

Monitoring Checklist – Facility Walkthrough

1) General Safety and Security	Compliant?				Compliant?		
	Y	N	n/a		Y	N	n/a
Controlled entry/exit of premises				Knives/sharp objects inaccessible to UAC			
Prohibited from allowing entry of any individual (except UAC in the process of admission) who meet <u>any</u> COVID-19 criteria				Cleaning chemicals maintained in a locked area			
Alarms system for all areas of the residential structure				Medical supplies/prescriptions inaccessible to UAC			
Video monitoring in common and living areas and classrooms				Other unsafe areas inaccessible to UAC			
Video monitoring for exterior of building & surrounding premises				Vehicle(s) inspection stickers up-to-date			
Ability to download video footage permanently				Vehicle(s) appear to be in good repair (including fire extinguisher and first aid kit)			
System for tracking and regulating UAC movement				Vehicle (s) contain working seat belts			
Meeting UAC to floor staff ratios/appropriate supervision				Evacuation procedures posted prominently on each floor and at eye level for children and youth			
“Mirrored windows”/window in offices where staff meet with child 1:1				Fire extinguishers and smoke detectors in good working order and inspected (as required)			
Infants/Toddlers – age appropriate furniture (e.g. cribs/bedding, high chairs, toys, outlet covers)							
Play equipment safe and in good repair							

2) Confidentiality	Compliant?				Compliant?		
	Y	N	n/a		Y	N	n/a
Case files in secure location (open and closed)				Case files being maintained indefinitely by program			
Only individuals with a need to know basis have access to the case files				Case files safe from physical damage			
Private place for UAC to make phone calls (including pre-programmed phones)				Pre-programmed telephones (Required: UAC SA Hotline, CPS, Local Community Service Provider; Highly recommended: Top 3 consulates and LSP)			

Monitoring Team staff to document their findings during the walkthrough portion of biennial site visits. Public reporting burden for this collection of information is estimated to average 4 hours per response (if the site visit is performed by a contractor monitor), including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Homeland Security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information please contact UACPolicy@acf.hhs.gov.

3) General Residential Structure - Indoors	Compliant?				Compliant?		
	Y	N	n/a		Y	N	n/a
Clean				Desk and chair in room			
Child-friendly (e.g. no safety/trip hazards)				Identified UAC Medical Quarantine/Isolation Space			
Furniture and building are properly maintained				Kitchen			
Well-ventilated				UAC dietary restrictions posted/accessible			
Adequately heated/cooled				Food stored in a sanitary manner			
Bedrooms				Bathrooms			
Natural light/Dark at night				Soap			
Private place to store personal items/clothing				Toilet paper			
Provision of appropriate linens				Working toilets			
Adequately accommodate all UAC (per State Licensing)				Hot/cold water			
Separated by gender (per licensing)				Separated by gender			
Adequately accommodate all youth (e.g. individual bed with mattress for each youth)				Appropriate privacy			
Provision of appropriate bed linens				Hygiene/grooming items			
				Towels			

4) General Residential Structure - (Mosquito Control Checklist)	Compliant?				Compliant?		
	Y	N	n/a		Y	N	n/a
Window/Door Screens are intact or Air Conditioning				Drainage sites are clear			
Garbage storage areas properly maintained				Irrigation/sprinkler systems free of leaks			
Lawn and landscaping are properly maintained				Stagnant water sites drained			
Recreational areas properly maintained				Parking areas/driveways are properly maintained			
Outdoor containers properly maintained							

5) Documents that should be posted/accessible to youth (Spanish and English)	Compliant?				Compliant?		
	Y	N	n/a		Y	N	n/a
Posters with phone numbers for UAC to report sexual abuse/harassment				Care Provider <u>AND</u> ORR Pamphlets on sexual abuse/harassment			
Notice to Pregnant Females (Garza vs. Azar) next to posters				Booklets on "A Woman's Right to Know" in areas where reading materials and pamphlets are available			
Notice to Pregnant Females (support for pregnancy) next to posters				Extra copies of UAC grievance forms			
Grievance Procedures (in common areas)				Program Rules			
Saravia Notice (English and Spanish posted next to Garza and Sexual Abuse/Harassment notices) – posting currently applicable to Secure, Staff Secure and RTC – effective 10/22/2020							

6) Other	Compliant?				Compliant?		
	Y	N	n/a		Y	N	n/a
UAC provided appropriate clothing/footwear				Sufficient supply of Mosquito Repellant			
UAC/Staff provided/wearing face masks and/or offered face masks, as applicable				UAC personal property/valuables kept by program maintained in a secure location			
Sufficient supply of Mosquito Repellant				Emergency Evacuations Notification List (must be posted in office area and includes: ORR contacts, DHS contact, and local law enforcement)			
Car Seats (if transporting young children)				Special needs vehicle (if applicable)			
Sufficient supply of Face Mask / Hand Sanitizers / Gloves							
No Touch Thermometers available							

Walkthrough NOTES

1) General Safety and Security

2) Confidentiality

3) General Residential Structure

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4) Documents that should be posted

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5) Other

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On-Site Monitoring Checklist - Other

Services to Potentially Observe	Observed?				Observed?		
	Y	N	n/a		Y	N	n/a
Education				Group counseling/community meeting			
Recreation - large muscle, outdoors				Chores			
Meals				Vocational (if applicable)			
Logs/Schedules to Potentially Review	Reviewed?				Reviewed?		
	Y	N	n/a		Y	N	n/a
Fire Drills Logs				Group Counseling Curriculum			
Daily (Shift) logs				Chore assignments			
System for inspecting vehicles				Visitor Logs			
Prescription/Non-prescription medication logs				Vocational curriculum (if applicable)			
Spot Inspections and Quarterly Safety Assessments				Case File Review (Quarterly)			
Facility inspection checklist (safety check)				Care Provider Policies for UAC to Request Emergency and Non-Emergency Health Care Services			
Grievance binder				UAC Temperature Tracker			

Other NOTES

Services to Observe

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Logs to Review

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