

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

CHAPTER 11.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF CHILDREN'S

RESIDENTIAL FACILITIES.

22 VAC 42-11-10. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

"Allegation" means an accusation that a facility is operating without a license or receiving public funds for services it is not certified to provide.

"Applicable state regulation" means any regulation which the promulgating state agency determines applies to the facility. The term includes, but is not necessarily limited to modules, standards, and other regulations promulgated by the Departments of Education; Health; Housing and Community Development; Juvenile Justice; Mental Health, Mental Retardation and Substance Abuse Services; or other state agency.

"Applicant" means the person, corporation, partnership, association or public agency which has applied for a license or certificate.

"Application" means a document completed by the facility to furnish the regulatory authority details about the facility's operations and includes certifications that the facility understands and intends to comply with regulatory requirements. An application includes inspection reports necessary to verify compliance with applicable requirements of other state agencies. An application is complete when all required information is

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

provided and the application is signed and dated by the individual legally responsible for operation of the facility.

"Aversive stimuli" means physical forces (e.g. sound, electricity, heat, cold, light, water, or noise) or substance (e.g. hot pepper, pepper sauce, or pepper spray) measurable in duration and intensity which when applied to an individual are noxious or painful to the individual, but in no case shall the term "aversive stimuli" include striking or hitting the individual with any part of the body or with an implement or pinching, pulling, or shaking the individual.

Behavior management" means those principles and methods employed by a provider to help a resident achieve positive behavior and to address and correct a resident's inappropriate behavior in a constructive and safe manner, in accordance with written policies and procedures governing program expectations, treatment goals, resident and staff safety and security, and the resident's service plan.

"Body cavity search" means any examination of a resident's rectal or vaginal cavities except the performance of medical procedures by medical personnel.

"Case record" or "Record" means up to date written or automated information relating to one resident. This information includes social data, agreements, all correspondence relating to care of the resident, service plan with periodic revisions, aftercare plans and discharge summary, and any other data related to the resident.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

"Child" means any person legally defined as a child under state law. The term includes residents and other children coming in contact with the resident or facility (e.g. visitors).

When the term is used, the requirement applies to every child at the facility regardless of whether the child has been admitted to the facility for care (e.g. staff/child ratios apply to all children present even though some may not be residents).

"Child placing agency" means any person licensed to place children in foster homes or adoptive homes or a local board of public welfare or social services authorized to place children in foster homes or adoptive homes.

"Child with special needs" means a child in need of particular services because the child has mental retardation, a developmental disability, mental illness, emotional disturbance, a substance abuse problem, is in need of special educational services, or requires security services.

"Child with a visual impairment" means one whose vision, after best correction, limits the child's ability to profit from a normal or unmodified educational or daily living setting.

"Children's residential facility " or "facility" means a publicly or privately operated facility, other than a private family home, where 24-hour per day care is provided to children separated from their legal guardians and which is required to be licensed or certified by the *Code of Virginia* except:

1. Any facility licensed by the Department of Social Services as a child-caring institution as of January 1, 1987, and which receives no public funds; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

2. Acute-care private psychiatric hospitals serving children that are licensed by the Department of Mental Health, Mental Retardation and Substance Abuse Services under Rules and Regulations for the Licensing of Providers of Mental Health, Mental Retardation and Substance Abuse Services, 12 VAC 35-105-10 et. seq.

"Complaint" means an accusation against a licensed or certified provider regarding an alleged violation of standards or law.

"Corrective Action Plan" means violations documented by the regulatory authority and the facility's corrective action to the documented violations within a specified time frame.

"Confined in post-dispositional detention" means that a court has sentenced the juvenile to a detention home for a period exceeding 30 days as found in the *Code of Virginia*.

"Contraband" means any item prohibited by law or by the rules and regulations of the agency, or any item which conflicts with the program or safety and security of the facility or individual residents.

"Corporal punishment" means punishment administered through the intentional inflicting of pain or discomfort to the body through (i) actions such as, but not limited to, striking or hitting with any part of the body or with an implement; (ii) through pinching, pulling, or shaking; or (iii) through any similar action which normally inflicts pain or discomfort.

"Day" means calendar day unless the context clearly indicates otherwise.

"Detention home" or "secure detention" means a local, regional or state, publicly or privately operated secure custody facility which houses juveniles who are ordered

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

detained pursuant to the Code of Virginia. The term does not include juvenile correctional centers.

"DMHMRSAS" means the Department of Mental Health, Mental Retardation and Substance Abuse Services.

"DOE" means the Department of Education.

"DJJ" means the Department of Juvenile Justice.

"DSS" means the Department of Social Services.

"Emergency" means a sudden, generally unexpected occurrence or set of circumstances demanding immediate action. Emergency does not include regularly scheduled time off for permanent staff or other situations which should reasonably be anticipated.

"Emergency admission" means the sudden, unplanned, unexpected admittance of a child who needs immediate care except self-admittance to a temporary care facility or a court ordered placement.

"Goal" means expected results or conditions that usually involve a long period of time and which are written in behavioral terms in a statement of relatively broad scope. Goals provide guidance in establishing specific short-term objectives directed toward the attainment of the goal.

"Good character and reputation" means findings have been established and knowledgeable and objective people agree that the individual maintains business or

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

professional, family and community relationships which are characterized by honesty, fairness, truthfulness, and dependability, and has a history or pattern of behavior that demonstrates that the individual is suitable and able to care for, supervise, and protect children. Relatives by blood or marriage, and persons who are not knowledgeable of the individual, such as recent acquaintances, shall not be considered objective references.

“Group home” means a children’s residential facility that is a community-based, home-like single dwelling, or its acceptable equivalent, other than the private home of the operator, and serves up to 12 residents.

“Health record” means the file maintained by a provider which houses personal health information.

"Human research" means any systematic investigation utilizing human subjects which may expose such human subjects to physical or psychological injury as a consequence of participation as subjects and which departs from the application of established and accepted therapeutic methods appropriate to meet the subjects' needs.

“Immediately” means directly without delay.

"Independent living program" means a competency based program that is specifically approved to provide the opportunity for the residents to develop the skills necessary to live successfully on their own following completion of the program.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

"Individualized service plan (ISP)" means a written plan of action developed, and modified at intervals, to meet the needs of a specific resident. It specifies measurable short and long-term goals, objectives, the strategies and time frames for reaching the goals and the individuals responsible for carrying out a plan.

"Interdepartmental standards" means the standards for residential care which are common to the departments and which must be met by a children's residential facility in order to qualify for a license or certificate.

"Juvenile correctional center" means a secure custody facility operated by, or under contract with, the Department of Juvenile Justice to house and treat persons committed to the department.

"Legal guardian" means the natural or adoptive parents or other person, agency, or institution that has legal custody of a child.

"License or certificate" means a document verifying approval to operate a children's residential facility and which indicates the status of the provider regarding compliance with applicable state regulations.

"Live in staff" means staff that are required to be on duty for a period of 24 consecutive hours or more during each work week.

"Living Unit" means the space in which a particular group of children in care of a residential facility reside. A living unit contains sleeping areas, bath and toilet facilities,

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

and a living room or its equivalent for use by the residents of the unit. Depending upon its design, a building may contain one living unit or several separate living units.

"Mechanical restraint" means the use of an approved mechanical device that involuntarily restricts the freedom of movement or voluntary functioning of a limb or portion of a person's body as a means to control his physical activities when the individual receiving services does not have the ability to remove the device.

"Medication error" means that an error has been made in administering a medication to a resident when any of the following occur: (i) the wrong medication is given to a resident; (ii) the wrong resident is given the medication; (iii) the wrong dosage is given to a resident; (iv) medication is given to a resident at the wrong time or not at all; and (v) the proper method is not used to give the medication to a resident. A medication error does not include when a resident refuses medication when offered.

"Objective" means expected short-term results or conditions that must be met in order to attain a goal. Objectives are stated in measurable, behavioral terms and have a specified time for achievement.

"On duty" means that period of time during which a staff person is responsible for the supervision of one or more children.

"Parent" means a natural or adoptive parent or a surrogate parent appointed pursuant to DOE's regulations governing special education programs for students with disabilities. "Parent" also means either parent unless the facility has been provided

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

evidence that there is a legally binding instrument, a state law or a court order governing such matters as divorce, separation, or custody, which provides to the contrary.

"Pat down" means a thorough external body search of a clothed resident.

"Personal health information" means the information that encompasses the universe of oral, written or otherwise recorded information that is created or received by an entity and relating to either an individual's physical or mental health or the provision of or payment for health care to an individual.

"Pharmacological restraint" means a drug that is given involuntarily for the emergency control of behavior when it is not a standard treatment for the individual's medical or psychiatric condition.

"Physical restraint" (also referred to as a "manual hold") means the use of approved physical interventions or "hands-on" holds to prevent an individual from moving his body to engage in a behavior that places him or others at risk of physical harm. Physical restraint does not include the use of "hands-on" approaches that occur for extremely brief periods of time and never exceed more than a few seconds duration and are used for the following purposes:

1. To intervene in or redirect a potentially dangerous encounter in which the individual may voluntarily move away from the situation or hands-on approach: or

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

2. To quickly de-escalate a dangerous situation that could cause harm to the individual or others.

"Placement" means an activity by any person which provides assistance to a parent or legal guardian in locating and effecting the movement of a child to a foster home, adoptive home, or to a children's residential facility.

"Premises" means the tracts of land on which any part of a residential facility for children is located and any buildings on such tracts of land.

"Provider or Licensee" means the person, corporation, partnership, association, or public agency to whom a license or certificate is issued and who is legally responsible for compliance with the standards and statutory requirements relating to the facility.

"Regulatory authority" means the department or state board that is responsible under the *Code of Virginia* for the licensure or certification of a children's residential facility.

"Resident" means a person admitted to a children's residential facility for supervision, care, training or treatment on a 24-hour per day basis.

"Respite care facility" means a facility that is specifically approved to provide short-term, periodic residential care to children accepted into its program in order to give the legal guardians temporary relief from responsibility for their direct care.

"Rest day" means a period of not less than 24 consecutive hours during which a staff person has no responsibility to perform duties related to the facility.

"Right" is something to which one has a legal or contractual claim.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

"Routine admission" means the admittance of a child following evaluation of an application for admission, and execution of a written placement agreement.

"Rules of conduct" means a listing of rules or regulations which is maintained to inform residents and others about behaviors which are not permitted and the consequences applied when the behaviors occur.

"Sanitizing agent" means any substance approved by the Environmental Protection Agency to destroy bacteria.

"Seclusion" means the involuntary placement of an individual receiving services alone, in a locked room or secured area from which he is physically prevented from leaving.

"Secure custody facility" means a detention home or a juvenile correctional center.

"Self-admission" means the admittance of a child who seeks admission to a temporary care facility as permitted by Virginia statutory law without completing the requirements for "routine admission."

"Severe weather" means extreme environment or climate conditions which pose a threat to the health, safety or welfare of residents.

"Shall" means an obligation to act is imposed.

"Shall not" means an obligation not to act is imposed.

"Standard" means a statement which describes in measurable terms a required minimum performance level.

"Strategies" means a series of steps and methods used to meet goals and objectives.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

"Strip search" means a visual inspection of the body of a resident when that resident's outer clothing or total clothing is removed and an inspection of the removed clothing.

Strip searches are conducted for the detection of contraband.

"Structured Program of Care" means a comprehensive planned daily routine including appropriate supervision that meets the needs of each resident both individually and as a group.

"Student/intern" means an individual who simultaneously is affiliated with an educational institution and a residential facility. Every student/intern who is not an employee is either a volunteer or contractual service provider depending upon the relationship among the student/intern, educational institution, and facility.

"Systemic deficiency" means violations documented by the regulatory authority which demonstrate defects in the overall operation of the facility or one or more of its components.

"Target population" means individuals with a similar, specified characteristic or disability.

"Temporary care facility" means a facility or an emergency shelter specifically approved to provide a range of services, as needed, on an individual basis not to exceed 90 days except that this term does not include secure detention facilities.

"Temporary contract worker" means an individual who is not a direct salaried employee of the provider but is employed by a third party and is not a consistently scheduled staff member.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

"Therapy" means provision of direct diagnostic, preventive and treatment services where functioning is threatened or affected by social and psychological stress or health impairment.

