

Community Integration Program (CIP) Site Visit Tool

Date of Site Visit:

Provider:

Provider Contact:

DCF Surveyor:

Instructions: The Site Visit Tool is to be completed at in-person site visits for initial reviews, 90-day reviews and annual reviews. This site visit tool will score the policy and procedure manuals, child/youth files, employee files, and facility for compliance with the placement standards. Review each section and coordinating source of information. When completing the findings section, choose Substantially Met if all items are located. Partially Met if some of the items are located. Not Met if you do not find the information asked for. And Not Applicable if the item does not apply to this facility. If an item is not Substantially Met, please note what is missing in the comments section.

Scoring: **Substantially Met = 1**
 Partially Met = .5
 Not Met = .25
 Not Applicable = 0

Total possible score on this site visit tool is 80. If score is 70 or less, it requires an automatic Corrective Action Plan (CAP). Items not scoring substantially met, will require comments for the basis for the CAP. Facilities will have 14 days to address missing items and submit corrections or a plan to make necessary corrections (for example trainings, this can take time to find and schedule). DCF Regional Provider Agreement Specialists will track CAP corrections on this form and document the date corrections are received.

SECTION 1: GENERAL PROGRAM DESCRIPTION	
<p>Community Integration is a service designed for youth who are ready to enter a phase of care, which will eventually transition them to independent living. Youth reside in apartments and are afforded the opportunity to practice independent living skills with decreasing degrees of supervision. Community Integration service is to prepare youth to become socially and financially independent from the program. Community Integration placements may be offered through a variety of residential living arrangements where youth have the opportunity to experience independent living skills with decreasing degrees of supervision. Residential living arrangements may include apartments within one building or scattered site housing. Scattered site housing are dwellings (e.g., apartments, town homes, duplexes) that are typically located in the same neighborhood. The youth may remain in this level of care until they age out of foster care, or it is determined that youth is ready to transition to a fully independent living setting.</p> <p>DCF requires foster parents and designated officials at child or youth care institutions to apply the reasonable and prudent parenting standard. The standard is characterized by careful and sensible parental decisions that maintain a youth's health, safety, and best interests while at the same time encouraging the youth's emotional and developmental growth that a caregiver must use when determining whether to allow a youth in foster care to participate in extracurricular, enrichment, cultural, and social activities.</p>	

	Section 1.1: General Requirements					
	<ul style="list-style-type: none">Youth reside in apartments within one building or complex (contained apartments) or scatter site apartments. Each youth shall be afforded sufficient bedroom space to insure adequate privacy, safety, and security.The provider shall insure the environmental safety of the apartment is in compliance with local oversight agencies such as HUD, Fire Marshall, Municipalities, Apartment Management, etc.Program Plan development, review, and case supervision are carried out by the Community Integration Specialist.Services will be designed to work in collaboration with other community-based providers to develop a strong foundation of service and support access.Staff shall have experience, skill and knowledge in adolescent development, behavior management, child or youth abuse and neglect, family dynamics, provision of community-based services, development of youth’s strengths and assets, and positive youth development.The provider shall provide assistance to ensure that youth obtain the basic necessities of daily life.The provider shall offer or arrange for strength-based interventions to address crisis and or daily living situations.The provider shall facilitate development of support systems to increase the youth’s interdependency within the community in which they reside.All services accessed shall be appropriate to the age, gender, sexual orientation, cultural heritage, developmental and functional level, as well as the learning ability of each youth.Admission requirements shall include a list of support service needs as identified by the CWCMP Case Manager.Youth is required to maintain a savings account into which the youth deposit the full or partial amount (depending upon their employment status) of their share of the monthly apartment rent and utilities.					
#	Requirement	Source	Findings (Delete the three that	Comments	Date Corrections Completed	Score

1	Review p/p	Policies, Procedures or Documents	<i>don't apply</i> Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)		<i>(Or note)</i>	
2	Review program description.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 2: Admission Skills Required						
<p>Prior to consideration for admission to any Community Integration service youth shall be able to demonstrate the ability to perform basic life skills. These skills, at a minimum, shall include:</p> <ul style="list-style-type: none"> • Preparing meals • Basic nutrition education • Doing laundry • Maintaining a clean, orderly and safe living space • Living cooperatively with other housemates or neighbors • Handling landlord/tenant complaints • Controlling guests' behavior • Handling basic maintenance • Handling simple repairs • How to call the landlord about problems • Developing and following a budget • Use of leisure time • Obtaining and using transportation to access needed resources • Identify safe and affordable housing • Negotiate a lease • Present oneself to a landlord • Prevent actions that might lead to an eviction • Understand landlord/tenant rights and responsibilities 						
#	Requirement	Source	Findings <i>(Delete the three that don't apply)</i>	Comments	Date Corrections Completed <i>(Or note)</i>	Score
3	Review p/p	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
4	Review program description.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 2.1: General Skills Requirements						
<p>All youth in community integration placements shall:</p> <ul style="list-style-type: none"> • Be at least 17 years of age • Be working full or part-time • Be working towards a diploma or equivalent (if not already obtained) • Have demonstrated the ability to perform life skills 						
#	Requirement	Source	Findings <i>(Delete the three that don't apply)</i>	Comments	Date Corrections Completed <i>(Or note)</i>	Score
5	Review p/p	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
6	Review program	Policies,	Substantially Met (1)			

	description.	Procedures or Documents	Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
7	Review Case File	Case File	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

