

**FACILITY ASSESSMENT CHECKLIST  
FOR GROUP CARE**

To assess an allegation of abuse in a residential group care, shelter care, detention, PMIC, juvenile institution, ICF/MR for children, hospital, skilled nursing, or licensed substance abuse treatment facility:

- \_\_\_\_\_ Notify the facility administrator of the administrator's responsibility to ensure the safety of all children in care. Document the administrator's plan to provide for the safety of children in care. If the facility administrator is the alleged person responsible, contact DHS supervisor.
- \_\_\_\_\_ Evaluate the safety of children named in the allegation and all other children the person has access to. This includes the named victim child and children who are supervised by the person alleged responsible. In some cases, it could include the staff person's own children.
- \_\_\_\_\_ Contact law enforcement in cases of immediate threat or if criminal act is alleged. Joint investigation of allegation may be warranted.
- \_\_\_\_\_ Notify the DIA surveyor of the allegations by the end of the next business day after date of intake. Determine a plan for a joint visit to facility.
- \_\_\_\_\_ Observe all named children according to the one-hour, 24-hour, or 96-hour requirements. Observation of other children supervised by the person alleged responsible may or may not be necessary, based on the allegation and their safety/risk assessment.
- \_\_\_\_\_ Acquire the names of other children in residence who are cared for by the person alleged responsible, parents name and address, and telephone numbers. Interview children who were in attendance who are able to provide statements.
- \_\_\_\_\_ Notify the child's parent, guardian ad litem, DHS social work case manager, and juvenile court officer within 5 days that an assessment has commenced. Also notify the DHS project manager.
- \_\_\_\_\_ If other children are identified as victims open new incidents on those children. Assign an incident number for each non-sibling child victim and non-related person alleged responsible. The intake date is the date victim or potential victim status was determined.
- \_\_\_\_\_ Acquire the staffing record for the dates specified.
- \_\_\_\_\_ Interview the staff people alleged responsible, staff or helpers on duty the date of the alleged abuse, supervisors, and child's case manager or juvenile court officer. Clearly identify collateral sources with titles and phone numbers.
- \_\_\_\_\_ Request the DIA surveyor to provide a list of regulation violations. Schedule consultation regarding regulatory concerns with DIA.
- \_\_\_\_\_ Review child's case record, facility log, incident reports, restraint logs, personnel records, internal investigation report, training plans.
- \_\_\_\_\_ Send written notice on the outcome of the assessment to the parent, the guardian ad litem, the person responsible, and the facility administrator. Notify the project manager, the DIA surveyor, the child's DHS social work case manager or juvenile court officer, the county attorney, and the juvenile court having jurisdiction of child.
- \_\_\_\_\_ Prepare a "notice to facility" letter in consultation with the DIA surveyor in all facility assessments where noncompliance with facility policy or practice is identified. Provide copies as indicated in manual (facility administrator, licensing file, DIA surveyor, bureau chief, project manager). This becomes a part of the public regulatory file.
- \_\_\_\_\_ Offer the administrator an opportunity to meet with you to discuss the findings of the report and any regulatory setting problems identified.