

# OSD 2022 INSPECTION CRITERIA (YOUTH)

## General Management

### Resource Management & Administration

#### Fee Policy

**Description:** The program has implemented the fee policy in accordance with current DoD guidance.

**Intent:** To ensure that all parents are charged in accordance with the annual DoD fee policy.

#### COMPONENTS

**Description:** Programs are offered at a free or reasonable cost.

**Inspection Type:** On-Site

#### On-Site Method Guidance:

Programs are offered at a free or reasonable cost to families. This includes sports, open rec, instructional classes, etc.

**Description:** The Youth Programs are not required to generate a profit.

**Inspection Type:** On-Site

#### On-Site Method Guidance:

Review the previous year's and current year-to-date financial statement to ensure the Youth Programs do not generate a profit.

## Certification and Accreditation

**Description:** The program meets the requirements of DoD certification and the Military Child Care Act for accreditation.

**Intent:** To ensure that Child Development Programs meet the standards of DoD and a national accrediting body.

#### COMPONENTS

**Description:** The facility/program DoD Certification to Operate is current.

**Inspection Type:** On-Site

#### On-Site Method Guidance:

Validate that a current Letter of DoD Certification is on file. Validate that the plaque is prominently displayed.

## Personnel Management

### Compensation Practices

**Description:** Staff compensation practices are in place.

**Intent:** To ensure personnel are compensated appropriately.

#### COMPONENTS

**Description:** Direct care staff are paid in accordance with the child and youth personnel pay plan.

**Inspection Type:** On-Site, Virtual

#### On-Site Method Guidance:

Review the direct care staff files. Validate that direct care staff salaries are within published ranges. Pay particular attention to staff who have achieved the target level to ensure they are paid the pay band II rate.

### Sufficient Staff

<b>Description:</b> A sufficient number of qualified staff are available to manage and operate the program.
<b>Intent:</b> To ensure enough personnel are in place and that they are qualified.
<b>COMPONENTS</b>
<b>Description:</b> There is a manager/supervisor onsite to provide oversight during the program operating hours.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review documentation (i.e., staff schedules) to ensure a manager/supervisor provides oversight during the program operating hours.
<b>Description:</b> Management oversight is provided to ensure the program has adequate staffing to operate and staffing remains consistent for children/youth and families.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review documentation (e.g., staff schedules) to verify management oversight is provided to ensure the program has adequate staffing to cover the program operating hours and to ensure the program generally maintains consistent classroom/program staffing.
<b>Description:</b> Management oversight is provided to ensure staff have opportunities to complete required training and receive coaching and professional development support from their training and curriculum specialist.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review documentation (i.e., staff schedules) to verify management oversight is provided to ensure the program has adequate staffing to provide staff opportunities to complete required training, coaching and professional development. Documentation validates that staff are provided training time during the day.
<b>Training Personnel</b>
CYP Professional Training Program
<b>Description:</b> The program is supported by personnel tasked to provide training and oversight to all CYP Professionals.
<b>Intent:</b> To ensure dedicated training personnel are available to support CYP Professionals.
<b>COMPONENTS</b>
<b>Description:</b> A Training and Curriculum (T&C) specialist is assigned to the program.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that there is a T&C specialist assigned to the program. T&C specialists may be shared within the CYP based on the size of the programs.
<b>Description:</b> The T&C specialist tracks and documents training to support DoD certification and accreditation.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> The T&C Specialist tracks and documents training to support DoD certification and accreditation. Review the training plan and other supporting documents to validate the training is recorded and tracked.
<b>Description:</b> The T&C specialist conducts formal observations of direct care staff during interactions with children/youth.

<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review documentation that the T&C specialist conducts observations of direct care staff and meets with staff to discuss observations, develop written plans for improvement, and identify training needs. Verify the T&C specialist shares the results of formal observations with the program director.
<b>Description:</b> The T&C specialist supports staff professional development and credentialing.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review documentation that the T&C Specialist supports staff development and credentialing by setting goals, providing support and coaching to assist in meeting those goals. Verify that the T&C specialist provides documentation of professional development opportunities.
<b>CYP Professional Orientation Training</b>
<b>Description:</b> There is an orientation training plan for CYP Professionals.
<b>Intent:</b> To ensure that CYP Professionals complete DoDI orientation training requirements designed to provide a foundation for caring for children.
<b>COMPONENTS</b>
<b>Description:</b> CYP Professionals complete 40 hours of orientation within the first 90 days of employment/certification.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training was completed within 90 days of employment/certification.
<b>Description:</b> CYP Professionals complete orientation training on age-appropriate guidance and discipline techniques.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training on age-appropriate guidance and discipline techniques was completed within 90 days of employment.
<b>Description:</b> CYP Professionals complete orientation training on applicable regulations, policies, and procedures.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training on applicable regulations, policies, and procedures was completed within 90 days of employment.
<b>Description:</b> CYP Professionals complete orientation training on safety and fire prevention.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training on safety and fire prevention was completed within 90 days of employment.
<b>Description:</b> CYP Professionals complete orientation training on child abuse prevention, identification, and reporting.
<b>Inspection Type:</b> On-Site, Virtual

<p><b>On-Site Method Guidance:</b> Validate that orientation training on child abuse prevention, identification, and reporting was completed within 90 days of employment.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on parent and family relations.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on parent and family relations was completed within 90 days of employment.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on health and sanitation procedures, including blood-borne pathogens, occupational health hazards, and recognizing symptoms of illness.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on health and sanitation procedures, including blood-borne pathogens, occupational health hazards, and recognizing symptoms of illness was completed within 90 days of employment.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on emergency health and safety procedures, including cardiopulmonary resuscitation (CPR) and choking.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on emergency health and safety procedures, including cardiopulmonary resuscitation (CPR) was completed within 90 days of employment.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on first aid.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on first aid was completed within 90 days of employment.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on nutrition, obesity prevention, and meal service.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on nutrition, obesity prevention, and meal service was completed within 90 days of employment.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on working with children/youth with special needs.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on working with children/youth with special needs was completed within 90 days of employment.</p>
<p><b>Description:</b> CYP Professionals complete orientation training on accountability and supervision.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on accountability and supervision was completed within 90 days of employment.</p>

<b>Description:</b> CYP Professionals complete orientation training on working with children of different ages including developmentally appropriate activities and environmental observations.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate that orientation training on developmentally appropriate activities and environmental observations was completed within 90 days of employment.
<b>Description:</b> YP Professionals complete orientation training on concussion awareness.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Validate that orientation training on concussion awareness was completed within 90 days of employment.
DoD Training Courses
<b>Description:</b> CYP Professionals complete the DoD-approved competency-based training courses.
<b>Intent:</b> To ensure that CYP Professionals complete the DoD-approved competency-based training courses linked to the DoD Child Development Program (CDP) Employee Wage Plan.
<b>COMPONENTS</b>
<b>Description:</b> CYP Professionals complete or are on track to complete the DoD-approved competency-based training courses within the DoD Component specified time frames.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate the tracking and completion of the competency-based training courses within the DoD Component specified time frames.
CYP Professional Annual Training
<b>Description:</b> There is an annual training plan for CYP Professionals.
<b>Intent:</b> Ensure that CYP Professionals complete the annual training requirements specified by DoD policy.
<b>COMPONENTS</b>
<b>Description:</b> CYP Professionals complete 24 hours of ongoing professional development annually.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that the required hours of annual training were completed.
<b>Description:</b> CYP Professionals complete annual training on child abuse prevention, identification, and reporting.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that annual training included this topic.
<b>Description:</b> CYP Professionals complete annual training on working with children with special needs.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that annual training included this topic.
<b>Description:</b> Designated CYP Professionals complete annual training on administering medication, if applicable/required.