"Timeout" means assisting an individual to regain emotional control by removing the individual from his immediate environment to a different, open location until he is calm or the problem behavior has subsided.

"Treatment" means individually planned, sound, and therapeutic interventions that are intended to improve or maintain functioning of an individual receiving services in those areas that show impairment as the result of mental disability, substance addiction, or physical impairment. In order to be considered sound and therapeutic, the treatment must conform to current acceptable professional practice.

"Variance" means temporary or permanent waiver of compliance with a standard or portion of a standard, or permission to meet the intent of the standard by a method other than that specified in the standard, when the regulatory authority, in its sole discretion, determines: (i) enforcement will create an undue hardship; (ii) the standard is not specifically required by statute or by the regulations of another government agency; and (iii) resident care will not be adversely affected. The denial of a request for a variance is appealable when it leads to the denial or revocation of a license or certificate.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

"Wilderness program" means a facility specifically approved to provide a primitive camping program with a nonpunitive environment and an experience curriculum for residents nine years of age and older who cannot presently function in home, school, and community. In lieu of or in addition to dormitories, cabins or barracks for housing residents, primitive campsites are used to integrate learning, mentoring and group process with real living needs and problems for which the resident can develop a sense of social responsibility and self worth.

22 VAC 42-11-20. Applications.

A. Initial applications

1. A completed application shall be submitted at least 90 days in advance of the planned opening date. A completed application includes an initial application form; proposed working budget for the year showing projected revenue and expenses for the first year of operation and a balance sheet showing assets and liabilities; evidence of financial resources, or, a line of credit sufficient to cover estimated operating expenses for 90 days unless the facility is operated by a state or local government agency, board or commission; a description of the program; a proposed staffing/supervision plan including the staff information sheet; copies of all job descriptions; evidence of the applicant's authority to conduct business in Virginia; copy of floor plan with dimensions of rooms; a certificate of occupancy; current health inspection; evidence that the facility

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

and it's equipment are maintained in accordance with the Virginia Statewide Fire Prevention Code, a list of board members if applicable; 3 references for the applicant; and if required by the regulatory authority, references for 3 officers of the board if applicable. This information must be submitted to and approved by the lead regulatory agency in order for the application to be considered complete.

2. All initial applications which are not complete within 6 months will be closed.

3. Facilities operated by state or local government agencies, boards and commissions shall submit evidence of sufficient funds to operate including a working budget showing appropriated revenue and projected expenses for the coming year.

4. Currently licensed providers must demonstrate that they are operating in substantial compliance with applicable regulations before new facilities operated by the same provider will be licensed.

B. Renewal applications

A completed application for renewal of a facility's license or certificate shall be submitted within 30 days after being notified to submit a renewal application.

22 VAC 42-11-30 The investigation.

The regulatory authority or regulatory authorities will arrange and conduct an on-site inspection of the facility; a thorough review of the services; and investigate the character, reputation, status, and responsibility of the applicant.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-40. Visitation of facilities.

Representatives of the departments shall make announced and unannounced visits during the effective dates of the license/certificate. The purpose of these visits is to monitor compliance with applicable standards.

22 VAC 42-11-50. General requirements.

A. The facility shall demonstrate full compliance with sufficient applicable standards to clearly demonstrate that its program and physical plant can provide reasonable safe and adequate care while approved plans of action to correct findings of noncompliance are being implemented and there are no noncompliances which pose an immediate and direct danger to residents.

B. Corporations sponsoring residential facilities for children shall maintain their corporate status in accordance with the *Code of Virginia*.

C. The facility shall comply with the terms of its license or certificate.

D. A license or certificate is not transferable and automatically expires when there is a change of ownership or sponsorship.

E. The current license or certificate shall be posted at all times in a place conspicuous to the public.

F. A license or certificate shall not be issued to a facility when noncompliance poses an immediate danger to the resident's life, health or safety.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

G. Intermediate sanctions authorized by statute may be imposed at the discretion of the regulatory authorities.

H. The provider shall comply with all other applicable federal, state or local laws and regulations.

I. The provider's current policy and procedure manual shall be readily accessible to all staff.

J. The provider shall comply with their own policies and procedures.

22 VAC 42-11-60. Written corrective action plans.

A. If there is noncompliance with any of these standards during an initial or ongoing review or investigation, the regulatory authority will issue a licensing report describing the non-compliance and requesting the provider to submit a corrective action plan.

B. The provider shall submit to the regulatory authority and implement a written corrective action plan for each standard found to be in noncompliance as identified on the licensing report.

C. The plan of corrective action shall include a:

1. Description of the corrective actions to be taken;

2. Date of completion for each action;

3. Root cause analysis;

4. Analysis of the effect that the noncompliance had on the program; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

5. Signature of the person responsible for the facility.

D. The provider shall submit the corrective action plan to the regulatory authority within 15 business days of the issuance of the licensing report. Extensions may be granted by the regulatory authority when requested prior to the due date, but extensions shall not exceed an additional 10 business days. An immediate corrective action shall be required if the department determines that the violations pose a danger to residents.

E. A corrective action plan shall be approved by the regulatory authority. The provider has an additional 10 business days to submit a revised corrective action plan after receiving a notice that the plan submitted has not been approved.

22 VAC 42-11-70. Licenses/certificates.

A. The Board of Juvenile Justice shall issue a certificate to each facility regulated by the board, indicating the facility's certification status when the facility is in compliance with these interdepartmental standards, other applicable regulations issued by the board, and applicable statutes. The certificate shall be effective for the period specified by the board unless it is revoked or surrendered sooner.

B. Facilities Regulated by DOE, DMHMRSAS, or DSS

1. A conditional license shall be issued to a new provider that demonstrates compliance with administrative and policy requirements but has not demonstrated compliance with

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

all the Interdepartmental Standards. A conditional license shall not exceed six months unless allowed by the *Code of Virginia*.

2. A provisional license may be issued to a provider that has demonstrated an inability to maintain compliance with the Interdepartmental Standards, has violations of licensing standards that pose a threat to the health or safety of residents being served, has multiple violations of licensing standards, or has failed to comply with a previous corrective action plan and has one or more systemic deficiencies.

a. A provisional license may be issued at any time.

b. The term of a provisional license may not exceed six months unless allowed by the *Code of Virginia*.

3. An annual license or certificate

a. Shall be issued when the provider applies for renewal while holding a conditional or provisional license or certificate and substantially meets or exceeds the requirements of the Interdepartmental Standards and other regulations and statutes;

b. May be issued at any time, if the provider has received one systemic deficiency; and

c. May be renewed, but an annual license or certificate and any renewals thereof shall not exceed a period of 36 successive months for all annual licenses and renewals combined.

4. A triennial license or certificate shall be issued when the provider (i) applies for renewal while holding an annual or triennial license or certificate and (ii) substantially

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

meets or exceeds the requirements of the Interdepartmental Standards and other applicable regulations and statutes.

22 VAC 42-11-80. Modification.

- A. The conditions of a license or certificate may be modified during the term of the license or certificate with respect to the capacity, residents' age range, facility location, gender, or changes in the services, except while the facility holds a conditional license.
- B. The provider shall submit a written report of any contemplated changes in operation which would affect the terms of the license or certificate or the continuing eligibility for licensure or certification to the lead regulatory authority.
- C. A change shall not be implemented prior to approval by the regulatory authority. A determination will be made as to whether changes will be approved and the license or certificate modified accordingly or whether an application for a new license or certificate must be filed.

22 VAC 42-11-90. Denial.

- A. An application for licensure or certification may be denied when the applicant
 - 1. Violates any provision of applicable laws or regulations made pursuant to such laws;
 - 2. Has a founded disposition of child abuse or neglect after the appeal process has been completed;

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

3. Has been convicted of a crime listed in §§ 37.1-183.3 and 63.2-1726 of the Code of Virginia;

4. Has made false statements on the application or misrepresentation of facts in the application process; or

5. Has not demonstrated good character and reputation as determined through references, background investigations, driving records, and other application materials.

B. If denial of a license or certificate is recommended, the facility will be notified in writing of the deficiencies, the proposed action, the right to appeal, and the appeal process.

22 VAC 42-11-100. Revocation.

A. The license or certificate may be revoked when the licensee:

1. Violates any provision of applicable laws or applicable regulations made pursuant to such laws;

2. Permits, aids or abets the commission of any illegal act in the regulated facility;

3. Engages in conduct or practices which are in violation of statutes related to abuse or neglect of children;

4. Deviates significantly from the program or services for which a license or certificate was issued without obtaining prior written approval from the regulatory authority or fails to correct such deviations within the specified time; or

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

5. Engages in a willful action or gross negligence which jeopardizes the care or protection of residents.

B. If revocation of a license or certificate is recommended, the facility will be notified in writing of the deficiencies, the proposed action, the right to appeal, and the appeal process.

22 VAC 42-11-110. Variances.

A. Any request for a variance shall be submitted in writing to the regulatory authority and should include:

1. A justification why enforcement of the standard would create an undue hardship;
2. A statement that the standard is not specifically required by statute or by regulations of another government agency; and
3. A justification why resident care would not be adversely affected if the variance was granted.

B. A variance shall not be effected prior to approval of the regulatory authority.

22 VAC 42-11-120. Investigation of complaints and allegations.

The four departments of Education; Juvenile Justice; Mental Health, Mental Retardation and Substance Abuse Service; and Social Services are responsible for complete and prompt investigation of all complaints and allegations at the facilities where they have

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

regulatory authority, and for notification of the appropriate persons or agencies when removal of residents may be necessary. Suspected criminal violations shall be reported to the appropriate law enforcement authority.

22 VAC 42-11-130. Governing body.

A. The provider shall clearly identify the corporation, association, partnership, individual, or public agency that is the licensee.

B. The provider shall clearly identify any governing board, body, entity or person to whom it delegates the legal responsibilities and duties of the provider.

22 VAC 42-11-140. Responsibilities of the provider.

A. The provider shall appoint a qualified chief administrative officer to whom it delegates in writing the authority and responsibility for administrative direction of the facility.

B. The provider shall develop and implement a decision making plan which shall provide for a qualified staff person to be designated to assume the responsibility for the operation of the facility. Each plan must be approved by the regulatory agency and include an organizational chart.

C. The provider shall develop a written statement of the objectives of the facility including a description of the target population and the programs to be offered.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

D. The provider shall evaluate, at least annually, the impact of the services offered based on performance measures established by the provider and approved by the regulatory agency.

E. The provider shall evaluate, develop, and implement program and administrative changes as identified in the annual performance evaluation.

22 VAC 42-11-150. Fiscal accountability.

A. Facilities operated by corporations, unincorporated organizations or associations, individuals or partnerships shall prepare, at the end of each fiscal year:

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; and

3. A balance sheet showing assets and liabilities for the fiscal year just ended.

B. There shall be a system of financial record keeping that shows a separation of the facility's accounts from all other records.

C. Providers shall conduct an internal audit annually except every 3 years an external audit shall be conducted.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-160. Insurance.

A. The facility shall maintain liability insurance covering the premises and the facility's operations.

B. The provider shall provide documentation that all vehicles used to transport residents are insured, including vehicles owned by staff.

C. The members of the governing body and staff who have been authorized to handle the facility's funds shall be bonded or otherwise indemnified.

22 VAC 42-11-170. Fund-raising.

The facility shall not use residents in its fund-raising activities without written permission of the legal guardian and the permission of residents 14 years or older.

22 VAC 42-11-180. Weapons.

The provider shall have and implement a written policy governing the 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 or law enforcement officers;
2. Kept securely under lock and key, or

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

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.

22 VAC 42-11-190. Relationship to regulatory authority.

A. The provider shall submit or make available to the regulatory authority such reports and information as the regulatory authority may require to establish compliance with these interdepartmental standards and other applicable regulations and statutes.

B. The governing body or its official representative shall notify the regulatory authorities within five working days of any change in administrative structure or newly hired chief administrative officer.

22 VAC 42-11-200. Facilities serving persons over the age of 17 years.

Facilities which are approved to serve persons over the age of 17 years shall comply with these interdepartmental standards for all occupants regardless of age, except when it is determined by the regulatory authorities that housing, programs, services, and supervision for such persons are provided separately from those for the residents.

22 VAC 42-11-210. Health information.

A. Health information required by this section shall be maintained for each staff member and for each individual who resides in a building occupied by residents.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

including each person who is not a staff member or resident of the facility. Health information is to be handled, maintained and stored in a fashion which maintains confidentiality of the information at all times.

