

YOUTH CARE FACILITIES ON-SITE INSPECTION GUIDE

PROVIDER:			
FACILITY NAME:			
FACILITY ADDRESS:			
INSPECTION DATE:			
		YES	NO
37.97.155	Nutrition: A YCF shall provide for or serve three regular, well-balanced meals per day, and snacks. The meals and snacks must be appropriate to the nutritional needs of the youth and must include the four basic food group requirements.		
	Special diets must be provided for youth as ordered in writing by a licensed health care professional. Such orders must be kept on file by the YCF.		
	Copies of menus of the food actually served must be kept on file for one month and be available for inspection.		
	All food must be transported, stored, covered, prepared, and served in a sanitary manner.		
	Use of home canned products is prohibited unless the product has been commercially approved.		
	Hands must be washed with warm water and soap before the handling of food.		
Interpretation: Are any youth on special diets ordered by their licensed health care professional? Review menus for the month. Are meals being provided that are listed on the menu? Interview with staff and youth for compliance.			
Notes:			
37.97.182	Food Preparation and Handling: The facility must have conveniently located hand washing facilities, supplied with hand soap, disposable towels kept clean in a dispenser, and cleanable trash can.		

	<p>An individual in a YCF handling or preparing food shall thoroughly wash hands, wrists, and exposed arms with soap and warm running water for at least 20 seconds:</p> <ul style="list-style-type: none"> • before touching anything used to prepare food; • before touching food that will not be cooked; • after touching raw meat, fish, or poultry; • after cleaning, handling dirty dishes, removing garbage, or storing supplies; • after using the toilet facilities; • after eating or drinking; • after touching the face, hair, or skin; • after blowing the nose, coughing, or sneezing; and after touching any soiled object. <p>*After hand washing, hands must be dried and faucets turned off with a clean paper towel.</p> <p>*If used, chemical hand sanitizers must be followed by thorough hand rinsing before contact with food.</p>		
	<p>General food safety requirements include the following: All food must be from an approved source and shall be transported, stored, covered, prepared, and served in a sanitary manner to prevent contamination.</p>		
	<p>Food must be free from adulteration or other contamination and must be safe for human consumption.</p>		
	<p>Milk and other dairy products must be pasteurized.</p>		
	<p>Working containers holding food or food ingredients that are removed from their original packages must be identified with the common name of the food.</p>		
	<p>Packaged food may not be stored in direct contact with water or undrained ice if the food package could allow water entry.</p>		
	<p>Equipment and utensil sanitation requirements include the following: Kitchenware, tableware, and food contact surfaces must be washed, rinsed, and completely dried after each use.</p>		
	<p>Moist cloths used for wiping kitchen and dining area surfaces, equipment, and utensils must be placed in chemical sanitizer solution frequently enough and be of sufficient strength to maintain 200 to 400 parts per million (ppm) available chlorine or equivalent.</p>		

	<p>Sinks used for food preparation must be cleaned before beginning the preparation of the food.</p> <p>*A domestic style dishwasher may be used only if it is equipped with a heating element and the following conditions are met:</p> <ul style="list-style-type: none"> •The dishwasher must be capable of washing and sanitizing all dishware, utensils, and food service equipment normally used for the preparation and service of a meal in one cycle. •The dishwasher must have water at a temperature of at least 165°F when it enters the machine, if it uses hot water for sanitization. •If it uses a heat cycle with a heating element for sanitization, the dishwasher must be allowed to run through the entire cycle before it is opened. •At least a two-compartment sink must be available as a backup in the event the dishwasher becomes inoperable. <p>*If a two-compartment sink is used, all dishware, utensils, and food service equipment must be thoroughly cleaned in the first sink compartment with a hot detergent solution that is kept clean and at a concentration indicated on the manufacturer's label, sanitized in the second compartment by immersion in any chemical sanitizing agent that will provide the equivalent bactericidal effect of a solution containing at least 100 ppm but not more than 200 ppm of available chlorine at a temperature of at least 75°F for one minute, and air-dried before being stored.</p>		
<p>Interpretation: Do hand washing facilities have hand soap, disposable towels and cleanable trashcans? Surveyor verifies compliance with observation and interviews with staff. If food is not in original containers in refrigerator it must be labeled.</p>			
<p>Notes:</p>			
<p>37.97.177</p>	<p>Safety:</p>	<p>YES</p>	<p>NO</p>
	<p>First Aid Kits: There must be a first aid kit readily available on-site with sufficient supplies available at all times.</p>		
	<p>Be readily available in all vehicles used by the YCF.</p>		
	<p>Meet the standards of an appropriate national organization for the activity being conducted and the location and environment being used.</p>		
	<p>Be reviewed with new staff for contents and use.</p>		
	<p>Be inventoried on a quarterly basis.</p>		
	<p>Safe Use and Storage of Fuels: All detergents, chemical sanitizers, and related cleaning compounds and other chemicals must be stored in a safe location that is inaccessible to youth when not being used.</p>		