<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that annual training included this topic, if required.
<b>Description:</b> CYP Professionals complete annual training on positive guidance and appropriate touch.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate that annual training included this topic.
<b>Description:</b> CYP Professionals maintain current certification in CPR.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate CYP Professionals maintain certification in CPR.
<b>Description:</b> CYP Professionals maintain current certification in first aid.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files to validate staff maintain certification in first aid.
<b>Description:</b> YP Professionals complete annual training on concussion awareness.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review training files to validate that annual training included this topic.
Management Staff Annual Training
<b>Description:</b> There is an annual training plan for management staff.
<b>Intent:</b> To ensure that management staff complete annual training requirements specified by DoD policy.
<b>COMPONENTS</b>
<b>Description:</b> Management Staff complete annual training on child abuse prevention, identification, and reporting.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on program administration and financial management.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on staff development and personnel management.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on the prevention of illness and injury, and promotion of health.

<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on emergency procedures and preparedness.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete the annual training on working with children with special needs.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on positive guidance and appropriate touch.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on positive youth development and youth-adult partnerships.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on youth activity programming.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on inclusion and diversity.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.
<b>Description:</b> Management staff complete annual training on concussion awareness.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review training files of management staff to validate that annual training included this topic.
<b>Food Service Staff Annual Training</b>
<b>Description:</b> There is an annual training plan for food service staff.
<b>Intent:</b> To ensure that food service staff complete the annual training requirement specified by DoD policy.
<b>COMPONENTS</b>
<b>Description:</b> Food service staff complete annual training directly related to their position.
<b>Inspection Type:</b> On-Site, Virtual

<p><b>On-Site Method Guidance:</b> Review training files of the food service staff to validate annual training was completed and documented.</p>
<p><b>Description:</b> Food service staff complete annual training on child abuse prevention, identification, and reporting.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the food service staff to validate annual training was completed and documented.</p>
<p><b>Description:</b> Food service staff complete annual training on positive guidance and appropriate touch.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the food service staff to validate annual training was completed and documented.</p>
<p>Clerical and Administrative Staff Annual Training</p>
<p><b>Description:</b> There is an annual training plan for clerical and administrative staff.</p>
<p><b>Intent:</b> To ensure that clerical and administrative staff complete the annual training requirement specified by DoD policy.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Clerical and administrative staff complete annual training directly related to their position.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the clerical and administrative staff to validate annual training was completed and documented.</p>
<p><b>Description:</b> Clerical and administrative staff complete annual training on child abuse prevention, identification, and reporting.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the clerical and administrative staff to validate annual training was completed and documented.</p>
<p><b>Description:</b> Clerical and administrative staff complete annual training on positive guidance and appropriate touch.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the clerical and administrative staff to validate annual training was completed and documented.</p>
<p>Specified Volunteer Training</p>
<p><b>Description:</b> There is a training plan for specified volunteers.</p>
<p><b>Intent:</b> To ensure that all specified volunteers complete the training requirements specified by DoD policy.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Specified volunteers complete an orientation of the program.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>



<p><b>On-Site Method Guidance:</b> Verify the orientation training include information on operational issues such as hours of operation and the volunteer's role in the program. Validate that orientation training was completed and documented.</p>
<p><b>Description:</b> Specified volunteers complete annual training on age-appropriate learning activities.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the specified volunteers to validate annual training was completed and documented.</p>
<p><b>Description:</b> Specified volunteers complete annual training on child abuse prevention, identification, and reporting.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the specified volunteers to validate annual training was completed and documented.</p>
<p><b>Description:</b> Specified volunteers complete annual training on positive guidance and appropriate touch.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the specified volunteers to validate annual training was completed and documented.</p>
<p><b>Description:</b> Specified volunteers complete annual training on youth safety and health.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the specified volunteers to validate annual training was completed and documented.</p>
<p><b>Description:</b> Specified volunteers complete annual training on fire prevention, evacuation procedures and emergency procedures.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the specified volunteers to validate annual training was completed and documented.</p>
<p><b>Description:</b> Specified volunteers complete annual training on applicable regulations and installation policies.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the specified volunteers to validate annual training was completed and documented.</p>
<p><b>Description:</b> Specified volunteers complete training on the role of the volunteer in the YP.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files of the specified volunteers to validate annual training was completed and documented.</p>
<p><b>Description:</b> Specified volunteers complete orientation training on child abuse prevention, identification, and reporting.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Validate that orientation training on child abuse prevention, identification, and reporting was completed as part of orientation training.</p>

<b>Description:</b> Specified volunteers complete orientation training on concussion awareness.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Validate that orientation training on concussion awareness was completed..
<b>Description:</b> Specified volunteers complete annual training on concussion awareness.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review training files of the specified volunteers to validate annual training was completed and documented.
<b>Contractor Training</b>
<b>Description:</b> There is a training plan for contractors.
<b>Intent:</b> To ensure that all contractors complete the training requirements specified by DoD policy.
<b>COMPONENTS</b>
<b>Description:</b> Contractors complete an orientation of the program.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.
<b>Description:</b> Contractors complete annual training in accordance with Service policies.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.
<b>Description:</b> Contractors complete orientation training on child abuse prevention, identification, and reporting.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.
<b>Description:</b> Contractors complete orientation training on concussion awareness.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.
<b>Description:</b> Contractors complete annual training on child abuse prevention, identification, and reporting.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.
<b>Description:</b> Contractors complete annual training on concussion awareness.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.
<b>Description:</b> Contractors complete annual training on age appropriate learning activities
<b>Inspection Type:</b> On-Site

<p><b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.</p>
<p><b>Description:</b> Contractors complete annual training on positive guidance and appropriate touch.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.</p>
<p><b>Description:</b> Contractors complete annual training on youth safety and health</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.</p>
<p><b>Description:</b> Contractors complete annual training on fire prevention, evacuation procedures and emergency procedures.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.</p>
<p><b>Description:</b> Contractors complete annual training on applicable regulations and installation policies.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the contractor files. Validate that the training was completed and documented.</p>
<p>Professional Development Training Courses</p>
<p><b>Description:</b> T&amp;C Specialists, Managers, and Food Service Staff complete the DoD-approved professional development training courses.</p>
<p><b>Intent:</b> To ensure T&amp;C Specialists, Managers and Food Service Staff receive comprehensive foundational and specialized training.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Food service staff complete the DoD-approved professional development training courses within the Service Component specified timelines.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files to validate the tracking and completion of the professional development training courses.</p>
<p><b>Record Keeping</b></p>
<p>Child/Youth Documentation</p>
<p><b>Description:</b> Child/youth files contain the required information.</p>
<p><b>Intent:</b> To ensure that files provide easy access to information to account for children/youth and to ensure their health and safety.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> There is a system in place to ensure information in the child/youth files is reviewed and updated annually by the parents.</p>
<p><b>Inspection Type:</b> On-Site</p>

<p><b>On-Site Method Guidance:</b> Verify there is a system in place to ensure parents review and update their child/youth's file annually.</p>
<p><b>Description:</b> There is a system in place to ensure the child/youth files contain an emergency contact.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify there is a system in place to ensure the child/youth files contain an emergency contact.</p>
<p><b>Description:</b> Emergency contact information is accessible to coaches and contractors.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify that emergency contact information is accessible to each coach and contractor. If the coach/contractor is providing service within a facility where the child/youth files reside, the coach/contractor must have access to the child/youth emergency contact information.</p>
<p>CYP Professional/Staff Documentation</p>
<p><b>Description:</b> CYP Professional files contain the required information.</p>
<p><b>Intent:</b> To ensure that important information on CYP Professionals is readily available for review.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> There is a system in place to ensure CYP Professional/Staff files contain documentation of a current health screening.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify there is a system in place to ensure CYP Professional/Staff files contain documentation of a current health screening.</p>
<p><b>Description:</b> There is a system in place to ensure CYP Professional/Staff files contain documentation of required immunizations.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> 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.</p>
<p><b>Description:</b> CYP Professional/Staff files contain documentation of the required pre-employment/certification reference checks.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the CYP Professional/staff files. Verify that required reference checks were completed prior to employment.</p>
<p><b>Description:</b> There is a system in place to ensure CYP Professional/Staff files contain documentation of education and experience requirements for the position they hold.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify there is a system in place to ensure staff files contain documentation of education and experience and it is appropriate for the staff member's assigned position.</p>

