 2.) Current criminal history results;
- 3.) 10 year job history; and
- 4.) A copy of a current government issued photo identification.

Procedures for Maintaining Qualified Staff which minimally includes:

- 1.) Ensuring all staff members receive training on emergency evacuation procedures, service protocols, and mandatory child abuse reporting requirements set forth in O.C.G.A. 19-7-5;
- 2.) Ensuring candidates for vacant positions have had a criminal record check conducted and is approved for work in accordance to O.C.G.A. § 49-5-160 et. seq. prior to beginning work;
- 3.) Ensuring qualified staff members are on duty at all hours the organization is open for service; and
- 4.) Ensuring at least one (1) staff member is a State of Georgia licensed professional counselor, social worker,

marriage/family therapist, nurse, physician, or psychologist.

Procedures for the Filing of Grievances by youth and staff which minimally includes:

Statements that protect the individual rights and dignity of youth/staff as well as procedures to ensure youth/staff receive a copy of such filing procedures upon consideration of admission/hiring to the RHYP.

Procedures Outlining the Crisis Management Plan which minimally includes:

The behavior management techniques and emergency safety interventions that will be used. All emergency safety intervention programs used must be a program currently approved by the department.

Procedures Detailing how the Physical Plant will be Safeguarded from debris/hazards in accordance to the following minimum requirements:

Hazardous items should be safeguarded via reasonable measures to eliminate the risk of harm to an individual receiving care. Safeguards may include: locking hazardous substances or items, using protective safety devices, or providing supervision. All medications, household cleaning supplies, and highly toxic substances (i.e. gasoline, bleach) are to be maintained in locked storage. Supervision must be provided when such materials are in use by youth. Grooming supplies should not be restricted unless a youth exhibits or states probable cause for abuse. Should this occur, the probable cause must be documented and supervision must be provided.

Infection Control procedures detailing basic practices that will be implemented using applicable guidelines published by the Centers for Disease Control and Prevention.

Procedures Detailing the Handling of Emergencies which minimally include:

The handling of life, limb, or function-threatening emergencies as well as procedures ensuring the emergency medical care of youth with a local hospital or other health care facility that provides emergency services.

Procedures for the Use of All Types of Medication by Youth which minimally includes: The management of prescribed and over the counter medications.

Procedures for Disaster Preparedness which includes at a minimum plans for the following emergency situations:

- 1.) Local and widespread weather emergencies or natural disasters, such as tornadoes, hurricanes, earthquakes, ice or snow storms, or floods;
 - 2.) Manmade disasters such as acts of terrorism and hazardous materials spills;
 - 3.) Unanticipated interruption of service of utilities, including water, gas, or electricity, either within the facility or within a local or widespread area;
 - 4.) Loss of heat or air conditioning;
 - 5.) Fire, explosion, or other physical damage to the facility; and
 - 6.) Pandemics or other situations where the community's need for services exceeds the availability of beds and services regularly offered by the facility.
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