



Iowa Department of Human Services

Evaluation and Recommendation for Approval to Operate a Locked Cottage

Name of Agency	
Name of Locked Cottage	
Address of Locked Cottage	
Phone Number	Date of Evaluation

Legal Reference	Explanation	Yes	No
115.2(2)	Only youth adjudicated to have committed a delinquent act or placed pursuant to Chapter 229, The Code, are placed in a locked cottage.	<input type="checkbox"/>	<input type="checkbox"/>
115.8(1)	The locked cottage has not been operated without approval of licensing authority.	<input type="checkbox"/>	<input type="checkbox"/>
115.8(2)	The locked cottage has awake night staff.	<input type="checkbox"/>	<input type="checkbox"/>
IF ONE UNIT OF TREATMENT PROGRAM OF AGENCY			
115.8(3)	If a facility uses a locked cottage as one unit of its treatment program, it has written policies which are provided to the child, the child's parents or guardian and, when the child has an attorney, the child's attorney at the time of admission.	<input type="checkbox"/>	<input type="checkbox"/>
115.8(3)"a"	These policies include: The type of behavior which may result in locked cottage placement.	<input type="checkbox"/>	<input type="checkbox"/>
115.8(3)"b"	The staff members who may authorize placement in the locked cottage, as well as, procedures for notification of supervisory personnel.	<input type="checkbox"/>	<input type="checkbox"/>
115.8(3)"c"	Requirement for documentation in writing of particular behaviors of a particular child that led to the locked cottage in placement.	<input type="checkbox"/>	<input type="checkbox"/>
115.8(3)"d"	Requirement for documentation of the conditions that will allow the child to return to an unlocked cottage. These conditions are shared with the child.	<input type="checkbox"/>	<input type="checkbox"/>
115.8(3)"e"	Requirement for documentation of the use of the locked cottage as a part of the treatment plan for a specific child.	<input type="checkbox"/>	<input type="checkbox"/>
115.8(3)"f"	Specific policies as to length of stay in the locked cottage.	<input type="checkbox"/>	<input type="checkbox"/>
115.8(3)"g"	Requirements for notification of the child's parents or guardian, the court, and the referring agency of a child's placement in the locked cottage.	<input type="checkbox"/>	<input type="checkbox"/>
115.8(3)"h"	Requirement for written documentation of placements in the locked cottage in the child's case record.	<input type="checkbox"/>	<input type="checkbox"/>

I, _____, as executive director of _____ do hereby commit myself and the staff of this agency to adhere to the standards for locked cottages as found in 441 IAC 115.2(2) and 441 IAC 115.8(237) and specified in agency policies. Any change in these policies will be approved by the licensing authority before their enactment.

Signature of Executive Director	Date
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Recommendation

- Approval to operate locked cottage Disapproval

Prepared By	Date
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Decision

- Locked cottage approved Locked cottage disapproved

Decision Maker	Date
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