

The graphic features a white background with a diagonal split. The upper-left portion is a solid orange triangle. The lower-right portion is a blue area with a fine grid pattern. The text 'FACILITY INSPECTION' is written in a bold, blue, sans-serif font, slanted upwards from left to right, crossing the diagonal boundary.

# **FACILITY INSPECTION**

# ARRIVAL AND SETTLING

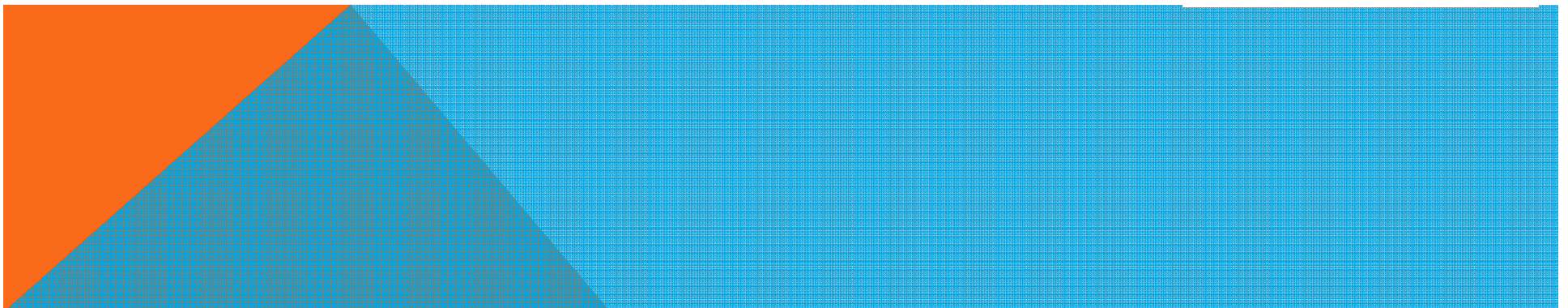
**Team arrives at approximately 9:00**

**2015: 3-4 Auditors**

**2016: 4-5 Auditors**

**Assist Auditors in gaining access to either the standards folders or onto the flash drive if electronic files**

**Access to outlets for computers**



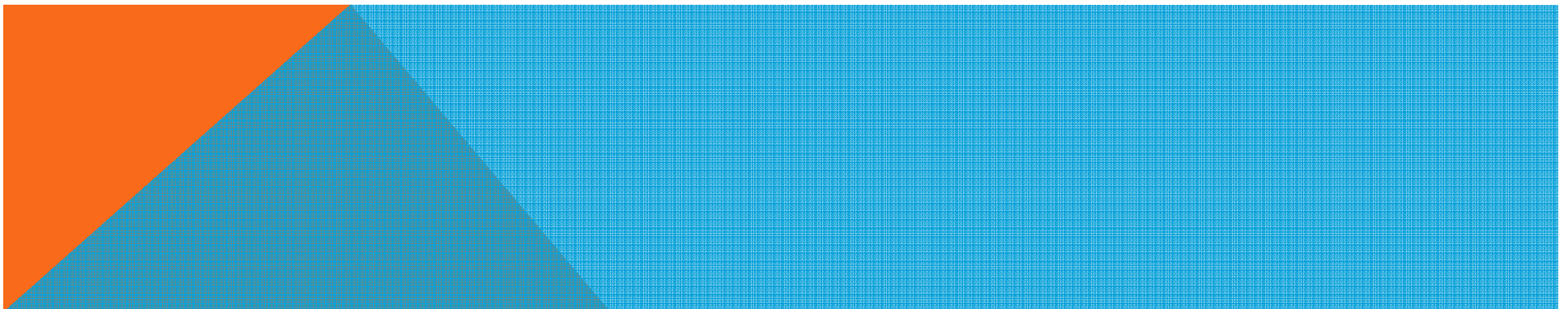
# OPENING SESSION/ENTRANCE INTERVIEW

**Facility Director introduces to the Auditors:**

- Compliance Manager
- Key administrative staff

**Facility Director or Compliance Manager presents and reviews content of Welcome Packet, highlighting information Auditors may need to know before touring the facility and reviewing the standards files.**

