

Policy and Procedures

UTAH YOUTH VILLAGE POLICIES AND PROCEDURES MANUAL

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Utah Youth Village Policies and Procedures Manual

I. INTRODUCTION

A. MISSION STATEMENT

The mission of Utah Youth Village is to change and improve the lives of troubled, ungovernable, abused or neglected girls and boys, without regard to their race, color, national origin or religious preference and to establish and aid all those who would join in this endeavor.

To that end, it is necessary for the Utah Youth Village Board of Trustees, staff, and administration to work effectively, as a team. An important aspect of this teamwork is the skill, knowledge, and dedication of the staff. It is recognized that stimulating employment experiences, harmonious working relationships, and proper working conditions are the basis of hiring and retaining a well-functioning staff.

The policies and procedures, contained herein, provide a general guide of the actions to be taken and steps to follow to accomplish a specific activity or to discharge a specific responsibility.

It is imperative that EVERY member possess and practice the attitudes, understanding, health, and skills necessary to help the children develop wholesomely and happily through their living experiences and participation in the treatment programs of Utah Youth Village.

It is expected that employees of Utah Youth Village will have the following attributes:

1. Knowledge and willingness to put into practice the aims and goals of the agency for each individual child.
2. Devoted interest in and respect for youth as well as enjoyment in working with youth and adults.

3. A respect for and acceptance of children and parents of all religious, cultural and/or ethnic backgrounds.
4. Dedication, discipline, flexibility, patience, and behavioral appropriateness.
5. Good emotional and mental health.
6. Knowledge of self limits and abilities with a willingness to ask for and accept help from the proper personnel.
7. Interest in and a continued willingness to participate in activities leading to professional growth.

Adopted February 17, 1987
Amended June 23, 1995

B. HISTORY OF UTAH YOUTH VILLAGE

Utah Girls' Village was founded in 1969 to prevent juvenile delinquency and establish residential treatment facilities for seriously troubled girls in Utah. At that time there were many programs for boys, but none for girls. Lila Bjorklund brought together a volunteer Board of Trustees of outstanding, dedicated community leaders to organize and support the concept of building a home for girls. Land, materials, equipment and money were donated by many wonderful people and a home was completed in 1975, a second home in 1982 and a third home was purchased near Pleasant Grove in 1987. In 1989, a boys home was purchased in Sandy, Utah. The Village's name was changed to Utah Youth Village at the end of 1989 due to the addition of boys to the Village's program.

C. ORGANIZATION

Utah Youth Village is a non-profit charitable corporation, incorporated in the State of Utah. The Village is operated by a Board of Trustees which meets quarterly and actively oversees the affairs of the Village. The Executive Committee meets before the general board meetings.

Amended April 16, 2009

D. PURPOSE, METHODS AND GOALS

Utah Youth Village was created as a community and state resource. As such, it has served youth of all races, religions and creeds. Girls and boys are placed in the Village by the Utah Division of Family Services, the Utah Division of Youth Corrections, other states or privately.

The cornerstone of the Village's treatment philosophy is the traditional view of the value of the family. The family is seen as the basic ingredient both of our society and of the emotional well-being of the young girls and boys whom we serve. The primary goal of treatment is to restore healthy parent-child relationships whenever feasible.

In 1980, the "Teaching-Family Model" was introduced into the treatment and care of the youth at the Village. The Teaching-Family Model was developed through a great deal of research by the University of Kansas to provide effective residential treatment. The Teaching-Family Model differs from traditional group home care in that all of the treatment to the youth is provided by the group home parents, whom we call Family Teachers. The Family Teachers are intensely trained and closely supervised. Over time they develop remarkable parenting skills. Their work as Family Teachers is the only job for both husband and wife. This structure reflects that of a normal family where the treatment (parenting) comes from the youth's parents, not necessarily from outside professionals. The treatment is provided in a family-style environment. To the extent possible, the Family Teachers attempt to create a family environment. They model and teach appropriate family roles.

The Village has seen remarkable progress in the lives of the girls and boys referred to it. Our underlying philosophies, together with well-researched components of the Teaching-Family Model, have resulted in a program which can consistently and predictably change the behaviors of troubled teenage youth.

II. POLICIES AND PROCEDURES

A. EMPLOYMENT

A.1. UNDERSTANDING EMPLOYMENT AT UTAH YOUTH VILLAGE

Each employee of Utah Youth Village will sign the following statement:
I, acknowledge that I have received a copy of the Policies and Procedures of Utah Youth Village.

- I accept responsibility for coming to an understanding of the policies and raising questions about any policies that I don't understand.
- I agree to abide by all of the provisions of this Policy and Procedure Manual, including those items that are included by reference and the items in the Appendix, including those items that may from time to time be changed or amended by the Board of Trustees.

- I acknowledge that the Board of Trustees may from time to time, in its discretion, amend these policies and procedures and that I will be bound by these amendments.
- I understand that Utah Youth Village is prepared to answer any questions I may have about the policies.
- I agree and understand that I serve at the pleasure of the Board of Trustees which means that I am an "at-will" employee such that I can be terminated for cause, no cause, or for no reason at all.
- I understand that only the Board of Trustees of Utah Youth Village has the power or authority to change the at-will nature of my employment at Utah Youth Village. In other words, no matter what a supervisor or officer of the Village might say, the Board of Trustees can terminate me with or without cause unless the Board of Trustees offers to me a separate working agreement.
- I understand that no such separate working agreements have been offered by the Board of Trustees.

Signature _____ Date _____

Approved June 23, 1995
Amended April 16, 2009

A.2. AUTHORITY TO OFFER EMPLOYMENT

No offer of employment may be made for any position until the proposed employee and position have been specifically approved by the Program Director or Executive Director. New employees must meet with the Program Director or Executive Director at their earliest convenience.

Adopted approximately 1984
Amended June 21, 1991
Amended April 16, 2009

A.3. HIRING REFERENCE CHECK

When considering a potential employee for employment, all of the references provided by the employee shall be called. A minimum of three references shall be contacted before an employee can be hired.

Amended May 25, 1995
Amended April 16, 2009

A.4. ADVERTISING EMPLOYMENT OPPORTUNITIES

Employment openings will be advertised for the purpose of attracting the most qualified person for the position. Advertising will be done in a way appropriate to making the availability of the position as widely known as possible among reasonably potential applicants.

Adopted approximately 1984

Amended June 23, 1995

A.5. EQUAL OPPORTUNITY

Utah Youth Village is fully committed to policies of equal opportunity and nondiscrimination. Accordingly, Utah Youth Village shall not commit any form of unlawful discrimination, unlawful harassment or unlawful prejudicial treatment of an individual on the basis of race, religion, national origin, color, sex, age, disability, or protected activity under anti-discrimination statutes. Utah Youth Village shall comply with State and Federal laws regarding discrimination.

Any allegation of unlawful discrimination, unlawful harassment or unlawful prejudicial treatment shall be investigated by the Executive Director or his/her designee. Any employee who becomes aware of circumstances that may constitute unlawful discrimination, unlawful harassment or unlawful prejudicial treatment of an individual or becomes aware of an allegation that the Village or its employees have committed an unlawful discrimination, unlawful harassment or unlawful prejudicial treatment of an individual, shall immediately notify the Executive Director.

Factual information regarding a claim of unlawful discrimination, unlawful harassment or unlawful prejudicial treatment shall be treated confidentially and shared with other employees or individuals on a "need to know" basis or as might otherwise be necessary to protect the lawful interests of Utah Youth Village, its employees or clients.

Adopted approximately 1984

Amended February 2003

Amended April 16, 2009

A.6. RESIGNATION OF EMPLOYMENT

1. Family Teachers are expected to provide thirty (30) days written notice of resignation.
2. Teaching-Family site administrators such as the Executive Director, Program Director, Director of Training, Director of Evaluation, Division Directors, Trainers, Evaluators and Consultants are expected to provide sixty (60) days of written notice.
3. Other employees are expected to provide thirty (30) days written notice of resignation.
4. Accrued sick leave and vacation will not be compensated for any reason.
5. Employees who resign without providing Utah Youth Village appropriate notice may seriously damage the Village by impairing its capability to care for youth, by causing the Village to breach its contracts, or by impairing the Village's ability to receive income. Utah Youth Village reserves the right to withhold and keep any pending payments to an employee, as compensation for damage that occurs if an employee resigns without providing adequate notice.