SECTION 3: COMMUNITY INTEGRATION PROGRAM STAFFING						
Staff shall meet the qualifications and responsibilities as set forth in this document. Written job descriptions shall be developed for all staff and maintained on site where personnel functions are carried out.						
Section 3.1: Administrator						
<ul style="list-style-type: none"> Qualifications <ul style="list-style-type: none"> The administrator shall have a Bachelor's degree and prior administrative experience. Shall not be a person restricted from working with youth as defined by K.S.A. 65-516. Shall have a working knowledge of adolescent development principles. Responsibilities <ul style="list-style-type: none"> Shall be responsible for working with, supervising, and training other staff (e.g., Community Integration Specialist) who are working with youth in the community integration program. 						
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
8	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
9	Review personnel file or contract for compliance.	HR Files or contract	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
10	Review job description and HR file.	HR Files or contract	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 3.2: Community Integration Specialist						
<ul style="list-style-type: none"> Qualifications <ul style="list-style-type: none"> The Community Integration Specialist shall have at least a bachelor's degree in one of the human service fields (social work, psychology, human development and family life, criminal justice, counseling, nursing, or education) and have a working knowledge of adolescent development principles. Shall be at least twenty-one (21) years of age and at least three years older than the oldest youth served. Shall not be a person restricted from working with youth as defined by K.S.A. 65-516. Responsibilities <ul style="list-style-type: none"> Service Access plan development, review, and development of collaborations with community-based service providers. Shall be responsible for any monitoring of youth activities as required. Shall inspect youth's apartment as needed to insure the safety and security of youth. Shall coordinate or provide alternative transportation as deemed necessary. Shall complete paperwork or reports to referring agency as required. Shall work shifts and or be on-call 24 hours a day on a rotating basis. Shall be responsible for the day-to-day modeling of life skills (e.g., assertiveness, communication, conflict management, problem solving, and decision making). Shall monitor youth's daily life skills and provide appropriate feedback. Shall review bank statements, check stubs, etc. to insure youth's adherence to savings requirements 						
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
11	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			

12	Review personnel file or contract for compliance.	HR Files	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
13	Review job description and HR file.	HR Files	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
14	Review case job description and HR file. Check ratio assignments.	HR Files	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
15	Review case personnel file for compliance.	HR Files	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
16	Review personnel files for age requirements.	HR Files	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 4: Placement Supervision						
<p>All youth in community integration placements shall have twenty-four (24) hour telephone access to community integration staff and an alternate placement in the event the community integration placement is unsuccessful.</p> <p>Community Integration staff shall evaluate, at a minimum, the youth's:</p> <ul style="list-style-type: none"> • Safety, health, and overall well-being; • Ability to manage school and work responsibilities without daily supervision; • Ability to follow program and landlord rules; • Ability to use good judgment in daily activities; and • Overall progress toward established goals and desired outcomes. <p>The frequency of contact may vary due to many factors (e.g., readiness for independence; living arrangements chosen; presence or availability of other adults; other factors unforeseen until after placement).</p> <p>The following contact schedule, at a minimum, shall be utilized during the first eight (8) weeks in placement. In person contacts are to be in the youth's apartment.</p> <ul style="list-style-type: none"> • 1st Week Daily Phone Contact and minimum of 1 in person contact • 2nd through 4th Wks. Twice a Week Phone Contact and minimum of 1 in person contact • 5th through 8th Wks. Once a Week Phone Contact and minimum of 1 in person contact • After the eighth (8th) week, contact shall occur no less often than once a month and the Community Integration Specialist and referring agency shall reconvene to determine the necessity appropriateness of the youth's continued placement. 						
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
17	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
18	Review case file.	Case File	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 5 – Staff In-service training.	
Section 5.1 In-service Orientation Training	
<p>Each provider shall have an in-service orientation/training program for new employees, which is especially directed toward the initial training needs of staff working directly with youth in a CIP. Documentation of completion of orientation training shall be kept in the staff member's personnel file.</p> <p>The documentation shall be placed in a specific area in the staff's file, indicating:</p> <ol style="list-style-type: none"> 1. Staff training, reflecting orientation or annual training 2. Name of trainer 	

