

STATE OF LOUISIANA

LICENSING REQUIREMENTS

FOR THE

TRANSITIONAL LIVING PROGRAM

February 2004

TRANSITIONAL LIVING

Transitional living is defined as a program to provide transitional care, supervision, vocation and education training, guidance and counseling, for youth between the ages of 16 and 21 who are foster care children in the custody of the Office of Community Services, living in their own apartments (congregate or individual) to assist them in making the transition to adult living.

TRANSITIONAL LIVING

6201. PURPOSE

It is the intent of the legislature to provide for the care and to protect the health, safety, and well being of youths in the custody or formerly in the custody of the state of Louisiana, who are nearing the age of majority and who, by reason of age, are unlikely to be placed with foster families for adoption. The legislature recognizes that such youth are likely to remain in need of supervision and services, even after reaching the age of majority, to assist them in making the transition from child foster care to independent adulthood. It is the purpose of this policy to establish a system of licensed facilities to care for such persons up to the age of 22; to establish statewide minimum standards; to ensure the maintenance of those standards; and to regulate conditions in these facilities through a program of licensing and inspection.

6203. AUTHORITY

Act 726 of the 2001 Regular Session directs the Department of Social Services, Bureau of Licensing to develop and publish minimum standards for licensing transitional youth residences. The Bureau shall review such standards and, if necessary, revise and amend them at least once every six years.

6205. WAIVERS

The Secretary of the Department of Social Services may waive compliance with any standard if the intent of the standard is being met and if the health, safety, and well being of the persons in care are not affected.

6207. APPLICATION FOR LICENSURE

- A. An application for a transitional youth residence license shall be made by the provider to:

Department of Social Services
Bureau of Licensing
P. O. Box 3078
Baton Rouge, LA 70821

- B. There shall be an annual licensing fee of \$200 for each transitional youth residence caring for six or fewer youths; \$400 for each transitional youth residence caring for at least seven but less than 11 youths; and \$600 for each transitional youth residence caring for 12 or more youths.
- C. The Department of Social Services, Bureau of Licensing has the power to deny, revoke, or refuse to renew a license for a transitional youth

residence if the applicant has failed to comply with the provisions of this policy.

- D. Upon the refusal of the Bureau of Licensing to grant or renew a license or upon the revocation of a license, the applicant or licensee shall have the right to appeal such action by submitting a written request within 10 days of the receipt of the notification of the refusal or revocation to:

Bureau of Appeals
P. O. Box 2944
Baton Rouge, LA 70821

The appeal hearing shall be held no later than 30 days after the request.

- E. Whoever operates a transitional youth residence without a valid license or in violation of this policy after being notified of such violation and being given an opportunity to correct such violation, shall be fined not less than \$75 or more than \$250 for each day of such offence. The Department of Social Services may file suit in the District Court for the parish in which the facility is located for injunctive relief.

6209. DEFINITIONS

Abuse – the infliction of physical or mental injury on an individual by other parties, including but not limited to such means as sexual abuse, exploitation, or extortion of funds or other things of value, to such an extent that his/her health, self-determination, or emotional well-being is endangered.

Administrator – the owner or the manager designated by the governing body as responsible for the management, administration, and supervision of the program.

DSS - means the Department of Social Services.

Documentation – written evidence or proof, signed and dated.

Human Services Field - means psychology, sociology, special education, rehabilitation counseling, juvenile justice, corrections, nursing, etc.

Shall or must - indicates mandatory standards.

Transitional youth residence - means any communal or supervised independent living arrangement existing for the primary purpose of providing care for at least two, but less than twenty, youths living in individualized apartment units, alone or jointly with other youths, under the supervision, custody or control, directly or indirectly, of the Office of Community Services.

Transitional youth residence program - means a program of services, including counseling, guidance, vocational or education training, and supervision for youths living in transitional youth residences.

Transitional living – a program to provide care, supervision, vocation and education training, guidance and counseling for youth between the ages of 16 and 21 in the custody or formerly in the custody of the Office of Community Services, living in their own apartments (congregate or individual) to assist them in making the transition to adult living.