B. Tuberculosis Evaluation

1. At the time of hire, each individual shall submit the results of a risk assessment, documenting the absence of tuberculosis in a communicable form as evidenced by the completion of a current screening form published by the Virginia Department of Health. The risk assessment shall be no older than 30 days.

2. Each individual shall annually submit the results of a risk assessment, documenting that the individual is free of tuberculosis in a communicable form as evidenced by the completion of a current screening form published by the Virginia Department of Health.

3. An evaluation shall not be required for an individual who (i) has separated from employment with a facility licensed or certified by the Commonwealth of Virginia, (ii) has a break in service of six months or less, and (iii) submits a copy of the original statement of tuberculosis screening to his new employer.

C. Subsequent Evaluations for Tuberculosis

1. An individual who comes in contact with a known case of infectious tuberculosis shall be screened as determined appropriate based on consultation with the local health department.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

2. An individual who develops chronic respiratory symptoms of three weeks duration shall be evaluated immediately for the presence of infectious tuberculosis.

D. An individual suspected of having infectious tuberculosis shall not be permitted to return to work or have contact with staff or residents until a physician has determined that the individual is free of infectious tuberculosis.

E. The facility shall report any active case of tuberculosis developed by a staff member to the local health department.

22 VAC 42-11-220. Physical or mental health of personnel.

A. The provider or the regulatory authority may require a report of examination by a licensed physician or mental health professional when there are indications that an individual's physical, mental or emotional health may jeopardize the care of residents.

B. An individual who is determined by a licensed physician or mental health professional, to show an indication of a physical or mental condition which may jeopardize the safety of residents or which would prevent the performance of duties shall be removed immediately from contact with residents and food served to residents until the condition is cleared as evidenced by a signed statement from the physician or mental health professional.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-230. Qualifications.

A. Standards establishing minimum position qualifications shall be applicable to all facilities. In lieu of the minimum position qualifications contained in this chapter, facilities subject to (i) the rules and regulations of the Virginia Department of Human Resource Management, or (ii) the rules and regulations of a local government personnel office may develop written minimum entry level qualifications in accord with the rules and regulations of the supervising personnel authority.

B. A person who assumes or is designated to assume the responsibilities of a position or any combination of positions described in these standards shall:

1. Meet the qualifications of the position or positions;
2. Fully comply with all applicable standards for each function; and
3. Demonstrate a working knowledge of the policies and procedures that are applicable to his specific position or positions.

C. When services or consultation are obtained on a contractual basis they shall be provided by professionally qualified personnel.

22 VAC 42-11-240. Job descriptions.

A. There shall be a written job description for each position which, at a minimum, includes the:

1. Job title;

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

2. Duties and responsibilities of the incumbent;

3. Job title of the immediate supervisor; and

4. Minimum education and experience, knowledge, skills and abilities required for entry level performance of the job.

B. A copy of the job description shall be given to each person assigned to a position at the time of employment or assignment.

22 VAC 42-11-250. Written personnel policies and procedures.

A. The provider shall have and implement approved written personnel policies and make its written personnel policies readily accessible to each staff member.

B. The provider shall develop and implement written policies and procedures to assure that persons employed in or designated to assume the responsibilities of each position possess the education, experience, knowledge, skills and abilities specified in the job description for the position.

22 VAC 42-11-260. Personnel records.

A. Separate up-to-date written or automated personnel records shall be maintained for each employee, student/intern, volunteer and contractual service provider for whom background investigations are required by the *Code of Virginia*. Content of personnel records of volunteers and contractual service providers may be limited to documentation

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

of compliance with requirements of the *Code of Virginia* regarding child protective services and criminal history background investigations.

B. The records of each employee shall include:

1. A completed employment application form or other written material providing the individual's name, address, phone number, and social security number;

2. Educational background and employment history;

3. Written references or notations of oral references;

4. Reports of required health examinations;

5. Annual performance evaluations;

6. Date of employment and separation;

7. Documentation of compliance with requirements of the *Code of Virginia* regarding child protective services and criminal history background investigations;

8. Documentation of educational degrees and of professional certification or licensure;

and

9. Documentation of all training required in these standards and any other training received by the individual staff.

C. Personnel records, including separate health records, shall be retained in their entirety for three years after separation from employment, contractual service, student/intern or volunteer service.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-270. Staff development.

A. New employees, employees transferring from other facilities operated by the same sponsor, relief staff, volunteers and students/interns shall within 14 calendar days of employment be given orientation and training regarding the objectives of the facility, practices of confidentiality, decision making plan, the *Standards for Interdepartmental Regulation of Children's Residential Facilities* including the prohibited actions as outlined in these standards, other policies and procedures that are applicable to their positions, and their duties and responsibilities.

B. The provider shall develop an individualized staff training plan within 30 calendar days of hire that addresses the knowledge, skills, and abilities that employees need to perform their job. The plan should be reevaluated and updated annually.

C. Regular supervision of staff shall not be the only method of staff development.

D. All personnel shall receive documented training and other staff development activities as necessary to enable them to adequately perform their job responsibilities.

22 VAC 42-11-280. Supervision.

Regular supervision of staff, volunteers, and students/interns shall be provided.

22 VAC 42-11-290. The chief administrative officer.

A. A chief administrative officer shall have the following responsibilities:

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

1. Responsibility for the compliance to the *Standards for*

Interdepartmental Regulation of Children's Residential Facilities;

2. Responsibility for all personnel;

3. Overseeing facility operation in its entirety, including the approval of the design of the structured program of care and its implementation; and

4. Responsibility for the facility's financial integrity.

B. A chief administrative officer appointed after the effective date of these standards shall have at least:

1. A masters degree in social work, psychology, or counseling, and 3 years experience of full time work experience in a children's residential facility and 2 years experience in an administrative or supervisory capacity for a total of 5 years experience; or

2. A baccalaureate degree in social work or psychology and 5 years full time work experience with children at least 3 of which were in a children's residential facility and an additional 2 years of administrative or supervisory experience for a total of 7 years experience; or

3. A degree in education may be accepted for a chief administrative officer of a program whose lead regulatory agency is the Department of Education; or

4. A degree and experience as approved by the lead regulatory authority.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-300. Program director.

- A. The facility's program shall be directed by one or more qualified persons.
- B. Persons directing programs shall be responsible for the development and implementation of the programs and services offered by the facility including overseeing assessments, service planning, staff scheduling and supervision.
- C. Persons directing programs of a facility licensed or certified to care for 13 or more residents shall be full-time, qualified staff members.
- D. A person appointed after the effective date of these standards, to direct programs shall have:
1. A masters degree in social work, psychology, or counseling and 3 years of full time paid work experience as an employee working with children one of which needs to be in a children's residential facility;
 2. A baccalaureate degree in social work or psychology, and 5 years full time paid experience as an employee working with children, 2 of which must be in a children's residential facility;
 3. A license or certificate issued by the Commonwealth of Virginia as a drug or alcoholism counselor/worker if the facility's purpose is to treat drug abuse or alcoholism;
or
 4. A degree and experience as approved by the lead regulatory authority.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-310. Case manager.

A. Case managers shall have the responsibility for:

1. Coordination of all services offered to each resident; and
2. Provision of case management services as required in 22 VAC 42-11-720.A.

A. Case managers shall have:

1. A masters degree in social work, psychology, or counseling; or
2. A baccalaureate degree in social work or psychology with documented field work experience and must be supervised by the program director or other staff employed by the provider with the same qualifications as required by 22 VAC 42 -11-300.D; or
3. A degree and experience as approved by the lead regulatory authority.

C. For group homes with a capacity of 12 or less, there must be one staff person meeting the qualifications of case manager assigned to work full time at the group home.

22 VAC 42-11-320. Direct care supervisor.

A. Direct care supervisors shall have responsibility for the:

1. Development of the daily living program within each child care unit; and
2. Orientation, training and supervision of direct care workers.

B. Direct care supervisors shall have:

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

1. A baccalaureate degree in social work or psychology and 2 years of full time paid work experience in human services 1 year of which must have been in a residential facility for children; or

2. A combination of education and experience as approved by the lead regulatory authority.

22 VAC 42-11-330. Direct care staff.

A. The direct care worker shall have responsibility for guidance and supervision of the children to whom he is assigned including:

1. Overseeing physical care;

2. Development of acceptable habits and attitudes;

3. Management of resident behavior; and

4. Helping to meet the goals and objectives of any required service plan.

B. A direct care worker shall:

1. Be a high school graduate or have a General Education Development Certificate (G.E.D.); and

2. Have demonstrated an ability to maintain a stable environment and to provide guidance to children in the age range for which the direct care worker will be responsible.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

C. An individual hired, promoted, demoted, or transferred to a direct care worker's position after July 1, 2000 shall be at least 18 years old.

D. The provider shall not be dependent on temporary contract workers to provide direct care.

22 VAC 42-11-340. Relief staff.

Qualified relief staff shall be employed as necessary to maintain required staff/child ratios at all times and to maintain a structured program of care in accordance with 22 VAC 42-11-740.

22 VAC 42-11-350. Medical staff.

A. Services of a licensed physician shall be available for treatment of residents as needed.

B. Each nurse shall hold a current nursing license issued by the Commonwealth of Virginia.

C. All full time direct care staff shall be enrolled in a standard first aid class and in a cardiopulmonary resuscitation class facilitated by the American Red Cross or other recognized authority within 30 days of employment unless the facility has 24 hour on-site nursing staff. Each nurse on the premises who holds a current nursing license

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

issued by the Commonwealth of Virginia may be considered to hold a current certificate in first aid.

D. Whenever children are being supervised by staff there shall be at least 1 staff person with a current basic certificate in standard first aid and a current certificate in cardiopulmonary resuscitation issued by the American Red Cross or other recognized authority.

22 VAC 42-11-360. Volunteers and students/interns.

A. A facility that uses volunteers or students/interns shall develop and implement written policies and procedures governing their selection and use.

B. The facility shall not be dependent upon volunteers or students/interns to provide basic services.

C. Responsibilities of volunteers and students/interns shall be clearly defined in writing.

D. Volunteers and students/interns shall have qualifications appropriate to the services they render.

22 VAC 42-11-370. Support functions.

A. Direct care workers and other staff responsible for direct care may assume the duties of non-direct care personnel only when these duties do not interfere with their direct care responsibilities.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

B. Residents shall not be solely responsible for support functions, including but not necessarily limited to, food service, maintenance of building and grounds, and housekeeping.

22 VAC 42-11-380. Buildings, inspections and building plans.

A. All buildings and building related equipment shall be inspected and approved by the local building official. Approval shall be documented by a certificate of occupancy.

B. The facility shall document at the time of its original application and annually thereafter that buildings and equipment are maintained in accordance with the Virginia Statewide Fire Prevention Code (13 VAC 5-51-10 et.seq.).

C. At the time of the original application and at least annually thereafter the buildings shall be inspected and approved by state or local health authorities, whose inspection and approval shall include:

1. General sanitation;
2. The sewage disposal system;
3. The water supply; and
4. Food service operations.

D. The buildings shall provide adequate space and shall be of a design that is suitable to house the programs and services provided.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

E. Building plans and specifications for new construction, change in use of existing buildings, and any structural modifications or additions to existing buildings shall be submitted to and approved by the licensure or certification authority and by other appropriate regulatory authorities.

F. Swimming pools shall be inspected annually by the state or local health authorities or by a swimming pool business.

22 VAC 42-11-390. Heating systems, ventilation and cooling systems.

A. Heat shall be evenly distributed in all rooms occupied by the residents such that a temperature no less than 68°F is maintained, unless otherwise mandated by state or federal authorities.

B. Natural or mechanical ventilation to the outside shall be provided in all rooms used by residents.

C. Air conditioning or mechanical ventilating systems, such as electric fans, shall be provided in all rooms occupied by residents when the temperature in those rooms exceeds 80°F.

22 VAC 42-11-400. Lighting.

A. Artificial lighting shall be by electricity.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

B. All areas within buildings shall be lighted for safety and shall be sufficient for the activities being performed.

C. Lighting in halls and bathrooms shall be adequate and shall be continuous at night.

D. Operable flashlights or battery powered lanterns shall be available for each staff member on the premises between dusk and dawn to use in emergencies.