	Combustible and flammable materials and liquids must be properly stored so as not to create a fire hazard.		
	Poisonous compounds such as insecticide, rodenticide, and other chemicals bearing the EPA toxicity labels "warning" or "danger" must be kept under lock and key.		
	Poisonous or toxic chemicals may not be stored above or adjacent to food, dishes or utensils, or food contact surfaces. The chemicals may not be used in such a manner that they could contaminate these articles.		
Interpretation:			
Ask to review the content of the first aid kits in the facility and the vehicles. Where are these materials stored? Are they inaccessible and secured from accidental contact with youth? How are they secured? Is emergency information on youth easily accessible at the facility?			
Notes:			
37.97.186	Physical Environment:	YES	NO
	A YCF must provide a minimum of ten foot-candles of light in all rooms and hallways, with the following exceptions:		
	All reading lamps must have a capacity to provide a minimum of 30 foot-candles of light.		
	All toilet and bathing areas must be provided with a minimum of 30 foot-candles of light.		
	General lighting in food preparation areas must be a minimum of 30 foot-candles of light.		
	Hallways must be illuminated at all times by at least a minimum of five foot-candles of light at the floor.		
	Adequate space must be provided for all phases of daily living, including recreation, privacy, group activities, and visits from family, friends, and community acquaintances.		
	Youth must have indoor areas of at least 40 square feet of floor space per youth for quiet, reading, study, relaxing, and recreation. The minimum space requirement may not include halls, kitchens, and any rooms not used by youth may not be included in the minimum space requirement.		
	Bedrooms		
	The maximum number of youth per bedroom must not exceed four.		
	Bedrooms for single occupancy must have at least 80 square feet, 50 square feet of floor space per occupant if more than single.		
	Floor to ceiling walls.		
	Bathrooms:		
	All resident rooms with toilets or shower and bathing facilities must have an operable window to the outside or must be exhausted to the outside by a mechanical ventilation system.		

	<p>Each resident must have access to a bathroom without entering another resident's room, the kitchen, or dining areas.</p> <ul style="list-style-type: none"> Facilities licensed prior to September 23, 2010, that did not meet this requirement are allowed to maintain the existing bathroom access through resident room, kitchen, or dining areas. However, if future remodeling or additions are to be made to these structures, the remodeling or additions must comply with current standards. 		
	At least one toilet for every four residents		
	One bathing facility for every six residents		
	The facility must have conveniently located hand washing facilities, supplied with hand soap, disposable towels kept clean in a dispenser, and cleanable trash can.		
	<p>Water Temperature: Hot and cold water must be available in the YCF. Water temperatures for hot water must be limited to 120°F or below.</p>		
	<p>Housekeeping: The building and grounds are free, to the extent possible, of harborage for insects, rodents, and other vermin.</p>		
	The floors, walls, ceilings, furnishings, and other equipment is clean and in good repair, free of hazards, and offensive odors.		
	Cleaning equipment and supplies are provided in sufficient quantity to meet the housekeeping needs of the facility.		
	A maintenance policy and schedule, which describes the regular maintenance of the facility, is adhered to.		
37.97.161	<p>Privacy and Individualism: A YCF shall allow youth to have privacy.</p>		
	A YCF shall provide a separate bed, separate storage space for clothing and personal articles, and a place for each youth to display socially appropriate creative works and symbols of the youth's identity.		
	Each youth must be provided with access to a quiet area where the youth can be alone when appropriate.		
37.97.179	<p>Potential Weapons: Firearms must not be allowed on the YCF's property.</p>		
	Firearms must not be in the presence of youth with the exception of law enforcement at any time on or off the YCF's property. Staff shall supervise youth possession and use of knives, hatchets, other edged tools, or any item which may pose a danger to self or others.		