6211. INSPECTIONS

- A. The Department of Social Services, Bureau of Licensing shall inspect at regular intervals not to exceed one year, or deemed as necessary by the Bureau, and without prior notice, all transitional youth residence administrative offices subject to the provisions of this policy. The facility shall be open to inspection by authorized DSS personnel during working hours or at all times when youths are in care.
- B. The Bureau shall also investigate all complaints except those alleging abuse against a youth resident and those concerning the prevention and spread of communicable diseases. The Bureau may take such action as is authorized in the law.

6213. GENERAL REQUIREMENTS

- A. A provider shall allow designated representatives of DSS in the performance of their mandated duties to inspect all aspects of a provider's functioning which impact the youth and to interview any staff member or youth.
- B. A provider shall make available to DSS any information that the provider is required to have under the present requirements and any information reasonably related to assessment of compliance with these requirements.
- C. A provider will furnish adequate space for the representatives of DSS to work.

6215. GOVERNING BODY

- A. A provider shall have an identifiable governing body with responsibility for and authority over the policies and activities of the program. The provider, whether it is a corporation, partnership or association, shall identify the names and addresses of its members and officers and shall, where applicable, have a charter, partnership agreement, constitution, and articles of association or by-laws.

- B. A provider shall have documents identifying all members of the governing body; their addresses; their terms of membership; any officers of the governing body; and terms of office of any officers.
- C. When the governing body of a provider is composed of more than one person, the governing body shall hold formal meetings at least twice a year.
- D. When the governing body is composed of more than one person, a provider shall have written minutes of all formal meetings of the governing body and by-laws specifying frequency of meetings and quorum requirements.
- E. A private provider shall have documentation of its authority to operate under state law.
- F. The provider's governing body shall:
 - 1. ensure the provider's compliance and conformity with the provider's charter;
 - 2. ensure the provider's continual compliance and conformity with all relevant federal, state, local and municipal laws and regulations;
 - 3. ensure that the provider is adequately funded and fiscally sound;
 - 4. review and approve the provider's annual budget;
 - 5. designate a person to act as director and delegate sufficient authority to this person to manage the facility;
 - 6. formulate and annually review, in consultation with the director, written policies concerning the provider's philosophy, goals, current services, personnel practices, and fiscal management;
 - 7. annually evaluate the director's performance;
 - 8. have the authority to dismiss the director;
 - 9. meet with designated representatives of DSS whenever required to do so;
 - 10. inform designated representatives of DSS prior to initiating any substantial changes in the services provided; and

11. ensure that the director or a person authorized to act on behalf of the director shall be accessible to staff or designated representatives of DSS at all times.

6217. ACCOUNTING

A provider shall not permit public funds to be paid, or committed to be paid, to any person to whom any of the members of the governing body, administrative personnel, or members of the immediate families of members of the governing body or administrative personnel have any direct or indirect financial interest, or in which any of these persons serve as an officer or employee, unless the services or goods involved are provided at a competitive cost or under terms favorable to the facility. The provider shall have a written disclosure of any financial transaction with the facility in which a member of the governing body, administrative personnel, or his/her immediate family is involved.

6219. ADMINISTRATIVE FILES

- A. The provider shall maintain records that cover the basic administrative requirements of running a facility.
- B. The administrative files shall include at least:
 1. an organizational chart of the provider;
 2. all leases, contracts and purchase-of-service agreements to which the provider is a party;
 3. insurance policies issued in the name of the provider that include commercial comprehensive liability and coverage for any owned and non-owned vehicles utilized to transport clients;
 4. annual budgets;
 5. master list of all social service providers and other contractors used by the provider.

6221. PROGRAM DESCRIPTION

- A. A provider shall have a written program description describing:
 1. the overall philosophy and approach to supervised transitional living;
 2. the long-term and short-term goals;

3. the types of youth best served;
 4. the provider's approach to service planning;
 5. ongoing programs available to the youth during placements; and
 6. any living arrangements provided.
- B. The provider must include a written description of direct services, support services, and services to be arranged to achieve the goals of the transitional living program.
1. Direct services shall include, but are not limited to, the following:
 - a. services related to education and vocational training e.g.:
 - career planning;
 - preparation for the GED or higher education;
 - job readiness;
 - job search assistance;
 - job placement;
 - job follow-up activities;
 - vocational training;
 - tutoring and other remedial education
 - b. programs and services in basic independent living skills e.g.:
 - money management;
 - home management (housekeeping, etc.);
 - consumer skills;
 - identifying community resources;
 - time management;
 - communication skills;
 - use of transportation;
 - physical and mental health care;
 - locating safe and stable housing;
 - problem solving/decision making;
 - sex education;
 - menu planning and nutrition;
 - cooking.

c. individual and/or group counseling as well as workshops and conferences to promote:

- self-esteem;
- self confidence;
- development of interpersonal and social skills;
- preparation for transition to independence and termination of services;
- after care.

