



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



**Compliance Review -
Residential Child Care Facility**

This form is available at www.okdhs.org under forms. A license to operate a residential child care facility is granted on the basis that the facility meets minimum requirements. This questionnaire is one method used to assess compliance with minimum requirements during the annual review.

Name of facility	Date
------------------	------

What type of child care does this facility offer?

- Residential
- Shelter
- Residential treatment
- Regimented
- Secure care

Ages served in your program:

- 0 - 5 years 5 -10 years 10 - 14 years 14 - 18 years

Section I. Organization and administration

State the purpose and function of residential child care facility, including philosophy, goals, objectives, ages and characteristics of children accepted for care, the geographic area served, and type(s) of service(s) provided.

Type of facility: Publicly operated Privately operated

List dates of each board meeting held during the past year:

Are accurate minutes kept of each board meeting? Yes No

How is it assured that the board maintains its ultimate responsibility for governing the residential child care facility?

What responsibilities and relationships between the board and executive(s) are spelled out in the facility's constitution and by-laws?

List names, titles, addresses, and telephone numbers of the current governing board members.

If facility is proprietary, without a governing board, list the names, addresses, and telephone numbers of the advisory board members.

Section II. Finances

Name of certified public accountant/firm	Facility's fiscal year _____ to _____
--	--

Attach a copy of the auditor's letter that states the facility's financial records accurately reflect its financial operations according to generally accepted accounting principles.

Attach a budget from a licensed public accountant documenting operating procedures for the fiscal management system.

Does the facility have a written financing plan? Yes No

Is the person responsible for receiving cash funds bonded? Yes No NA

Have the financial records been audited this year by a licensed public accountant who is not a staff or board member? Yes No

Insurance

List the policy's effective dates and the property, casualty, and liability insurance company.

Name of insurance company	Effective dates of policy
---------------------------	---------------------------

Section III. Social services

Are the policies and criteria for admission written and current? Yes No

Are the child and child's custodian provided with written policies on visitation, mail, phone calls, gifts, discipline, religion, education, grievances, trips, volunteers, and reports to parents? Yes No

How long are the child's records retained after discharge? _____

Section IV. Personnel

In the absence of the administrator, who is the designated person in charge?

Social worker is: on staff contracted

If contracted, is a copy of the contract on file at the facility? Yes No

Are the personnel policies in writing and available to staff? Yes No

What selection methods are used when hiring new staff?

Have you submitted a completed and signed Form 07LC041E, Staff Information - Child Care Facility, on all new employees to OKDHS? Yes No

Have you submitted TB tests on all new employees? Yes No

How long are personnel records maintained following a staff member's separation?

Who is responsible for documenting staff development hours? _____

Are orientation policies for new staff in writing? Yes No

Does the facility use volunteers? Yes No

If yes, are written policies and procedures available to volunteers? Yes No

Section V. Physical facilities and equipment

Where is space provided for administrative activities and individual counseling sessions? _____

Are there firearms or other weapons on the premises? Yes No
If yes, please describe the storage of each weapon.

Do you have a copy of the current annual fire inspection on file? Yes No

Is this facility on a public water system? Yes No

If no, when was the most recent inspection by the Oklahoma Department of Environmental Quality? _____

How is sewage disposed? Lagoon Public system Septic tank

Section VI. Program

Do you have written policies and procedures pertaining to the rights and responsibilities of children in care? Yes No

Do the policies and procedures include the following areas: personal finances, personal possessions, personal care and hygiene, clothing, community activities, mail and telephone contacts, publicity, religion, work, safety, sleep, and recreation? Yes No

Is a copy of the grievance policy provided to each child and child's custodian? Yes No

Is there a written schedule of planned recreational or physical exercise activities? Yes No

Is each child and custodian provided with a written policy on visitation? Yes No

Is there a written policy on the education provisions? Yes No

Section VII. Health and medical services

What is the operational medical plan to meet the total medical needs of the children?

Section VIII. Food and nutrition

List the name of the qualified nutritionist or dietitian who is consulted annually.

Attach a copy of one complete week's menu that includes all meals served.

Section IX. Transportation.

What is the plan for transporting children in case of an emergency?

Does your program transport children? Yes No
If yes, complete the questions in this section.

If transportation is provided for children under the age of six years, does at least one staff person have current documentation of training in an approved child passenger safety course?

Do all staff who transport children meet minimum qualifications for drivers? Yes No

Describe the type of passenger restraint systems used.

Does the facility have written regular maintenance documentation for all facility vehicles? Yes No

Section X. Behavior management

Is the written discipline and behavior management policy current? Yes No

Is a copy of the policy available to the child's custodian? Yes No

Is seclusion used? Yes No

If used, under what circumstances?

Is a seclusion log kept and are notations made in the child(ren)'s records? Yes No

Section XI. Health regulations

Is a swimming pool on the premises? Yes No

If yes, who is the certified life guard or water safety individual(s)?

Are domestic animals on the premises? Yes No

If yes, what are the dates of the rabies vaccinations?

Section XII. Food service

Food service provided in: central dining area individual cottages

Do the local health regulations require a food handler's permit? Yes No

Who prepares the meals? Houseparents/or child care staff Cook Residents