E. Outside entrances and parking areas shall be lighted for protection against injuries and intruders.

22 VAC 42-11-410. Plumbing.

A. Plumbing shall be maintained in good operational condition.

B. An adequate supply of hot and cold running water shall be available at all times.

C. Precautions shall be taken to prevent scalding from running water.

22 VAC 42-11-420. Toilet facilities.

A. There shall be at least one toilet, one hand basin and one shower or bathtub in each living unit.

B. There shall be at least one bathroom equipped with a bathtub in each facility.

C. There shall be at least one toilet, one hand basin and one shower or tub for every eight residents for facilities licensed before July 1, 1981 and have made no structural changes or constructed any buildings.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

D. There shall be one toilet, one hand basin and one shower or tub for every four residents in any building constructed or structurally modified after July 1, 1981 except secure custody facilities. Facilities licensed after the effective date of these standards must comply with the 1 to 4 ratio.

E. The maximum number of staff members on duty in the living unit shall be counted in determining the required number of toilets and hand basins when a separate bathroom is not provided for staff.

F. There shall be at least one mirror securely fastened to the wall at a height appropriate for use in each room where hand basins are located except in security rooms in hospitals and secure custody facilities.

22 VAC 42-11-430. Personal necessities.

A. An adequate supply of personal necessities shall be available to the residents at all times for purposes of personal hygiene and grooming.

B. Clean, individual washcloths and towels shall be in good repair and available once each week and more often if needed.

C. When residents are incontinent or not toilet trained:

1. Provision shall be made for sponging, diapering or other similar care on a nonabsorbent changing surface which shall be cleaned with warm soapy water after each use.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

2. A covered diaper pail, or its equivalent, with leak proof disposable liners shall be available. If both cloth and disposable diapers are used there shall be a diaper pail for each.

3. Adapter seats and toilet chairs shall be cleaned immediately after each use with appropriate cleaning materials;

4. Staff shall thoroughly wash their hands with warm soapy water immediately after assisting a child or themselves with toileting.

5. Appropriate privacy, confidentiality and dignity shall be maintained for residents during toileting and diapering.

22 VAC 42-11-440. Sleeping areas.

A. When residents are four years of age or older, boys and girls shall have separate sleeping areas.

B. No more than four children may share a bedroom or sleeping area except as provided by other applicable state regulations governing juvenile correctional centers.

C. Children who use wheelchairs, crutches, canes or other mechanical devices for assistance in walking shall be provided with a planned, personalized means of effective egress for use in emergencies.

D. Beds shall be at least three feet apart at the head, foot and sides and double-decker beds shall be at least five feet apart at the head, foot and sides.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

E. Sleeping quarters in facilities licensed by the DSS prior to July 1, 1981 and facilities established, constructed or structurally modified after July 1, 1981, except for primitive campsites, shall have:

1. At least 80 square feet of floor area in a bedroom accommodating one person;
2. At least 60 square feet of floor area per person in rooms accommodating two or more persons; and
3. Ceilings at least 7½ feet in height.

F. Each child shall have a separate, clean, comfortable bed equipped with a clean mattress, clean pillow, clean blankets, clean bed linens, and, if needed, a clean waterproof mattress cover.

G. Bed linens shall be changed at least every seven days and more often, if needed.

H. Mattresses shall be fire retardant as evidenced by documentation from the manufacturer.

I. Cribs shall be provided for residents less than two years of age.

J. Each resident shall be assigned drawer space and closet space, or their equivalent, which is accessible to the sleeping area for storage of clothing and personal belongings except in secure custody facilities.

K. The sleeping areas' environment shall be conducive to sleep and rest.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-450. Smoking prohibition.

Smoking shall be prohibited in living areas and in areas where residents participate in programs.

22 VAC 42-11-460. Residents' privacy.

A. When bathrooms are not designated for individual use, except in secure custody facilities:

1. Each toilet shall be enclosed for privacy, and
2. Bathtubs and showers shall provide visual privacy for bathing by use of enclosures, curtains or other appropriate means.

B. Windows in bathrooms, sleeping areas, and dressing areas shall provide for privacy.

C. Every sleeping area shall have a door that may be closed for privacy or quiet and this door shall be readily opened in case of fire or other emergency. In secure custody facilities, the door may be equipped with an observation window.

D. Video and audio monitoring shall be permitted only in common hallways and common areas. Video and audio monitoring is prohibited in bathrooms, dressing areas, and bedrooms unless the facility is licensed as a sexual offender program and has the approval of the regulatory authority and the Office of Human Rights of the Department of Mental Health, Mental Retardation and Substance Abuse Services; the resident is on

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

a suicide watch and the facility has the approval of the regulatory authority; or the facility is a secure custody facility.

22 VAC 42-11-470. Living rooms and indoor recreation space.

A. Each living unit, except for secure custody, shall have a living room, or other area for informal use, for relaxation and entertainment. The furnishings shall provide a comfortable, home-like environment that is appropriate to the ages of the residents.

B. All facilities shall have indoor recreation space that contains indoor recreation materials appropriate to the ages and interests of the residents.

C. Facilities licensed or certified to care for 13 or more residents shall have recreation space distinct from the living room.

22 VAC 42-11-480. Study space.

A. Facilities serving a school age population shall provide study space. Study space may be assigned in areas used interchangeably for other purposes.

B. Study space shall be well lighted, quiet and equipped with tables or desks and chairs.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-490. Kitchen and dining areas.

A. Meals shall be served in areas equipped with sturdy tables and benches or chairs which are size and age appropriate for the residents.

B. Adequate kitchen facilities and equipment shall be provided for preparation and serving of meals.

C. Walk-in refrigerators, freezers, and other enclosures shall be equipped to permit emergency exits.

22 VAC 42-11-500. Laundry areas.

Appropriate space and equipment in good repair shall be provided if laundry is done at the facility.

22 VAC 42-11-510. Storage.

Space shall be provided for safe storage of items such as first aid equipment, household supplies, recreational equipment, luggage, out-of-season clothing, and other materials.

22 VAC 42-11-520. Staff quarters.

A. A separate, private bedroom shall be provided for staff and their families when a staff member is on duty for 24 consecutive hours or more.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

B. A separate private bathroom shall be provided for staff and their families when there are more than four persons in the living unit and the staff person is on duty for 24 consecutive hours or more.

C. Staff and members of their families shall not share bedrooms with residents.

22 VAC 42-11-530. Office space.

Space shall be provided for administrative activities including, as appropriate to the program, confidential conversations and provision for storage of records and materials.

22 VAC 42-11-540. Buildings and grounds.

A. The facility's grounds shall be safe, properly maintained, and free of clutter and rubbish. The grounds include, but are not limited to, all areas where residents, staff, and visitors may reasonably be expected to have access, including roads, pavements, parking lots, open areas, stairways, railings, and potentially hazardous or dangerous areas.

B. The interior and exterior of all buildings shall be safe, properly maintained, clean and in good working order. This includes, but is not limited to, required locks, mechanical devices, indoor and outdoor equipment, and furnishings.

C. Outdoor recreation space shall be available and appropriately equipped for the residents' use.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-550. Equipment and furnishings.

A. All furnishings and equipment shall be safe, clean, and suitable to the ages and number of residents.

B. There shall be at least one continuously operable, non-pay telephone accessible to staff in each building in which children sleep or participate in programs.

22 VAC 42-11-560. Housekeeping and maintenance.

A. All buildings shall be well ventilated and free of stale, musty or foul odors.

B. Adequate provision shall be made for the collection and legal disposal of garbage and waste materials.

C. Buildings shall be kept free of flies, roaches, rats and other vermin.

D. A sanitizing agent shall be used in the laundering of bed, bath, table and kitchen linens.

22 VAC 42-11-570. Farm and domestic animals.

A. Horses and other animals maintained on the premises shall be quartered at a reasonable distance from sleeping, living, eating and food preparation areas, as well as a safe distance from water supplies.

B. Animals maintained on the premises shall be tested, inoculated and licensed as required by law.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

C. The premises shall be kept free of stray domestic animals.

D. Pets shall be provided with clean quarters and adequate food and water.

22 VAC 42-11-580. Acceptance of children.

Children shall be accepted only by court order or by written placement agreement with legal guardians. This requirement does not apply to temporary care facilities when self-admission is made according to Virginia law.

22 VAC 42-11-590. Admission procedures.

A. The facility shall have written criteria for admission which shall include:

1. A description of the population to be served;

2. A description of the types of services offered;

3. Intake and admission procedures;

4. Description of how educational services will be provided to the population being served; and

5. Exclusion criteria.

B. The facility shall accept and serve only those children whose needs are compatible with the services provided through the facility unless a child's admission is ordered by a court of competent jurisdiction.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

C. Acceptance of a child as eligible for respite care by a facility approved to provide residential respite care is considered admission to the facility. Each individual period of respite care is not considered a separate admission.

22 VAC 42-11-600. Maintenance of residents' records.

A. A separate written or automated case record shall be maintained for each resident. In addition, all correspondence and documents received by the facility relating to the care of that resident should be maintained as part of the case record. A separate health record may be kept on each resident.

B. Each case record and health record shall be kept up to date and in a uniform manner.

C. The facility shall make information available only to persons/organizations legally authorized to have access to the information under federal and state laws.

D. The facility shall have and implement written policies and procedures to protect the confidentiality of records, including health 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.

E. Records shall be kept in areas which are accessible to authorized staff and protected from unauthorized access, fire, and flood.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

1. When not in use written records shall be stored in a metal file cabinet or other metal compartment.

2. Facility staff shall assure the confidentiality of the residents' records by placing them in a locked cabinet or drawer or in a locked room when the staff member is not present.

F. Each resident's written case and health records shall be stored separately subsequent to the resident's discharge according to applicable statutes and regulation.

G. Written and automated records shall be retained in their entirety for a minimum of three years after the date of discharge unless otherwise specified by state or federal requirements.

H. The face sheet shall be retained permanently unless otherwise specified by state or federal requirements.

I. The facility shall have a written 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.

J. Facilities using automated records shall develop and implement procedures for backing up records.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-610. Interstate compact on the placement of children.

A. Documentation of the prior approval of the administrator of the Virginia Interstate Compact on the Placement of Children, Virginia Department of Social Services, shall be retained in the record of each resident admitted from outside Virginia. The requirements of this section shall not apply to a facility providing documentation that the administrator of the Virginia interstate compact has determined the facility is statutorily exempt from the compact's provisions.

B. Documentation that the provider has sent quarterly progress reports to the administrator of the Virginia Interstate Compact on the Placement of Children shall be kept in the resident's record.

C. No later than 5 days after a resident has been transferred to another facility operated by the same sponsor, the resident's record shall contain documentation that the administrator of the Virginia Interstate Compact on the Placement of Children was notified in writing of the resident's transfer.

D. No later than 10 days after discharge the resident's record shall contain documentation that the administrator of the Virginia Interstate Compact on the Placement of Children was notified in writing of the discharge.

E. The provider shall not discharge or send out-of-state youth in the custody of out-of-state social services agencies and courts to reside with a parent, relative, or other

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

individual who lives in Virginia without the approval of the administrator of the Virginia
Interstate Compact on the Placement of Children.

22 VAC 42-11-620. Participation of residents in human research.

The provider shall:

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.

22 VAC 42-11-630. Emergency and self-admissions.

Facilities accepting emergency or self-admissions shall:

1. Have and implement written policies and procedures governing such admissions
which shall include 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;
2. Place in each resident's record the order of a court of competent jurisdiction, a
written request for care, or documentation of an oral request for care and justification of
why the resident is to be admitted on an emergency basis; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

3. Written assessment information gathered for the emergency admission must clearly document that the individual meets the facility's criteria for admission.

22 VAC 42-11-640. Application for admission.

A. Admission shall be based on evaluation of an application for admission. The requirements of this section do not apply to (i) court ordered placements, or (ii) transfer of a resident between residential facilities located in Virginia and operated by the same sponsor.

B. Facilities shall develop, and fully complete prior to acceptance for care, an application for admission which is designed to compile information necessary to determine:

1. The physical needs of the prospective resident;

2. The educational needs of the prospective resident;

3. The mental health, emotional and psychological needs of the prospective resident;

4. The physical health needs including the immunization needs of the prospective resident;

5. The protection needs of the prospective resident;

6. The suitability of the prospective resident's admission;

7. Whether the prospective resident's admission would pose any significant risk to (i) the prospective resident or (ii) the facility's residents or staff; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

8. Information necessary to develop a service plan.

C. The resident's record shall contain a completed application for admission at the time of a routine admission or within 30 days after an emergency admission.