Adopted February 17, 1987
Amended September 21, 1987
Amended May 25, 1995
Amended April 16, 2009

A.7. TERMINATION OF EMPLOYMENT

An employee choosing to terminate employment with Utah Youth Village will give his/her notice of termination in writing to the Executive Director subject to the requirements of these Policies and Procedures.

All employees serve at the pleasure of the Board of Trustees and, as such, are subject to termination with or without cause.

The following are examples, though not an exhaustive list, of reasons for immediate dismissal for cause based on the reasonable perceptions of an employee's supervisor(s):

1. Incompetence or inefficiency in the performance of duty.
2. Carelessness or negligence in the performance of duty.
3. Use of inappropriate, unwarranted or excessive force in the treatment of residents, fellow employees, or other persons.
4. A chronic physical or mental ailment or defect that materially interferes with the proper performance of duties for which it would be unreasonable for the Village to make reasonable accommodation.

5. Negligent or willful conduct which causes damage to property or results in waste of Utah Youth Village supplies.
6. A willful or careless false statement or report. Conduct which could bring public disrepute to the Utah Youth Village organization, its residents, its employees, or others who contract with the organization.
7. Refusal to completely and pleasantly implement feedback or instructions from a supervisor.
8. Failure to effectively meet the needs and demands of an employee's consumers and /or supervisors.
9. Abuse of prescription drugs or use of controlled substances.
10. Propagation or participation in physical or emotional abuse in the workplace.
11. Failure to adhere to reasonable safety precautions and requirements as set forth in licensing standards, contract stipulations or Utah Youth Village Policy and Procedures.
12. Any other conduct that puts at risk the safety of children, the Village's reputation or financial welfare.
13. Theft
14. Repeated use of abusive language
15. Being under the influence of illegal drugs, misused prescription drugs or alcohol during work hours
16. Sexual harassment
17. Failure to implement safety rules and regulations
18. Insubordination
19. Disclosure of company secrets
20. Unauthorized expenditures

Adopted February 17, 1987
Amended December 20, 1988
Amended December 2, 1991
Amended May 25, 1995
Amended September 25, 1996
Amended April 16, 2009

A.8 SEVERANCE PAY AND RETIREMENT

Utah Youth Village does not provide severance pay. The Village does, however, provide a retirement plan for all full-time employees. The Village's retirement plans, as amended, are hereby adopted as policies and procedures and are incorporated herein by reference.

Adopted approximately 1984
Amended September 26, 1989
Amended April 16, 2009

A.9. GRIEVANCE PROCEDURE FOR EMPLOYEES

A grievance is defined as any condition of employment that the employee thinks or feels is unjust or inequitable. An employee may submit grievances in the following sequence:

1. A grievance must be first reviewed and discussed thoroughly with the employee's immediate supervisor. If a satisfactory resolution cannot be obtained from the supervisor, the employee can file a formal grievance.
 - a. A formal grievance must be submitted within five (5) work days of the decision of the employee's immediate supervisor, in writing, to the Executive Director. The Executive Director should make every effort to resolve the grievance as soon as possible. The Executive Director's decision is final and binding. The grievance shall be written in the following manner
 - b. Full name of grievant
 - c. Date, time and place initial grievance took place
 - d. Working conditions
 - e. Policy or procedure in dispute, if any
 - f. Specific nature of grievance
 - g. Reason grievance not reconciled

Adopted February 17, 1987
Amended December 20, 1988
Amended June 23, 1995

A.10. SALARIES

Salaries are reviewed at the end of each fiscal year for all employees in relation to merit evaluations. All salary increases shall be determined by the Board of Trustees.

Adopted February 17, 1987
Amended April 12, 1988
Amended December 20, 1988
Amended April 29, 1991
Amended October 21, 1993
Amended March 31, 1995
Amended May 24, 2001
Amended April 16, 2009

A.11. SALARY AND WAGE POLICY

Utah Youth Village is a non-profit, charitable, eleemosynary organization. Its sole purpose is changing the lives of troubled children and families. As such, Utah Youth Village is not an enterprise for business purposes, and is therefore not subject to the National Fair Wage and Standards Act (29 CFS 779.214).

Utah Youth Village agrees, however, with the policies of the Act and voluntarily abides by it. The following is a review of those positions held at Utah Youth Village and a description of their status as if Utah Youth Village were subject to the Fair Labor Standards Act.

PRESIDENT/EXECUTIVE DIRECTOR c SALARIED, EXEMPT

The President receives a salary of \$455 or more per week.

It is the President's duty to manage the affairs of the non-profit organization, including but not limited to volunteers. The President has direction over two or more employees and/or volunteers and regularly supervises them.

The President would be exempt under the executive categories of the Act.

PROGRAM DIRECTOR, DIRECTOR OF DEVELOPMENT, DIRECTOR OF TRAINING AND EVALUATION, DIRECTOR OF FAMILY-BASED TREATMENT SERVICES, DIRECTOR OF FINANCE, SCHOOL PRINCIPAL, PROPERTY/MAINTENANCE DIRECTOR, OTHER DIRECTORS c SALARIED, EXEMPT

These individuals each have salaries of \$455 or more per week.

The primary duty of these employees is the management of their division or department of this non-profit, charitable entity.

The departments and subdivisions of this non-profit, charitable entity are recognized units which are discrete and easily described.

The employees' primary duty includes customary and regular direction of two or more employees and full-time equivalent volunteers.

These employees would be exempt under the executive category of the Act.

CONSULTANTS/TRAINERS/EVALUATORS/FAMILIES FIRST COORDINATORS c SALARIED, EXEMPT

These individuals each have salaries of \$455 or more per week.

The primary duty of these individuals consists of the performance of office and non-manual work directly related to management policies and the general charitable operations of Utah Youth Village and Utah Youth Village's beneficiaries. These employees work to accomplish the policies of Utah Youth Village and carry out these policies as determined by top management. Indeed, these employees and their needs and assessments often drive policy at Utah Youth Village.

The duties of these individuals are to administer, oversee, train, evaluate, and supervise other individuals who work directly with the youth. None of these individuals work directly with the youth. These individuals are specialists in the Teaching-Family Model and applied behavioral techniques. As such they apply specialized consultation, training, and evaluative services for the benefit of Utah Youth Village.

The work of these employees is absolutely critical to the management and operation of Utah Youth Village. Without their job duties and tasks, it would be impossible to implement the Teaching-Family Model and to provide an applied behavioral psychological system of treatment for the benefit of children and families.

The duties, tasks, schedules, and responsibilities of these individuals vary substantially from day to day and week to week. They do not perform duties that would be regarded as routine or clerical. They frequently become the original authors of evaluative, supervisory, and training materials.

The work of these individuals requires extensive discretion and independent judgment. These individuals have authority and power to make independent choices free from the immediate direction of their division directors with respect to most of the matters involved in supervising, training, and evaluating the staff, volunteers, and child care professionals served by Utah Youth Village.

These individuals regularly and customarily exercise their discretion and independent judgment in terms of every facet of their consultation, training and evaluation duties. The decisions made by these individuals are decisions that will formulate and provide the undergirding for the policies of Utah Youth Village regarding the spheres of their responsibility.

These individuals have reasonable latitude in carrying on negotiations with their employers/employees. They are constantly in the process of imparting

knowledge, making decisions, and advising other individuals regarding those individuals' job performance and the implementation of the Teaching-Family Model.

They would be exempt under the Administrative provision of the Act.