<b>Description:</b> There is a system in place to ensure Department of Motor Vehicles driving records are maintained for all staff who transport children.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify there is a system in place to ensure the files of all staff members who are authorized to transport children include a copy of their Department of Motor Vehicles driving record.
<b>Description:</b> There is a certified Youth Sports Administrator.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> At least one staff member is certified as a Youth Sports Administrator. Verify that a copy of the certification is maintained on file and that the certification is current.
Specified Volunteer Documentation
<b>Description:</b> Required documentation is maintained for specified volunteers.
<b>Intent:</b> To ensure that important information for specified volunteers is readily available for review.
<b>COMPONENTS</b>
<b>Description:</b> Specified volunteer files include documentation that required reference checks are completed.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the specified volunteers' files. Verify that required reference checks for volunteers were conducted.
<b>Description:</b> Specified volunteer files contain documentation of a volunteer agreement form.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review specified volunteer's files. Verify that a copy of the volunteer agreement form is maintained in the file.
<b>Description:</b> Specified volunteer files contain documentation of required immunizations.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the specified volunteer files. Verify the files include documentation of current immunizations or there is a medical or religious exemption documented.
<b>Description:</b> Youth Sports Coaches maintain certification by a nationally recognized youth sports organization and documentation is maintained on file.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the coaches' volunteer files. Verify that a copy of the certification is maintained on file. The certification must be current during the time of service/during the season.
<b>Description:</b> Youth Sports Coaches sign a code of ethics annually.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Validate that the youth sports coaches sign a code of ethics annually.
Contractor Documentation

<b>Description:</b> Required documentation is maintained for contractors.
<b>Intent:</b> To ensure that important information for contractors is readily available for review.
<b>COMPONENTS</b>
<b>Description:</b> A system is in place to maintain contractor records.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the contractor files to verify that there is a system to maintain records. This includes contracted camp staff.
<b>Description:</b> Instructional class contractor files include evidence of certification required for the specific class/program, if applicable.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the instructional class contractor files to verify that a certification is in place and current, if a certification is required for that specific instructional class.
<b>Facilities, Health, Safety, and Risk Management</b>
<b>Background Checks</b>
CYP Staff Background Checks
<b>Description:</b> Background checks for CYP Staff are completed and documentation maintained by the program.
<b>Intent:</b> To ensure that individuals working in programs have been properly vetted.
<b>COMPONENTS</b>
<b>Description:</b> A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all CYP Staff.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify that CYP Staff have a current Basic Criminal History and Statement of Admission, DD Form 2981, on file.
<b>Description:</b> A system is in place to follow up with the office of responsibility on any background check submissions that have not been completed.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> 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.
Contractor Background Checks
<b>Description:</b> Background checks for contractors are completed and documentation is maintained by the program.
<b>Intent:</b> To ensure that individuals working in programs have been properly vetted.
<b>COMPONENTS</b>
<b>Description:</b> A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all contractors.

<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify that contractors have a current Basic Criminal History and Statement of Admission, DD Form 2981, on file.
<b>Description:</b> A system is in place to follow up with the office of responsibility on background checks that have not been completed.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the documentation to identify background checks that have not been completed. Ask the director about 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.
<b>Specified Volunteer Background Checks</b>
<b>Description:</b> Background checks for specified volunteers are completed and documentation is maintained by the program.
<b>Intent:</b> To ensure that individuals working in programs have been properly vetted.
<b>COMPONENTS</b>
<b>Description:</b> A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all specified volunteers.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify that specified volunteers have a current the Basic Criminal History and Statement of Admission, DD Form 2981 on file.
<b>Description:</b> A system is in place to follow up with the office of responsibility on background checks that have not been completed.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> 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.
<b>Staff LOSS Procedures</b>
<b>Description:</b> Procedures are in place outlining the line-of-sight supervision (LOSS) requirements for staff.
<b>Intent:</b> To ensure that individuals working with children who do not have a completed Tier 1 Investigation work under LOSS.
<b>COMPONENTS</b>
<b>Description:</b> Staff who do not have a completed and adjudicated Tier 1 Investigation work within line-of-sight as defined by the policy clarification memo dated 28 September 2018.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify the listing of staff without a completed and adjudicated Tier 1 Investigation and observe that these staff work within line of sight as defined by the policy clarification memo dated 28 September 2018. LOSS is operationally defined as providing oversight by means of a closed circuit television system, vision panels

within interior doors and windows allowing for visual access of the occupied room, and/or utilizing management-level staff member to regularly monitor the individual while on duty.
<b>Description:</b> Staff without a completed and adjudicated Tier 1 Investigation wear identifying apparel.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify the listing of staff without a completed and adjudicated Tier 1 Investigation and ensure these staff are conspicuously identifiable by distinctive clothing or other visible markings.
Contractor and Volunteer LOSS Procedures
<b>Description:</b> Procedures are in place outlining the line-of-sight supervision (LOSS) requirements for contractors and volunteers.
<b>Intent:</b> To ensure that the LOSS requirements are implemented for all individuals who do not have a completed Tier 1 Investigation and are working with children..
<b>COMPONENTS</b>
<b>Description:</b> Contractors who do not have a completed and adjudicated Tier 1 Investigation work within line-of-sight as defined by the policy clarification memo dated 28 September 2018.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify the listing of contractors without a completed and adjudicated Tier 1 Investigation and observe that these contractors work within line of sight as defined by the policy clarification memo dated 28 September 2018. LOSS is operationally defined as providing oversight by means of a closed circuit television system, vision panels within interior doors and windows allowing for visual access of the occupied room, and/or utilizing management-level staff member to regularly monitor the individual while on duty.
<b>Description:</b> Contractors who do not have a completed and adjudicated Tier 1 Investigation wear identifying apparel.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Verify the listing of contractors without completed and adjudicated Tier 1 Investigations and ensure these contractors are conspicuously identifiable by distinctive clothing or other visible markings. LOSS is operationally defined as providing oversight by means of a closed circuit television system, vision panels within interior doors and windows allowing for visual access of the occupied room, and/or utilizing management-level staff member to regularly monitor the individual while on duty.
<b>Description:</b> Specified volunteers wear identifying apparel.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that specified volunteers are conspicuously identifiable by distinctive clothing or other visible markings.
<b>Description:</b> Specified volunteers are not left alone with children/youth
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that specified volunteers are not left alone with children/youth
Oversight and Inspection
Required Inspections



<b>Description:</b> The installation meets the requirements of Public Law 104-106 governing the number and types of required inspections.
<b>Intent:</b> To ensure continuous oversight and program improvement.
<b>COMPONENTS</b>
<b>Description:</b> Findings identified during the Higher HQ inspection remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> 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.
<b>Description:</b> Findings identified during the MDTI remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the most recent MDTI report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
<b>Description:</b> Findings identified during the comprehensive fire inspection were corrected and remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the most recent comprehensive fire inspection report and validate that deficiencies were corrected and remain corrected or there is Service extension/exception in place.
<b>Description:</b> Findings identified during the comprehensive safety inspection were correct and remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the most recent comprehensive safety inspection report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
<b>Description:</b> Findings identified during the comprehensive health and sanitation inspection were corrected and remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the most recent comprehensive health and sanitation inspection report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
<b>Description:</b> An inspection of the playground is completed by a certified playground inspector at least once a year. The installation has a certified playground inspector available to support the program.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the documentation maintained on playground inspections. Certified Playground Safety Inspector (CPSI) OR National Program for Playground Safety (NPPS) certification is required to be held by the playground inspector.
<b>Description:</b> Findings identified during annual playground inspection were corrected and remain corrected.
<b>Inspection Type:</b> On-Site, Virtual