	<div>3. Name of training</div> <div>4. Specify the numbers of training hours</div> <div>5. Date of the training</div> <div>Staff shall have completed 18 hours of in-service training orientation training provided by the facility before they can work independently with the resident.</div> <div>1. Agency policy and procedure manual</div> <div>2. Facility emergency and evacuation procedures (non-scatter site only)</div> <div>3. Emergency safety interventions (including management of aggressive or suicidal behavior and orientation to the facility’s restraint policies and procedures)</div> <div>4. The handling of blood borne pathogens</div> <div>5. Agency discipline standards</div> <div>6. Abuse/neglect mandatory reporting laws</div> <div>7. Youth record documentation policies and procedures</div> <div>8. Policies and procedures for youth medication management</div> <div>9. Resident rights</div> <div>10. Confidentiality laws</div> <div>11. Training in CPF/First Aid within 3 months of employment</div> <div>12. De-escalation techniques</div> <div>13. Trauma based informed care</div> <div>14. Comprehensive LGBTQ+</div> <div>15. Human Trafficking and Exploitation</div> <div>16. Cultural Diversity</div> <div>17. Suicide Prevention/Intervention/Safety</div>					
#	Requirement	Source	Findings <i>(Delete the three that don't apply)</i>	Comments	Date Corrections Completed <i>(Or note)</i>	Score
19	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
20	Review training curriculum.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
21	Review personnel files for annual training.	HR Files	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 5.2 Annual Service Training
	<p>Each provider shall also have a written annual staff in-service training plan, which addresses the annual training needs of all staff having direct contact with youth. This annual training is beyond or in addition to the initial 18 hour orientation-training program.</p> <p>All CIP staff shall have a minimum of 18 documented clock hours of in-service training per year. Documentation shall be provided in each staff member's personnel record to include content, amount of time, trainer, and qualifications.</p> <p>The documentation shall be placed in a specific area in the staff's file indicating training:</p> <p>1. Staff training, reflecting orientation or annual training 2. Name of trainer 3. Name of training 4. Specify the numbers of training hours 5. Date of the training</p> <p>Topics shall include but are not limited to:</p> <p>Facility Refreshers/Trainings:</p> <p>1. Facility policy and procedures manual 2. Facility emergency and evacuation procedures 3. Facility discipline standards 4. Child or youth record documentation policies and procedures 5. Resident rights (See Appendix 4, Resident Rights) 6. Confidentiality laws</p> <p>Refreshers/Trainings from an outside source and/or trained trainers within the facility (source must be well recognized and qualified. Trained trainers must have documentation on file):</p> <p>1. Emergency safety interventions (including management of aggressive or suicidal behavior) (staff shall maintain certification)</p>

	2. De-escalation (staff shall maintain certification) 3. The handling of blood borne pathogens 4. Medication Administration (staff shall maintain certification, certification may or may not require annual training) 5. CPR/First Aid (Staff shall maintain certification, may or may not require annual training) 6. Trauma based informed care/trauma specific intervention 7. Mandated Reporting 8. HIPPA Laws 9. Comprehensive LGBTQ+ 10. Cultural Diversity 11. Child or youthhood and adolescent sexuality issues, especially the effects of early sexual abuse 12. Substance Use Disorders 13. Blood Borne Pathogens 14. Child or youthhood and adolescent development (including developmental disorders) 15. Child or youthhood and adolescent psycho-pathology (including such topics as effects of abuse/neglect, reactive attachment disorders, separation anxiety disorders, ADHD) 16. Suicide Prevention/Intervention/Safety					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
22	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
23	Review training curriculum.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
24	Review personnel files for annual training.	HR Files	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 6: Confirmation of Placement					
	A Foster Care Confirmation of Placement (PPS 5122) is available through the CareMatch system which confirms the placement arranged by the Child or youth Welfare Case Management Provider (CWCMP).					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
25	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
26	Look for a copy of the PPS 5122	Case File	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 7: Initial Assessment					
	When a youth enters the facility, the Facility shall begin immediately assessing their strengths and needs including documentation. Child/youth shall have a completed assessment within 7 days from admission. The assessment shall include but not be limited to the following: <ul style="list-style-type: none"> • Reasons for referral to the facility • Evaluation or assessment covering the following areas: <ul style="list-style-type: none"> ○ Physical health ○ Family relations ○ Academic or vocational training ○ Community life ○ Interpersonal interactions 					