22 VAC 42-11-650. Written placement agreement.

A. The provider, except a provider which accepts admission only upon receipt of the order of a court of competent jurisdiction, shall develop a written placement agreement which:

1. Authorizes the resident's placement;

2. Addresses acquisition of and consent for any medical treatment needed by the resident;

3. Addresses the rights and responsibilities of each party involved;

4. Addresses financial responsibility for the placement;

5. Addresses how long the facility guarantees the bed for a resident who is absent for unauthorized or authorized reasons;

6. Addresses visitation with the resident; and

7. Addresses the educational plan for the resident and the responsibilities of all parties.

B. Each resident's record shall contain, prior to a routine admission, a completed placement agreement signed by a facility representative and the legal guardian or

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

placing agency, except as permitted for temporary emergency shelters pursuant to § 63.2-1817 of the Code of Virginia.

C. The record of each person admitted based on a court order shall contain a copy of the court order.

22 VAC 42-11-660. Face sheet.

A. At the time of admission, each resident's record shall include a completed face sheet which contains (i) the resident's full name, last known residence, birth date, birthplace, gender, race, social security number, religious preference, and admission date; and (ii) names, addresses, and telephone numbers of the resident's legal guardians, placing agency, and emergency contacts.

B. Information shall be updated when changes occur.

C. The face sheet for pregnant teens shall also include the expected date of delivery and the name of the hospital to provide delivery services to the resident.

D. The face sheet of residents who are transferred to facilities operated by the same sponsor shall indicate the address and dates of placement and transfer at each location.

E. At the time of discharge the following information shall be added to the face sheet:

1. Date of discharge;

2. Reason for discharge;

3. Names and addresses of persons to whom the resident was discharged; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

4. Forwarding address of the resident, if known.

22 VAC 42-11-670. Initial objectives and strategies.

Within three days following admission, individualized, measurable objectives and strategies for the first 30 days shall be developed, distributed to affected staff and the resident, and placed in the resident's record. The objectives and strategies shall be based on the reasons for admitting the resident. The requirements of this section do not apply to secure detention facilities, except when a juvenile is confined in post-dispositional detention.

22 VAC 42-11-680. Service plan/Quarterly reports.

A. An individualized service plan shall be developed and placed in the resident's record within 30 days following admission and implemented immediately thereafter.

B. Individualized service plans shall describe in measurable terms the:

1. Strengths and needs of the resident;
2. Resident's current level of functioning;
3. Goals, objectives and strategies established for the resident;
4. Projected family involvement;
5. Projected date for accomplishing each objective; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

6. Status of projected discharge plan and estimated length of stay except that this requirement shall not apply to a facility which discharges only upon receipt of the order of a court of competent jurisdiction.

C. Each plan shall be reviewed within 60 days of the initial plan and within each 90 day period thereafter and revised as necessary, and

D. The provider shall develop policies and procedures for a system to document progress of the resident towards meeting goals and objectives of the service plan which shall include the:

1. Format;

2. Frequency; and

3. Person responsible.

E. There shall be a documented review of each resident's progress 60 days following the initial service plan and within each 90 day period thereafter and shall report the:

1. Resident's progress toward meeting the plan's objectives;

2. Family's involvement;

3. Continuing needs of the resident;

4. Resident's progress towards discharge; and

5. Status of discharge planning.

F. Each plan and quarterly progress report shall include the date it was developed and the signature of the person who developed it.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

G. Staff responsible for daily implementation of the resident's individualized service plan shall be able to describe the resident's behavior in terms of the objectives in the plan.

H. There shall be documentation showing the involvement of the following parties unless clearly inappropriate, in developing and updating the individualized service plan and in developing the quarterly progress report:

1. The resident;
2. The resident's family, legal guardian, or legally authorized representative;
3. The placing agency; and
4. Facility staff.

I. The initial individualized service plan, each update, and all quarterly progress reports shall be distributed to the resident; the resident's family, legal guardian, or legally authorized representative; the placing agency; and appropriate facility staff if allowed by Federal guidelines and using all procedures as required by Federal guidelines.

J. The requirements of this section do not apply to secure detention facilities except when a juvenile is confined in post-dispositional detention.

22 VAC 42-11-690. Resident transfer between residential facilities located in Virginia and operated by the same sponsor.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

A. Except when transfer is ordered by a court of competent jurisdiction, the receiving provider shall document at the time of transfer:

1. Preparation through sharing information with the resident, the family and the placing agency about the facility, the staff, the population served, activities and criteria for admission;
2. Notification to the family, if appropriate; the resident, the placement agency and the legal guardian;
3. Receipt from the sending provider of a written summary of the resident's progress while at the facility, justification for the transfer, and the resident's current strengths and needs; and
4. Receipt of the resident's record.

B. The sending provider shall retain a copy of the face sheet and a written summary of the child's progress while at the facility and shall document the date of transfer and the name of the facility to which the resident has been transferred.

22 VAC 42-11-700. Discharge.

A. The provider shall have written 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;

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

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.

B. The provider's criteria for discharge shall be accessible to prospective residents, legal guardians, and placing agencies.

C. The record of each resident discharged upon receipt of the order of a court of competent jurisdiction shall contain a copy of the court order.

D. Residents shall be discharged only to the legal guardian or legally authorized representative.

E. A provider approved to provide residential respite care shall discharge a resident when the legal guardian no longer intends to use the facility's services.

F. Information concerning current medications, need for continuing therapeutic interventions, educational status, and other items important to the resident's continuing care shall be provided to the legal guardian or legally authorized representative, as appropriate.

G. Unless discharge is ordered by a court of competent jurisdiction, prior to the planned discharge date each resident's record shall contain:

1. Documentation that discharge has been planned and discussed with the parent, legal guardian, child placing agency, and resident; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

2. A written discharge plan.

H. Discharge summaries.

1. No later than 30 days after discharge, a comprehensive discharge summary shall be placed in the resident's record and sent to the persons or agency which made the placement. The discharge summary shall review:

a. Services provided to the resident;

b. Resident's progress toward meeting service plan objectives;

c. Resident's continuing needs and recommendations, if any, for further services and care;

d. Reasons for discharge and names of persons to whom resident was discharged;

e. Dates of admission and discharge; and

f. Date the discharge summary was prepared and the signature of the person preparing it.

2. In lieu of a comprehensive discharge summary, the record of each resident discharged upon receipt of the order of a court of competent jurisdiction shall contain a copy of the court order.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-710. Placement of residents outside the facility.

A resident shall not be placed outside the facility prior to the provider obtaining a child-placing agency license from the Department of Social Services except as permitted by statute or by order of a court of competent jurisdiction.

22 VAC 42-11-720. Case management services.

A. The program of the facility, except a secure detention facility in which juveniles are not confined in post-dispositional detention, shall be designed to provide case management services which address:

1. Helping the resident and the parents or legal guardian to understand the effects on the resident of separation from the family and the effect of group living;
2. Assisting the resident and the family to maintain their relationships and prepare for the resident's future care;
3. Utilizing appropriate community resources to provide services and maintain contacts with such resources;
4. Helping the resident strengthen his capacity to function productively in interpersonal relationships;
5. Conferring with the direct care staff to help them understand the resident's needs in order to promote adjustment to group living; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

6. Working with the resident and with the family or any placing agency that may be involved in planning for the resident's future and in preparing the resident for the return home or to another family, for independent living, or for other residential care.

B. The provision of case management services shall be documented in each resident's record.

22 VAC 42-11-730. Therapy.

Therapy, if provided, shall be provided by an individual (i) licensed as a therapist by the Department of Health Professions or (ii) who is licensure eligible and working under the supervision of a licensed therapist, unless exempted from these requirements under the Code of Virginia.

22 VAC 42-11-740. Structured program of care.

A. There shall be evidence of a structured program of care designed to:

1. Meet the residents' physical and emotional needs;
2. Provide protection, guidance and supervision; and
3. Meet the objectives of any required service plan.

B. There shall be evidence of a structured daily routine designed to ensure the delivery of program services.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

C. A daily communication log shall be maintained to inform staff of significant happenings or problems experienced by residents.

D. Health and dental complaints and injuries shall be recorded and shall include the (i) resident's name, complaint, and affected area and (ii) time of the complaint.

E. The identity of the individual making each entry in the daily activity log shall be recorded.

F. Routines shall be planned to ensure that each resident receives the amount of sleep and rest appropriate for his age and physical condition.

G. Staff shall promote good personal hygiene of residents by monitoring and supervising hygiene practices each day and by providing instruction when needed.

22 VAC 42-11-750. Health care procedures.

A. The facility shall have and implement written 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;

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

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; and

5. Insuring that the required information in 22 VAC 42-11-750. B is accessible and up-to-date.

B. The following written information concerning each resident shall be readily accessible to staff who may have to respond to a medical or dental emergency:

1. Name, address, and telephone number of the physician and dentist to be notified;

2. Name, address, and telephone number of a relative or other person to be notified;

3. Medical insurance company name and policy number or Medicaid number;

4. Information concerning:

a. Use of medication;

b. All allergies, including medication allergies;

c. Substance abuse and use; and

d. Significant past and present medical problems; and

5. Written permission for emergency medical care, dental care, and obtaining immunizations or a procedure and contacts for obtaining consent; and

6. Subsections 3 and 5 do not apply to secure detention facilities except when a resident is confined in post-dispositional detention.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

C. Facilities approved to provide respite care shall update the information required by subsection B of this section at the time of each stay at the facility.

22 VAC 42-11-760. Medical examinations and treatment.

A. Each child accepted for care shall have a physical examination by or under the direction of a licensed physician no earlier than 90 days prior to admission to the facility or no later than seven days following admission except (i) the report of an examination within the preceding 12 months shall be acceptable if a child transfers from one residential facility licensed or certified by a state agency to another, (ii) a physical examination shall be conducted within 30 days following an emergency admission if a report of physical examination is not available, and (iii) this requirement does not apply if a child is admitted to a secure detention facility or to a temporary care facility.

B. At the time of placement, except for secure detention and emergency placements, each resident shall have had a risk assessment for tuberculosis as evidenced by the completion of a current screening form published by the Virginia Department of Health. The risk assessment can be no older than 30 days. Secure detention and emergency placements shall have completed the risk assessment on each resident within 5 days of placement.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

C. A risk assessment for tuberculosis shall be completed annually on each resident as evidenced by the completion of a current screening form published by the Virginia Department of Health.

D. Each resident's health record shall include written documentation of (i) the initial physical examination, (ii) an annual physical examination by or under the direction of a licensed physician including any recommendation for follow up care, and (iii) documentation of the provision of follow-up medical care recommended by the physician or as indicated by the needs of the resident

E. Each physical examination report shall include:

1. Information necessary to determine the health and immunization needs of the resident, including:

a. Immunizations administered at the time of the exam;

b. Vision exam;

c. Hearing exam;

d. General physical condition, including documentation of apparent freedom from communicable disease including tuberculosis;

e. Allergies, chronic conditions, and handicaps, if any;

f. Nutritional requirements, including special diets, if any;

g. Restrictions on physical activities, if any; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

h. Recommendations for further treatment, immunizations, and other examinations indicated;

2. Date of the physical examination; and

3. Signature of a licensed physician, the physician's designee, or an official of a local health department.

F. A child with a communicable disease shall not be admitted unless a licensed physician certifies that:

1. The facility is capable of providing care to the child without jeopardizing residents and staff; and

2. The facility is aware of the required treatment for the child and the procedures to protect residents and staff.

The requirements of this subsection shall not apply to temporary emergency shelters and secure detention facilities.

G. Each resident's health record shall include written documentation of (i) an annual examination by a licensed dentist and (ii) documentation of follow-up dental care recommended by the dentist or as indicated by the needs of the resident. This requirement does not apply to secure detention facilities, temporary care facilities, and respite care facilities.

H. Each resident's health record shall include notations of health and dental complaints and injuries and shall summarize symptoms and treatment given.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

I. Each resident's health record shall include, or document the facility's efforts to obtain, treatment summaries of ongoing psychiatric or other mental health treatment and reports, if applicable. This subsection does not apply to secure detention facilities except when a juvenile is confined in post-dispositional detention.