FAMILY TEACHERS - HOURLY, EXEMPT

These individuals each have compensations of \$455 or more per week

The Family-Teachers are considered exempt employees because of their professional status. In employing the Fair Labor Standards Act's short test, the Family-Teachers make more than \$455 per week. They are employed in a bona fide professional capacity as Family Teachers. This capacity includes national certification and a code of ethical conduct. It involves initial training which is substantially and meaningful, dealing in the areas of applied behavioral psychology, cognitive psychology, consumer sensitivity and management techniques.

The primary duty of the Family Teachers consists of the performance of work requiring advanced knowledge in a field of science or learning, namely, the Teaching-Family Model, together with the underlying principles of applied behavioral psychology. This field of science and learning was created at the University of Kansas as a result of some eight years of research which was funded by the National Institute of Mental Health.

The focus of that research is to make the Family Teachers the primary treatment providers of troubled youth who live with them. In that role, the Family Teachers are responsible for administering motivation systems, skill-based training, counseling, therapeutic interventions, preventive teaching, interactive teaching, consequential teaching, intensive teaching, group therapy, and other forms of therapies and interventions. Additionally, it is the Family Teachers' responsibility to oversee all of the affairs of the group home, including the administration of one or more full-time employee equivalents and occasional volunteers.

Family Teachers receive specialized training in the areas of child sexual abuse therapy, suicidal ideation and behavior, sexual deviancy and conduct, etc.

Family Teachers have no regular routine to follow other than certain overriding principles of applied behavioral psychology. They determine with complete and total discretion the activities performed by the family; the consequences, both positive and negative, earned by the youth; the times and type of counseling; and the times and forms of intervention with the youth's families. They perform counseling and also devise the mode of counseling needed for intervention with

the youth's families. They have total and complete discretion over the academic involvement of the youth, which includes skill-based tutoring, interfacing with professionals in the school system as advocates for the youth, and teaching the youth regarding subjects of learning and education.

Family Teachers are not salaried employees, but are hourly employees. Family Teachers shall be paid an hourly wage that is at least equal to or greater than minimum wage. Family Teachers shall be paid time and a half for the time that it is agreed that they usually work beyond 40 hours per pay work week subject to the following agreement of understanding.

Utah Youth Village enters into an agreement of understanding with its Family Teachers regarding the number of hours they work per week. The number of hours worked by Family Teachers varies dramatically from week to week with no predictability. Moreover, because Family Teachers reside on the premises of the group homes for extended periods of time, it is obvious that they are not working all of the time that they are on the premises. Ordinarily they may engage in normal private pursuits, and clearly have enough time for sleeping, eating, entertaining, and enjoying other periods of complete freedom from all duties when they are able to leave the premises for purposes of their own.

It is, of course, difficult to determine the exact hours worked under these circumstances. Utah Youth Village therefore enters into a reasonable agreement with the Family Teachers to determine the average hours worked every week. They and their supervisors take into consideration all of the pertinent facts regarding their employment with Utah Youth Village over the long haul. Among other things, the average hours worked by Utah Youth Village Family Teachers, based on annual time studies, are heavily considered. See section 785.23 of the Labor Department's Interpretive Bulletin, Part 785.

The following are guidelines for calculating the number of hours which the Family Teacher believes he or she normally works through the course of a work week. If the Family Teacher is usually able to obtain eight hours of uninterrupted sleep per night, then sleeping time shall not be counted toward those hours.

Family Teachers may choose to sleep less than eight hours per night as a result of their own individual agendas, lack of organization, or personal interests. These reasons would not allow the employee to generally count as working hours the eight hours of sleeping time.

Family Teachers should not count meals where they would generally not be involved in on-going teaching interactions with youth. They should not count time which is not involved in the affairs of the group home for Teaching-Family Model purposes. For example, Family Teachers would not count time when they are able to be in their residential portion of the group home, playing with their

children, doing personal items, reading, or watching TV for their personal enjoyment.

ASSOCIATE FAMILY TEACHERS cHOURLY, EXEMPT

Associate Family Teachers may be exempt from the Fair Labor Standard Act pursuant to their professional status for the same reason that Family Teachers would be. In particular, Associate Family Teachers are relief workers for Family Teachers. They employ the same amount of discretion, in their actions and judgments regarding the Teaching-Family Model and principles of applied behavioral psychology.

Associate Family Teachers shall track their time. They shall maintain a time card for each pay period. It shall be the Associate Family Teacher's responsibility to submit the time card to Utah Youth Village's accountant on the work day before the next pay day. Pay days at Utah Youth Village are every two weeks. No time card will be accepted without the signature of at least one supervisor. Time cards which are not appropriately signed by a supervisor or which are submitted too late for the accountant to include the time in payroll will be processed one week later in a supplemental payroll.

Associate Family Teachers will not be salaried individuals. They will be paid by the hour at an hourly rate. When an Associate Family Teacher is on duty for 24 hours or more, in calculating the hours worked per week, they shall not include bona fide meal periods where they are not engaged in direct teaching interactions with the youth and must exclude not more than eight hours of sleep time if that time is reasonably available. The sleeping facilities at Utah Youth Village are adequate and family-like in their environment, and the Associate can usually enjoy an uninterrupted eight hours of sleep if the employee chooses to sleep for eight hours.

If the employee chooses, for personal reasons or because of a lack of personal organization, to stay up late into the night or early morning and therefore obtain less than eight hours of sleep, the employee may nonetheless not count that time toward the hours worked per week. If the sleeping period is interrupted by a call to duty, the interruption shall be counted as hours worked. If the period is interrupted to such an extent that the employee can not get a reasonable night's sleep of at least five hours, the entire period, including any sleep hours, must be counted as hours worked.

Associate Family Teachers shall be paid time and a half for every hour worked over forty hours during a Sunday to Saturday work week. Associate Family Teachers must have prior approval from a supervisor to work overtime.

NON-SUPERVISORY ACCOUNTING STAFFcHOURLY, NOT EXEMPT

The non-supervisory accounting staff at Utah Youth Village has the duty to create financial statements, do payroll, track the checking accounts and to oversee the bank funds. For purposes of the Fair Labor Standard Act, the accounting staff would not be considered exempt employees.

The accounting staff shall be paid time and a half for every hour worked over a forty hour week. The accounting staff shall record their hours during each pay period and shall submit to the director of finance their hours for signature before each payroll is produced.

SECRETARIAL/RECEPTIONIST/SUPPORT/MAINTENANCE STAFFcHOURLY, NOT EXEMPT

If the Fair Labor Standards Act applied to Utah Youth Village, these employees would not be exempt employees. They shall work on an hourly basis and not a salaried basis. They shall work no more than forty hours per week without the express, prior approval of their supervisor. They shall track their hours on a time card during each pay period. They shall be responsible to submit their hours to the accountant the business day before the pay day. Their time card must be signed by their supervisor to qualify for payment. If their supervisor is otherwise unavailable they can submit their card subsequent to their supervisor's later signing of their card.

To the extent that these employees receive more than twenty minutes of personal phone calls during work time during the day, these employees shall not include as work time the time spent on personal calls beyond said twenty minutes.

FAMILIES FIRST SPECIALISTS

These individuals each have compensations of \$455 or more per week. Families First Specialists are considered exempt employees because of their professional status. In employing the Fair Labor Standards Act's short test, the Families First Specialists make more than \$455 per week. They are employed in a bona fide professional capacity as Families First Specialists. This capacity includes national certification and a code of ethical conduct. It involves initial training which is substantially and meaningful, dealing in the areas of applied behavioral psychology, cognitive psychology, consumer sensitivity and management techniques. Some Families First Specialists hold advanced degrees in the field of social work or related areas.

The primary duty of the Families First Specialists consists of the performance of work requiring advanced knowledge in a field of science or learning, namely, the Teaching-Family Model, together with the underlying principles of applied behavioral psychology. This field of science and learning was created at the University of Kansas as a result of some eight years of research which was funded by the National Institute of Mental Health.