2. Support services shall include, but not be limited to, the following:

- vocational assessment or training;
- GED classes;
- preparation for college entrance exams;
- driver's education, if appropriate;
- counseling.

6223. RECORDS

- A. A provider shall ensure that all entries in records are legible, signed by the person making the entry, and accompanied by the date on which the entry was made.
- B. All records shall be maintained in an accessible, standardized order and format and shall be retained and disposed of in accordance with state laws.
- C. A provider shall have sufficient space, facilities and supplies for providing effective record keeping services.

6225. CONFIDENTIALITY AND SECURITY OF FILES

- A. A provider shall have a written policy and procedure for the maintenance and security of records specifying who shall supervise the maintenance of records, who shall have custody of records, and to whom records may be released. Records shall be the property of the provider and he/she, as custodian, shall secure records against loss, tampering, or unauthorized use.
- B. A provider shall maintain the confidentiality of all youths' case records. Employees of the provider shall not disclose or knowingly permit the disclosure of any information concerning the youth or his/her family directly or indirectly, to any unauthorized person.

- C. When the youth is of majority age or emancipated, a provider shall obtain the youth's written informed permission prior to releasing any information from which the youth or his/her family might be identified.
- D. When the youth is a minor, a provider shall obtain written informed consent from the legally responsible person prior to releasing any information from which the youth might be identified.
- E. A provider shall, upon request, make available information in the case record to the youth, the legally responsible person, or legal counsel of the youth.
- F. A provider may use material from case records for teaching or research purposes, development of the governing body's understanding and knowledge of the provider's services, or similar educational purposes, provided that names are deleted and other identifying information are disguised or deleted.
- G. A provider shall not release a personnel file without the employee's permission except in accordance with state law.

6227. STAFFING REQUIREMENTS

- A. There shall be a director responsible for the day-to-day administration of the program who has at least a bachelor's degree in a human service field, one year of experience relative to the population being served, and is at least 21 years of age. Documentation of director's qualifications shall be on file.
- B. There shall be a qualified professional who will have the responsibility for supervising the client's individual service plan. This person shall have at least a bachelor's degree in a human service field and one year of experience relative to the population served (one person can serve in the capacity as director and qualified professional).
- C. A provider shall employ a sufficient number of qualified staff and delegate sufficient authority to such staff to carry out the responsibilities the provider undertakes and to adequately perform the following:
 - 1. administrative functions;
 - 2. fiscal functions;
 - 3. clerical functions;
 - 4. direct youth service functions;
 - 5. supervisory functions;
 - 6. record keeping and reporting functions;

7. social service functions;
 8. ancillary service functions.
- D. A provider shall ensure that all staff members are properly supervised, certified and/or licensed as legally required.
- E. A provider shall ensure that there is staff immediately accessible to the youth 24 hours a day seven days a week.

6229. STAFF PLAN AND PRACTICES

- A. A provider shall have a written plan for recruitment, screening, orientation, on-going training, development, supervision, and performance evaluations of staff members.
- B. There shall be written job descriptions for each staff position.
- C. The provider shall have a written employee grievance procedure.

6231. PERSONNEL FILE

- A. A provider shall have a personnel file for each employee which shall contain:
1. the application for employment and/or résumé;
 2. three reference letters from former employer(s) and personal references or phone notes on such references to assess applicant's qualifications;
 3. criminal record clearance;
 4. evidence of applicable professional credentials/certifications;
 5. job description;
 6. annual performance evaluations;
 7. personnel actions, reports and notes relating to the individual's employment with the provider;
 8. employee's starting and termination dates;
 9. driver's license to operate a vehicle used to transport clients (if applicable).