<p><b>On-Site Method Guidance:</b> Review documentation and note whether corrective actions were corrected and remain corrected. Verify during exterior facility inspection.</p>
<p><b>Fire and Safety</b></p>
<p>Safety and Emergency Management</p>
<p><b>Description:</b> The program establishes policies and procedures to ensure fire safety and emergency management.</p>
<p><b>Intent:</b> To ensure that fire safety and emergency management procedures are in place, thereby reducing the risk of accidents and injuries.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> First aid supplies are readily available.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify that there is a first aid kit in a central location containing required items. Verify that a first aid kit containing required items is accessible to each coach/contractor at practices, games and classes. If the coach/contractor is providing service within a facility where a first aid kit is available, the coach/contractor must have access to the first aid kit rather than maintaining a separate first aid kit.</p>
<p><b>Description:</b> The program maintains documentation that the vehicles used in transporting children/youth are inspected before use.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review documentation evidence that vehicles used to transport children/youth are inspected before use.</p>
<p>Safe Environments</p>
<p><b>Description:</b> Daily indoor/outdoor checks are conducted to ensure facilities are safe and free of hazards prior to children's/youth's arrival.</p>
<p><b>Intent:</b> To ensure safety procedures are in place, thereby reducing the risk of accidents and injuries.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> The indoor common areas are free of fire hazards.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review daily inspection reports to verify that all areas of the indoors are inspected daily prior to children/youth's arrival. Ensure the indoor space is free of fire hazards.</p>
<p><b>Description:</b> The indoor common areas are free of safety hazards.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review daily inspection reports to verify that all areas of the indoors are inspected daily prior to children/youth's arrival. Ensure the indoor space is free of safety hazards.</p>
<p><b>Description:</b> The outdoor areas are free of fire hazards.</p>
<p><b>Inspection Type:</b> On-Site</p>

<p><b>On-Site Method Guidance:</b> Review daily inspection reports to verify that all outdoor areas are inspected daily prior to children/youth's arrival. Ensure the outdoor space is free of fire hazards.</p>
<p><b>Description:</b> The outdoor areas are free of safety hazards.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review daily inspection reports to verify that all outdoor areas are inspected daily prior to children/youth's arrival. Ensure the outdoor space is free of safety hazards.</p>
<p><b>Description:</b> A process is in place to report hazards and track hazards until they are remedied.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the system for reporting hazards and deficiencies. Spot check hazards and deficiencies noted on daily inspection checklist against this system to verify that reports are made, tracked and issues remedied.</p>
<p><b>Description:</b> The indoor activity areas are free of fire hazards.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review daily inspection reports to verify that all indoor activity areas are inspected daily prior to children/youth's arrival. Ensure the indoor activity areas are free of fire hazards.</p>
<p><b>Description:</b> The indoor activity areas are free of safety hazards.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review daily inspection reports to verify that all indoor activity areas are inspected daily prior to children/youth's arrival. Ensure the indoor activity are free of safety hazards.</p>
<p>Facility/Home and Outdoor Areas well maintained</p>
<p><b>Description:</b> The facility/home and outdoor areas are well maintained.</p>
<p><b>Intent:</b> To ensure the facilities/home and outdoor areas are maintained well to reduce the risks of accidents and injuries and protect assets.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> The indoor area is well maintained.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe the indoor area to verify that it is well maintained.</p>
<p><b>Description:</b> The outdoor area is well maintained,</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe the outdoor area to verify that it is well maintained</p>
<p><b>Description:</b> Maintenance issues are reported and tracked.</p>
<p><b>Inspection Type:</b> On-Site</p>

<p><b>On-Site Method Guidance:</b> Review the system for reporting maintenance issues. Spot check maintenance issues against this system to verify that reports are made, tracked and issues remedied.</p>
<p><b>Description:</b> Activity Areas Well Maintained</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe the activity areas to verify that they are well maintained.</p>
<p>Sports League Safety/Instructional Class Safety</p>
<p><b>Description:</b> The program establishes policies and procedures to ensure sports fields, facilities and environments are free from hazards.</p>
<p><b>Intent:</b> To ensure that safety procedures are in place, thereby reducing the risk of accidents and injuries.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Equipment and facilities used for league sports and instructional classes are well maintained.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe that equipment and facilities are well maintained.</p>
<p><b>Description:</b> Equipment and materials are age appropriate.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe that materials and equipment are appropriately sized for the age and skill levels of children/youth using them.</p>
<p><b>Description:</b> Equipment designed to reduce the injury of participants is used and inspected for each sport/instructional class, if applicable.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Where applicable, the program follows recommendations from the National Alliance for Youth Sports (NAYS), or other nationally recognized organizations and uses equipment appropriately to reduce injuries in include concussions. There is a system in place to inspect the sports equipment and the process meets industry standards.</p>
<p><b>Description:</b> Preseason safety inspections of fields and courts are conducted.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review inspection reports to verify that preseason safety inspections of fields and courts are conducted.</p>
<p><b>Description:</b> Findings identified during the preseason inspection are corrected and remain corrected.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review documentation and note whether corrective actions were corrected and remain corrected. Verify during inspection of the fields and courts.</p>
<p>Fire Prevention</p>
<p><b>Description:</b> Fire safety prevention measures are in place.</p>
<p><b>Intent:</b> To ensure that fire safety prevention measures are in place to protect children and staff.</p>

## COMPONENTS

**Description:** Monthly fire inspection is conducted by a fire protection specialist or an individual trained by the Subject Matter Expert (SME).

**Inspection Type:** On-Site, Virtual

**On-Site Method Guidance:**

Review program documentation for the past 12 months to verify that monthly fire inspections are conducted by a fire protection specialist or an individual trained by the Subject Matter Expert (SME) and granted the authority to conduct the inspection.

**Description:** Deficiencies noted during monthly fire inspections were corrected and remain corrected.

**Inspection Type:** On-Site, Virtual

**On-Site Method Guidance:**

Review program documentation for the past 12 months to verify that deficiencies noted during monthly fire inspections were corrected and remain corrected or a service-specific extension/exception is in place.

**Description:** Primary and secondary evacuation routes are posted in indoor areas

**Inspection Type:** On-Site

**On-Site Method Guidance:**

Observe in all rooms, common areas, public areas, training rooms, and offices and verify that primary and secondary evacuation routes are posted.

**Description:** Primary and secondary evacuation routes are posted in the kitchen.

**Inspection Type:** On-Site

**On-Site Method Guidance:**

Observe that a primary and secondary evacuation route are posted in the kitchen.

### Emergency Evacuation Drills

**Description:** Emergency evacuation drills are conducted.

**Intent:** To ensure emergency evacuation procedures are practiced and followed.

## COMPONENTS

**Description:** Monthly fire evacuation drill is conducted by a fire protection specialist or an individual trained by the Subject Matter Expert (SME).

**Inspection Type:** On-Site, Virtual

**On-Site Method Guidance:**

Review program documentation for the past 12 months to verify that monthly fire evacuation drills are conducted by a fire protection specialist or an individual trained by the Subject Matter Expert (SME) and granted the authority to conduct the drill.

**Description:** Deficiencies noted during monthly fire drill were corrected and remain corrected.

**Inspection Type:** On-Site

**On-Site Method Guidance:**

Review program documentation for the past 12 months to verify that deficiencies noted during monthly fire drills were corrected and remain corrected or a service-specific extension/exception is in place.

**Description:** Evacuation drills are conducted monthly at different times of the day or evening when children/youth are in care.