The focus of that research is to make the Families First Specialists the primary treatment providers for troubled families and youth who the Families First Specialists visits and counsels. In that role, the Family Teachers are responsible for teaching motivation systems, skill-based training, counseling, therapeutic interventions, preventive teaching, interactive teaching, consequential teaching, intensive teaching, group treatment, and other forms of treatment and interventions. Additionally, it is Families First Specialists responsibility to coordinate the treatment and service needs of the families they visit with other agencies and the community.

Families First Specialists receive specialized training in the areas of child sexual abuse therapy, suicidal ideation and behavior, sexual deviancy and conduct, etc

Families First Specialists have no regular routine to follow other than certain overriding principles of applied behavioral psychology. They determine with complete and total discretion the times in which they serve the families they serve, the times they create their treatment notes and the times they prepare treatment plans. They perform counseling and also devise the mode of counseling needed for intervention with the youth's families. They have total and complete discretion over the family=s academic involvement with the youth, which includes skill-based tutoring, interfacing with professionals in the school system as advocates for the family or youth, and teaching the youth regarding subjects of learning and education.

Families First Specialists are exempt salaried employees as learned professionals.

SCHOOL TEACHERS- SALARIED, EXEMPT

School teachers, working for Utah Youth Village are exempt and salaried.

THERAPISTS

Therapists earn more than \$445 per week. Their primary duty is performing work requiring knowledge of an advance type in the field of social work, counseling, or

psychology which is acquired by a prolonged course of specialized intellectual instruction and study. These employees consistently exercise discretion and judgment in their jobs.

Amended April 16, 2009

A.12. WORKWEEK AND OVERTIME

1. The workweek for hourly employees shall begin at 12:01 a.m. each Sunday morning and end at 12:00 p.m. each Saturday night.
2. No hourly employee can use vacation hours or sick leave hours if the effect will be to cause the employee to be paid for overtime. With the approval of the employee's immediate supervision, an hourly employee may take one and one half hour of compensation time for every hour of overtime worked within the same pay period.
3. Every employee must notify Utah Youth Village of any time not worked during a regular work week during normal hours in which the employee's reason for not working is a result of illness, injury or other conditions for which a person would normally take sick leave. The reported hours must be counted as sick leave for salaried or hourly employees, subject to the overtime restriction above.

August, 1993

Amended May 24, 1995

A.13. JOB PERFORMANCE EVALUATION

Evaluation is a key component of helping individuals and organizations accomplish their mission in an effective and appropriate way. Utah Youth Village uses a number of types of evaluation systems which include, and are not limited to: consumer evaluation, evaluation based on observation, evaluation based on data and paper work compliance, evaluation based on perceptions. All employees are subject to evaluation and by accepting employment at Utah Youth Village, consent to being evaluated.

Evaluation data that is personally identifiable may be shared with clients, with referral sources, with donors, with governmental agencies and others on a need to know basis.

MERIT PAY

At least annually, every staff member of Utah Youth Village will participate in a performance review. The criteria for review may include, but not be limited to: technical knowledge, productivity, quality of work, adaptability, acceptance of responsibilities, interpersonal relationships, initiative/independence of action, cost consciousness, judgment/decisiveness, planning, analytical ability, creativity, communications skills, policy and procedure application, leadership abilities, and personnel utilization and development.

This review will involve the staff person's evaluation of himself/herself and the supervisor's evaluation of the employee. The supervisor will make the final evaluation of the employee based on the supervisor's reasonable perceptions of the employee's performance. When a merit increase in the employee's base salary is given it shall be based on the supervisor's recommendation.

Supervisors will have a fund of money equal to a certain percentage of the collective employee's gross income within a division. The supervisor will recommend to the Executive Director how much of a merit increase shall be given to each employee based on the pool available. Employees can receive varying percentages based on their supervisor's reasonable perception of their performance and merit. The average percent of merit pay available will be determined by the Board of Trustees on an annual basis.

INCENTIVE PAY

Salaried employees of Utah Youth Village may have available to them incentive pay based on their completion of specific goals during the course of the year. These goals will be objectives that will stretch the employee's performance. Whether or not funding would be available for the payment of incentives earned would be based on: A. Approval by the Board of Trustees through the annual proposed budget; and B. Meeting minimal budget requirements for the Village as a whole. Any funds provided as a result of this incentive plan are on a one-time basis only and do not affect employee's base salary rate.

FAMILY TEACHERS

Family Teacher couples will participate in a major evaluation at 4-6 months of employment and a certification evaluation at 10-12 months of employment. Re-certification evaluations will be completed annually thereafter.

Associate Family Teachers will also be evaluated on the same schedule as Family Teachers.

GENERAL

The Executive Director may designate such other evaluation procedures as appear, in his discretion, to benefit the Village.

Adopted February 17, 1987
Amended March 31, 1995
Amended May 24, 2001
Amended April 16, 2009

A.14. EMPLOYEE EVALUATION REVIEW COMMITTEE

PURPOSE: The Employee Evaluation Review Committee is established to review requests by employees who wish to appeal the evaluation process or criteria of the major evaluation or the certification evaluation.

PROCEDURE: The Committee is composed of three members: The Director of Training/Evaluation, the Program Director, and the Division Director. The immediate supervisor(s) of the employees and the Consultant may attend, but not vote.

1. The employee(s) must submit the request for an appeal orally or in writing to the Program Director within seven (7) calendar days after receipt of evaluation by the employee.
2. The Program Director will, upon notification, convene the Employee Evaluation Review Committee within seven (7) calendar days. The employee(s) will be notified of the meeting at least three (3) calendar days before the date of the meeting.
3. The employee(s) must submit to the Employee Evaluation Review Committee, at the time of the meeting, orally or in writing, the reason the employee(s) feel the exception is justified.
4. The decision of the Employee Evaluation Review Committee will be submitted to the employee(s) in writing within seven (7) calendar days after the review meeting.

Approved February 17, 1987
Amended April 16, 2009

A.15. VACATION

Vacation time will be accrued as follows:

1. Family Teacher - Subject to the approval of their consultant, each Family Teacher may accrue no more than 96 hours of vacation accrued at a rate of 8 hours per month worked. After the completion of two years of employment, each Family Teacher may accrue a maximum of 132 hours of vacation accrued at a rate of 11 hours per month worked. After the completion of four years of employment, the Family Teacher will be eligible to accrue no more than 168 hours of vacation, earned at a rate of 14 hours per month worked. Specific application: Family teachers will accrue vacation days in the same manner as all other Utah Youth Village employees and at the same rate. Family teachers will take vacation days based on an 8 hour work day regardless of the associate hours required to cover the home. Family teachers must discuss vacation requests with their consultant before approval. Vacation requests will be approved after considering the stability of the home, needs of the youth in the home and the family teachers= needs in that order of priority. Family teachers will be expected to submit a formal request for vacation days and arrange the schedule to make sure the home is covered while they are gone. Each day of vacation is equal to 8 vacation hours. For example, a family teacher request for 5 vacation days means 40 hours of vacation time will be deducted for each family teacher. Approved vacation days will be noted on the associate=s= time card as "Approved Vacation" in the notes box and overtime during this period will not be deducted from the family teacher vacation hours. Family teacher vacation days may not be combined with more than two days of weekly time off. For example, family teachers may not take two days of time-off, then five days of vacation time and then two more days of time-off. "Bookending" vacation time with time-off before and after is not allowed. "Approved Overtime" is overtime hours for associate family teachers which are not deducted from the family teacher vacation hours and may only be approved by the consultant and the group home director. All approved overtime must be approved by the consultant before the overtime occurs. Approved overtime hours should be recorded on the associate=s= time cards as "Approved overtime" in the notes box next to the approved time period. Approved overtime is not deducted from the family teacher vacation hours. Associate family teacher overtime hours which are not approved, will be known as "Unapproved Overtime" and will be deducted from the family teacher vacation hours. The consultant will ensure that the associate family teacher time card will have this recorded on the notes line next to any unapproved overtime periods. Associate Family teacher overtime hours will be evenly split between each family teacher in the home and deducted from their

vacation hours. Family teachers are responsible for managing their associate family teacher=s electronic timecards to ensure that overtime is only used when approved by them or the consultant. If an associate family teacher inadvertently uses overtime hours two options are available to the family teacher to address the issue. One, the family teacher may deduct each hour of overtime from their vacation hours by splitting the overtime hours and deducting them from each of the family teacher=s vacation hours. Two, with consultant approval, the family teachers may exchange associate family teacher overtime hours from one work week to another within the same pay period at a rate of 1.5 hours for each overtime hour worked. If this is a recurring problem, family teachers may wish to schedule their associate family teacher for less than 40 hours per week to create a buffer to better manage the associate family teacher work hours. If this is done, the associate family teacher should be allowed to get 40 hours within the week by working the additional hours needed during their final shift in the work week to total exactly 40 hours.

