2015 LIST OF MATERIALS NEEDED FOR INSPECTIONS
YOUTH PROGRAMS

The following documentation will be reviewed to determine compliance with inspection criteria.

A. The following items should be maintained in an Inspection Box (or binder) and available when the inspection team arrives on site:	
# *Ensure the inspection box or binder is standardized and organized according to the listing below. Only include documentation from the previous 12 months unless otherwise indicated below.*	
1. Floor plan with room names and ages served	
2. Comprehensive Fire Inspection, CNICCYP 1700/27, for prior year	
3. Monthly Fire/Safety Inspection documentation for prior year	
4. Monthly Fire drills documentation for prior year	
5. Comprehensive Safety Inspection, CNICCYP 1700/27A, for prior year	
6. Comprehensive Health/Sanitation Inspection, CNICCYP 1700/28, for prior year	
7. Monthly Health/Sanitation Inspection documentation for prior year	
8. Documentation of the annual MDTI with CO or designee signature with corrective actions	
9. Local CYP Fee letter notifying parents of current year's fee rates	
10. CYP Professional Handbook	
11. CYP Standardized Parent Handbook (including local information)	
12. Listing of all CYP staff with the following information for each: position, status (FT/PT/FLEX)	
13. Staff schedule for past month including planning time and Lead schedules	
14. PIB meeting minutes with documentation of CO review	
15. Parent Participation Plan	
16. List of youth who have been disenrolled from the program	
17. List of youth who have been suspended for more than 24 hours	
18. IAT minutes with documentation of CO review for past 12 months	
19. Self-care policy	
20. List of all youth requiring medication and the name of the medication for each program. (e.g. SAC, Teen, etc.)	
21. A current list of youth with allergies and/or potentially life threatening conditions for each program. (e.g. SAC, Teen, etc.)	
22. Current month's menus	
23. Daily indoor/outdoor checklists, CNICCYP 1700/30, for the past 3 months.	
24. A list of CYP professionals who are designated to administer medication	
25. Past three months of documentation that youth provide input into the development and implementation of program policies, monthly activities and environments	
26. Documentation that the program is involved quarterly in on/off-base community events.	
27. Last three months of evidence to substantiate Youth and Teens are recognized for their positive accomplishments	
28. Documentation of an established Youth Sponsorship Program	
29. Documentation of a 4-H community club (charter, officers, minutes, etc.)	
30. Last three months of SAC Program calendars	
31. Last three months of Teen Program calendars	
32. Documentation of YSF program parent orientations to include the following: PAYS training, volunteer opportunities, safety issues, proper conduct for parents and athletes,	

	parent participation, and the Navy YSF Parent Fact Sheet. (YSF)	
33.	Documentation of YSF program pre-season safety inspections for each field, facility, or area and repairs (if necessary) are made prior to activity. (YSF)	
34.	List of CYP Professionals authorized to transport youth	
35.	Documentation of vehicle maintenance checks for past 12 months	
B.	**The following documents are to be made available in a central location when the inspection team arrives:**	
36.	Standard Operating Procedures (SOPs) – Topics to be reviewed: Inclusion, Child Abuse Reporting Requirements, Child Release Procedures, Facility Access Control, Background Checks, Medication Administration, Accident Reporting, MAC Plan, Transporting Children	
37.	DD2652s or Fee Calculation Worksheets	
38.	Hourly Care Available Space Tool	
39.	Hourly Care Program Reservations Log	
40.	CYP Medication Administration Logs, CNICCYP 1700/21	
41.	Emergency information for each youth in a portable file	
42.	Facility Maintenance Log	
43.	Documentation for each vehicle	
44.	Last three months of SAC Program YP Activity Plan and After Action, CNICCYP 1700/44, and support documentation	
45.	Last three months of Teen Program YP Activity Plan and After Action, CNICCYP 1700/44, and support documentation	
46.	Documentation of Teen Employment Program	
47.	Documentation and other evidence showing the implementation of the BGCA Military Youth of the Year program.	
48.	Documentation of a continuous (year-round) gardening program.	
49.	Documentation of participation in the America's Kids Run	
50.	Documentation of implementation in the NAYS Start Smart Program	
51	Documentation of YSF programs with activity plans for the following: Baseball, Basketball, Cheerleading, Flag Football, Soccer, Softball and two locally selected sports. (Ages 5-12 and 13-18) (YSF)	
C.	**Inspectors will review the following information in CYMS: (CYMS reports may need to be run locally for inspectors upon arrival to the program)**	
52.	Youths' Files - Current Registration Form - Two emergency contacts	
53.	YSF Youth Files - Current Registration Form - Two emergency contacts	
54.	Staff Files Staff Personnel and Training Files - Date of Hire - Job Series and Title - Military Affiliation - Background Checks (Local or Base Check, SARP, FAP/FAR, CNACI, Local National Check) - Statement of Admissions - References - Annual health screening - Influenza vaccine	

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	• CPR and First Aid Certificates • Food Handler's certification for Food Service employees • Education Verification • Orientation Training • Annual Training • Completed Modules	
55.	Volunteer Files • Military Affiliation • Background Checks (Local or Base Check, SARP, FAP/FAR, CNACI) (Youth Sports Coaches information will be pulled from NAYS Chapter) • Volunteer Agreement Form • Training	
D. The following information will be reviewed with the T&C:		
56.	Annual Training Plan and related documentation to meet required annual training requirements (e.g., annual/monthly training calendars, listing of monthly trainings, staff sign-in sheets, etc.)	

Materials Needed List Instructions

A: Items listed in Section A should be maintained in the inspection box (or binder) and be ready for inspection at all times.

How to set up and maintain an Inspection box:

- Obtain a portable file box that supports hanging file folders. The pictures below are examples.
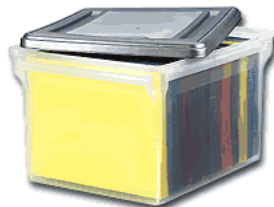
- Obtain hanging file folders with tabs. The pictures below are examples.

- Number tabs according to the Materials Needed List for your specific program. (E.g. 1, 2, 3, etc.)
- File documentation corresponding to the number on the Materials Needed List for your program.
- If any of the items on the list do not apply to your program, file an 8 ½" x 11" sheet of paper that states the item does not apply. Include the item number and title. Also explain why it does not apply. The pictures below are examples of how this should be accomplished.
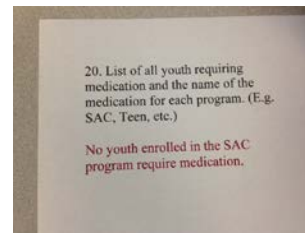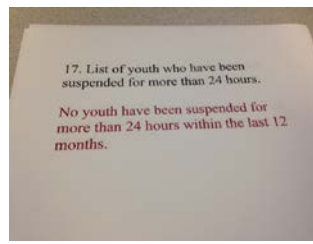
- Ensure the most current documentation is filed in front.
- Update your documentation box on a regular basis or any time there are changes. One option is to go through your documentation box every Friday afternoon to ensure everything is current.

B: Items listed in Section B should be provided to the inspectors upon their arrival. These items are not required to be maintained in the documentation box. Ensure the manager on duty is aware of the location of all inspectable items. These items must be organized and easily accessible.

- For #36, the individual SOPs must be tabbed with the standardized short title listed above. This will ensure that the inspectors review the most current SOP.

C: The inspection team will run CYMS reports for the items in Section C when they arrive on site.

D: The inspector responsible for reviewing programming will set up a time to meet with the T&C to review these items. The items listed must be organized and readily accessible.