**Inspection Type:** On-Site

<p><b>On-Site Method Guidance:</b> Review documentation to validate monthly drills are conducted at different times of the day/evening/month when children/youth are in care.</p>
<p><b>Description:</b> All persons evacuate safely during fire drills.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Ensure either by observing a drill or reviewing monthly fire drill reports that the fire protection specialist verifies that all persons evacuate safely during a fire drill.</p>
<p><b>Description:</b> The program has a system in place to account for all children/youth during fire drills.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify staff have a system in place for accounting for the children in care when the facility is evacuated. Review fire drill reports to verify that all occupants were accounted for during the most recent drill.</p>
<p><b>Inclusion</b></p>
<p>Inclusion Procedures for Children with Special Needs</p>
<p><b>Description:</b> Guidance and operating procedures are practiced to provide services to children/youth with special needs.</p>
<p><b>Intent:</b> To support the inclusion and participation of children/youth with and without disabilities in the child and youth programs.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Information and training about a child's/youth's special needs are shared with CYP Professionals and others who provide direct care to the child/youth.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify that CYP Professionals were trained on the special needs of any child/youth in their direct care.</p>
<p><b>Nutrition &amp; Food Service</b></p>
<p>USDA Procedures</p>
<p><b>Description:</b> The food program is administered in accordance with U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and DoD requirements.</p>
<p><b>Intent:</b> To ensure that nutritious meals and snacks are provided.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Core or cyclical menus are posted.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe that menus are posted.</p>
<p><b>Description:</b> Drinking water is readily available at all times.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe that children/youth have water available throughout the day, including on playgrounds and during field trips.</p>

<b>Dietary Accommodations</b>
<b>Description:</b> Processes and procedures are in place to address food allergies and substitutions.
<b>Intent:</b> To ensure that the program makes dietary accommodations to address the individual needs of children/youth.
<b>COMPONENTS</b>
<b>Description:</b> Children's/youth's food allergies and dietary restrictions are posted where meals and snacks are served/consumed.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Compare the list of children/youth with special dietary needs with the information posted where meals and snacks are served/consumed.
<b>Description:</b> Substitutions and restrictions noted on the allergy/food substitutions list are followed.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe mealtimes/snacks with children/youth with dietary restrictions to ensure substitutions are provided and restrictions are followed. Substitutions and restrictions must also be followed when cooking activities are conducted.
<b>Description:</b> Children's/Youth's food allergies and restrictions and the required substitutions and accommodations are posted in the kitchen/food preparation area.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Compare the list of children/youth with special dietary needs with the information posted in the kitchen/food preparation area and ensure that substitutions/allowed foods are noted.
<b>Description:</b> Medical dietary accommodations are based on written documentation from a licensed health care provider.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Validate that there is written documentation from a medical professional on file for medically-based food accommodations.
<b>Facility Standards</b>
<b>Indoor Environment Space</b>
<b>Description:</b> The indoor environment meets space and operational requirements.
<b>Intent:</b> To ensure that the indoor facility is designed to support program operations.
<b>COMPONENTS</b>
<b>Description:</b> Bathrooms and hand-washing sinks are easily accessible and appropriately sized.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Ensure that toilets and sinks are appropriately sized or safely adapted for the children present (e.g., a step stool is provided).
<b>Description:</b> Systems that support and maintain facility temperature and humidity levels are in working order.

<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Request a current list of outstanding facility maintenance issues with HVAC system. Rooms/program space are maintained at a comfortable temperature. Make note during inspection if any areas are overly hot or cold. If so, ask Director if this is an isolated or ongoing problem.
<b>Description:</b> There is adequate indoor storage space.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Ensure that program materials are stored in an accessible location and materials are easily retrieved. There is enough storage that the rooms are not cluttered.
<b>Description:</b> Communication systems are functioning properly.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review outstanding facility maintenance issues that impact communications (e.g., telephones, intercoms). Observe staff using these systems to see if they are functioning properly. Also observe other methods staff use to communicate, such as walkie-talkies, to ensure they are functioning.
<b>Description:</b> If there is a CCTV system, the system is functioning properly.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> If there is a CCTV system, observe the system to ensure the CCTV system is functioning properly.
<b>Indoor Environment Supports Staff</b>
<b>Description:</b> The indoor environment supports the needs of staff.
<b>Intent:</b> To ensure that space is available for staff breaks, planning, and training.
<b>COMPONENTS</b>
<b>Description:</b> An adult restroom is available.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify at least one adult restroom is available in the facility or there is a system in place to ensure adults do not use the restroom at the same time as children/youth.
<b>Description:</b> There is a planning and training area.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify that there is dedicated space away from children for staff to plan and train. The dedicated space may be at another facility in close proximity and/or when children/youth are not present.
<b>Description:</b> A staff break area is available.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify that there is a dedicated space for staff to take breaks. The dedicated space may be at another facility in close proximity and/or when children/youth are not present.
<b>Outdoor Environment Space</b>
<b>Description:</b> The outdoor environment has adequate space and meets operational requirements.



<b>Intent:</b> To ensure that outdoor areas are age appropriate and are safe for use by children and youth.
<b>COMPONENTS</b>
<b>Description:</b> All areas in the outdoor play area allow for visual supervision.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that the outdoor environment is designed to allow for clear, visual supervision.
<b>Description:</b> Outdoor storage space is available.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that outdoor equipment and program materials are stored in an easily accessible location that protects materials from weather conditions. If the outdoor environment is separated from the facility, there is a means to bring materials and equipment outdoors.
<b>Description:</b> Outdoor play areas/environments are accessible from the facility or located near the facility.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify that outdoor play areas/environments are directly accessible from the facility or located near the facility and are accessible via a route free from hazards.
Facility Access
<b>Description:</b> Access to the facility is controlled.
<b>Intent:</b> To ensure the facility design limits accessibility to authorized individuals.
<b>COMPONENTS</b>
<b>Description:</b> The facility has a single centrally controlled entry point to ensure that only authorized persons have access to the facility.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Ensure that the program has a single, central entry point to the facility and that there is system in place to monitor access to the facility (e.g., staff, CCTV). Observe to validate that only authorized people have access to the facility.
<b>Description:</b> Visitors are required to sign in and out of the facility/home.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe the front desk staff during various times of the day. Verify that the front desk staff require visitors to sign in and out of the facility. Review the visitor sign/in and sign/out log to verify it is being used. Visitors must sign in/out when children/youth are present.
<b>Description:</b> All visitors are required to wear a visitor's badge.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe the front desk staff during various times of the day to verify that the front desk staff require visitors to wear a visitor's badge.
Facility Child Abuse Prevention Measures

<b>Description:</b> The facility is designed to minimize the risk of child abuse.
<b>Intent:</b> To ensure the facility design supports the prevention of child abuse.
<b>COMPONENTS</b>
<b>Description:</b> Activity rooms/areas permit visibility of children/youth.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe the environment to ensure there is visibility of the entire activity room/areas. Ensure there are no blind spots. Convex mirrors may be used to increase visibility, but mirrors do not replace staff supervision. Check to ensure mirrors are mounted and positioned to clearly see areas of the room where vision is impeded.
<b>Description:</b> It is possible to see into each activity room/space through a window or vision panel at all times.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that there is clear visible access into the spaces and that windows/vision panels are clear of obstructions.
<b>Description:</b> Procedures are in place to allow visibility or limit access to indoor closets and storerooms.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that lights are on in any unlocked storage area.
<b>Description:</b> Rooms/spaces are not completely darkened when children/youth are present.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that rooms/spaces have lighting that allows visibility across the room and/or on CCTV. Natural lighting from windows is an acceptable source.
<b>Description:</b> Adults and teens do not use the restroom at the same time as children/youth.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify a system is in place to ensure that adults and teens do not use the restrooms at the same time as children/youth.
<b>Health &amp; Sanitation (Facility)</b>
Food Service Health and Sanitation Standards
<b>Description:</b> The program establishes policies and procedures that ensure food preparation and storage areas are kept clean and sanitary.
<b>Intent:</b> To ensure food consumed by children is safe.
<b>COMPONENTS</b>
<b>Description:</b> Documentation is available indicating that local kitchen/food preparation area inspections are conducted monthly.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the past 12 months of health and sanitation inspections.

