

V. DOCUMENTS TO EXAMINE

Prior to conducting the onsite review, the review team will examine the approved grant, the RHY Act, and the appropriate grant announcements.

While onsite, the review team will need to examine a variety of documents. The team should make every effort to minimize the burden on the grantee during this process. For example, the team should review documents onsite to the extent possible rather than asking the grantee to produce copies.

The following is a list of documents that the grantee is obliged to produce for review.

General

- Outreach plan
- Intake plan
- Plans for recreation/leisure
- Aftercare plan
- Aftercare survey forms used to collect information about youth after they leave the facility
- Street-based service plan, if applicable
- Home-based service plan, if applicable
- Substance abuse service plan, if applicable
- State and local government licenses and certifications
- Emergency Preparedness and Management Plan
- Fire, equipment, and/or other safety inspections
- Random samples of 10 case files for:
 - intake
 - counseling
 - skill building
 - recreation/leisure activities
 - aftercare services
 - case disposition
- Also, if applicable,
 - street-based services
 - home-based services
 - substance abuse services
 - testing for sexually transmitted diseases
- Organizational charts
- Staff job descriptions
- Staff credentials
- Staff training documentation
- Annual staff reviews
- Training materials or other documentation
- Recent evaluations and plans for ongoing project planning

Coordination of Services

- Memoranda of Understanding, referral service agreements, and other linkage agreements with outside agencies regarding
 - health and mental health services
 - social services

- housing
- vocational training and development
- legal services
- drug abuse prevention and treatment
- welfare
- school systems, especially coordination with the school representative for the McKinney-Vento School District Liaison
- law enforcement
- runaway and homeless youth from foster care and correctional institutions
- Letters of commitment relating to non-Federal matching funds, facilities, equipment, supplies, or services
- Contracts with subgrantees, contractors, or pro-bono providers

Budget and Finance

- Latest annual budget
- Ledgers of accounting
- Most recent audit
- Procedures for check signing
- Procedures for Fiscal Controls on Federal Funds

Board of Directors

- The charter or other documents that establish the Board and prescribe its responsibilities and how it operates
- Minutes of recent Board meetings
- List of Board members

Reports and Data Collection

- Examples of reports produced

Basic Center Programs

- Records indicating that the grantees serves youth younger than age 18
- Records indicating that the length of residential services does not exceed 21 days
- Licenses and inspection certifications ensuring that grantee maintains residential facilities in compliance with Federal, state, and local licensing requirements
 - Maximum Residential Capacity for shelter/group home models of 20 beds unless otherwise required by local law
- Menus and other documentation showing that the grantee provides nutritious food (at least 2 meals per day) in sufficient quantities for each youth in care
- State or local licenses or certifications of host families

Transitional Living and Maternity Group Home Programs

- Records indicating that the grantee serves youth ages 16 to 21
- Records indicating that the length of service does not exceed 635 days. (Exceptions are made for youth who are younger than age 18.
- Transitional living plans to help the transition to independent living or another appropriate living arrangement
- Licenses and inspection certifications ensuring that grantee maintains residential facilities in compliance with Federal, state, and local licensing requirements

- Maximum Residential Capacity for shelter/group home models of 20 beds unless otherwise required by local law

Street Outreach Programs

- Street outreach plan
- Files describing services for participants who voluntarily accept them