

STAP PROVIDER PHYSICAL LOCATION AUDIT

PROVIDER NAME _____ LEVEL OF CARE _____

PROVIDER ID _____

ADDRESS _____

CONTACT NAME: _____ PHONE # _____

REASON FOR REVIEW: _____ ROUTINE RECORD REVIEW (documentation)
_____ QUALITY OF CARE
_____ ACTION PLAN FOLLOW UP
_____ OTHER _____

STAFF COMPLETING AUDIT: _____

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QUESTIONS	DEFINITIONS
1. Medication will be made available to children as per the program policy.	Evidence of labeling, safe storage, administration, and documentation of medication must be maintained on site at the camp. Could be N/A if meds are not administered at camp.
2. Medical record must be maintained on site at camp	Progress notes, treatment plan, safety/crisis plan must be available on site at camp.
POLICIES AND PROCEDURES	
3. Providers must have a policy for medication administration in place for STAP programs on site at camp.	The policy must specify the procedures for labeling, safe storage, administration and documentation of medication.
4. Providers must have a policy for the use of restrictive procedures and all staff will be trained on site at camp.	<p>Crisis intervention, behavior management, and safety, including methods of de-escalation and the use of restraint, including:</p> <ul style="list-style-type: none"> • Protocols relating to the use of restrictive procedures, including education on approved restraint techniques and appropriate documentation of these events.
5. Providers must have a policy detailing staff training (as per OMHSAS STAP Bulletin) on site at camp.	<ul style="list-style-type: none"> • Overview of serious emotional disturbance and other behavioral needs in children and adolescent (with particular emphasis on the specific diagnoses of the children/adolescents with whom the BA and TA staff may be working) • Collaboration with families and outside treatment providers • Normal child/adolescent development • Behavior management skills • Documentation skills • Psychotropic medications, including common side effects
6 Providers must have written procedures regarding safety risks that include elopements and medical emergencies on site at camp	Notification of parents/guardians, obtaining emergency medical evaluations, and procedures for managing the remaining children in the group when an untoward event occurs.

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PHYSICAL LOCATION	
7. The site for the STAP must be appropriate to the age and developmental needs of the children serviced.	Weather, temperature, safety issues, shelter, restrooms
STAFFING AND SUPERVISION	
8. The number of qualified staff delineated in the OMHSAS-approved Service Description is present daily.	<p>Staffing numbers must also match the program description that has been provided to VBH, the County and State for each specific program, and must at a minimum include:</p> <p>A summer therapeutic activities program unit of one to twelve children must have the following clinical staff.</p> <ul style="list-style-type: none"> • One mental health professional with a graduate degree in a mental health field, and one year of experience in a CASSP system. If specialized therapies are to be provided, the mental health professional must meet the qualifications as defined below. • One mental health worker with a bachelor’s degree and one year experience in a CASSP system. <p>A summer therapeutic activities program unit of 13 to 18 children must have the following clinical staff:</p> <ul style="list-style-type: none"> • One mental health professional with a graduate degree in a mental health field, and one year of experience in a CASSP system. If specialized therapies are to be provided, the mental health professional must meet the qualifications as defined below. • Two mental health workers with a bachelor’s degree and one year experience in a CASSP system.
Comments:	