

Runaway And Homeless Youth (RHY) Program Virtual Site Reviews (VSR)

DOCUMENT TYPE REFERENCE GUIDE

Effective: 4/8/2022

Documents in Dropbox Non-PII Non-Financial Folder
GENERAL
Organization's Policy and Procedures (P&P) Manual
MOUs, written agreements, and/ or contracts for required program services provided
List of client/youth ID numbers that have received services through RHY-funded programs during the current project period
OUTREACH AND COMMUNITY EDUCATION
Marketing plan including agency website and/or other social media (URLs)
Written outreach plan(s)
Outreach activity schedules
Written outreach materials, including PSAs or videos
INDIVIDUAL INTAKE, SERVICES PLANNING AND YOUTH FILES
Written intake procedures
Written confidentiality policies and procedures
Parent Handbook
Youth Handbook
Sample youth file forms
Screening and assessment instruments
SAFE AND APPROPRIATE LIVING CONDITIONS:
State and local license(s) and/or certifications
Facility emergency plans
INDIVIDUAL, FAMILY, GROUP AND PEER COUNSELING
Plan for providing counseling sessions (individual, family, group, and peer)
Description of counseling approaches (evidence-informed)
SKILL BUILDING
Plan for providing life skills sessions (schedules)
Description of evidence-informed life skills education materials and/or curricula
RECREATION/LEISURE ACTIVITIES
Recreation plan/calendar of recreational events
FOLLOW UP/AFTERCARE SERVICES
Plan for providing after care services
Sample after care plan form
Plan for follow-up contacts
Sample follow-up documentation form

YOUTH OUTCOMES
Sample discharge form including verification of safe arrival
Sample aftercare survey forms used to collect information about discharged youth
STREET OUTREACH PROGRAM
Outreach routes, locations, and schedules
On-street safety protocols
Lists of community referral resources
Required, if program has a Drop-in center: <ul style="list-style-type: none"> Drop-in center schedule of operation Drop-in center safety protocols Drop-in center health and/or safety inspections
COORDINATION AND SERVICE LINKAGES
Lists of key community partners
Written coordination plans, referral service agreements, MOU's, or other linkage agreements
STAFFING AND STAFF DEVELOPMENT
Organizational chart, including all youth care staff
Staff training plan
Employee handbook
OVERVIEW OF ORGANIZATION'S STRATEGIC PLANNING
Governing body charter or bylaws
Governing body structure
Governing body orientation manual
List of members of the governing body
Governing body meeting minutes (last 3 meetings)
Organization's annual report
Organization's strategic or other long-range plan
REPORTS AND DATA COLLECTION
Program evaluation data
Statement of Confidentiality
Management reports on census data, service outputs, outcomes, number of youth served, residential and non-residential, length of stay, where youth exit after discharge

Documents in Dropbox Financial Folder
NOTE: Financial documents are reviewed only by FPO. Peer does not receive link for review.
BUDGET AND FINANCE: BUDGET, EXPENDITURE AND PAYROLL
Financial policies and procedures, which may include structure of the decision-making process, fiscal controls, segregation of duties, GAAP, Payroll policies and procedures
Most recent audit and findings correspondence

Most recent annual operating budget for RHY grant to determine that both income and expenditures are consistent and in line with the approved budget (e.g., SF-424A, SF-425)

Chart of accounts

Cost allocation plan

Time and effort form

Verification of drawdowns of Federal funds

Documents in Dropbox PII Folder

YOUTH FILES

Forms and/or documents from the files with the following information should be included. Right hand columns indicate which program types require each type of information Shaded items are required. Some items may be N/A for individual files, e.g., if no Emergency services were provided for a youth, that item would be N/A.

	SOP	BCP	TLP/MGH: TLP NOFO	MGH: 2019, 2021 MGH NOFO
Age noted with DOB	✓	✓	✓	✓
Demographics Noted	✓	✓	✓	✓
Eligibility Determined -- If Ineligible, Referral Noted	✓	✓	✓	✓
Referral Source	✓	✓	✓	✓
Presenting Issues Described	✓	✓	✓	✓
Emergency Services	✓	✓	✓	✓
Referral to Emergency Shelter	✓			
Referral for Abuse/Trafficking	✓			
Parental Notification		✓	✓	✓
Youth/Guardian Release Form		✓	✓	✓
Youth's Agreement to Participate (voluntary)	✓	✓	✓	✓
Child (of RHY in program) Birth Date				✓
Assessment	✓	✓	✓	✓
Case Plan Prepared	✓	✓	✓	✓
Service Referrals	✓	✓	✓	✓
Gateway/Emergency Services	✓	✓	✓	✓
Case Management/Counseling/Progress Notes (with entries dated)	✓	✓	✓	✓
Recreational Activities		✓	✓	✓
Skill-Building Services		Optional	✓	✓
Education Services		✓	✓	✓
Job Preparedness/Training		✓	✓	✓
Parenting Classes Noted			MGH Only	✓
Child Development Services			MGH Only	✓
Maternal Child Health Services			MGH Only	✓
Aftercare Plan		✓	✓	✓
Case Disposition/Closure/Exit Plan/Discharge Plan	✓	✓	✓	✓

Safe Arrival Verification		✓		
Service Referrals Noted	✓	✓	✓	
Follow-up after Exit, Aftercare activity	Follow-up	Aftercare	Aftercare	Aftercare
STAFF FILES (applies to all program types)				
Position Description				
Resume				
Verification of Prior Employment				
Verification of Educational Credentials				
FBI Background/Fingerprint Check as of 10/1/17				
Child Abuse Registry Check				
Sex Offender Registry Check Required as of 10/1/17				
Driving Record Checks for those transporting youth				
I-9 Form				
Statement of Confidentiality				
Training Plan (Pre-service and In-service)				
Performance Evaluation				