2. Associate Family Teacher - Subject to the approval of the Family Teacher couple, Associate Family Teachers may accrue no more than 96 hours of vacation accrued at a rate of 8 hours per month worked. After the completion of two years of employment, Associate Family Teachers may accrue a maximum of 132 hours of vacation accrued at a rate of 11 hours per month worked. After the completion of four years of employment, they will be eligible to accrue no more than 168 hours of vacation, earned at a rate of 14 hours per month worked.

3. Salaried, Non-Group Home Staff - Salaried staff can accrue no more than 96 hours vacation earned at a rate of 8 hours per month worked. After the completion of three years of employment, they will be eligible to accrue no more than 132 hours of vacation, earned at a rate of 11 hours per month worked. After the completion of four years of employment, they will be eligible to accrue no more than 168 hours of vacation, earned at a rate of 14 hours per month worked.

4. Hourly Non-Group Home Staff - Hourly staff can accrue no more than 96 hours of vacation, earned at a rate of 8 hours per month worked. After completion of three full years of full time employment, they can accrue no more that 132 hours vacation, earned at a rate of 11 hours per month worked. After completion of four years of full time employment, they are eligible to accrue no more than 168 hours of vacation, earned at a rate of 14 hours per month worked

5. Part Time Staff - Part time staff is anyone working less than 30 hours per week. Part time staff is not eligible for paid leave.

6. Employees who work less than 40 hours per week, but 30 hours per week or more, can accrue no more than 72 hours of vacation, earned at a rate of 6 hours per month worked. After completion of three full years of full time employment, they are eligible to accrue no more than 108 hours vacation, earned at a rate of 9 hours per month worked. After completion

of four years of full time employment, they are eligible to accrue no more than 144 hours of vacation, earned at a rate of 12 hours per month worked. For purposes of determining vacation hours which are carried over from one year to another, a year shall be based on the calendar year. Vacations are with full pay. In order to encourage employees of the Village to use their accumulated vacation time to reduce stress, vacation which has not been used at the time of an employee's termination is lost. In other words, Utah Youth Village will not compensate an employee for accrued vacation days upon the person's termination. No more than forty hours can be used by a non-group home employee during the last thirty days of his/her employment, notwithstanding the reason for termination. Illness while on vacation is not credited to sick leave, nor does it extend the vacation period. For all employees other than Family Teachers and

7. Associate Family Teachers, a Vacation Request Form must be through the Utah Youth Village MIS for approval by the immediate supervisor a minimum of five working days prior to planned vacation. Family Teachers and Associate

8. Family Teachers must submit a request through the Utah Youth Village MIS within 30 days of any planned time away of over three days to allow time to address scheduling conflicts. All vacation privileges are subject to the approval of the employee's supervisor and the Executive Director. As defined herein, length of employment such as having worked one or two years refers to years of full time employment for Utah Youth Village. An employee works full time if they average more than thirty hours per week in employment.

Adopted February 17, 1987
Amended June 21, 1991
Amended October 21, 1993
Amended May 25, 1995
Amended June 23, 1995
Amended October 8, 2002
Amended March 1, 2006
Amended April 16, 2009

A.16. SICK LEAVE

All full-time employees, except as otherwise provided herein, will be permitted to accumulate paid sick leave at a rate of eight (8) hours per full month of employment. Employees, who work less than 40 hours a week but 30 hours per week or more, will be permitted to accumulate paid sick leave at a rate of six (6) hours per full month of employment. No more than 192 hours may be accumulated by an employee. Family Teachers are not eligible for paid sick leave. Employees who become eligible for benefits from the disability insurance

provided by the Village must apply for it and use its benefits in lieu of sick leave, to the extent that the insurance benefits are provided.

No more than three (3) days paid sick leave shall be available to an employee during their last month of employment with the Village. Paid sick leave, for any employee, which is not used by the time the employee terminates employment with the Village is lost. No compensation is paid to employees for sick leave which is unused at the time of their termination.

Sick leave beyond those days accumulated or allowed may be granted, with or without pay, for any full-time employee at the discretion of and with the approval of the Executive Director.

A Leave Request Form should be filled out and approved by the Executive Director in advance of a leave, if feasible. This approved form will then become a part of the employee's personnel file.

Family Teachers are not eligible for sick leave benefits.

Adopted February 17, 1987
Amended June 21, 1991
Amended December 2, 1991
Amended October 21, 1993
Amended April 3, 1995
Amended February 24, 2000
Amended February 19, 2003
Amended April 16, 2009

A.17. DISABILITY LEAVE

Any eligible employee may take up to 12 weeks of unpaid, job-protected leave for the following reasons: for incapacity due to pregnancy, prenatal medical care or child birth; to care for the employee=s child after birth, or placement for adoption or foster care; to care for the employee=s spouse, son or daughter or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee=s job.

A serous health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee=s job, or prevents the qualified family member from participating in school or other daily activities.

The continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

An employee does not need to disability leave in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the operations of Utah Youth Village. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

A special leave entitlement permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12 month calendar year. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Employees must provide 30 days advance notice of the need to take disability leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as is practicable and must comply with normal call in procedures. This notice should state the employee's intention's with regard to the amount of time the employee believes they will be gone from work. This notice needs, also, to indicate the employee's desired on-going relationship with the Village and the position and duties that the employee desires to have upon returning to work.

Employees must provide sufficient information for Utah Youth Village to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for the military family leave. Employees also must inform Utah Youth Village if the requested leave is for a reason for which FMLA leave was previously take nor certified. Employees also

must provide a certification and periodic recertification for supporting the need for leave.

Employees who become eligible for benefits from the disability insurance program provided by the Village must apply for it and use its benefits in lieu of paid sick leave or paid vacation leave, to the extent that the insurance benefits are provided.

Any employee claiming a disability must use the employee's available sick leave and vacation leave during the disability. The balance of the leave will be on an unpaid basis. Additional sick or vacation leave will not accrue during the unpaid absence. Otherwise an employee absent for disability leave may continue participation in employee benefit programs. An employee that is participating in the Village's group health plan must pay their portion of the premium on or before its customary payment date. Used disability leave will count toward the determination of eligibility for employee benefit programs such as retirement vesting only if the employee returns to work after using his/her disability leave. Upon returning from disability leave, the employee will be placed in an available position with equivalent pay, benefits, and other employment terms.

If the employee has not returned to work or it appears to the Executive Director that the employee will not return to work by the end of the twelve weeks from the date the disability leave began, the Village, at its option, may consider the employee to be terminated as of the beginning date of the unpaid leave.

Adopted: December 2, 1991

Amended: June 23, 1995

Amended April 16, 2009

A.18. EMERGENCY LEAVE

Any full-time employee of Utah Youth Village may be granted emergency leave for emergencies involving their immediate families. This can be leave with pay if the employee has otherwise exhausted their paid sick leave or paid vacation leave. Time off will be considered on the basis of the distance needed to travel, the emergency situation and other related factors. Utah Youth Village would grant up to five (5) days leave in such emergency at the discretion of the Executive Director. This would include the death or serious injury or illness of husband or wife, children, parents, siblings or other relatives with whom the employee may have spent a good part of their life, and therefore developed a relationship commensurate with that of a regular family.