- B. The staff member shall have reasonable access to his/her file and shall be allowed to add any written statement he/she wishes to make to the file at any time.

6233. ORIENTATION

- A. A provider's orientation program shall provide at least 16 hours of training for all direct service workers within one week of the date of employment to include the following topics:
 - 1. philosophy, organization, program, practices and goals of the provider;
 - 2. instructions in the specific responsibilities for the employee's job;
 - 3. implementation of the transitional living plan;
 - 4. emergency and safety procedures including medical emergencies;
 - 5. detecting and reporting suspected abuse and neglect;
 - 6. reporting critical incidents;
 - 7. rights of youth;
 - 8. crisis de-escalation and management of aggressive behavior;
 - 9. assistance with self-administration of medications;
 - 10. universal precautions;
 - 11. methods of facilitating youth development training;
 - 12. issues of adolescents and young adults.
- B. A new employee shall sign a statement of understanding certifying that such training has occurred.
- C. A new employee shall not be given sole responsibility for the implementation of the service plan until training is completed.
- D. Each employee having direct care responsibilities shall have current first aid certification that shall be obtained within the first 30 days of employment.

6235. TRAINING

- A. A provider shall ensure that each direct service worker participated in an annual review of all the orientation topics.
- B. Current first aid certification shall be obtained for employees having direct care responsibilities.

6237. STAFF COMMUNICATIONS

- A. A provider shall establish procedures to assure adequate communication among staff to provide continuity of services to the youth. Written documentation shall be maintained.
- B. Any employee of a provider working directly with youth in care shall have access to information from the youths' case records that is necessary for effective performance of the employee's assigned tasks.

6239. EXTERNAL PROFESSIONAL SERVICES

A provider shall, as necessary, give assistance to youth in obtaining any required professional services not available from employees of the facility.

6241. ADMISSION POLICY

- A. A provider shall have a written description of an admission policy that shall include the following information:
 - 1. written description of the admission criteria as provided to all placing agencies;
 - 2. the age and sex of the youth to be served by the provider;
 - 3. the needs, problems, situations or patterns best addressed by the provider;
 - 4. pre-admission skills and other criteria for successful participation in and completion of the program; and
 - 5. criteria for discharge as well as the termination of admission agreement.
- B. A provider shall not refuse admission to any youth on the grounds of race, color, sex, religion, national origin, handicap, or any non-merit factor in accordance with all state and federal guidelines.

- C. A provider shall not accept any youth whose needs cannot be adequately met by the provider.

6243. SERVICE AGREEMENT

- A. The provider shall ensure that a written service agreement is completed prior to placement. A copy of the agreement, signed by the provider, the youth, if applicable the legally responsible party and all those involved in its formulation, shall be kept in the youth's record and a copy shall be available to DSS, the youth, and where appropriate, the legally responsible person.
- B. The service agreement shall include:
 - 1. a delineation of the respective roles and responsibilities of the provider and where applicable, the referring agency;
 - 2. specification of all services to be provided including the plan for contact between the youth and provider staff;
 - 3. facility rules that will govern continued participation in the transitional living program, and consequences of inappropriate behavior of youth while in care;
 - 4. the provider's expectations concerning the youth and the youth's responsibility;
 - 5. criteria for discharge;
 - 6. specification of financial arrangements including any fees to be paid by the youth;
 - 7. authorization to care for the youth;
 - 8. authorization for medical care;
 - 9. attendance and absences from the provider to also include curfew times; and
 - 10. the criteria for notifying the funding agency of any change of address of the youth and any significant change in the youth's life or program.