<b>Description:</b> Deficiencies identified during the local kitchen/food preparation area inspections are corrected and remain corrected.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the past 12 months of health and sanitation inspections. Verify that the deficiencies were corrected.
<b>Description:</b> The kitchen/food preparation area is clean and sanitary.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe the overall kitchen/food preparation areas for cleanliness and sanitation, including appliances and food prep areas. Ensure there is no evidence of rodents or insects.
<b>Description:</b> Food is stored and served in a safe and sanitary manner.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Ensure food is stored in a sanitary manner. Inspect dry food storage areas, refrigerators, and freezers for general sanitation (no spills/food debris/dirt), and adherence to safe food handling and storage practices (food appropriately dated, not expired, sealed containers). Observe food being delivered to the activity rooms in preparation for serving. Ensure that food is covered as it is delivered to the classroom and is maintained at the proper temperature (hot foods hot/cold foods cold). When meals are provided by parents, food storage and handling procedures comply with policies that are consistent with USDA guidelines and health regulations.
Facility Health and Sanitation Hazards
<b>Description:</b> The program establishes policies and procedures that ensure the facility is kept clean and sanitary.
<b>Intent:</b> To ensure that custodial practices are sanitary, thereby reducing the spread of disease.
<b>COMPONENTS</b>
<b>Description:</b> Custodial support is provided in accordance with the Service specific requirements to ensure the facility is clean and sanitary.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review the custodial frequency guidelines to ensure custodial support is provided in accordance with the Service specific requirements.
<b>Description:</b> The facility/home is clean and sanitary.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe the overall facility for cleanliness and sanitation. Ensure that there is no evidence of rodents or insects.
Hand Washing Procedures
<b>Description:</b> Hand washing procedures are established and followed.
<b>Intent:</b> To ensure that hand-washing procedures are in place and are followed, thereby reducing the spread of disease.
<b>COMPONENTS</b>
<b>Description:</b> Hand washing procedures are posted at all sinks tin common areas.

<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that hand washing procedures are posted at all sinks in common areas.
<b>Description:</b> Liquid soap and disposable towels are available at all sinks in common areas.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that soap and disposable towels are available at all sinks in common areas.
<b>Description:</b> CYP Professionals follow appropriate hand washing procedures.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe CYP Professionals while they are washing their hands to verify that correct hand washing steps are followed.
<b>Description:</b> Food service staff follow appropriate hand washing procedures.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe food service staff while they are washing their hands to verify that correct hand washing steps are followed.
<b>Description:</b> Hand washing procedures are posted at all sinks in the kitchen.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that hand washing procedures are posted at all sinks in the kitchen.
<b>Description:</b> Liquid soap and disposable towels are available at all sinks in the kitchen.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that soap and disposable towels are available at all sinks in the kitchen.
<b>Medication Administration and Storage</b>
<b>Description:</b> Procedures to administer and store medication are established and followed.
<b>Intent:</b> To ensure that policies and procedures are in place and are followed to ensure that medication is properly administered and stored.
<b>COMPONENTS</b>
<b>Description:</b> A staff member trained to administer medications is on duty during the hours of operation.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify that there is a staff member on site during the hours of operation who is trained to administer medication. Review the work schedules to ensure that a staff member is available at all times to administer medications.
<b>Description:</b> A Medical Authorization Form is on file for each medication administered.
<b>Inspection Type:</b> On-Site

<p><b>On-Site Method Guidance:</b> Review a listing of children/youth who receive medication and match them to the Medical Authorization Form on file.</p>
<p><b>Description:</b> Medication is maintained in the original container, properly labeled, and current.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe that all medication is maintained in the original container and properly labeled. Observe that the medication prescriptions are current.</p>
<p><b>Description:</b> Medications are properly stored.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe that medications are safely stored in accordance with the prescription and easily accessible by staff/inaccessible by children/youth. Medicines that require refrigeration are stored in a designated refrigerated-area. Rescue medication are stored IAW the Service policy. If medication is in a locked area, individuals authorized to administer medication should have quick and easy access. Medication is inaccessible to school-age children/youth unless they are approved to self-medicate.</p>
<p><b>Description:</b> Staff document the administration of medications.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review staff documentation of medication administration.</p>
<p><b>Description:</b> Individuals know and understand the medical conditions of the children/youth in their care requiring rescue medications.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Ask the staff, coaches, and contract instructors to identify the children in their care who have medical concerns and what medications and responses are required.</p>
<p><b>Description:</b> Emergency action plans are in place for the specific medical conditions of children/youth in the program.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review a list of all children/youth with allergies and/or potentially life-threatening conditions. Ask the program to identify the Emergency Action Plans in place for children/youth with specific medical conditions. Ask the program to discuss the system that is in place to ensure that the list of children/youth with allergies and chronic health conditions remain up to date. Verify that the information in the child/youth files matches the information on the list.</p>
<p>Equipment Cleaning and Sanitation</p>
<p><b>Description:</b> Procedures to clean and sanitize equipment and materials are established.</p>
<p><b>Intent:</b> To ensure that the environment minimizes the risk of communicable disease transmission.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Solutions for cleaning, sanitizing and disinfecting are prepared, labeled, and stored according to Service specific policy.</p>
<p><b>Inspection Type:</b> On-Site</p>

<p><b>On-Site Method Guidance:</b> Observe bottles of cleaning, sanitizing and disinfecting solutions. Bottles should be labeled with contents and dated.</p>
<p><b>Description:</b> Solutions for cleaning, sanitizing and disinfecting the kitchen are prepared, labeled, and stored according to Service specific policy.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe bottles of cleaning, sanitizing and disinfecting solutions. Bottles should be labeled with contents and dated.</p>
<p><b>Child Abuse Prevention, Identification &amp; Reporting</b></p>
<p>Child Abuse Identification &amp; Reporting</p>
<p><b>Description:</b> There are procedures for preventing and reporting child abuse and neglect.</p>
<p><b>Intent:</b> To ensure staff, contractors, and specified volunteers understand how to identify, recognize, and report child maltreatment and neglect, and follow guidance policies.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> The current DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in a location where it is visible to staff and parents.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> 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.</p>
<p><b>Description:</b> Individuals do not use corporal punishment or other negative discipline methods.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe staff, contractors and volunteers to ensure corporal or demeaning punishment methods are not used.</p>
<p><b>Supervision of Children/Youth</b></p>
<p>Child/Youth Supervision</p>
<p><b>Description:</b> The program has a system in place to ensure all children/youth are supervised.</p>
<p><b>Intent:</b> To ensure the proper supervision of all children/youth in care.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Personal electronic devices are not used when supervising children/youth.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe and verify that staff are not using personal electronic devices while caring for children/youth. Staff are attentive and focused on all children/youth and activities.</p>
<p><b>Description:</b> Staff/Providers actively supervise activity areas for which they are responsible.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe staff when they are with youth, both indoors and outdoors, to ensure they are actively monitoring the youth in their care by repositioning themselves as necessary.</p>

<b>Description:</b> At least two adults are present in the facility when youth are present.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that two adults are present in the facility when youth are present. In youth facilities, one of the two adults must be a paid staff member. The other adult may be staff, specified volunteers, parents, and contractors.
<b>Accountability for Children</b>
Child Accountability
<b>Description:</b> A system is in place to account for children in care.
<b>Intent:</b> To ensure proper accountability for all children in care.
<b>COMPONENTS</b>
<b>Description:</b> Systems are in place to account for children/youth during transitions and emergencies.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Ensure that there is a process in place for supervision and accountability during field trips, excursions within walking distance of the program, transitions in the daily schedule, transitions to another classroom, and during emergency situations
<b>Description:</b> Practices are in place to ensure that children/youth are not left unattended in vehicles.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review program policies to ensure an accountability process is in place so children/youth are not left unattended in vehicles when transported by the program.
Sign In/Out Systems
<b>Description:</b> Sign In/Out systems are in place to account for children/youth and staff.
<b>Intent:</b> To ensure proper accountability for all children in care.
<b>COMPONENTS</b>
<b>Description:</b> Staff sign in and out of the facility.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe throughout the day to ensure staff are signing in and out of the facility.
<b>Description:</b> Youth sign in and out of the program.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe youth signing in/out of the program. Observe that a system is in place to facilitate youth signing in/out of the program.
Staff to Child/Youth Ratios/Group Sizes
<b>Description:</b> Staff to Child/Youth ratios are maintained.
<b>Intent:</b> To ensure proper accountability for all children in care.
<b>COMPONENTS</b>

