

ALABAMA DEPARTMENT OF HUMAN RESOURCES

**Initial Registration Checklist
Alabama Youth Residential Facility Abuse Prevention Act**

Commencing on January 1, 2018, the State of Alabama Department of Human Resources shall register any religious, faith-based, or church non-profit, other non-profit, or for profit affiliated youth residential facility, youth social rehabilitation facility, community treatment facility for youths, youth transitional care facility, long term youth residential facility, private alternative boarding school, private alternative outdoor program, and any organization entrusted with the residential care of children in any organizational form or combination, whenever children are housed at the facility or location of the program for a period of more than 24 hours. Any institution, facility, or program subject to this act, operating prior to January 1, 2018 and thereafter.

Type of Facility (Check one)

<input type="checkbox"/> Youth Residential Facility	<input type="checkbox"/> Community Treatment Facility for Youths
<input type="checkbox"/> Private Alternative Boarding School	<input type="checkbox"/> Private Alternative Outdoor Program
<input type="checkbox"/> Youth Social Rehabilitation Facility	<input type="checkbox"/> Youth Transitional Care Facility
<input type="checkbox"/> Long Term Youth Residential Facility	
<input type="checkbox"/> Other (Any organization entrusted with the residential care of children in any organizational form or combination.)	
<input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Both	<input type="checkbox"/> Age Range of the Children:

Contact Person and Phone Number:

Address:

Signature:

Date:

Description of Facility

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A building in which to house your program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Be owned and operated on a for-profit or non-profit basis. (page 3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. A written statement of compliance with applicable zoning requirements. (pages 8-9)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A current Health Department inspection report with no violations cited on your facility. If there are violations, you must submit proof that all violations have been corrected. (pages 5, 9)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. A current fire inspection report with no violations cited on your facility. (page 6)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Maintain a smoke free environment in all buildings on the facility, institution, or program premises and in all vehicles used to transport children. (page 6)

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Program/Service Requirements			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Admit only children 12 years of age and under the age of 18 years. (pages 1-3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Does the Executive Directive meet qualifications? (page 12) The Executive Director must have a baccalaureate degree from a college or university accredited by one of the six regional accrediting associations of the United States.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Child care staff has a minimum of a high school diploma or a GED certificate. (page 3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. The minimum age of a child care staff is 21 years old. (page 3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. All specialists used by the facility shall be qualified and/or licensed in their respective fields. (page 4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Ensure that all individuals providing mental health or behavioral-based services to youth at the facility are licensed or certified by the appropriate agency, department, or accrediting body, as specified by this rule. (page 4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Offer 24-hour, non-medical care and supervision to youth who are voluntarily admitted by a parent or legal guardian, or referred by a court. (page 3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Agency developed specific grievance policies and procedures for implementation. (pages 7, 8)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Ensure that each child is provided with three nutritious meals daily, either at the institution, facility, program operations site itself, or in the community, including: meats or meat substitutes, vegetables, milk, fruit, cereal, bread, and dessert. (page 5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Special dietary needs shall be provided as recommended by a licensed physician. When special dietary needs are identified, professional consultation shall be requested and modifications made as needed. (page 5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Have a ratio of one child care worker to every four youths. (page 3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Ensure that every child is afforded the opportunity to participate freely in religious activities and or services in accordance with his or her own faith or with that of his or her parents. (page 5)

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Are children required to be housed or contained at your facility for a period of more than 24 hours to provide counseling, therapeutic, disciplinary, or educational services when long-term on site residency of children are required? (pages 1- 3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Are you registered to do business in the state of Alabama?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Maintain a bond or liability insurance of no less than five hundred thousand dollars (\$500,000) per incident and show proof of the current status of the policy or bond prior to registration by the department. (page 5)
Comments:			