J. Written policies and procedures, which include use of universal precautions, shall be developed and implemented to address communicable and contagious medical conditions. These policies and procedures shall be approved by a medical professional.

K. All staff shall be trained within 30 days of employment and annually thereafter on the facility's policies and procedures regarding universal precautions.

L. A well stocked first-aid kit shall be maintained and readily accessible for minor injuries and medical emergencies.

22 VAC 42-11-770. Medication.

A. All medication shall be securely locked and properly labeled.

B. All staff responsible for medication administration shall have successfully completed a medication training program approved by the Board of Nursing or be licensed by the Commonwealth of Virginia to administer medications before they can administer medication.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

C. All staff who administer medication must complete an annual refresher medication training course approved by the Board of Nursing or be licensed by the Commonwealth of Virginia to administer medications.

D. Staff authorized to administer medication shall be informed of any known side effects of the medication and the symptoms of the effects.

E. A program of medication including over-the-counter medication shall be initiated for a resident only when prescribed in writing by a person authorized by law to prescribe medication.

F. Medication prescribed by a person authorized by law shall be administered as prescribed.

G. A medication administration record shall be maintained of all medicines received by each resident and shall include:

1. Date the medication was prescribed;
2. Drug name;
3. Dosage;
4. Strength;
5. Route;
6. Schedule and time administered;
7. Identity of the individual who administered the medication; and
8. Dates the medication was discontinued or changed.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

H. In the event of a medication error or an adverse drug reaction, first aid shall be administered if indicated. Staff shall promptly contact a poison control center, pharmacist, nurse, or physician and shall take actions as directed. If the situation is not addressed in standing orders, the attending physician shall be notified as soon as possible and the actions taken by staff shall be documented.

I. Medication refusals shall be documented including action taken by staff. The prescribing professional shall be contacted unless the refusal is addressed in standing orders.

J. The provider shall develop policies and procedures for documenting medication errors, reviewing medication errors and reactions and making any necessary improvements, the disposal of medication, the storage of controlled substances, and the distribution of medication off campus. The policy must be approved by a health care professional. The provider shall keep documentation of this approval.

K. The telephone number of a regional poison control center and other emergency numbers shall be posted on or next to each nonpay telephone that has access to an outside line in each building in which children sleep or participate in programs.

L. At least one unexpired container of activated charcoal shall be available on the premises of the facility for use at the direction of the poison control center or physician and shall be kept locked when not in use.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

M. Syringes and other medical implements used for injecting or cutting skin shall be locked.

22 VAC 42-11-780. Nutrition.

A. Each resident shall be provided a daily diet which (i) consists of at least three nutritionally balanced meals and an evening snack, (ii) includes an adequate variety and quantity of food for the age of the resident, and (iii) meets minimum nutritional requirements and the U.S. Dietary Guidelines.

B. Menus shall be kept on file for at least six months.

C. Special diets shall be provided when prescribed by a physician and the established religious dietary practices of the resident shall be observed.

D. Staff who eat in the presence of the residents shall be served the same meals as the residents unless a special diet has been prescribed by a physician for the staff or residents or the staff or residents are observing established religious dietary practices.

E. There shall not be more than 15 hours between the evening meal and breakfast the following day.

F. Facilities shall assure that food is available to residents who wish to eat breakfast before the 15 hours have expired.

G. Facilities shall receive approval from their regulatory authority if they wish to extend the time between meals on weekends and holidays. There shall never be more than 17

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

hours between the evening meal and breakfast the following day on weekends and holidays.

22 VAC 42-11-790. Staff Supervision of Residents.

A. No member of the direct care staff shall be on duty more than six consecutive days without a rest day except in an emergency.

B. Direct care staff shall have an average of at least two rest days per week in any four-week period. Rest days shall be in addition to vacation time and holidays.

C. Direct care staff other than live-in staff shall not be on duty more than 16 consecutive hours except in an emergency.

D. There shall be at least one trained direct care worker, on duty and actively supervising residents at all times that one or more residents are present.

E. Supervision Policies

1. The provider shall develop and implement written policies and procedures which address staff supervision of residents including contingency plans for resident illnesses, emergencies, off campus activities, and resident preferences. These policies and procedures shall be based on the population served, but at all times the ratio of staff to residents shall be at least 1 staff to 6 residents during the hours residents are awake or 1 staff to 12 residents while residents are asleep except at facilities licensed as an independent living program or mother/baby programs.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

2. Written policies and procedures governing supervision of residents shall be reviewed and approved by the regulatory authority prior to implementation.

F. The Board of Juvenile Justice will determine the supervision ratios for facilities regulated by the Department of Juvenile Justice but during the hours that residents are scheduled to be awake there shall be at least one direct care staff member awake, on duty, and responsible for the supervision of every 10 residents or portion thereof, on the premises or participating in off campus, facility sponsored activities. During the hours the residents are scheduled to sleep there shall be no less than one direct care staff member on duty and responsible for supervision of every 16 residents, or portion thereof, on the premises.

22 VAC 42-11-800. Emergency telephone numbers.

A. There shall be an emergency telephone number where a staff person may be immediately contacted 24 hours a day.

B. Residents who are away from the facility and the adults responsible for their care during the absence shall be furnished with the emergency phone number.

22 VAC 42-11-810. Resident's privacy.

Residents shall be provided privacy from routine sight supervision by staff members of the opposite gender while bathing, dressing, or conducting toileting activities. This

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

section does not apply to medical personnel performing medical procedures, to staff providing assistance to infants, or to staff providing assistance to residents whose physical or mental disabilities dictate the need for assistance with these activities as justified in the resident's record.

22 VAC 42-11-820. Searches.

A. Strip searches and body cavity searches are prohibited except:

1. As permitted by other applicable state regulations; or

2. As ordered by a court of competent jurisdiction.

B. A facility that does not conduct pat downs shall have a written policy prohibiting them.

C. A facility that conducts pat downs shall develop and implement written policies and procedures governing them which shall provide that:

1. Pat downs shall be limited to instances where they are necessary to prohibit contraband;

2. Pat downs shall be conducted by personnel of the same gender as the resident being searched;

3. Pat downs shall be conducted only by personnel who are specifically authorized to conduct searches by the written policies and procedures; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

4. 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.

22 VAC 42-11-830. Management of resident behavior.

A. The provider shall develop and implement written policies and procedures for behavior management and for documenting and monitoring the management of resident behavior. Rules of conduct shall be included in the written policies and procedures.

These policies and procedures shall:

1. Define and list techniques that are used and are available for use in the order of their relative degree of restrictiveness;

2. Specify the staff members who may authorize the use of each technique; and

3. Specify the processes for implementing such policies and procedures.

B. Written information concerning management of resident behavior shall be provided prior to admission to prospective residents, legally authorized representatives, and placing agencies. For court ordered and emergency admissions, this information shall be provided to:

1. Residents within 12 hours following admission;

2. Placing agencies within 72 hours following the resident's admission; and

3. Legally authorized representatives within 72 hours following the resident's admission except that this requirement does not apply:

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

a. To secure detention facilities except when a juvenile is confined in post-dispositional detention;

b. When a facility is providing temporary care of 30 days or less while conducting a diagnostic evaluation to identify the most appropriate long-term placement for a child who has been committed to the Department of Juvenile Justice; and

c. When a state mental hospital is evaluating a child's treatment needs as provided by the *Code of Virginia*.

C. When substantive revisions are made to policies governing management of resident behavior, written information concerning the revisions shall be provided to:

1. Residents prior to implementation; and

2. Legally authorized representatives and placing agencies prior to implementation except that this requirement does not apply:

a. To secure detention facilities;

b. When a facility is providing temporary care of 30 days or less while conducting a diagnostic evaluation to identify the most appropriate long-term placement for a child who has been committed to the Department of Juvenile Justice; and

c. When a state mental hospital is evaluating a child's treatment needs as provided by the *Code of Virginia*.

D. Only trained staff members may manage resident behavior.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

E. All direct care staff shall receive annual retraining on the provider's behavior management policies and procedures.

22 VAC 42-11-840. Timeout.

A. The provider shall have and implement written policies and procedures governing the conditions under which a resident may be placed in timeout and the maximum period of timeout. The conditions and maximum period of timeout shall be based on the resident's chronological and developmental level.

B. The area in which a resident is placed shall not be locked nor the door secured in a manner that prevents the resident from opening it, except that this subsection does not apply to secure custody facilities.

C. A resident in timeout shall be able to communicate with staff.

D. Staff shall check on the resident in the timeout area at least every 15 minutes and more often depending on the nature of the resident's disability, condition and behavior.

E. Use of timeout and staff checks on the residents shall be documented.

22 VAC 42-11-850. Prohibitions.

The following actions are prohibited:

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

1. Deprivation of drinking water or food necessary to meet a resident's daily nutritional needs except as ordered by a licensed physician for a legitimate medical purpose and documented in the resident's record;
2. Limitation on contacts and visits with the resident's attorney, a probation officer, regulators or placing agency representative;
3. Bans on contacts and visits with family or legal guardians except as permitted by other applicable state regulations or by order of a court of competent jurisdiction;
4. Delay or withholding of incoming or outgoing mail except as permitted by other applicable state and federal regulations or by order of a court of competent jurisdiction;
5. Any action which is humiliating, degrading, or abusive;
6. Corporal punishment;
7. Subjection to unsanitary living conditions;
8. Deprivation of opportunities for bathing or access to toilet facilities except as ordered by a licensed physician for a legitimate medical purpose and documented in the resident's record;
9. Deprivation of health care;
10. Deprivation of appropriate services and treatment;
11. Application of aversive stimuli except as permitted pursuant to other applicable state regulations;

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

12. Administration of laxatives, enemas, or emetics except as ordered by a licensed physician or poison control center for a legitimate medical purpose and documented in the resident's record;

13. Deprivation of opportunities for sleep or rest except as ordered by a licensed physician for a legitimate medical purpose and documented in the resident's record; and

14. Limitation on contacts and visits with regulators and advocates employed by the Department of Mental Health, Mental Retardation and Substance Abuse Services or the Virginia Office of Protection and Advocacy.

22 VAC 42-11-860. Pharmacological or mechanical restraints.

A. Use of mechanical restraints is prohibited except as permitted by other applicable state regulations or as ordered by a court of competent jurisdiction.

B. Use of pharmacological restraints is prohibited.

22 VAC 42-11-870. Physical restraint.

A. The facility shall have and implement written policies and procedures governing use of physical restraint and should include:

1. The staff person who will write the report and timeframe;

2. The staff person who will review the report and timeframe; and

3. Methods to be followed should physical restraint, less

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

intrusive interventions, or measures permitted by other applicable state regulations
prove unsuccessful in calming and moderating the resident's behavior.

B. All physical restraints shall be reviewed and evaluated to plan for continued staff
development for performance improvement.

C. Use of physical restraint shall be limited to that which is minimally necessary to
protect the resident or others.

D. Trained staff members may physically restrain a resident only after less restrictive
interventions have failed or when failure to restrain would result in harm to the resident
or others.

E. Each application of physical restraint shall be fully documented in the resident's
record including:

1. Date;

2. Time;

3. Staff involved;

4. Justification for the restraint;

5. Less restrictive interventions which were unsuccessfully attempted
prior to using physical restraint.

6. Duration;

7. Method or methods of physical restraint used;

8. Signature of the person completing the report and date; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

9. Reviewer's signature and date.

F. Each staff member responsible for supervision of children shall receive basic orientation to the facility's behavior management policies, physical restraint procedures and techniques and to less restrictive interventions within seven days following employment.

1. Providers shall ensure that restraint may only be implemented, monitored, and discontinued by staff who have been trained in the proper and safe use of restraint, including hands-on techniques if applicable, by an individual experienced in training staff in the management of behavior for the population served.

2. Staff shall review the facility's training in physical restraint and less restrictive interventions at least annually.

22 VAC 42-11-880. Seclusion.

Seclusion is allowed only as permitted by other applicable state regulations.

22 VAC 42-11-890. Education.

A. Each resident of compulsory school attendance age shall be enrolled in an appropriate educational program as provided in the *Code of Virginia* within five business days. Documentation of the enrollment process shall be kept in the resident's record.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

B. The provider shall ensure that educational guidance and counseling in selecting courses is provided for each resident and shall ensure that education is an integral part of the resident's total program.

