

OSD 2022 INSPECTION CRITERIA (SCHOOL LIAISON)

General Management

Resource Management & Administration

School Liaison Program (SLP) Oversight and Resources

Description: The School Liaison Program has the proper oversight and resources in accordance with DoD guidance.

Intent: To ensure the SLP structure is under the purview of CYP and resources are available to support the program.

COMPONENTS

Description: CYP is responsible for the oversight of the SLP

Inspection Type: On-Site

On-Site Method Guidance:

School Liaison Program: Review documentation for alignment of SLP.

Description: Transportation is authorized for SLP

Inspection Type: On-Site

On-Site Method Guidance:

School Liaison Program: Review documentation that government vehicle or reimbursement is provided for local and vicinity travel, in support of the program.

Training Personnel

SLP Training

Description: There is an orientation and annual training plan for SLP Staff.

Intent: To ensure that SLP Staff complete DoDI training requirements specified by DoD policy.

COMPONENTS

Description: SLP Staff complete orientation of the program.

Inspection Type: On-Site

On-Site Method Guidance:

Review training files of the SLP staff to validate that orientation training was completed and documented.

Description: SLP Staff complete required annual training.

Inspection Type: On-Site

On-Site Method Guidance:

Review training files of the SLP Staff to validate annual training was completed and documented.

Record Keeping

CYP Professional/Staff Documentation

Description: CYP Professional files contain the required information.

Intent: To ensure that important information on CYP Professionals is readily available for review.

COMPONENTS

Description: There is a system in place to ensure CYP Professional/Staff files contain documentation of required immunizations.

Inspection Type: On-Site, Virtual
On-Site Method Guidance: Verify there is a system in place to ensure CYP Professional/Staff files contain documentation of current immunizations or there is a medical or religious exemption documented.
Specified Volunteer Documentation
Description: Required documentation is maintained for specified volunteers.
Intent: To ensure that important information for specified volunteers is readily available for review.
COMPONENTS
Description: Specified volunteer files contain documentation of required immunizations.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the specified volunteer files. Verify the files include documentation of current immunizations or there is a medical or religious exemption documented.
Responsibilities
SL is the primary link between commanders, schools, and parents
Description: SLs are the installation subject matter experts for PreK-12 educational support of military connected students.
Intent: SL is the primary point of contact on all education related matters for military connected students and engage with commanders, schools and parents.
COMPONENTS
Description: SL has direct communication with installation commanders or communication protocols provide the SL opportunities to work directly with installation leadership.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review documentation and correspondence for established system of communication between the SL and installation commander to include but not limited to: Core program areas, allocating or the coordination of local installation resources or logistical services, legislative updates, school funding sources and improvements, trends regarding military child education and partnerships in the community.
Description: SL engages with schools
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review documentation and correspondence for an established system of communication between the SL and schools to include but not limited to: core program areas, school funding sources (Impact Aid, DoDEA grants), school based youth sponsorship, professional development for educators, transition support (Military Interstate Children's Compact Commission (MIC3) guidance, special education challenges, community engagement opportunities, homeschool support, academic planning, and post-secondary education.
Description: SL engages with families
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review documentation and correspondence for established system of communication between the SL and families to include but not limited to the following areas: Transition support, school options, support for

times of parental absence, special education, community relations, homeschool support, academic planning, and post-secondary education.
Educational Transitions
Description: The SLP supports military connected student transitions
Intent: SLs support educational transitions of military connected students and assist in facilitating solutions or situational awareness
COMPONENTS
Description: SLs support educational transition processes
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review evidence of a system to support educational transitions to include relocation due to permanent change of station, permanent change of assignment, moving on and off installation, moving between installations, deployment cycle, transitions between child care to schools and school to school. SL should be able to articulate and or provide documentation of Military Interstate Children's Compact Commission (MIC3) case work and awareness/interaction with various education models such as DoDEA Non-DoD Schools Program (NDSP), and LEA school based programming.
Stakeholder Support
Description: Build a network of synchronized support for military connected students
Intent: Ensure there are multi-tiered collaborative efforts in support of military connected students on the installation and in the community
COMPONENTS
Description: Ensure collaborative efforts and networking with internal stakeholders are in place.
Inspection Type: On-Site
On-Site Method Guidance: Review evidence showing communication with installation partners and/or programs that establish and build upon networks, partnerships, processes, and protocols in pursuit of collaborative efforts to promote consistency of support.
Description: Ensure collaborative efforts and networking with external stakeholders are in place
Inspection Type: On-Site
On-Site Method Guidance: Review evidence showing communication with local and/or State-level educators/policymakers, DoDEA, and other stakeholders that establish and build upon networks, processes, partnerships, and protocols in pursuit of collaborative efforts.
Facilities, Health, Safety, and Risk Management
Background Checks
CYP Staff Background Checks
Description: Background checks for CYP Staff are completed and documentation maintained by the program.
Intent: To ensure that individuals working in programs have been properly vetted.
COMPONENTS

Description: A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all CYP Staff.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Verify that CYP Staff have a current Basic Criminal History and Statement of Admission, DD Form 2981, on file.
Description: A system is in place to follow up with the office of responsibility on any background check submissions that have not been completed.
Inspection Type: On-Site
On-Site Method Guidance: Review the documentation to identify background checks that have not been completed. Ask the Director the process for following up with the responsible office. Follow-up actions and the reason for any delays and corrective actions are documented, as applicable.
School Liaison Program Staff Background Checks
Description: Background checks for SLP Staff are completed and documentation maintained by the program.
Intent: To ensure that individuals working in programs have been properly vetted.
COMPONENTS
Description: A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all SLP Staff.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Verify that SLP Staff have a current Basic Criminal History and Statement of Admission, DD Form 2981, on file.
Description: A system is in place to follow up with the office of responsibility on any background check submissions that have not been completed.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the documentation to identify background checks that have not been completed. Ask the Director the process for following up with the responsible office. Follow-up actions and the reason for any delays and corrective actions are documented, as applicable.
Oversight and Inspection
Required Inspections
Description: The installation meets the requirements of Public Law 104-106 governing the number and types of required inspections.
Intent: To ensure continuous oversight and program improvement.
COMPONENTS
Description: Findings identified during the Higher HQ inspection remain corrected.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the most recent DoD Higher HQ inspection report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.

Required Inspections - SLP
Description: The installation meets the requirements of Youth Services Policy, DoDI 6060.04 for required inspections.
Intent: To ensure continuous oversight and program improvement.
COMPONENTS
Description: SLP is inspected as part of the annual MDTI process.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the most recent MDTI report and validate that the SLP is inspected as part of the annual MDTI.
Child Abuse Prevention, Identification & Reporting
Child Abuse Identification & Reporting
Description: There are procedures for preventing and reporting child abuse and neglect.
Intent: To ensure staff, contractors, and specified volunteers understand how to identify, recognize, and report child maltreatment and neglect, and follow guidance policies.
COMPONENTS
Description: The current DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in a location where it is visible to staff and parents.
Inspection Type: On-Site
On-Site Method Guidance: Verify that the DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in a visible location and that the DoD hotline number is correct.