	<ul style="list-style-type: none"> Daily living skills as outlined in the scope of services listed above Immediate service needs: <ul style="list-style-type: none"> Mental Health Developmental Dental Medical Involvement or exposure to Substance Use/disorder Involvement or exposure to other trauma Assessment of the child or youth/youth's self- injuring or suicidal attempts <p>Additional Assessments: The case coordinator or life skills coach may administer life skills assessments as needed. Needs identified in this assessment will be addressed in the service access plan.</p>					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
27	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
28	Review case file for documentation of initial assessment.	Case File	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
29	Review file for timeliness of initial assessment (within 7 days of admission).	Case File	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 8: Apartment/Room Assignment					
	<p>Each residential provider shall consider the factors listed below and document their rational for the decision made regarding apartment/room assignment. Youth in a residential placement shall be assigned to a room. If the housing is shared, room assignment shall be based on factors identifies through risk/needs assessment(s) and other indicators. Factors to consider shall include (but are not limited to):</p> <ul style="list-style-type: none"> Suicidal tendencies Level of specialized needs (i.e. mental health, medical, etc.) Displaying inappropriate sexual behaviors /victims of sexual abuse) Gender Age and/or maturity level Program needs (substance use disorder, cognitive behavioral, independent living, etc.) Vulnerability to being victimized by others (i.e. physical stature) <p>While each youth will have an individualized program plan, assigning rooms based upon risk/need/responsivity factors will allow for a safer, more secure environment, as well as efficient and effective management of the living units. The youth's room assignment and how the decision was made shall be documented in the youth's file. The apartment/room assignment shall be completed immediately upon admission.</p>					
#	Requirement	Source	Findings (Delete three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
30	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
31	Factors considered for the youth room assignment shall be documented in the youth's file.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 9: Services					
	Youth in community integration placements may need access to supportive services including but not limited to the following categories:					

	<ul style="list-style-type: none"> • Mental health services, including treatment to address sexual issues if needed • Alcohol and substance use disorder treatment services • Educational/vocational support services • Individual counseling • Pro-social recreational activities • Preventative, routine and emergency health care • Routine transportation • Emergency transportation when routine transportation is not available • Review of youth's financial records (e.g., bank statements, check stubs) to monitor youth's money management skills 					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
32	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
33	Review case file.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 9.1: Positive and Realistic Living Experiences					
	<p>Youth are further prepared for adulthood by being provided a realistic living experience, through community integration placements in which they can take increasing responsibility for themselves. Elements of those living experiences include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Direct experience with the consequences of daily actions and decisions • Life skills practice while having access to staff for support and advice • Use emergency medical procedures • Negotiating a rental agreement • Practice in money management and budgeting • Experience in shopping, food preparation, food storage, and consumer skills <p>These experiences shall also be tailored to a youth's current level of functioning. Additional experiences and opportunities may be introduced as a youth's skill level increases and more complex opportunities are desired.</p> <p>Above and beyond the services listed above the CIP shall continue to monitor and assess the services that were provided while the youth was living in a TLP and address any needs that arise. If a youth was not living in a TLP prior to CIP placement the CIP shall assess these needs prior to accepting placement.</p> <ul style="list-style-type: none"> • Preparing meals • Basic nutrition education • Doing laundry • Maintaining a clean, orderly, and safe living space • Living cooperatively with other housemates or neighbors • Handling landlord/tenant complaints • Controlling guests' behavior • Handling basic maintenance • Handling simple repairs • How to call the landlord about problems • Developing and following a budget • Access to routine transportation (e.g., public transportation, carpool) • Shopping, food preparation, food storage, and consumer skills 					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
34	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
35	Review case file.	Case File	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 9.2: Home Furnishings/Services						
<p>The provider shall make available certain articles and supplies for furnishing the youths residence. The articles and supplies may be new or used, but shall be in good condition. The articles and supplies shall include, but are not limited to:</p> <ul style="list-style-type: none"> • A bed and bed linens • A dining table and chairs • Living or sitting room furniture • A stove and refrigerator • Kitchen furnishings (e.g., pots, pans, cooking and eating utensils) • Basic cleaning supplies • Landline telephone • Utilities (e.g., water, trash, electricity, gas) • Access to laundry services • Food in sufficient quantity to provide at least three (3) nutritionally balanced meals per day (Food costs included in room and board, youth to be responsible for shopping and food preparation); • Kitchen and bath linens • Entertainment equipment (e.g., television, stereo, video games) are optional, if not provided, youth shall be provided the opportunity to purchase these items when they are financially able • Emergency transportation when routine transportation is not available • Review of youth's financial records (e.g., bank statements, check stubs) to monitor youth's money management skills 						
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
36	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
37	View housing.	Tour Housing	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
38	Review youth financial records.	Case File	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 10: Behavior Management	
<p>Each facility shall have a written program of consistent rules and regulations guiding and governing the daily behavior of the youth under the care of the program. Notation shall be made in the youth's file and signed by the youth indicating the rules, rewards and consequences have been discussed. The facility shall post the behavior management system in a common area where youth are able to easily access the system. The youth shall be given a written copy of the system to use as a reference. Behavior management shall include rules governing:</p> <ul style="list-style-type: none"> • interpersonal interactions with staff and peers • facility leave policies • school attendance and behavior while at school • verbal and physical aggression • allowable possessions • awakening and bedtime hours • leisure hours, • visitation policies • runaway attempts • involvement in recreation and other activities • self-destructive behaviors • sexuality • communications with family and others outside the program • religious worship • involvement in therapies • theft, property destruction • behaviors resulting in mandatory removal from the program and • behaviors at the program which could result in legal prosecution. 	