**Describe any other Operations that function out of the same location (ex. Day Reporting, Shelter Care, Probation)**

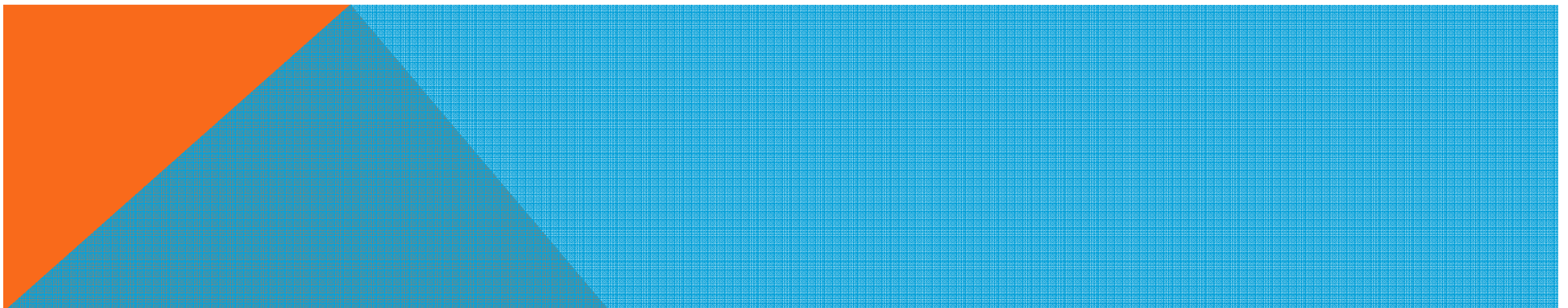


# FACILITY TOUR

**Entire audit team will be given a brief tour to orient them to the facility prior to review of the standards folders (recommend starting with intake area)**

**A more comprehensive facility inspection will occur by specific auditors throughout the course of the audit**

**If possible, have a few staff available to escort auditors in the event different areas need to be observed or for staff/student interview**



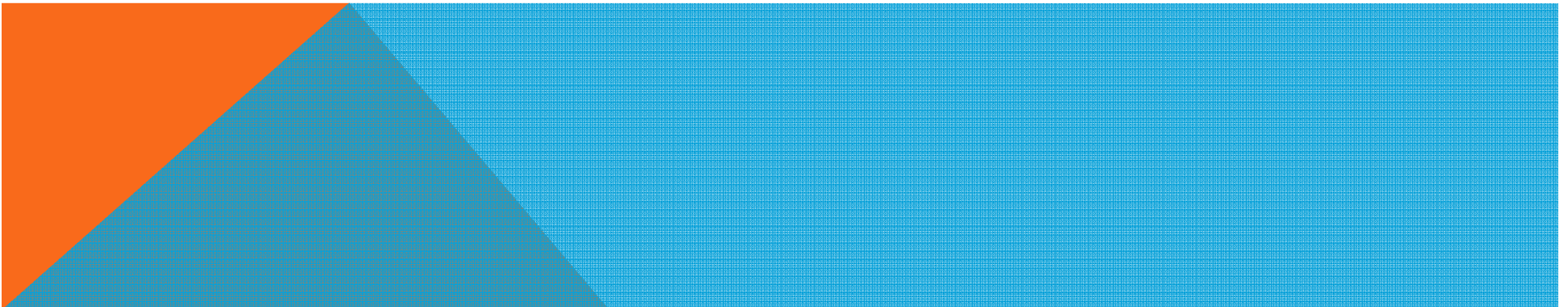
# **STANDARDS FOLDER REVIEW**

**The Standards Folder Review should occur in a private meeting space.**

**Auditors should have easy access to the Compliance Manager.**

**The facility should have extension cords available if presenting electronic files.**

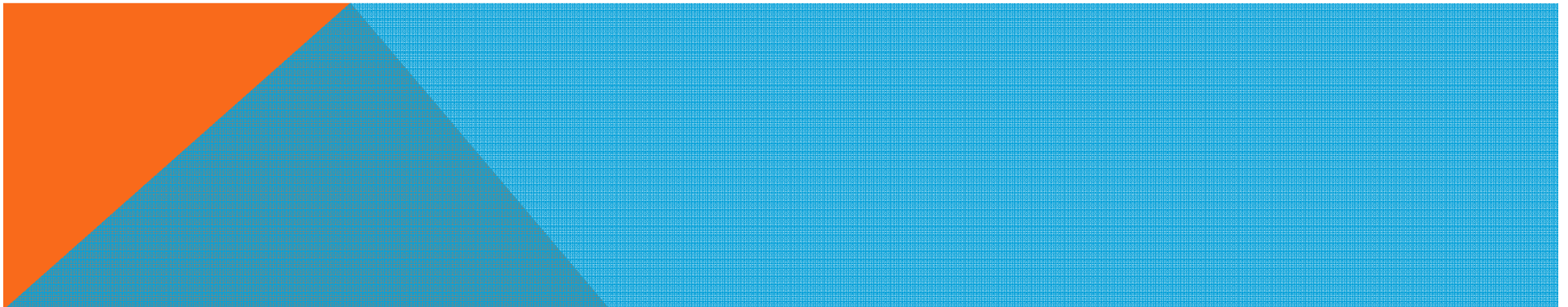
**The Compliance Manager should have access to key staff who can respond to questions and issues with the standards files and immediately assist with corrections, especially related to the Mandatory Standards.**



# **STAFF AND STUDENT INTERVIEWS**

**Auditors will separately tour units of the facility and talk with juveniles and staff.**

**Auditors should be provided a private area to speak to juveniles one-on-one.**



# **CLOSING SESSION/EXIT INTERVIEW**

**The audit team will conduct an Exit Interview at the conclusion of the standard document review, tours, and interviews.**

**A final score will not be presented at this time to allow the facility time to provide missing documentation showing the facility's compliance.**

**However, the facility will have a general idea of its status at the exit interview.**