<p>Interpretation: New Facility - Has provider submitted a square footage plan? Surveyor will measure in all new facilities and upon any changes to spaces being used. Does the provider have a good written maintenance plan? Is the facility in good repair, building structurally safe- determined by observations. No loose structures that could be hazardous. Are insects observed? Wasps nests? Or mouse droppings in home? Walls, furnishing, floors, equipment are clean and in good repair? General good housekeeping practices being used; no dirty dishes piled up in the sink, carpets are vacuumed on a regular basis, no garbage "spilling over", floors are free of excess dirt, etc. Water is tested to determine temperature does not exceed 120. Hand soap, disposable towels and a cleanable trash can are available in the bathroom. Surveyor verifies firearms are not allowed in facility by observation and interview with youth and staff.</p>			
<p>Notes:</p>			
37.97.153	<p>Medication Storage and Administration: A YCF shall have and follow written policies and procedures regarding the storage, administration, and disposal of prescription, nonprescription, and over-the-counter medication.</p>		
	<p>All medication must be kept in a locked nonportable container, stored in its original container with the original prescription label. For medications taken on outings, all medication must be in the possession of a staff member trained to assist with the self-administration of medications.</p>		
<p>Interpretation:</p>			
<p>Notes:</p>			
37.97.156	<p>Personal Needs: The YCF shall assure that each youth has clothing suitable to the youth's age and size and comparable to the clothing of other youth in the community.</p>		
	<p>Youth shall have some choice in the selection of their clothing.</p>		
	<p>A YCF shall provide necessary supplies and train youth in personal care, hygiene, and grooming.</p>		

Interpretation:			
Notes:			
37.97.191	Fire Safety: The state fire marshal must annually certify a YCF for fire and life safety.		
	Smoke detectors approved by a recognized testing laboratory must be located on each level of the facility, at the top of stairways, in any bedroom, in any hallway leading to bedrooms, and in areas requiring separation as set forth in IFC Section 907.2.11 .		
	Facility staff must check smoke detector batteries at least once each month and the batteries must be replaced at least once each year. Documentation, including the date and the signature of the person checking or replacing the batteries, must be maintained at the facility.		
	Carbon monoxide detectors installed in facilities with fuel-burning appliances or with attached garages must be installed per manufacture recommendations according to Section 1103.9, IFC.		
	A workable portable fire extinguisher, with a minimum rating of 2A10BC, must be located on each floor of the facility. Fire extinguishers must be:		
	Mounted on the wall not to exceed five feet from handle to floor and no closer than four inches from the floor		
	No more than 75 feet from each other;		
	Inspected, recharged, and tagged at least once a year by a person certified by the state to perform such services		
	Not obstructed or obscured from view		
	All exits must be clear and unobstructed at all times.		
	Paint, flammable liquids, and other combustible material must be kept in locked storage away from heat sources or in outbuildings not used by the youth.		
	The YCF must conduct at least four fire drills annually, no closer than two months apart, with at least one drill occurring on each shift. Drill observations must be documented and maintained in the facility files for at least two years.		
	The fire evacuation procedures must be posted in a conspicuous place at the YCF.		
	The documentation must include:		
	Location of the drill		
Identification of participating staff			
Problems identified during the drill			
Steps taken to correct such problems			

Interpretation:			
Was fire safety certification submitted with application?			
Inspect each floor of the facility for location of smoke detectors, fire extinguishers and carbon monoxide detectors. Are they located per the requirements of this rule?			
Review documentation for smoke detector batteries tested.			
Review fire drill documentation for compliance with rule. Did they conduct at least 4 annually?			
Are fire evacuation procedures posted where it is noticeable?			
Notes:			
37.97.187	Water Supply: An adequate and potable supply of water must be provided.		
	Before a license may be issued, a YCF using an individual, shared, or multiple user water supply must submit the following to the department or its designee: <ul style="list-style-type: none"> Satisfactory coliform bacteria and nitrate test results as specified in ARM Title 17, chapter 38, subchapter 2; and The results of an onsite sanitary survey of the water supply system to detect sanitary deficiencies. 		
	A supplier of an individual, shared, or multiple user water supply shall conduct a coliform bacteria test of the system at least twice a year with one sample collected between April 1 through June 30 and the second sample collected between August 1 through October 31, and conduct a nitrate test of the system at least once every three years. Water tests must be analyzed at a certified laboratory. A supplier shall keep sampling result records for at least three years.		
	A public water supply system must be constructed and operated in accordance to current applicable laws as regulated by the Montana Department of Environmental Quality.		
	Nonpotable water sources must be marked "not for human consumption".		
	Plumbing must be installed and maintained in a manner to prevent cross connections between the potable water supply and any nonpotable or questionable water supply or any source of pollution through which the potable water supply might become contaminated. The potable water system must be installed to preclude the possibility of backflow. A hose may not be attached to a faucet unless a backflow prevention device is installed.		
	A water supply system is determined to have failed and requires treatment, replacement, repair, or disinfection, when the water supply becomes unsafe, or when it exceeds the maximum contaminant levels specified in ARM Title 17, chapter 38, subchapter 2. A water supply system is inadequate when it is found to be less than 20 psi measured at the extremity of the distribution line during the instantaneous peak usage.		