Adopted February 17, 1987

Amended December 20, 1988

Amended May 25, 1995
Amended April 16, 2009

A.19. JURY DUTY

Employees called for jury duty will be granted paid leave. Utah Youth Village will pay the employee their current salary for no more than two days less the amount paid by the court to the juror.

A Leave Request Form must be completed and submitted according to policy. The form will then become a part of the employees personnel file.

Adopted February 17, 1987
Amended September 25, 1996

A.20. HOLIDAYS

The following days will be considered as legal holidays for Utah Youth Village employees with the exception of Family Teachers and Associate Family Teachers:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Fourth of July
- 24th of July
- Labor Day
- Thanksgiving
- Christmas

The Executive Director has the option of granting additional adjacent days.

Adopted February 17, 1987
October 21, 1993
Amended June 23, 1995
Amended January 17, 2007
Amended April 16, 2009

A.21. CAFETERIA PLAN

A Cafeteria Plan was approved by the Board on June 17, 1986 and is provided to all qualifying employees. The terms and conditions of the Utah Youth Village Cafeteria Plan as amended from time to time and as shown in the employee benefits materials are included herein by reference.

Adopted June 17, 1986
Amended April 16, 2009

A.22. INSURANCE

All employees, both full and part-time, are covered by the Utah Workmen's Compensation laws while on duty for Utah Youth Village.

A group medical and hospital insurance plan is provided for all full-time employees, which includes both a base plan and a major medical plan. A percentage of the cost is paid by Utah Youth Village, which is established by the plan documents, as amended and which is hereby incorporated by reference.

Any Utah Youth Village employee whose spouse (not a Utah Youth Village employee) has equal or better health insurance coverage is obliged to become a dependent on the spouse's coverage, and is not eligible for the Utah Youth Village medical and hospital insurance plan.

Life insurance and disability insurance is currently provided to full time employees.

Adopted February 17, 1987
Amended October 21, 1993
Amended May 25, 1995
Amended April 16, 2009

A.23. TRAVEL, CREDIT CARD, AND EXPENSE REIMBURSEMENT POLICY

Utah Youth Village will reimburse employees for mileage they travel in their personal vehicles to destinations specific to Utah Youth Village business at a rate approved by the Executive Director

Utah Youth Village employees who work from their homes may reimburse for mileage from the Village office, located at 5800 South Highland Drive, to their

destination and back, or from their home to their destination and back whichever is less. Utah Youth Village employees may not reimburse for travel to the Utah Youth Village office unless the employee is based at the Alpine Academy campus.. Employees based at the Alpine Academy campus who drive to the Village office at 5800 South Highland Drive from their homes for business purposes, may reimburse for the mileage from the Alpine Academy Campus to the Village Office or from their home to the Utah Youth Village office, whichever is less.

Family Specialists who office out of their homes may reimburse for mileage from their homes to their destination and back. They may not reimburse for travel to the Village office. This unique procedure is due to the fact that the location of the services they render changes every six weeks leaving them with little or no control over the populations and locations they are assigned.

Utah Youth Village will reimburse employees for meals for out-of-town travel incurred on behalf of Utah Youth Village at a daily per diem rate approved by the Executive Director and consistent with the rates published by the IRS for various locations in the United States.

Utah Youth Village will reimburse employees for expenses incurred on behalf of Utah Youth Village for the dollar amount expended by the employee. With the request for reimbursement the employee shall supply a receipt reflecting the transaction for which the employee is seeking reimbursement.

Employees who use Utah Youth Village credit cards shall turn into the accounting department all of the receipts for all of the credit card transactions that are on their card for each month. The supervisor of any employee who has a Utah Youth Village credit card shall review the employee=s credit card purchases every month and document their review.

The executive director shall determine the procedure for gathering and submitting receipts for employees seeking reimbursement or using credit cards.

Supervisors are required to sign mileage reimbursements, travel reimbursements or other reimbursements for their employees and are specifically accountable to Utah Youth Village as part of their duties to approve, verify, and control these expenses.

Adopted: August 1, 2002
Amended April 16, 2009

A.24. TUITION POLICY

To provide greater educational depth for the career oriented, long term staff of Utah Youth Village so that the Village can more effectively help the youth it serves Utah Youth Village can make available the payment of up to 75% of the total cost of tuition, fees and books for the educational expenses of the Village's full-time employees under the following conditions:

1. The education to be obtained by the employee must have a logical and reasonable relationship to improving the Village's ability to accomplish its mission.
2. At the time reimbursement is sought, it must appear to the Executive Director that the employee is to have a long-term relationship with the Village so that the Village will, in fact, receive a benefit from the employee's additional education.
3. Compensation will be provided for only those classes which the employee receives a passing or C or better grade.
4. The Village will reimburse the employee for incurred costs when the employee submits a copy of the report card along with receipts to the Village. The Executive Director may approve prepayment of expenses in special circumstances.
5. The Executive Director must conclude that the employee's job will not be significantly adversely affected by the time demands of the education.
6. Family Teachers and Associate Family Teachers must achieve at least one certification or endorsement and must convince the Program Director that their services to the youth and program will not be adversely affected by their educational pursuits.
7. Prior to enrolling in any educational course, for which an employee expects reimbursement from the Village, the employee shall submit in writing a request to the Village, which will state the course(s) to be taken, the institution, and the estimated cost of tuition, books, and fees. The employee shall also indicate how the course work will benefit the Village. The written proposal must be approved in writing by the Executive Director and the Supervising Director, if applicable, prior to beginning the educational pursuit.
8. The total for tuition reimbursements paid to all applicants combined will not exceed 0.45% of the total budgeted expenses in any fiscal year. Priority will be given to applicants based first on the perceived benefit of the degree or education to the mission of Utah Youth Village; and last, upon the order in which the requests are received. Funding may be withdrawn or denied at anytime for any reason. Funding for one semester or quarter does not guarantee future funding.

Amended June 21, 1991
Amended June 23, 1995
Amended June 24, 1999

A.25. EMPLOYEE CONFLICT OF INTEREST

Every employee of Utah Youth Village must disclose to Utah Youth Village any conflict of interest regarding their employment at the Village before the conflict arises. Employees must also receive written permission from the Executive Director of Utah Youth Village to engage in any conduct which would constitute a conflict of interest before the employee begins the conduct.

Failure to disclose a conflict of interest or failure to receive written permission to engage in any conduct which would constitute a conflict of interest is grounds for termination for cause from employment at Utah Youth Village.

Conflicts of interest include, but are not necessarily limited to the following:

1. Doing any activity that is similar to the activities that Utah Youth Village does, notwithstanding that the activity may be with a different clientele. Examples of this might be for a therapist to provide therapy on a private basis or providing consultation, training, evaluation or direct child/family care services to another agency or individuals.
2. Doing any activity to aid or assist any individuals, agencies or organizations that compete in any way with Utah Youth Village. Examples might include doing accounting work for another provider on the weekends, doing training, consultation or evaluation work for DCFS foster parents or another provider, or raising money for another competing charity.
3. Doing any activity to solicit or encourage or plan with anyone working as an employee or independent contractor with the Village to compete with the Village in any way or to leave the Village to engage in conduct that would compete with the Village.

Approved: February 24, 2004
Amended April 16, 2009

A.26. DRUG FREE WORKPLACE

Utah Youth Village is committed to the establishment and maintenance of a drug free working environment. Therefore, in accordance with that commitment, the following policies have been established:

No alcoholic beverages (of any kind) or illegal drugs can be used or stored or maintained or brought onto any Village property at any time.

No alcoholic beverages (of any kind) or illegal drugs can be used or stored or maintained in any private vehicle that drives onto or parks on Village property.

No Village employee will use or possess alcoholic beverages (of any kind) or illegal drugs while on the job at Utah Youth Village or when in proximity to the youth or other Village employees, whether or not it occurs on or off Village property.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any of the work sites of Utah Youth Village.