<b>Description:</b> Staff to child/youth ratios are maintained.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe to ensure that the ratios are not exceeded. Ratios must be maintained indoors and outdoors.
<b>Description:</b> Group sizes are maintained.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that appropriate group sizes are not exceeded. Maximum group size may be modified based on the activity.
<b>Description:</b> Volunteers and persons under 18 years of age are not counted in ratios.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that volunteers and persons under 18 years of age are not counted in ratios.
<b>Description:</b> Staff to child/youth ratios are maintained.
<b>Inspection Type:</b> Virtual
<b>On-Site Method Guidance:</b> Observe to ensure that the ratios are not exceeded. Ratios must be maintained indoors and outdoors.
<b>Description:</b> Group sizes are maintained.
<b>Inspection Type:</b> Virtual
<b>On-Site Method Guidance:</b> Observe that appropriate group sizes are not exceeded.
<b>Child/Youth Release Procedures</b>
<b>Description:</b> Systems are in place to release children/youth to authorized adults.
<b>Intent:</b> To ensure proper accountability for all children in care.
<b>COMPONENTS</b>
<b>Description:</b> Children/youth are only released to their parents, guardians, or individuals authorized in writing.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe the front desk area when children/youth are going home. Verify that a process is in place to ensure that only authorized individuals are allowed to pick up children/youth. There must be a process in place for notifying the responsible staff that it has been verified that the person is authorized to pick up the child.
<b>Description:</b> Children/Youth may self-release for a specific activity if signed permission is given by the parent.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Validate that self-release procedures are consistent with the installation home alone policy or self-care policy.
<b>Programming</b>
<b>Communication with Families</b>



<b>Parent Communication and Interactions</b>
<b>Description:</b> The program/staff/providers communicates with parents and makes them feel welcomed.
<b>Intent:</b> To ensure that processes and procedures are clearly defined so that parents have access to their children at all times and communication with parents is two-way and ongoing.
<b>COMPONENTS</b>
<b>Description:</b> Parents are informed about accidents and incidents.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review information and documentation provided to parents. Verify parents are informed about accidents and incidents.
<b>Parent Involvement</b>
<b>Description:</b> The program has a Parent Participation Program (PPP).
<b>Intent:</b> To meet the requirements of Public Law 104-106 regarding parent participation. The program encourages opportunities for parent involvement.
<b>COMPONENTS</b>
<b>Description:</b> Parent Board meeting minutes are shared with all parents.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe that the Parent Board minutes are posted or placed in a location conspicuous to all parents. The minutes may also be electronically shared with parents.
<b>Description:</b> Parents are provided information on participation opportunities.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Look for flyers, newsletters, group e-mail and other correspondence documenting how opportunities are shared with parents.
<b>Positive Youth Development</b>
<b>Promoting Physical and Psychological Safety</b>
<b>Description:</b> YP Professionals promote a safe environment that provides opportunities for youth to explore their world and develop skills as well as explore their individual identities.
<b>Intent:</b> To ensure YP Professionals provide a psychologically and physically safe haven for youth.
<b>COMPONENTS</b>
<b>Description:</b> YP Professionals encourage positive social interactions.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Observe YP Professionals/youth interactions during routines and activities. YP Professionals encourage positive social interactions by modeling respect for youth and guests, establish a culture of inclusion, address behavior via one-on-one conversations versus public reprimands, and recognize/acknowledge positive social interactions. YP Professionals identify behaviors such as teasing, bullying, harassment and relationship aggression and offer alternative models for positive social interactions.
<b>Description:</b> The screen based media is used appropriately to protect youth.

<b>Inspection Type:</b> On-Site
<p><b>On-Site Method Guidance:</b> Verify that media is reviewed by the program prior to use. Review media that is present in the program and/or listed on the activity plan, to ensure it is age appropriate for the ages present. Verify that content filtering software is loaded on computers used by the youth. Internet usage is monitored for age appropriate content. Internet availability supports use of youth's personal internet devices.</p>
<b>YP Professionals Promote Supportive Relationships</b>
<p><b>Description:</b> YP Professionals promote positive, supportive relationships with youth. Positive relationships with caring adults can support the development of resilience and self-esteem in youth.</p>
<p><b>Intent:</b> To promote positive, supportive relationships with youth and provide emotional support for youth.</p>
<b>COMPONENTS</b>
<p><b>Description:</b> YP Professionals develop and model effective communication skills with youth-including active listening, reflection, focus and empathy.</p>
<b>Inspection Type:</b> On-Site
<p><b>On-Site Method Guidance:</b> Observe YP Professionals communicating with youth during routines and activities. YP Professionals demonstrate and model effective communication skills with youth including, but not limited to: active listening, reflective listening, and a positive focus. YP Professionals actively listen to youth (e.g. put the youth's thoughts first instead of dismissing what the youth said or interrupting youth). YP Professionals generally focus on what was right/positive with the youth's behavior or conversation being held instead of what was wrong/negative with the youth's behavior or conversation.</p>
<p><b>Description:</b> YP Professionals facilitate and allow for informal socialization and relationship development between adults and youth.</p>
<b>Inspection Type:</b> On-Site
<p><b>On-Site Method Guidance:</b> YP Professionals and youth interacting during routines and activities. YP Professionals facilitate and allow informal socialization and relationship development with youth. YP Professionals spend time engaging in conversation with youth rather than other YP Professionals. YP Professionals utilize conversations to provide information/connections/opportunities rather than solely providing directions/rules. YP Professionals encourage youth to engage in conversation with other youth.</p>
<p><b>Description:</b> YP Professionals are responsive to the needs and interests of youth.</p>
<b>Inspection Type:</b> On-Site
<p><b>On-Site Method Guidance:</b> Observe YP Professionals interacting with youth during routines and activities. YP Professionals approach youth in different ways respecting youth's needs and interests (e.g. allowing youth to develop independence and a sense of self). YP Professionals respond with information that youth may not be aware of or need assistance accessing. YP Professionals respect youth's independence and allow youth to choose (or not to choose) to participate in scheduled activities. YP Professionals respect youths need for alone time/space (e.g. working on a project, decompress, already engaged in an activity). YP Professionals allow youth to do for themselves and access information independently.</p>
<p><b>Description:</b> YP Professionals are consistent in their interactions with youth.</p>
<b>Inspection Type:</b> On-Site

<p><b>On-Site Method Guidance:</b> Observe YP Professionals interacting with youth during routines and activities. YP Professionals are consistent in communicating their expectations and follow through with their commitments.</p>
<p><b>Description:</b> YP Professionals demonstrate responsive interactions with fellow YP Professionals.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe YP Professional interactions with one another. In interactions with one another, YP Professionals use tone, words and body language that lack anger or frustration; their facial expression and body language is calm, they ask for information and share information about youth and families.</p>
<p>YP Professionals Provide Opportunities to Belong</p>
<p><b>Description:</b> Youth are valued regardless of gender, ethnicity, sexual orientation, or abilities such that everyone feels welcomed and engaged. Providing opportunities to create a sense of belonging can foster positive identity formation and improve self-esteem.</p>
<p><b>Intent:</b> To create a sense of belonging, foster positive identity formation and improve self-esteem.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Youth provide input into the planning and execution of the program.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify that a system is in place for youth to provide input into the planning and implementation of the program. Ask program staff how youth are provided opportunities to provide input into the planning and implementation of the program.</p>
<p><b>Description:</b> Youth are aware of programs and activities that are offered and available to them.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify that a system is in place to inform youth of programs and activities. Ask program staff how youth are informed about programs and activities that are available to them.</p>
<p><b>Description:</b> Youth are given opportunities to evaluate the program and activities.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Verify there is a system in place to actively engage youth in the evaluation process. Youth evaluations can be collected verbally, in writing or through technology. Youth are provided opportunities to be heard and their opinions valued.</p>
<p>YP Professionals Promote Positive Social Norms</p>
<p><b>Description:</b> YP Professionals promote positive social norms and positive behaviors. Attaining positive social norms assists in gaining the competencies needed to become self-sufficient and civically engaged, and become healthy adults with positive social relationships.</p>
<p><b>Intent:</b> To expose youth to the expectations that promote positive values, behaviors, beliefs and attitudes.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> YP professionals create an environment which promotes positive social norms.</p>
<p><b>Inspection Type:</b> On-Site</p>