	If a youth decides not to attend religious worship or activities, alternative supervised activities shall be made available. The facility shall practice consistent discipline absent the use of physical or emotionally damaging redirection/consequences. Youth shall not be subjected to cruel, severe, unusual, or unnecessary punishment. Youth shall not be subjected to remarks that belittle or ridicule them or their families. Youth shall not be denied food, mail, telephone calls or visits with their families as punishment. Seclusion shall not be utilized as a disciplinary measure.					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
39	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
40	Behavior plan posted in common area	Tour Facility	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
41	Review files for documentation that the youth signed the behavior system acknowledgement	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
42	Review file for level changes and explanations of the level changes	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 10.1 Resetting					
	A procedure used to assist the youth in regaining emotional control by providing a safe and quiet area. Application of a reset: <ul style="list-style-type: none"> A youth in a reset shall never be physically prevented from leaving the reset area. Resets may take place away from the area of activity or from other youth. Staff shall monitor the youth while they are resetting. 					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
43	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
44	Review files for documentation of a reset	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 10.2: De-escalation Certification					
	De-escalation is a technique used during a potential crisis situation in an attempt to prevent a youth from causing harm to themselves or others. De-escalation techniques shall be utilized when required to diffuse a conflict or intense situation to ensure safety and to calm the youth. Staff shall be certified in authorized, evidenced based de-escalation technique programs for managing aggressive behavior. Staff training records shall be kept as part of their personnel file and shall be made available upon request. At admission to a facility, the youth and parent (if applicable)/guardian and/or CWCMP Case Manager shall be oriented to the policies on managing aggressive behaviors and shall sign a written acknowledgment of this orientation. This written acknowledgment shall be kept in the youth's case record.					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
45	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25)			

46	Review personnel files for documentation of required training.	HR Files	Not Applicable (0) Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
47	Look for written acknowledgments and required signatures.	Case Record	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 10.3: Emergency Safety Interventions Certification						
<p>An emergency safety intervention shall be performed in a manner that is safe and appropriate to the severity of the behavior, the resident's chronological and developmental age, size, gender, physical, medical, psychiatric condition, and personal history.</p> <p>The use of emergency safety interventions shall be performed only through the use of nationally recognized restraint procedures applicable to this population and designed to prevent a resident from harming self or others by exerting external control over physical movement.</p> <p>An emergency safety intervention is the application of physical force without any mechanical device, for the purpose of restricting the free movement of a youth's body. An emergency safety intervention shall be used only as last resort after all verbal de-escalation techniques have failed and when the youth is at-risk of harming themselves or others.</p> <p>Mechanical restraint is the use of mechanical devices to restrict the free movement of the youth's body, most often for purposes of preventing self-destructive behavior. Mechanical restraints are not allowed in CIP residential facilities.</p> <p>Each facility shall have a written policy and all staff shall be trained to provide safe emergency safety interventions. Staff shall be certified in authorized, evidenced based training programs for managing aggressive behavior and de-escalation techniques. Staff training records shall be kept as part of their personnel file and shall be made available upon request. At the time of admission to a facility, the youth and parent (if applicable)/guardian (if applicable) and/or CWCMP Case Manager shall be oriented to the emergency safety intervention policies of the facility and shall sign a written acknowledgment of this orientation. This written acknowledgment shall be kept in the youth's case record.</p>						
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
48	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
49	Review written plan to limit use of restraints.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
50	Review restraint logs.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
51	Review personnel files for documentation of required training.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
52	Ask for other effective techniques and alternatives used by the facility.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
53	Look for written acknowledgments and required signatures.	Case Record	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 11: Program Plan	
<p>Each youth residing in a residential facility shall have a program plan that is based on a thorough assessment. Assessment documents shall be included in the case record. The program plan shall be established by the end of 14 days from admission and shall address the identified needs in the emotional, physical, educational, social, familial, and independent living skill domains. Youth may not have identified needs in every domain. If so, document that no needs were identified. Program plans shall be updated when new needs are identified or when program goals are met. Program plans shall be thoroughly reviewed, and revisions made at the case review conferences within 30 days of completion of initial program plan and each 30 days thereafter, including updated information of the progress of the</p>	