Every employee of Utah Youth Village is expected as a condition of employment to abide by the above-stated policy. Any employee found to be in violation of any of the above named activities will be subject to disciplinary action at the discretion of Utah Youth Village administration which may include, but not be limited to, suspension without pay, participation in a drug abuse assistance or rehabilitation program at the expense of the employee, or termination of employment.

Any employee accused of a criminal drug statute violation is required to notify their supervisor immediately. The Village will comply with federal requirements by notifying the Public Health Service within ten (10) days after receiving notice referred to above.

Within thirty (30) days of receiving notice referred to above, the Village will take one of the following actions with respect to any employee who is so accused:

- a. Instigate appropriate disciplinary action against such an employee which may include suspension or termination or any combination listed above, or;
- b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

The Village will provide every employee with a summary of this drug free workplace policy including the employment conditions which it established and the penalties to be imposed for violation of its requirements.

The Village will establish and maintain a drug free awareness program to ensure that employees are informed regarding the following:

- a. The dangers of drug abuse in the workplace
- b. The full implications of the policy as it pertains to conditions of employment and penalties to be imposed for drug abuse violations occurring in the workplace.
- c. The availability or unavailability of drug counseling, rehabilitation, and employee assistance programs.

Observation

Supervisors will be responsible for observing employee performance. Employees who exhibit patterns of erratic behavior or less than full productivity are subject to the disciplinary procedure.

Testing

In cases where the behavior of an employee suggests drug or alcohol abuse, Utah Youth Village has the right to require laboratory testing for these substances. This can be a condition for continued employment. In cases where facts would suggest that drug or alcohol use exists in a part or division of Utah Youth Village, the Village may enact a periodic random drug testing requirement of all employees in that part or division of the Village.

The Executive Director may establish random drug testing procedures for any part of the Village or for the whole Village as may seem reasonable or appropriate to the Executive Director. Before establishing such a procedure the Executive Director shall detail the proposed plan and publish it to the Village employees using the Village's group email system. No additional advance notice shall be necessary to begin a random drug testing program.

Approved: October 21, 1993
Amended May 25, 1995
Amended June 23, 1995
Amended September 28, 2000
Amended May 24, 2001
Amended April 16, 2009

A.27. PERSONNEL RECORDS

The records of each employee shall be confidentially maintained. Such records may include, but not be limited to, the following:

- Application material
- Agreements for employment at Utah Youth Village
- Correspondence regarding employee
- Medical records
- Proof of education
- Other pertinently related material
- Job Description
- Evaluations
- Reference Checks
- Signed BCI Consent Form
- Signed Code of Conduct
- First Aid Card
- CPR Certificate
- Signed Communicable Disease Guidelines

Consumer and other evaluation reports of Family Teachers or Associate Family Teachers or any direct service practitioner will not be considered confidential and will be reviewable by staff, affiliated sites, referring agencies, donors and consumers, as determined by the Executive Director.

Adopted February 17, 1987
Amended December 20, 1988
Amended April 18, 1995
Amended September 27, 1995
Amended April 16, 2009

A.28. INTERNET PRIVACY

Utah Youth Village reserves the right to:

- Read all files, messages, and e-mails on any Village computer, fax machine, and/or printer.
- Monitor and review employee e-mails and Internet usage at any time.
- Restrict access to, and distribution of, e-mail and the Internet.
- Prohibit distribution of e-mail that may violate equal opportunity and/or other Federal Laws, including HIPAA.

- _ Restrict personal use of company computers, copiers, printers and/or fax machines.
- _ Prohibit sending/forwarding of chain e-letters, conducting gambling activities, and using computers to create/forward pyramid schemes.
- _ Prohibit dissemination of confidential information.

Amended June 26, 2003

A.29. REPORTING OF LOSS/DAMAGE TO UTAH YOUTH VILLAGE PROPERTY

To provide an orderly system for reporting of damage/loss of Teaching-Family home property and reimbursement of said loss, all damage/loss of Utah Youth Village property (equipment) must be reported by phone to the Program Director of Utah Youth Village within one working day of the loss being discovered, followed by an appropriate incident report.

Approved February 17, 1987

Approved October 21, 1993

A.30. NEWS RELEASES/PUBLISHINGS

To protect the rights and privacy of youth and staff, and to provide for a systematic means of disseminating information concerning Utah Youth Village shall do the following:

1. In the event an employee is requested or volunteers to give a presentation to any outside consumer, the employee must contact the Program Director to obtain written approval prior to the presentation.
2. Proposals for research and for publication must be submitted to the Executive Director for approval.
3. Any publication, film or video/audio tape of or about Utah Youth Village cannot be used without written permission of the Executive Director.
4. Any research and/or publication should provide professional acknowledgment to all professional staff members who contributed to the research and/or publication.

Approved February 17, 1987

Amended April 16, 2009

A.31. OPERATING RESERVES

To the extent that this is possible, Utah Youth Village shall maintain an operating reserve which is equal to 10% of its annual operation expenses. The operating reserve shall be maintained in an income-bearing account to which the Village can obtain unrestricted access.

The reserve funds shall be used to ensure the ongoing, uninterrupted operation of Utah Youth Village.

Adopted August 31, 1992
Amended April 16, 2009

A.32, WHISTLEBLOWER POLICY

Utah Youth Village shall not terminate any employee who brings to light actions which Utah Youth Village or its employees or agents is taking which are unlawful. This does not preclude Utah Youth Village from terminating employees for a cause or for no reason. This provision dose not change in any way Utah Youth Village=s policy of being an At will@ employer.

Adopted April 16, 2009

A.33. DOCUMENT RETENTION AND DESTRUCTION POLICY.

Utah Youth Village shall maintain documents for the number of years required by law or by contracts to which Utah Youth Village has entered. And documents with personally identifiable information or which include trade secrets of Utah Youth Village shall be shredded.

Adopted April 16, 2009

B. TREATMENT

B.1. NOTICE OF PRIVACY PRACTICES (HIPPA)

Purpose: The purpose of our Notice of Privacy Practices is to inform the recipients about their rights and how protected health information (PHI) collected about them may be used or disclosed by us; and to ensure this organization, its employees and business associates comply with federal and state laws, and organization policies and procedures specific to our Notice of Privacy Practices.

POLICY: Every individual, upon request, has the right to a copy of our current Notice of Privacy Practices. Utah Youth Villages current Notice of Privacy Practices will be posted on the lounge bulletin board and our web page, for individuals seeking/considering care. Individuals with language barriers such as non-English speaking or illiteracy will be informed of our privacy practices through a translator.

A copy of our current Notice of Privacy Practices will be provided (one time only) at the time of admission, or as soon as reasonably practicable in an emergency treatment situation. If health care is provided to our workforce, a copy of our current Notice of Privacy Practices will be provided to the employee receiving such care.

At the time of admission, a good faith effort will be made to get the individuals acknowledgment of receipt of our Notice of Privacy Practices. If such receipt cannot be obtained, documentation is made in the medical record of the efforts undertaken to obtain such acknowledgment. Copies of acknowledgments received will be retained in each individual's medical record.

If there is a material change to our uses or disclosures of personal health information, the individuals' rights, our legal duties or other privacy practices, a revised Notice of Privacy Practices will be provided upon request to individuals for whom we have previously provided health care.

No employee or business associate can use or disclose personal health information in a manner inconsistent with our Notice of Privacy Practices. Following investigation, employees or business associates who use or disclose protected health information in a manner inconsistent with our privacy practices, or outside of a "need to know" basis, will be disciplined according to current policy and procedures which may include termination for cause.

PROCEDURE: Upon request, every individual will be given a copy of our current Notice of Privacy Practices.

At the time of the first admission to this organization, the individual or individual's representative will be provided a copy of our Notice of Privacy Practices. In an emergency treatment situation, the Notice of Privacy Practices will be provided as soon as reasonably practicable.