	Extension, alteration, repair, or replacement of a water supply system or development of a new water supply system must be in accordance with all applicable state and local laws.		
	Bottled and packaged potable water must be obtained from a licensed and approved source and be handled and stored in a way that protects it from contamination.		
Interpretation:			
Notes:			
37.97.188	Sewage System and Solid Waste: An adequate and safe wastewater system must be provided for conveying, treating, and disposing of all sewage. Immediate measures must be taken to alleviate health and sanitation hazards caused by wastewater at the YCF when they occur.		
	All sewage, including liquid waste, must be disposed of by a public sewage system approved by the Montana Department of Environmental Quality or by a sewage treatment and disposal system constructed and operated in accordance to applicable state and local laws.		
	A wastewater system has failed and requires replacement or repair if any of the following conditions occur: <ul style="list-style-type: none"> • The system fails to accept, treat, or dispose of wastewater as designed; • Effluent from the wastewater system contaminates a potable water supply or state waters; or • The wastewater system is subjected to mechanical failure, including electrical outage, or collapse or breakage of a septic tank, lead line, or drainfield line. 		
	Extension, alteration, replacement, or repair of any wastewater system must be done in accordance with all applicable state and local laws.		
	Mop water or soiled cleaning water may not be disposed of in any sink other than a mop or utility sink or a toilet.		
Interpretation: Is the facility sewage system a municipal system? Is it a septic? If the facility is new, then they must show documentation of the sanitarian approval. If the system is an existing system, have there been any repairs within the last year? If so, then the facility must show documentation of the sanitarian's approval of the repairs.			

Notes:			
37.97.185	Animals and Pets: The YCF may keep household pets and a youth or staff may have a service animal as defined in ARM 37.40.1487 , and permitted by local ordinance, subject to the following provisions:		
	Pets must be clean and disease-free;		
	The immediate environment of pets must be kept clean;		
	Birds must be kept in appropriate enclosures, unless the bird is a companion breed maintained and supervised by the owner		
	Pets that are kept at the facility shall have documentation of current vaccinations, including rabies, as appropriate.		
	The administrator or designee shall determine which pets may be brought into the facility. Upon approval, family members may bring pets to visit, if the pets are clean, disease-free, and vaccinated as appropriate.		
	Facilities that allow birds shall have procedures that protect residents, staff, and visitors from psittacosis, ensure minimum handling of droppings, and require droppings to be placed in a plastic bag for disposal.		
	Prior to admission of companion birds, documentation of the import, out-of-state veterinarian health certificate, and import permit number provided by the pet store or breeder must be provided and maintained in the owner's records. If the health certificate and import permit number are not available, or if the bird was bred in-state, a certificate from a veterinarian stating that the bird is disease-free is required prior to residency. If the veterinarian certificate cannot be obtained by the move-in date, the resident may keep the bird enclosed in a private single occupancy room, using good hand washing after handling the bird and bird droppings until the veterinarian examination is obtained.		
Pets may not be permitted in food preparation, storage, or dining areas during meal preparation time or during meal service or in any area where their presence would create a significant health or safety risk to others.			

Interpretation:			
Notes:			
37.97.184	Infection Control: The facility shall develop, implement, and review, at least annually written policy and procedures regarding infection prevention and control which must include: Procedures to identify high risk individuals		
	What methods are used to protect, contain, or minimize the risk to youth and staff		
Interpretation:			
Notes:			