<p>youth's goals. Information obtained from the youth, parent, guardian, and CWCMP Case Manager shall be considered in the report. The initial program plan and all updates shall be sent to the CWCMP Case Manager after review/updates and/or each month. each review/update and every 30 days.</p> <p>The service plan program plan shall include individualized services to match the youth's identified needs in the following areas:</p> <ol style="list-style-type: none"> Long term goals in the areas of: <ol style="list-style-type: none"> physical health family relations daily living skills academic and/or vocational skills interpersonal relations substance use service needs emotional/psychological health Short term goals which will help a youth eventually reach his/her long-term goals in each of the above areas. <ol style="list-style-type: none"> Services to meet independent living goals. Specific plans for reaching the short-term goals including services to be provided and frequency. Estimated time for reaching short term goals. The youth shall sign and date the program plan indicating participation and input in the development of the plan. Updated information of the progress of the youth's goals shall be included. <p>CIP staff shall participate in case plan conducted by CWCMP Case Manager.</p> <p>Permanency Planning: Includes the evaluation and design of an approach for the youth and family that focusing on opportunities for the youth to have ongoing active and meaningful connections with family, kin, relatives, and the community. The goal for achieving permanency shall be coordinated with the youth's CWCMP Case Manager and be included in the program plan to be reviewed every 30 days. The permanency plan shall include strategies and tasks to accomplish the youth's goals. Behaviors which place the youth at risk for disruption, activities to prepare the youth's family or kinship network for reunification, identification of other less restrictive living environments and preparing the youth for transition to these settings shall be addressed.</p>						
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
54	Check for signatures and dates on reviews.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
55	Review case record.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
56	Check for program objectives.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
57	Check for 30-day reviews.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
58	Check for CIP staff participation in CWCMP service planning.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 12: Visitation	
<p>Subject to the provider's visitation guidelines (days of the week, times, appropriate attire, etc.) a provider shall not prohibit contact with a child or youth's immediate family except for the following reasons:</p> <ol style="list-style-type: none"> A court orders no contact There is documented violence, threatening or disruptive behavior by family member that occurred during contact There is documented introduction of contraband into the facility <p>The facility shall provide private accommodations for visitation. Accommodations shall include but not be limited to: a private office/room, no staff presence (unless required), free of any individuals that may overhear confidential information.</p> <p>When home visits are a part of the treatment plan, there shall be coordinated connections with the child or youth, their family, and the case coordinator/facility program staff regarding the youth's treatment and program goals and objectives. The goal of placement shall be to return the youth to a family-like setting. It is important that home visits are carefully planned and executed in the best interests of permanency planning for the youth. All home visits shall be arranged through coordination with the child or youth's CWCMP Case Manager. Documentation in child's or youth's file shall include who is transporting youth to and from family visits and observation of the child or youth's behavior during transportation.</p>	

	The youth shall have an approved contact list to include, the type of contact allowed (letter, phone, day passes, overnight passes, etc.) The contact list must be reviewed/updated every 60 days. Approved contacts shall be determined by the CWCMP Case Manager. The initial contact list and all reviews/updates shall include the CWCMP Case Manager signature.					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
59	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
60	View designated areas for visitation.	Facility Tour	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
61	Review documentation of visitation and phone calls.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
62	Review approved contact lists.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 13: Discharge/Aftercare Plan					
	<p>Discharge planning shall begin upon admission of the youth to the facility. At a minimum, the youth, the youth's parents (if applicable) or guardian, and the CWCMP Case Manager shall be involved in planning the discharge from the facility. The discharge plan and modifications to it shall be noted in the case file.</p> <p>A discharge summary shall be completed at the time of the youth's discharge and be forwarded to the CWCMP Case Manager within one business day. The discharge summary shall include written:</p> <ol style="list-style-type: none"> Summary of progress, or lack thereof, of the youth's goals and objectives while the youth was in placement Summary of the progress towards securing a residence, home furnishings and utilities for youth being released to live independently Summary of the youth's behavior while in placement Recommendations for aftercare services specifying the nature, frequency, duration of services and responsible parties Written list of community resources given to the youth upon discharge (food banks, 211.org, educational opportunities, job search methods/job fairs, health care resources, how to reach for help, banking/budgeting, etc.) Summary of the reasons the youth was discharged 					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
63	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
64	Review discharge planning.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
65	Review closed files for aftercare planning.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
66	Review closed files for discharge summary.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	SECTION 14: Record Keeping Requirements for The Facility:					
	The record keeping requirements of KAR 28-4-272 shall be met by the facility. In addition, the following shall be kept by the facility. If a facility chooses to use electronic filing full access shall be given to DCF employees who are conducting site visit.					