<p><b>On-Site Method Guidance:</b> YP professionals provide opportunities for youth to: collaborate including listening to different opinions and allowing youth to express themselves in an accepting environment; participate in service learning; develop a sense of community; connect with people and places that broaden their world and to inspire youth to see possibilities for the future.</p>
<p>Appropriate Structure</p>
<p><b>Description:</b> YP Professionals provide appropriate structure to engage youth in learning new skills, promote personal growth, and keep youth interested in the programs. An appropriate structure provides predictability and clear expectations.</p>
<p><b>Intent:</b> To ensure the program structure provides continuity and predictability, clear boundaries and consistent rules and expectations.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> YP Professionals implement appropriate behavior management systems.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe YP Professionals interacting with youth during routines and activities. YP Professionals set appropriate limits to help youth control their own impulses and behaviors. YP Professionals set expectations that are realistic for the age and developmental level of youth. YP Professionals are specific about what behavior is expected for different activities and/or procedures, post rules and consequences for youth to see, include an immediate response to misbehavior, include positive and negative consequences for appropriate and inappropriate behavior, respectively. YP Professionals respond to both positive behaviors as well as negative behaviors. YP Professionals encourage youth to resolve their own conflicts in a safe and appropriate manner (e.g. YP Professionals serve as a facilitator, if needed). YP Professionals model appropriate behavior and set good examples. Adults serve as positive role models, modeling appropriate language, behavior, and actions.</p>
<p><b>Description:</b> Environments have sufficient space for all planned activities and programs.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Observe throughout the program. There is enough space so activities do not interfere with each other and youth are not crowded. Environments are intentionally arranged to minimize disruptions and interferences and meet program needs. Movement from one area to another does not interfere with existing activities.</p>
<p><b>Description:</b> Separate program areas for older and younger participants are provided or the schedule allows times for different age groups to use program areas.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the schedule and/or observe the environment. The use of the program space is balanced to ensure equal access/the needs of youth are met.</p>
<p>YP Professionals Promote Efficacy and Mattering</p>
<p><b>Description:</b> YP professionals promote a culture that supports efficacy and mattering which allows youth to develop a greater sense of caring and respect for others; a sense of their connectedness to the larger world around them; decrease risk behaviors; develop enhanced self-esteem, self-worth, and responsibility for themselves and their community; and gain new cognitive skills that increase their confidence.</p>
<p><b>Intent:</b> To ensure youth develop a positive self-identity such that they believe they have the ability to make an impact-for themselves and for the larger environment around them.</p>

**COMPONENTS**

**Description:** YP Professionals support youth empowerment.

**Inspection Type:** On-Site

**On-Site Method Guidance:**  
Observe YP Professionals interacting with youth during routines and activities. YP Professionals provide rich opportunities that encourage youth efficacy and empowerment-allowing youth to experience leadership roles, assume responsibility, and develop problem-solving skills. YP Professionals provide opportunities for youth to make their own choices, take on responsibility (e.g. allow youth to experience leadership roles, assume responsibility), take on healthy risks (e.g. publicly speak, being a youth sponsor, performing arts, adventure activities), and provide opportunities for youth to make a difference in their community.

**Description:** The environment reflects the work and interests of youth.

**Inspection Type:** On-Site

**On-Site Method Guidance:**  
Observe throughout the program. Environments are designed based on youth input. Ensure environments have a clear function and reflect the work and interests of youth currently enrolled in the program. Youth art/projects/accolades must be professionally/respectfully displayed. Displays must be kept up-to-date. Youth provide input into supplies and equipment purchases.

**Description:** There is a recognition program that provides informal and formal recognition of youth for their participation, accomplishments, achievements, and for positive activities on the installation and within the community.

**Inspection Type:** On-Site

**On-Site Method Guidance:**  
Validate that the program recognizes youth informally and formally.

**Opportunities for Skill Building**

**Description:** YP Professionals provide opportunities for youth to build on skills. Acquiring new skills improves youths' cognitive abilities and enhances their intellectual, social and emotional development which contributes to a successful transition to adulthood

**Intent:** To provide opportunities for youth to learn, practice and demonstrate skills.

**COMPONENTS**

**Description:** Activities are planned/conducted to support the core areas including: Leadership and Service Programs, Education and Science, Technology, Engineering and Math Programs, Health and Wellness Programs, the Arts (Digital, Fine, Applied, and Performing) Programs, and Sports and Recreation Programs. Activities are adapted according to the ages of youth. Staff use different teaching methods to support youth's individual learning styles.

**Inspection Type:** On-Site

**On-Site Method Guidance:**  
Observe activities if in progress and/or review documentation.

**Description:** A variety of indoor/outdoor materials, equipment, and supplies are available to support the program and are accessible to youth.

**Inspection Type:** On-Site

**On-Site Method Guidance:**  
Observe that a variety of age appropriate materials, supplies and equipment are available and sufficient for the number of youth. Materials, equipment, and supplies are easily accessible and can be returned without

staff assistance. Programs may establish a controlled usage system. Materials are complete and in good repair.
<b>Description:</b> Internet access, computers and software are available for youth.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify internet access is available by logging into the screen-based media. Observe that there are sufficient computers and they are maintained and in working order. Computers are capable of running current software and support digital technology programs such as but not limited to music, art, video, gaming, etc.
<b>Integration of Family, School, and Community Efforts</b>
<b>Description:</b> YP Professionals integrate youth programs into the larger environment (family, school and community) in which youth are involved. Establishing integration and connections between youths' family, school and community environment enhances positive youth development efforts.
<b>Intent:</b> To integrate youth programs into the larger environment (family, school and community) in which youth are involved.
<b>COMPONENTS</b>
<b>Description:</b> Parents are welcomed in the program and encouraged to participate.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Interview director and validate through observation and written policies that parents are welcome at all times. Staff are welcoming and provide opportunities for parents to be involved in the program.
<b>Description:</b> Parents are provided with information on policies and procedures, the program philosophy, program offerings and policy changes.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review information and documentation provided to parents. Verify information on policies and procedures, the program philosophy, program offerings and policy changes is provided to parents. Review documentation such as newsletters and posted information to see how information is disseminated to parents. Ask how families receive updates.
<b>Description:</b> The program recognizes individuals who volunteer and contribute to the Youth Programs.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify the program recognizes volunteers.
<b>Description:</b> A parent orientation is offered for each sport.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review evidence that parents are offered an orientation for each sport.
<b>Description:</b> Parents, whose youth participate in sports, are required to sign a code of ethics annually.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Validate that parents of youth participating in youth sports sign a code of ethics annually.
<b>Youth Sports and Fitness Program</b>

<p>Youth Sports and Fitness Program</p>
<p><b>Description:</b> The installation youth sports and fitness program follows standards as outlined by a nationally recognized youth sports organization.</p>
<p><b>Intent:</b> To ensure the standards for sports and fitness are consistent with the national standards.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> The youth sports and fitness program follows standards as outlined by a nationally recognized youth sports organization.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review documentation.</p>
<p><b>Instructional Classes</b></p>
<p>Instructional Programs</p>
<p><b>Description:</b> The program offers developmentally appropriate instructional programs with clearly-defined goals.</p>
<p><b>Intent:</b> To ensure the standards for instructional classes are age appropriate.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> The youth program offers instructional classes that are age appropriate.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review documentation such as curricula or a program synopsis. Observe class, if possible.</p>