6245. SERVICE PLANNING

- A. A provider shall make every effort to ensure that service and program planning for each youth is a comprehensive process involving appropriate provider staff; representatives of the referring agency; where appropriate, representatives of other significantly involved agencies; the youth; where appropriate, the legally responsible person; and any other person significantly involved in the youth's life on an ongoing basis.
1. The director, qualified professional, or a designated staff who meets the director qualifications, shall be responsible for the coordination and development of the transitional living plan.
 2. A provider shall ensure the youth is in attendance during the development of his/her transitional living plan.
- B. Following acceptance of a youth, a provider shall conduct an assessment of his/her transitional living skills and annually thereafter. The assessment shall include the following:
1. life safety skills including ability to access emergency services, basic safety practices and evacuation of the living unit;
 2. physical and mental health care; (i.e. health maintenance, scheduling physician appointments);
 3. recognizing when to contact a physician;
 4. money management, budgeting, and consumer awareness (i.e. paying bills, shopping, food management, sources of income, credit);
 5. self-administration of medication;
 6. stated purpose and possible side effects of medications prescribed for the youth and other common prescription and non-prescription drugs and other drug use;
 7. career planning/career interests;
 8. use of transportation (i.e. ability to access public transportation, learning to drive, obtaining insurance);
 9. social skills;

10. daily living skills (i.e. housekeeping, cooking, personal appearance, and grooming skills);
11. vocational / job skills / job seeking skills (i.e. employment experience, training);
12. identifying community resources;
13. education (i.e. current grade level; education goals/ expectations/plans);
14. locating housing;
15. problem solving/decision making;
16. time management (punctuality and attendance);
17. communication skills;
18. parenting skills;
19. legal issues, knowledge of legal rights; and
20. use of recreation and leisure time.

C. On the basis of the transitional living skill assessment, a provider shall, within one month of placement, formulate a transitional living plan for the youth. The plan shall include:

1. the youth's long term goals;
2. time-limited, measurable objectives addressing training in skill areas identified as needs;
3. the type and frequency of supervision needed;
4. the identification of roles and responsibilities of all persons involved (youth, provider, and others) in the implementation of the plan;
5. the life skills and the criteria necessary for achieving a successful discharge; and
6. the preliminary plan for discharge and aftercare.

- D. The plan shall be reviewed monthly and shall be revised whenever necessary. A written progress report shall be completed.

6247. YOUTH'S CASE RECORD

- A. A provider shall have a written record for each youth that shall include:
1. the name, sex, race, birth date and birthplace of the youth; address of youth's current place of employment, school or other service providers;
 2. other identification data including court status and legal status, identifying who is authorized to give consent;
 3. youth's history including, where applicable, family data, educational background, employment record, prior medical history and prior placement history;
 4. the service agreement;
 5. written authorization signed by the youth or, when appropriate the legally responsible person for emergency medical care;
 6. written authorization signed by the youth or, when appropriate the person legally responsible for managing the youth's money;
 7. assessment of the youth's independent living skills;
 8. a copy of the youth's individual service plan and any modifications or updates of the service plan;
 9. monthly progress reports;
 10. the names, addresses and phone numbers of the youth's physician and dentist;
 11. psychological and psychiatric evaluation, if applicable;
 12. dates of admission and discharge;
 13. signed acknowledgement of Rights and Grievance procedures; and
 14. incident reports.

- B. A provider shall maintain health records on a youth including:
 - 1. a description of any serious or life threatening medical condition of the youth;
 - 2. a description of any medical treatment or medication necessary for the treatment of any serious or life threatening medical condition together with the provider's provisions for ensuring the youth's access to such medication or treatment;
 - 3. current medications; and
 - 4. report of general medical examination by a physician within a year prior to admission and annual exams; and
 - 5. dental exams.

6249. ACCOUNTING FOR YOUTH'S MONEY

- A. A provider shall have a written policy describing how they will manage the youth's money.
- B. A provider shall only accept a youth's money when such management is mandated by the youth's service plan. The provider shall manage and account for money of youth who are minors.
- C. Providers who manage youth's money shall maintain in the youth's file a complete record accounting for his/her money.
 - 1. The provider shall maintain a current balance sheet containing all financial transactions to include the signature of staff and the youth for each transaction.
 - 2. The money shall be kept in an individual account in the name of the youth.

6251. SUPERVISION AND SUPPORT

- A. A provider shall have a written plan for providing support and supervision to youth in transitional living situations. This plan shall ensure:
 - 1. regular contact between provider personnel and the youth daily and at least two face-to-face visits weekly in the youth's apartment. A youth may not be seen less than the above amount unless

specified by his/her plan, which has been signed by the parent or legal guardian;

2. all contacts with the youth shall be documented; and
3. provisions for emergency access by youth to an appropriate provider staff member on a 24-hour basis.