C. Providers operating educational programs for children with disabilities shall operate those programs in compliance with applicable state and federal statutes and regulations.

D. When a child with disabilities has been placed in a residential facility without the knowledge of school division personnel in the resident's home locality, the facility shall contact the division superintendent in that locality in order to effect compliance with applicable state and federal requirements relative to the education of children with disabilities. Documentation regarding the contact with the resident's home school locality shall be kept in the resident's record.

E. A facility which has an academic or vocational program that is not certified or approved by the Department of Education shall document that teachers meet the qualifications to teach the same subjects in the public schools.

22 VAC 42-11-900. Religion.

A. The facility shall have and implement written policies regarding opportunities for residents to participate in religious activities.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

B. The facility's policies on religious participation shall be available to residents and any individual or agency considering placement of a child in the facility.

C. Residents shall not be coerced to participate in religious activities.

22 VAC 42-11-910. Recreation.

A. The facility shall have a written description of its recreation program which describes activities which are consistent (i) with the facility's total program and (ii) with the ages, developmental levels, interests, and needs of the residents.

B. The facility shall have and implement a recreation program which is consistent with the written description and which includes:

1. Opportunities for individual and group activities;

2. Free time for residents to pursue personal interests which shall be in addition to a formal recreation program except this subsection does not apply to secure custody facilities;

3. Use of available community recreational resources and facilities except this subsection does not apply to secure custody facilities;

4. Scheduling of activities so that they do not conflict with meals, religious services, educational programs or other regular events; and

5. Regularly scheduled indoor and outdoor recreational activities that are structured to develop skills and attitudes.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

C. Recreational programs and field trips shall be directed and supervised by adults who are knowledgeable in the safeguards required for the activities.

D. For all extended recreational trips away from the facility the provider shall document trip planning to include:

1. A supervision plan for the entire duration of the activity including awake and sleeping hours;

2. Plan for safekeeping and distribution of medication;

3. Overall emergency, safety, and communication plan for the activity including emergency numbers of facility administration;

4. Staff training and experience requirements for each activity;

5. Resident preparation for each activity;

6. Plan to ensure that all necessary equipment for the activity is in good repair and appropriate for the activity;

7. Trip schedule giving addresses and phone numbers of locations to be visited and how the location was chosen/evaluated;

8. Plan to evaluate residents' physical health throughout the activity and to ensure that the activity is conducted within the boundaries of the resident's capabilities, dignity and respect for self-determination; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

9. If residents are to participate in an aquatic activity each resident must be classified in one of two classifications: swimmer or nonswimmer. Staff supervising the aquatic activity shall be aware of each resident's classification.

E. Providers shall follow trip plans. Variations from the trip plans shall be documented and the reason for the variation shall be included.

22 VAC 42-11-920. Community relationships.

A. Opportunities shall be provided for the residents to participate in activities and to utilize resources in the community except this section does not apply to secure custody facilities.

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

22 VAC 42-11-930. Clothing.

A. Provision shall be made for each resident to have an adequate supply of clean, comfortable, well-fitting clothes and shoes for indoor and outdoor wear.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

B. Clothes and shoes shall be similar in style to those generally worn by children of the same age in the community who are engaged in similar activities except this requirement does not apply to secure custody facilities.

C. Residents shall have the opportunity to participate in the selection of their clothing except this requirement does not apply to secure custody facilities.

D. Residents shall be allowed to take personal clothing when leaving the facility.

22 VAC 42-11-940. Allowances and spending money.

A. The facility shall provide opportunities appropriate to the ages and developmental levels of the residents for learning the value and use of money except this requirement does not apply to secure detention facilities.

B. There shall be a written policy regarding allowances which shall be made available to legal guardians at the time of admission except that this requirement does not apply to secure detention facilities.

C. The facility shall have and implement written policies for safekeeping and for recordkeeping of any money that belongs to residents.

D. A resident's funds, including any allowance or earnings, shall be used for the resident's benefit.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

22 VAC 42-11-950. Work and employment.

- A. Assignment of chores, which are paid or unpaid work assignments, shall be in accordance with the age, health, ability, and service plan of the resident.
- B. Chores shall not interfere with school programs, study periods, meals or sleep.
- C. Work assignments or employment outside the facility, including reasonable rates of pay, shall be approved by the program director with the knowledge and consent of the legal guardian except this requirement does not apply to secure detention facilities.
- D. In both work assignments and employment, the program director shall evaluate the appropriateness of the work and the fairness of the pay.

22 VAC 42-11-960. Visitation at the facility and to the resident's home.

- A. The provider shall have and implement written visitation policies and procedures which allow reasonable visiting privileges and flexible visiting hours except as permitted by other applicable state regulations.
- B. Copies of the written visitation policies and procedures shall be made available to the parents, when appropriate, legal guardians, the resident, and other interested persons important to the resident no later than the time of admission except that when parents or legal guardians do not participate in the admission process, visitation policies and procedures shall be mailed to them within 24 hours after admission.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

C. In secure detention, except when a juvenile is confined in post-dispositional detention, and temporary care facilities, written visitation policies and procedures shall be provided upon request to parents, legal guardians, residents, and other interested persons important to the residents.

22 VAC 42-11-970. Resident visitation at the homes of staff.

If a provider permits staff to take residents to the staff's home, the facility must receive written permission of the resident's legal guardian or placing agency before the visit occurs.

22 VAC 42-11-980. Vehicles and power equipment.

A. Transportation provided for or used by children shall comply with local, state, and federal laws relating to:

1. Vehicle safety and maintenance;
2. Licensure of vehicles;
3. Licensure of drivers; and
4. Child passenger safety, including requiring children to wear appropriate seat belts or restraints for the vehicle in which they are being transported.

B. There shall be written safety rules which shall include taking head counts at each stop, which are appropriate to the population served, for transportation of children.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

C. The provider shall have and implement written safety rules for use and maintenance of vehicles and power equipment.

22 VAC 42-11-990. Reports to court.

When the provider has received legal custody of a child pursuant to the *Code of Virginia*, copies of any foster care plans submitted to the court shall be placed in the resident's record.

22 VAC 42-11-1000. Serious incident reports.

A. Any serious incident, accident or injury to the resident; any overnight absence from the facility without permission; any runaway; and any other unexplained absence shall be reported within 24 hours: (i) to the placing agency, (ii) to either the parent or legal guardian, or both as appropriate and (iii) noted in the resident's record.

B. The provider shall document the following:

1. The date and time the incident occurred;
2. A brief description of the incident;
3. The action taken as a result of the incident;
4. The name of the person who completed the report;
5. The name of the person who made the report to the placing agency and to either the parent or legal guardian; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

6. The name of the person to whom the report was made.

C. The provider shall notify the regulatory authority within 24 hours of any serious illness or injury, any death of a resident, and all other situations as required by the regulatory authority. Such reports shall include:

1. The date and time the incident occurred;

2. A brief description of the incident;

3. The action taken as a result of the incident;

4. The name of the person who completed the report;

5. The name of the person who made the report to the placing agency and to either the parent or legal guardian; and

6. The name of the person to whom the report was made.

22 VAC 42-11-1010. Suspected child abuse or neglect.

A. Written policies and procedures related to child abuse and neglect shall be distributed to all staff members. These shall include procedures for:

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 for cooperating with the unit during any investigation.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

B. Any case of suspected child abuse or neglect shall be reported to the local child protective services unit as required by the *Code of Virginia*.

C. Any case of suspected child abuse or neglect occurring at the facility, on a facility-sponsored event or excursion, or involving facility staff shall be reported immediately (i) to the regulatory authority and placing agency and (ii) to either the resident's parent or legal guardian, or both, as appropriate.

D. When a case of suspected child abuse or neglect is reported to child protective services, the resident's record shall include:

1. The date and time the suspected abuse or neglect occurred;
2. A description of the suspected abuse or neglect;
3. Action taken as a result of the suspected abuse or neglect; and
4. The name of the person to whom the report was made at the local child protective services unit.

22 VAC 42-11-1020. Grievance procedures.

A. The licensee shall develop, adopt, follow and maintain on file written policies and procedures governing the handling of grievances by residents. 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;

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

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.

B. All documentation regarding grievances shall be kept on file at the facility for three years unless other regulations require a longer retention period.

22 VAC 42-11-1030. Emergency and evacuation procedures.

A. The provider shall develop a written emergency preparedness and response plan for all locations. The plan shall address:

1. Documentation of contact with the local emergency coordinator to determine local disaster risks and communitywide plans to address different disasters and emergency situations;

2. Analysis of the provider's capabilities and potential hazards, including natural disasters, severe weather, fire, flooding, work place violence or terrorism, missing persons, severe injuries, or other emergencies that would disrupt the normal course of service delivery;

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

3. Written emergency management policies outlining specific responsibilities for provision of administrative direction and management of response activities, coordination of logistics during the emergency, communications, life safety of employees, contractors, students, volunteers, visitors and residents, property protection, community outreach, and recovery and restoration;
4. Written emergency response procedures for assessing the situation; protecting residents, employees, contractors, students, volunteers, visitors, equipment and vital records; and restoring services. Emergency procedures shall address:
 - a. Communicating with employees, contractors and community responders;
 - b. Warning and notification of residents;
 - c. Providing emergency access to secure areas and opening locked doors;
 - d. Conducting evacuations to emergency shelters or alternative sites and accounting for all residents;
 - e. Relocating residents, if necessary;
 - f. Notifying family members and legal guardians;
 - g. Alerting emergency personnel and sounding alarms; and
 - h. Locating and shutting off utilities when necessary;
5. Supporting documents that would be needed in an emergency,

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

including emergency call lists, building and site maps necessary to shut off utilities,
designated escape routes, and list of major resources such as local emergency
shelters; and

6. Schedule for testing the implementation of the plan and conducting emergency
preparedness drills.

B. The provider shall develop and implement emergency preparedness and response
training for all employees, contractors, students, and volunteers within 14 days of begin
date or before an individual is alone supervising residents and annually thereafter.

Training shall cover responsibilities for:

1. Alerting emergency personnel and sounding alarms;
2. Implementing evacuation procedures, including evacuation of residents with special
needs (i.e., deaf, blind, nonambulatory);
3. Using, maintaining, and operating emergency equipment;
4. Accessing emergency information for residents including medical information; and
5. Utilizing community support services.

C. The provider shall review the emergency preparedness plan annually and make
necessary revisions. Such revisions shall be communicated to employees, contractors,
students, and volunteers and incorporated into training for employees, contractors,
students and volunteers and orientation of residents to services.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

D. In the event of a disaster, fire, emergency or any other condition that may jeopardize the health, safety and welfare of residents, the provider shall take appropriate action to protect the health, safety and welfare of the residents and take appropriate actions to remedy the conditions as soon as possible.

E. Employees, contractors, students, and volunteers shall be knowledgeable in and prepared to implement the emergency preparedness plan in the event of an emergency.

F. In the event of a disaster, fire, emergency, or any other condition that may jeopardize the health, safety and welfare of residents, the provider should first respond and stabilize the disaster/emergency. After the disaster/emergency is stabilized, the provider should report the disaster/emergency to the parent or guardian and the placing agency as soon as possible of the conditions at the facility and report the disaster/emergency to the lead regulatory authority as soon as possible, but no later than 72 hours after the incident occurs.

G. Floor plans showing primary and secondary means of egress shall be posted on each floor in locations where they can easily be seen by staff and residents.

H. The procedures and responsibilities reflected in the emergency procedures shall be communicated to all residents within seven days following admission or a substantive change in the procedures.

I. At least one evacuation drill shall be conducted each month in each building occupied by residents.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

J. Evacuation drills shall include, at a minimum:

1. Sounding of emergency alarms;
2. Practice in evacuating buildings;
3. Practice in alerting emergency authorities;
4. Simulated use of emergency equipment; and
5. Practice in securing resident emergency information.

K. During any three consecutive calendar months, at least one evacuation drill shall be conducted during each shift.

L. A record shall be maintained for each evacuation drill and shall include the following:

1. Buildings in which the drill was conducted;
2. The date and time of drill;
3. The amount of time to evacuate the buildings;
4. Specific problems encountered;
5. Staff tasks completed including:
 - a. Head count, and
 - b. Practice in notifying emergency authorities;
6. A summary; and
7. The name of the staff members responsible for conducting and documenting the drill and preparing the record.

