

Site Visit Form For Visit #125880 (Program Name) 12/10/2023

 **Visit Information**

 Site Visit Walkthrough

Child Interviews

Trends & Follow-up

Flags

Notes

Visit Information

ORR Region:

Region Name

Program Name:

Program Name

Level of Care:

Level of Care Selection

ORR Representative Name:

John Doe

Date of Visit

12/10/23

Save Draft

Submit

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Site Visit Walkthrough

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Collapse All

Did the program have a Facility Inspection Checklist for a Child Friendly Environment completed?

- Yes No

What date was it completed?

Did the Checklist for a Child Friendly Environment meet all satisfactory markings (i.e., was it all marked yes)?

- Yes No

Note any deficiencies:

Does the program have working video cameras and are they reviewed by the program?

- Yes No

A comment is required:

Are all entry and exit alarms tested to ensure they work (including windows and doors)?

- Yes No

A comment is required:

Do all entries and exits have safety measures? (e.g., perimeter barriers, perimeter lighting, alarms to note for entry/exit without permission)? *Note: FFS can ask to see these safety measures.*

- Yes No

A comment is required:

All required bulletin board postings to educate youth about sexual abuse, sexual harassment, and reporting are posted in ALL required areas in language the child understands?

- Yes No

A comment is required:

Are Garza Notices and Infographics posted?

- Yes No

A comment is required:

Required pre-programmed phone is accessible to child, private, and correctly preprogrammed for child to report sexual abuse, sexual harassment, and sexually inappropriate behavior? All three must be compliant to indicate "Yes".

- Yes No

A comment is required:

Overall appearance of the program is neat, organized, and clean that does not present any health or safety concerns?

- Yes No

A comment is required:

Is the program in compliance with all staffing ratio requirements?

- Yes No

A comment is required:

Are there staffing concerns?

- Yes No

Please confirm you elevated this to the Project Officer for resolution or to address child capacity.

Observations(e.g., recent improvements, recent repairs,shade for kids outside, old/new furniture, etc.):

Concerns(focus on safety issues for child or staff - blind spot supervision, etc.):

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Child Interviews

Child interviews are for the purposes of general information and general well-being and safety.

Guidance:

Child interviews can be conducted individually or with small group of children at one time in an informal setting.

Children have a right to refuse an interview. If this occurs, please document the reason the child refused an interview.

- This is not an investigation. This should not evolve into counseling.
- FFS and CFS are mandated reporters to CPS and law enforcement.
- Do not promise children anything. Do not discuss the child's legal case.
- Redirect issues that move away from the intent of this site visit report and encourage them to speak with their clinician/case

manager or attorney/legal services provider.

If you have any immediate safety concerns, please contact the FFS Supervisor.

If any child responds in the negative or "NO" then mark it as "No" but you can add any comments.



Add Child Interview



No children were interviewed on this visit.

Reason

Save Draft

Submit

Interview 1

[Add Interview](#)

[Expand All](#)

Estimated age range of the child(ren).

Interpreter used?

Yes No

Provide comment:

Does the child have the opportunity for daily Recreation(large and small muscle)?
Refer to Policy 3.3.8

Yes No

Provide comment:

Does the child have access or a choice to participate in preferred Religious Services?

Yes No

Provide comment:

Does the child have Leisure Time?
Refer to Policy 3.3.8

Yes No

Provide comment:

Does the child meet with his/her CM once per week?
Refer to Policy 2.3.2

Yes No

Provide comment:

Does the child meet with his/her Clinician for one hour sessions per week?
Refer to Policy 3.3

Yes No

Provide comment:

Does the child have a Clinical Group?
Refer to Policy 3.3

Yes No

Provide comment:

Are there Community Meetings the child can participate in?
Refer to Policy 3.3

Yes No

Provide comment:

Does the child get at least two calls per week with his/her parent and/or sponsor?
Refer to Policy 3.10, 3.3.7

Yes No

Provide comment:

Are Sexual Abuse Hotline pre-programmed phones accessible to the child at any time?
Refer to Policy 4.10.1, 4.10.6

Yes No

Provide comment:

Is the child aware of the legal services provider and his/her access to the LSP?
Refer to Policy 3.3

Yes No

Provide comment:

Does the child understand his/her family reunification case?
Refer to Policy 2.3.2

Yes No

Provide comment:

Does the child attend school/education classes for at least 6 hours per day Monday-Friday?
Refer to Policy 3.3.5

Yes No

Provide comment:

Is the child aware of how to file a grievance?
Refer to Policy 4.10.1, 3.2.2

Yes No

Provide comment:

Do you feel safe?

Yes No

Provide comment:

Do you like living at this program?

Yes No

Provide comment:

Who would you ask for help if you have a problem while living here at the program?

Do you have anything else I have not asked you about that you want to tell me?

Do I need to follow up on any items that came up during the interview?

Yes No

What items require follow-up?

Save Draft

Submit

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-  Visit Information  Site Visit Walkthrough  Child Interviews **Trends & Follow-up** Flags Notes

Trends & Follow-up

Utilize the trends and follow up sections of the report for a record of your overall findings, reporting to your supervisor, and to check on the program's improvements from month to month, as well as have a record in the event a corrective action is required for identified trends. This is the final section where you record your findings for the visit, and what you left in place for the program to follow up on.

Guidance:

- Share this with your supervisor, PO, and CFS.
- Also, it is fine to give it to your program so that when you go back to the program, you have a record of what has already been addressed and whether progress has been made.
- Please feel free to engage your supervisor along the way should you have questions or need support with anything.

Remember that this visit and form is a tool for you to use to help the programs improve.

- Lastly, remember you are a mandated reporter to CPS and law enforcement. For any immediate safety concerns or findings, contact your supervisor.

[Begin Trends & Follow-up](#)

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Trends & Follow-up

 Expand All

- ▼ Trends/Comments: Please provide a narrative discussion of your main findings and areas of potential concern.

- ▼ Did you identify any potential issues to monitor or for additional follow up?

Yes No

list any specific issues that need to be reviewed again during the next site visit?

- ▼ Follow up: List any follow up conducted on any previous concerns (Corrective Actions, SA/SIRs, Emergency SIRs, Notice of Concern from PRS provider, any outcomes, or issues from a previous site visit by the FFS, CFS, or Monitoring Team)

- ▼ Action Items: List any plans to address newly identified or remaining concerns. Please include who you have notified if you are not the responsible party for follow up or the next site visit and the due date.

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Flags

Flags can be used to call out areas within the site that need to be followed up on. They can also be used to denote something positive that you noticed during the visit.

Simply press the "Add Flag" button, choose the thumbs up (positive) or thumbs down (follow up) button, choose a category and add any details for each flag.

Add as many flags you wish.



Save Draft

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 Add Flag

Flag category ▼

- Child rights
- Child safety
- Compliance with ORR policies & procedures
- Facility safety
- Licensing standards
- Staff performance

The facility doors were fully locked and secured.



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 Add Flag

		Child safety ▼	The facility doors were fully locked and secured.	
		Child rights ▼	The child's exercise time has consistently ended 15 minutes early.	

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Additional Notes

Any additional details about the visit can be captured here.

Save Draft

Submit