Child or youth's File:

The provider shall maintain a file for each child or youth. The file shall contain the following:

- Child or youths name and date of birth
- Name, address and emergency contact information of the child or youth's CWCMP Case Manager
- Foster Care Confirmation of Placement
- Current CWCMP Referral form
- Current CWCMP Case Plan
- Initial Assessment
- Suicide/self-injury questionnaire
- Apartment/Room assignment assessment
- Medical and surgical consents
- Medical and dental records (history and current)
- Documentation of diagnosis (history and current)
- Records of the child or youth's prescription(s) and non-prescription(s) and when administered
- Authorization for release of confidential information
- Daily observation logs by shift
- Weekly progress notes
- Program plans
- Treatment Plans, if applicable
- Discharge plans/Aftercare
- Approved contact list
- Resident's rights acknowledgement
- Emergency Safety Intervention/de-escalation acknowledgements
- Handbook/Rules acknowledgement
- Significant incident reports
- Personal Property Inventory
- Educational documentation

Record Retention:

Case records, including medical records, shall be maintained for six years from the date of the youth's discharge or until completion of an on-going audit and production of a final audit report, whichever is longer.

Daily Observations:

A dated record of "daily observations" (as based on Section 4: Placement Supervision, and in person contact with youth) and significant occurrences involving each child or youth shall be maintained by each shift and maintained in each child or youth's individual file. The record shall include events which may affect the well-being of the child or youth. Significant events should include but not be limited to; attendance at school or groups (specific group), interactions and/or interventions with staff and other children or youth, medical appointments, mental health appointments, medication compliance, hygiene (if identified as a need), visits/passes, meals eaten and overall behavior. Each report shall include the staff member and/or child or youth involved, the nature of the incident and the circumstances surrounding it. The record shall be available to review.

Weekly Progress Notes:

Notes shall be completed by the case coordinator. These notes shall be entered into the child or youth's chart, reflecting the delivery of services according to the treatment plan. This documentation shall address the youth's responses to interventions and their progress toward individualized goals and objectives. The note shall include any significant events that occurred during the week and shall also summarize contacts with family members and other involved agencies. If an unmet need is identified, the note shall reflect the actions to be taken to revise the plan to meet that need. The case coordinator shall document specific services and activities they are providing to each child or youth. Each month the weekly progress notes shall be sent to the CWCMP Case Manager. The Monthly Progress Report Form shall be submitted to each child or youth's provider no later than the 15th of each month following the reporting month, for all youth who are in placement more than 15 days of that calendar month. Submission will be accepted by e-mail to:

- Cornerstones of Care: KSmnthlyprogressreports@Cornerstonesofcare.org
- KVC: KVCMonthlyReports@KVC.org
- St. Francis Ministries: MonthlyProgressReports@st-francis.org
- TFI: MonthlyReports@TFIFamily.org

Health Records:

Health Care and Records youth shall meet the requirements of KAR 28-4-275. Records of over the counter and prescribed medications shall be kept in each child or youth's case medical record and include the:

- name of the prescribing physician
- name of the medication
- dosage prescribed
- medication schedule
- purpose of the medication
- noted side effects
- date of the prescription
- date prescribed by a physician

A record of medication given, amount, dosage, date and time, and person dispensing shall be recorded. All doctor and dental visits, major illnesses, and accidents shall be recorded. Mental health appointments and appointment frequency shall also be specifically documented in a child or youth's medical record. This provides for a complete health record for the child or youth and their family.

Personnel Records:

A separate file shall be maintained for each employee. Personnel files shall include the following:

	<ul style="list-style-type: none"> Written employment application, resume and reference checks Date of hire Position description Educational transcripts, HS diploma, college degree, etc. OGC- 3004 Staff Information Sheet Copy of driver's license/Kansas ID (current) Disciplinary action records Training records Out of state registry checks, when applicable (staff member has lived outside of Kansas within the last 5 years) 					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
67	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
68	View stored records.	Tour	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
69	Review case file for documentation of daily observations and significant occurrences.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
70	Review case file for documentation of weekly progress notes.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
72	Review case file for documentation of health care records.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
73	Review case file for documentation of 30-day progress reports.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
74	Review case file for documentation of permanency planning.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 15: Reporting Abuse/Neglect					
	The Kansas Protection Reporting Center (KPRC) number shall be posted in a prominent place in the facility. Any employee of the facility who suspects the abuse/neglect of a resident within that facility is to notify the Director of the facility immediately, except in cases where the alleged perpetrator is the Director of the facility.					
#	Requirement	Source	Findings (Delete the three that don't apply)	Comments	Date Corrections Completed (Or note)	Score
75	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
76	View posting of KPRC number in the facility.	Tour	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

	Section 16: Significant Incidents					
	A Significant Incident is an unanticipated event which does not rise to the level of a critical incident but has the potential risk of a serious adverse outcome.					
	Section 16.1: Significant Incident Reporting					