M. The record for each evacuation drill shall be retained for three years after the drill.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

N. The facility shall assign one staff member who shall ensure that all requirements regarding the emergency preparedness and response plan and the evacuation drill program are met.

22 VAC 42-11-1040. Independent living programs.

A. Each independent living program must demonstrate that a structured program using materials and curriculum, approved by the regulatory authority, is being used to teach independent living skills. The curriculum must include information regarding each of the following areas:

1. Money management and consumer awareness;
2. Food management;
3. Personal appearance;
4. Health/Sexuality;
5. Housekeeping;
6. Transportation;
7. Educational planning;
8. Job seeking skills;
9. Job maintenance skills;
10. Emergency and safety skills;
11. Knowledge of community resources;

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

12. Interpersonal skills;

13. Legal skills;

14. Leisure activities; and

15. Housing

B. Within 14 days of placement the provider must complete an assessment, including strengths and needs, of the resident's life skills using an independent living assessment tool approved by the regulatory agency. The assessment must cover the following areas:

1. Money management and consumer awareness;

2. Food management;

3. Personal appearance;

4. Health/Sexuality;

5. Housekeeping;

6. Transportation;

7. Educational planning;

8. Job seeking skills;

9. Job maintenance skills;

10. Emergency and safety skills;

11. Knowledge of community resources;

12. Interpersonal skills;

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

13. Legal skills;

14. Leisure activities; and

15. Housing

C. The resident's individualized service plan shall include, in addition to the requirements found in §680, goals, objectives, and strategies addressing each of the following areas, as applicable:

1. Money management and consumer awareness;

2. Food management;

3. Personal appearance;

4. Health/Sexuality;

5. Housekeeping;

6. Transportation;

7. Educational planning;

8. Job seeking skills;

9. Job maintenance skills;

10. Emergency and safety skills;

11. Knowledge of community resources;

12. Interpersonal skills;

13. Legal skills;

14. Leisure activities; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

15. Housing

D. Each independent living program will develop and implement policies and procedures to train all direct care staff within 14 days of employment on the content of the independent living curriculum, the use of the independent living materials, the application of the assessment tool, and the documentation methods used.

Documentation of the orientation will be kept in the employee's staff record.

E. During the hours that residents are scheduled to be awake, independent living programs shall have at least one direct care staff member on duty and responsible for supervision of every 15 children on the premises or participating in off campus, facility sponsored activities.

22 VAC 42-11-1050. Mother/baby programs.

A. Each provider must develop and implement policies and procedures to orient direct care staff within 14 days of hire regarding the following:

1. Mother/child issues;

2. Child development including age appropriate behavior for each stage of development;

3. Behavior management techniques for infants and toddlers;

4. Basic infant and toddler care including nutritional needs, feeding procedures, bathing techniques; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

5. Safety issues for infants and toddlers.

B. Each direct care worker shall have certification in infant CPR and First Aid prior to working alone with infants or toddlers.

C. During the hours residents are scheduled to be awake there shall be at least 1 direct care staff member on duty and responsible for every 6 residents. During the hours that residents are scheduled to sleep there shall be at least one direct care staff member in the building, on duty and responsible for every 8 residents.

D. A placement agreement shall be signed by the legal guardian for each adolescent mother and a separate placement agreement will be signed for each child at the time of admission.

E. In addition to the requirements of 22 VAC 42-11-640.B the application for admission for the adolescent's child must include:

1. The placement history of the child;
2. The developmental milestones of the child; and
3. The nutritional needs of the child

F. The face sheet for infants shall also include:

1. Type of delivery;
2. Weight and length at birth;
3. Any medications or allergies;
4. Current formula and feeding schedule for the infant; and

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

5. Name and address, if known, of the biological father.

G. A combined service plan following the requirements of 22 VAC 42-11-680 must be written for the adolescent mother and her child within 30 days of the admission of the adolescent's child.

H. There shall be a combined documented review of the adolescent mother's progress and the adolescent mother's child's progress following the requirements of the quarterly report 60 days following the first combined service plan and within each 90 day period thereafter.

I. The developmental milestones of the adolescent's child must be documented in each quarterly progress report.

J. The record of each child 18 months or younger shall include the child's feeding schedule and directions for feeding.

K. The provider shall develop and implement policies and procedures for tracking:

1. What a child 18 months or younger is eating;

2. How much a child 18 months or younger is eating; and

3. The response to newly introduced foods of the child 18 months or younger.

L. The provider must develop and implement policies and procedures to record all diaper changes.

M. The provider shall monitor that all infants are held and spoken to and placed in a position to observe activities when they are awake.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

N. Bottle fed infants who cannot hold their own bottles shall be held when fed. Bottles shall not be propped.

O. The provider shall monitor that all children of adolescent mothers have access to age-appropriate toys and are provided opportunity for visual and sound stimulation.

P. The provider shall ensure that when an adolescent mother is in school or is working her child is appropriately cared for, either in a licensed child care center or licensed family child care home, or at the facility.

Q. A daily activity log must be kept for each child of the adolescent mother showing what activities the child actually participated in during the day. The daily log must show that children have the opportunity to participate in sensory, language, manipulative, building, large muscle and learning activities.

R. The provider shall ensure that adolescent mothers follow the advice of a licensed health care provider regarding the healthcare of the adolescent's child.

S. The provider shall ensure that adolescent mothers administer only prescription and non-prescription medication that is authorized by a health care professional licensed to prescribe medication for their children.

T. Staff who have successfully completed a medication training program approved by the Board of Nursing or who are licensed by the Commonwealth of Virginia to administer medications must observe the adolescent mother administer all medication to her child.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

U. Medication administration record shall meet all requirements as found in 22 VAC 42-11-770.G and shall also include the identity of the staff person who supervised the adolescent mother administering medication to her child.

V. The provider shall ensure that all toys and equipment to be used by children are sturdy, of safe construction, are non-toxic and free of hazards.

W. All children's toys and equipment shall meet industry safety standards.

X. The facility must develop and implement written policies and procedures for inspecting toys and equipment on a regular basis for cleanliness and safety.

Y. Cribs shall be placed where objects outside the crib such as cords from the blinds or curtains are not within reach of infants or toddlers.

Z. Pillows and filled comforters shall not be used by children under 2 years of age.

AA. Infant walkers shall not be used.

BB. Adolescent mothers and their babies may share a bedroom if space permits, but shall not share a room with other adolescents or their children.

CC. Pregnant adolescents may share a room if space permits.

DD. Providers must develop and implement policies and procedures to protect infants, toddlers, and young children from dangers in their environment. The policies and procedures must include but not be limited to protection from:

1. Electrocuting;

2. Falling down steps or ramps or gaining access to balconies,

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

porches or elevated areas;

3. Poisons including poisonous plants; and

4. Drowning.

22 VAC 42-11-1060. Campsite programs or adventure activities.

A. All wilderness campsite programs and providers that take residents on

wilderness/adventure activities must develop policies and procedures that include:

1. Staff training and experience requirements for each activity;

2. Resident training and experience requirements for each activity;

3. Specific staff-to-youth ratio and supervision plan appropriate for

each activity, including sleeping arrangements and supervision during night time hours;

4. Plans to evaluate and document each participant's physical health throughout the activity;

5. Preparation and planning needed for each activity and time frames;

6. Arrangement, maintenance, and inspection of activity areas;

7. A plan to ensure that any equipment and gear that is to be used in connection with a specified wilderness/adventure activity is appropriate to the activity, certified if required, in good repair, in operable condition, and age and body size appropriate;

8. Plans to ensure that all ropes and paraphernalia used in connection with rope rock climbing, rappelling, high and low ropes courses or other adventure activities in which

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

ropes are used are approved annually by an appropriate certifying organization, and have been inspected by staff responsible for supervising the adventure activity before engaging residents in the activity;

9. Plans to ensure that all participants are appropriately equipped, clothed, and wearing safety gear, such as a helmet, goggles, safety belt, life jacket or a flotation device, that is appropriate to the adventure activity in which the resident is engaged;

10. Plans for food and water supplies and management of these resources;

11. Plans for the safekeeping and distribution of medication;

12. Guidelines to ensure that participation is conducted within the boundaries of the resident's capabilities, dignity and respect for self-determination;

13. Overall emergency, safety, and communication plans for each activity including rescue procedures, frequency of drills, resident accountability, prompt evacuation, and notification of outside emergency services; and

14. Review of trip plans by the trip coordinator.

B. All wilderness campsite programs and providers that take residents on wilderness/adventure activities must designate one staff person to be the trip coordinator who will be responsible for all facility wilderness or adventure trips.

1. This person must have experience in and knowledge regarding wilderness activities and be trained in wilderness first aid. The individual must also have at least 1 year experience at the facility and be familiar with the facility procedures, staff, and residents.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

2. Documentation regarding this knowledge and experience shall be found in the individual's staff record.

3. The trip coordinator will review all trip plans and procedures and will ensure that staff and residents meet the requirements as outlined in the facility's policy regarding each wilderness/adventure activity to take place during the trip.

4. The trip coordinator will review all trip plans and procedures and will ensure that staff and residents meet the requirements as outlined in the facility's policy regarding each wilderness/adventure activity to take place during the trip.

C. The trip coordinator shall conduct a post trip debriefing within 72 hours of the group's return to base to evaluate individual and group goals as well as the trip as a whole.

D. The trip coordinator will be responsible for writing a summary of the debriefing session and shall be responsible for ensuring that procedures and policies are updated to reflect improvements needed.

E. A trip folder will be developed for each wilderness/adventure activity conducted away from the facility and shall include:

1. Medical release forms including pertinent medical information on the trip participants;

2. Phone numbers for administrative staff and emergency personnel;

3. Daily trip logs;

4. Incident reports;

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

5. Swimming proficiency list if trip is near water;

6. Daily logs;

7. Maps of area covered by the trip; and

8. Daily plans.

F. Initial physical forms used by wilderness campsite programs and providers that take residents on wilderness or adventure activities shall include:

1. A statement notifying the doctor of the types of activities the resident will be participating in and

2. A statement signed by the doctor stating the individual's health does not prevent him from participating in the described activities.

G. First aid kits used by wilderness campsite programs and providers that take residents on adventure activities shall be activity appropriate and shall be accessible at all times.

H. Direct care workers hired by wilderness campsite programs and providers that take residents on wilderness/adventure activities shall be trained in a wilderness first aid course.

I. The provider shall ensure that before engaging in any aquatic activity, each resident shall be classified by the trip coordinator or his designee according to swimming ability in one of two classifications: swimmer and non-swimmer. This shall be documented in the resident's record and in the trip folder.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

J. The provider shall ensure that lifesaving equipment is provided for all aquatic activities and is placed so that it is immediately available in case of an emergency. At a minimum, the equipment shall include:

1. A whistle or other audible signal device; and

2. A lifesaving throwing device.

K. A separate bed, bunk or cot shall be made available for each person.

L. A mattress cover shall be provided for each mattress.

M. Sleeping areas shall be protected by screening or other means to prevent admittance of flies and mosquitoes.

N. Bedding shall be clean, dry, sanitary, and in good repair.

O. Bedding shall be adequate to ensure protection and comfort in cold weather.

P. Sleeping bags, if used, shall be fiberfill and rated for 0° F.

Q. Linens shall be changed as often as required for cleanliness and sanitation but not less frequently than once a week.

R. Each resident shall be provided with an adequate supply of clean clothing which is suitable for outdoor living and is appropriate to the geographic location and season.

S. Sturdy, water-resistant, outdoor footwear shall be provided for each resident.

T. Each resident shall have adequate personal storage area.

STANDARDS FOR INTERDEPARTMENTAL REGULATION OF
CHILDREN'S RESIDENTIAL FACILITIES

U. Fire extinguishers of a 2A 10BC rating shall be maintained so that it is never necessary to travel more than 75 feet to a fire extinguisher from combustion-type heating devices, campfires or other source of combustion.

V. Artificial lighting shall be provided in a safe manner.

W. All areas of the campsite shall be lighted for safety when occupied by residents.

X. Staff of the same sex may share a sleeping area with the residents.

Y. A telephone or other means of communication is required at each area where residents sleep or participate in programs.