B. A provider shall, through at least monthly visits by staff to the living situation, determine and document that:

1. there is no reasonable cause for believing that the youth's mode of life or living situation presents any unacceptable risks to the youth's health or safety;
2. the living situation is maintained in a clean and safe condition;
3. the youth is receiving any necessary medical care;
4. the current provider plan provides appropriate and sufficient services to the youth.

6253. RIGHTS AND GRIEVANCE PROCEDURES FOR YOUTH

A. The provider shall have a written policy on youths' rights. A copy will be given to the youth to review and sign. The signature page will be maintained in the youth's record. The policy shall assure the youth:

1. are free from physical or psychological abuse or neglect, and from financial exploitation;
2. are able to consult freely and privately with his/her parent(s) or legal guardian(s);
3. are able to possess and use personal money and belongings;
4. are actively and meaningfully making decisions affecting his/her life;
5. are allowed to have privacy;
6. are allowed visits to and from his/her family and friends;
7. are not required to work without compensation;
8. are treated with dignity and respect;

9. are provided due process;
10. have access to records, including information about their finances;
11. participate in self-directed service planning which is developed and modified timely;
12. are provided adequate and appropriate assistance in meal planning;
13. shall not be deprived of any civil or legal rights, benefits, or privileges guaranteed by law or the Constitution of the United States;
14. shall not be denied admission to a program, segregated, or discriminated against on the basis of race, sex, handicap, creed, national background or ancestry, sexual orientation, political beliefs, or any other non-merit factor;
15. are provided access to professional and specialized services, as appropriate;
16. shall be free from mental, emotional, and physical abuse and neglect and assured that no chemical restraints will be used;
17. shall be allowed to participate in religious services in accordance with his/her faith, but shall not be forced to attend religious services;
18. shall be encouraged and assisted to exercise rights as a citizen; to voice grievances;
19. shall be free to consult with legal counsel of their choice;
20. are allowed to meet with representatives of the Bureau of Licensing as well as other state officials.

- B. The provider shall have a written grievance policy and procedures for youth designed to allow them to make complaints without fear of retaliation. The youth shall be informed of the advocacy services available.
1. The provider shall make every effort to ensure that all youth are aware of and understand the grievance procedure.

2. The youth's records shall contain a record of any grievances and their resolutions.
- C. The provider shall develop written procedures for a Youth Advisory Board consisting of youth representatives receiving services to provide feedback relative to program policies, practices, and services.
1. The Youth Advisory Committee shall be allowed to meet at least monthly.
 2. The provider shall maintain documented minutes of the Youth Advisory Board and resolutions of problems addressed.

6255. REPORTING OF CRITICAL INCIDENTS AND ABUSE AND NEGLECT

- A. A provider shall have a written policy and procedures for the reporting and documentation of unusual incidents and other situations or circumstances affecting the health, safety or well being of the youth (i.e. accident or injury to the youth, unexplained overnight absences, death, fights or physical confrontations, suspected incidents of abuse or neglect, etc.).
1. Such procedures shall ensure timely verbal reporting to the director or designee and a preliminary written report within 24 hours of the incident.
 2. Copies of all critical incident reports shall be kept as a part of the youth's record.
- B. A provider shall have comprehensive written procedures concerning abuse and neglect to include provisions for:
1. training and maintaining staff awareness of abuse prevention, current definitions of abuse and neglect, reporting requirements and applicable laws;
 2. ensuring that regulations for reporting critical incidents involving abuse and neglect are followed;
 3. ensuring that the administrator completes an investigation report within 10 working days;
 4. ensuring that the youth is protected from potential harassment during the investigation;
 5. disciplining staff members who abuse or neglect youth; and

6. ensuring that the staff member involved does not work directly with the youth involved or any other youth in the program until the investigation is complete.
- C. When and if an incident occurs, a detailed report of the incident shall be made. At a minimum, the incident report shall contain the following:
1. a brief description of the incident;
 2. date and time the incident occurred;
 3. where the incident occurred;
 4. action taken as a result of the incident;
 5. name and signature of the person who completed the report and the name(s) of person(s) who witnesses the incident; and
 6. date and time and name of responsibility party notified.
- D. In the event an incident results in the death of a youth, involves abuse or neglect of a youth, or entails any serious threat to the youth's health, safety or well being, the provider shall:
1. immediately report to the placing agency with a preliminary written report within 24 hours of the incident;
 2. immediately notify the appropriate law enforcement authority in accordance with state law;
 3. immediately notify the Bureau of Licensing and other appropriate authorities, according to state law, with written notification to the above agencies to follow within 24 hours of the suspected incident;
 4. immediately notify to the family or representative of the youth, with written notification to follow within 24 hours;
 5. provide follow-up written reports to all the above persons and agencies; and
 6. document appropriate corrective action taken to prevent future incidents.