	<p>Significant incidents shall be reported to the youth's CWCMP case manager and the youth's parent or guardian when appropriate per PPM 0513.</p> <p>The following significant incidents shall be verbally reported immediately with a written report to the CWCMP case manager within 24 hours of the event (please refer to the following definitions for clarification):</p> <p>Significant Incident involving a child or youth in the custody of the Secretary include but are not limited to:</p> <ul style="list-style-type: none"> ○ death of a parent/primary caregiver (provide date of death) ○ runaway or missing from placement. PPM 5245 shall be followed. ○ arrested for a juvenile offense ○ alleged abuse or neglect ○ child or youth is an alleged perpetrator or victim of a criminal assault of any kind ○ attempted suicide ○ serious physical illness ○ unanticipated medical attention that requires treatment beyond first aid ○ pregnancy. See PPM 0513 D. 2. ○ birth. See PPM 0513 D. 2. ○ emergency change in placement ○ use of illegal drugs ○ suspension of the license of a group or residential facility used by child or youth ○ alleged victim of human trafficking ○ alleged perpetrator of animal abuse ○ other (document specifics) ○ death of child or youth in care <p>If the significant incident involves abuse, neglect, or exploitation the facility shall also follow mandated reporting requirements.</p> <p>All facilities shall have procedures for reporting significant incidents to administrative staff and recording significant incidents in the resident files. An administrative file of significant incidents shall be kept by facility and a copy of the significant incident shall be placed in the youth's file.</p> <p>An administrative file shall be kept by the facility documenting significant incidents that is separate from the documentation in the youth's file.</p> <p>Each CIP provider shall develop an internal process for obtaining on-call/emergency contact information for all CWCMP case managers in the event of an emergency or significant incident.</p>					
#	Requirement	Source	Findings <i>(Delete the three that don't apply)</i>	Comments	Date Corrections Completed <i>(Or note)</i>	Score
77	Review p/p.	Policies, Procedures or Documents	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
78	Review reports of significant incidents.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
79	Check significant incidents log.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
80	Review sample from log for compliance w/ reporting within proper time frame.	Case Records	Substantially Met (1) Partially Met (0.5) Not Met (0.25) Not Applicable (0)			
Score for this section:						

Section 17: Final Scoring

A cumulation of all the above sections are scored here for a total score based on the assessments completed.

Scoring: **Substantially Met = 1**
 Partially Met = 0.5
 Not Met = 0.25
 Not Applicable = 0

Total possible score on this site visit tool is 80. If the score is 70 or less, the result is an automatic Corrective Action Plan (CAP). Items which do not score substantially met, will require comments which will be used for developing a CAP. Facilities will have 14 days to address the missing items and submit corrections or a plan to make necessary corrections (for example trainings, this can take time to find and schedule). Track CAP corrections on this form and document the date corrections are received.

Section	Section Score
Section 1.1: General Requirements	
Section 2: Admission Skills Required	
Section 2.1: General Skills Required	
Section 3: Community Integration Program General Staffing	
Section 3.1: Community Integration Specialist	
Section 4: Placement Supervision	
Section 5.1: Staff Inservice-Orientation	
Section 5.2: Annual Staff Inservice	
Section 6: Placement Confirmation	
Section 7: Initial Assessment	
Section 8: Room/Apartment Assignment	
Section 9: Scope of Services	
Section 9.1: Positive and Realistic Living Experiences	
Section 9.2: Home Furnishings	
Section 10: Behavior Management	
Section 10.1: Resetting	
Section 10.2 De-escalation Certification	
Section 10.3: Emergency Safety Interventions Certification	
Section 11: Program Plan	
Section 12: Visitation	
Section 13: Discharge/Aftercare	
Section 14: Record Keeping	
Section 15: Reporting Abuse/Neglect	
Section 16: Significant Incidents	
Total Score	
<p>If the score is 70 or less, the result is an automatic Corrective Action Plan (CAP). Use the comments captured above to develop a CAP on the following pages. The facility will have 14 days to address the missing items and submit corrections or a plan to make necessary corrections, as applicable. Some corrective items may take longer, such as training compliance.</p>	

Community Integration Program Corrective Action Plan

Date of Site Visit	Final Score on Site Visit Tool	DCF Surveyor:
Facility Name		
Address, City, County, Zip Code		
Agency/Facility Representative	Agency/Facility Phone Number and Email	

Correction/Compliance Action Plan
Presented Findings: <i>Please use the comments listed on the site scoring tool to outline the presenting corrections and steps needed to be taken to ensure compliance with all DCF Policy and Procedures, Placement Standards and Provider Agreements are met. If more sections are needed, please add accordingly.</i>
Finding:
Action Plan to Correct Finding:
Person Responsible for Completion:
Target Date for Completion:

Finding:
Action Plan to Correct Finding:
Person Responsible for Completion:
Target Date for Completion:

Finding:
Action Plan to Correct Finding:
Person Responsible for Completion:
Target Date for Completion:

Signatures
By signing the Corrective Action Plan I agree what is listed above is accurate and complete. I understand I may be required to provide additional information or modify the plan as needed to ensure full compliance. I further understand this information may be provided to DCF Licensing, if necessary to ensure the safety and well-being of the children or youth served.

Agency/Facility Representative

Date

DCF Surveyor

Date

