

VJCCCA AUDIT FORM 4 – ALTERNATIVE DAY TREATMENT AND STRUCTURED DAY PROGRAM

In accordance with [6VAC35-150-425](#), each VJCCCA program or service provider shall adopt written procedures to implement and for compliance with all applicable requirements of 6VAC35-150-430 through 6VAC35-150-740.

Program:	Date of Audit:
Program Type:	Program Coordinator:
Locality:	Plan Contact:

Board Regulation Article 2	Requirement at Audit	Yes	No	NA
6VAC35-150-620	Supervision of juveniles in alternative day treatment and structured day programs. Regulation Signed			
	Is there at least one qualified person with current first aid and CPR certification actively supervising at all times when juveniles are on the premises?			
6VAC35-150-630	Meals. Regulation Signed			
	Are nutritionally balanced meals provided? (if the program spans traditional meal times)			
6VAC35-140-640	Emergency and fire safety in alternative day treatment and structured day programs. Regulation Signed			
	Are written emergency and fire safety plans in place at each site?			
	Are safety and security procedures implemented, including procedures for responding to fire, bomb threat, hostage, medical emergency situations, and natural disasters?			
	Is there documentation of monthly fire drills?			
	Are new staff members trained in fire safety and emergency procedures before assuming supervision of juveniles?			
6VAC35-150-670	Juveniles' medical needs in alternative day treatment and structured day programs. Regulation Signed			
	Are individual juveniles' medical needs or restrictions requested from the referring agency or party at the time of referral?			
	Are written procedures in place for the delivery of medication, including authorization for staff to deliver prescribed medication and guidelines for self medication by juveniles?			
	Is there an up-to-date, well stocked first-aid kits readily accessible at each site?			
6VAC35-150-690	Procedural requirements for time out in alternative day treatment and structured day programs. Regulation Signed			
	Are written procedures in place for time-out, ensuring that juveniles have communication with staff, bathroom privileges, and access to scheduled meals?			
	Is the time-out room not locked or secured in a way the prohibits the juvenile from opening it, except if approved by the program's regulatory authority?			
	Is time-out not used for periods longer than 30 consecutive minutes?			