6257. BEHAVIOR MANAGEMENT

- A. A provider shall have a written description of any behavior management strategies to be utilized.
- B. No strategy shall deny any of the youth's rights unless approved by the individual plan of care.
- C. The youth's record shall document that he/she has acknowledged receiving a copy of the behavior management strategies at admission.

6259. TRANSPORTATION

- A. A provider shall ensure that every vehicle used by provider staff to transport youth is properly maintained, inspected, licensed according to state laws, and insured.
- B. Any youth who drives must be properly licensed to operate any vehicle which he/she drives and has the required insurance coverage. The youth's record must contain this documentation,

6261. PHYSICAL ENVIRONMENT

- A. A provider shall ensure and document in the youth's record that any living situation selected by the provider for the use of youth is:
 - 1. accessible to and functional for the youth, taking into consideration any handicapping condition or other disability of the youth;
 - 2. free from any hazard to health or safety;
 - 3. properly equipped with useable facilities for sleeping, food storage and preparation, sanitation, bathing, personal hygiene and household cleaning;
 - 4. in compliance with applicable health, safety, sanitation and zoning codes. The provider shall, on request, allow DSS to inspect any living situation;
 - 5. each resident shall have his or her own bed; and
 - 6. living situations shall be equipped with operable smoke detectors and fire extinguishers.
- B. A provider shall ensure and document in the youth's record that any youth placed in a transitional living situation selected by the provider has:

1. 24-hour access to a telephone;
2. access to transportation; and
3. access to any services mandated by the youth's service program plan.

6263. CAPACITY

- A. A provider shall ensure that no more than three youths are placed in an apartment utilized as a transitional living situation.
- B. A provider who utilizes communal living arrangements (home situation) housing four or more must obtain fire and health approval.
- C. A provider's arrangements for selecting youth and youth groups for a specific living situation shall make allowance for the needs of each youth for reasonable privacy and shall not conflict with the program plan of any resident of the living situation or with the overall philosophy of the provider.
- D. No youth shall be placed together in a living situation except by mutual agreement between the youth. Signed agreements shall be maintained in each client's record.

6265. EMERGENCY PROCEDURES

- A. The provider shall ensure the development of an emergency evacuation policy and safety plan for each client that is specific for location of the living unit in the event of a fire, natural or national disaster. The youth's record shall document that the youth has acknowledged receiving a copy of this policy and plan at admission.
- B. A provider shall document that all youth are trained in emergency procedures within one week of admission. Such training shall include:
 1. instruction in evacuation from the living situation;
 2. instruction in contacting police, fire and other emergency services; and
 3. instruction in fire and accident prevention.

6267. FOOD SERVICE

- A. When meals are prepared in a central kitchen, the provider shall ensure that menus include the basic four food groups and each youth's nutritional needs are met. Menus shall be maintained on file for at least a month.
- B. If youths develop and prepare their menus and meals, the provider shall give assistance to ensure nutritional standards.

6269. DISCHARGE

- A. A provider shall have a written discharge policy detailing the reasons a youth may be discharged.
- B. A provider shall, whenever possible, notify the placing agency and the youth's parent(s), tutor or curator as soon as possible or within five working days prior to the planned discharge of a youth.
- C. A provider shall compile a complete written discharge summary immediately upon discharge; such summary to be included in the youth's record. When the youth is discharged to another agency, this summary must accompany the youth. This summary shall include:
 - 1. a summary of services provided during involvement in the program;
 - 2. a summary of growth and accomplishments during involvement;
 - 3. the assessed needs which remain to be met and alternate service possibilities that might meet those needs.