Acknowledgment of receipt of the Notice of Privacy Practices will be documented in the individual's medical record with the individual's (or individual's representative) signature indicating receipt. If such receipt cannot be obtained, documentation will be made in the individual's medical record of the efforts made to obtain such acknowledgment.

Upon Revision of our Notice of Privacy Practices, a revised Notice of Privacy Practices will be promptly posted and provided upon request to patients or other persons on or after the effective date of the revision.

The Confidentiality of Drug and Alcohol Patient Records Rules (42 CFR, Chapter 1, Part 2) establish the following notice provisions for patients of federally assisted drug or alcohol abuse programs: At the time of admission or as soon thereafter as the patient is capable of rational communication, each substance abuse program shall communicate to the patient that federal law and regulations protect the confidentiality of alcohol and drug abuse patient records. The program must also provide the patient with a written summary of the federal law and regulations. There are very specific requirements of what must be included in the written summary. A sample Notice is included as part of this policy for the Confidentiality of Alcohol and Drug Abuse patient records.

Reference: "Standards for Privacy of Individually Identifiable Health Information; Final Rule." 45 CFR parts 160 and 164. Federal Register 67, no. 157 (August 14, 2002) Available at www.hhs.gov/ocr/hipaa, the law firm of Jenson & Stavros, LLC.

CONFIDENTIALITY OF ALCOHOL & DRUG ABUSE CLIENT RECORDS

The confidentiality of alcohol and drug abuse patient records maintained by this program is protected by federal law and regulations. Generally, the program may not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser unless:

1. The patient consents in writing;
2. The disclosure is allowed by a court order; or
3. The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violation of the federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with federal regulations.

Federal law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime.

Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

Source: "Confidentiality of Alcohol and Drug Abuse Patient Records" Code of Federal Regulations, 2000. 42 CFR, chapter 1, part 2.

Adopted July 1, 2003

B.2. YOUTH FILES

To ensure that youth files are treated with confidentiality and maintained according to the licensing standards of the State of Utah:

1. All prospective and current youth files will be maintained in the Village office. Home files will only include summary information prior to placement at Utah Youth Village, and material added since placement.
2. Treatment plans are to be written within seven days of admission. MCA Assessments must be completed within thirty days from date of admission.
3. Progress Reports are to be written every 90 days past date of admission.
4. Discharge Summaries are to be written 30 days after date of discharge.
5. The storage and use of Village files, together with the information therein shall be done in such a manner as to comply with HIPPA.

Approved February 17, 1987
Amended May 24, 1995
Amended September 27, 1995
Amended April 16, 2009

B.3. GRIEVANCE PROCEDURE FOR YOUTH

A grievance is defined as any condition of placement that the youth thinks or feels is unjust or inequitable. Any youth may submit grievances in the following sequence:

1. A grievance must be first reviewed and discussed thoroughly with the youth's Family Teachers. If a satisfactory resolution cannot be obtained from the Family Teachers, the youth can file a formal grievance.
2. A formal grievance must be submitted in writing to the consultant of that particular home. If the youth does not feel the answer received from the consultant is just, the youth may continue through the chain-of-command as follows:
 - _ Division Director
 - _ Program Director - The Executive Director's decision is final.

The grievance shall be written in the following manner:

1. Full name of grievant (youth)
2. Date, time and place initial grievance took place
3. What was happening
4. Policy and procedure in dispute, if any
5. Specific nature of grievance
6. Reason grievance not reconciled

Adopted August 10, 1989

Amended June 23, 1995

Amended April 16, 2009

B.4. YOUTH RIGHTS COMMITTEE

Should allegations of youth rights violations come to the attention of Utah Youth Village Administration, the following will occur:

1. The Program Director will be notified immediately.
2. The Program Director will determine the necessity of activating the Youth Rights Committee with guidance from the Executive Director.
3. The Youth Rights Committee consists of:
 - a. Lead Person representing Utah Youth Village administrative staff.
 - b. Treatment Provider designated by the Program Director.
 - c. One other individual representing Utah Youth Village administrative staff. This individual should not be the consultant to the home in question.

4. The Youth Rights Committee when activated will:
 - a. Interview youth making the allegation.
 - b. Help youth formalize written and signed documentation of the incident.
 - c. Interview all youth to determine and question witnesses of the incident, and also ascertain if similar incidents have occurred in the past.
 - d. Review pertinent incident reports and other documentation.
 - e. Interview treatment providers in the home.
 - f. Provide written documentation of findings to the Program Director within five working days of the incident.
 - g. Educate treatment providers regarding this process.
5. The Program Director will review the report of the Youth Rights Committee to determine recommendations. These recommendations will be reported to the Executive Director.

Adopted: March 1, 1990

Approved: March 30, 1990

Amended & Approved: June 9, 1994

Amended April 16, 2009

B.5. INCIDENT REPORTS

PURPOSE: Any unusual events that occur in the home must be reported to the Program Consultant immediately and in writing within five working days. Some examples are:

- a. Child abuse or suspected child abuse
- b. Violation of youth's rights.
- c. Physical punishment or unusual punishment.
- d. Aberrant behavior by youth.
- e. Drug abuse.
- f. Fire.
- g. Runaways.
- h. Vehicle accidents.
- i. Hospitalization of youth or emergency medical care.
- j. Theft.

Approved February 17, 1987

B.6. INCIDENT AND SENTINEL EVENT PROCEDURES

Incident Reports B

Any unusual events that occur or are reported to have occurred during the provision of treatment at Utah Youth Village must be reported to the direct supervisor and the Division Director immediately. These reports include, but are not limited to; child abuse, suspected child abuse, violations of youth=s rights, physical punishment or unusual punishment, aberrant behavior by the youth, drug abuse, fire setting, runaways, vehicle accidents, hospitalization of youth, emergency medical care, and theft.

These events must be documented and presented in writing to the supervisor within 24 hours using the incident report form contained in this policy and procedures manual.

Sentinel Events - Division Directors are required to report sentinel events as described below to the Program Director immediately.

A sentinel event is any occurrence involving an unanticipated death or serious, physical, or psychological injury, which takes place in the course of treatment or those that seriously undermine, or have the potential to seriously undermine, the public=s confidence in Utah Youth Village. Such events are considered "Sentinel" because they may signal the need for immediate investigation and response.

Examples of sentinel events include but are not limited to; unanticipated death, permanent loss of function, significant deviation from the usual process for providing health care services, completed suicides, or serious suicide attempts that result in major, permanent loss of physical or psychological function, medication error which results in death or serious permanent loss of physical or psychological function, physical or sexual assault resulting in death or serious, permanent loss of physical or psychological functioning.

Protocol when a sentinel event occurs:

1. Dial 911 - Obtain immediate emergency help when necessary.
2. Immediately account for and provide for the safety of all other adults and youth in the facility.
3. Immediately inform the Supervisor and the Division Director of the event.
4. The Division Director will immediately notify the Program Director who will notify the Executive Director.
5. The Program Director will provide the Division Director with instructions for the notification of significant others.

6. Interviews and official comments regarding treatment incidents and sentinel events will be handled by the Executive Director, the Program Director, or the Development Director. No other personnel are authorized to speak on behalf of Utah Youth Village in public forums without the consent of the Executive Director.

Potential Self Harm Response Plan - In the event of serious aberrant behavior related to potential self harm, employees of Utah Youth Village will follow the "Potential Self Harm Response Plan" as follows:

Employee/Treatment Provider perceives potential for self harm as indicated by behaviors such as;

- _ Statements of helplessness, hopelessness, abandonment, guilt, self blame, or desires to engage in behavior which may directly or indirectly result in harm to the youth.
- _ Letters or notes which lead the treatment provider to reasonably conclude a potential for self harm.
- _ Gestures of self harm and/or self inflicted harm.
- _ Significant change in affect, demeanor, general behavior, or treatment plan.

Employee does spontaneous teaching, initiates constant monitoring, and notifies supervisor.

Date:_____ Time:_____

Supervisor determines need for Self Harm Inventory Part I

Date:_____ Time:_____

Employee administers Self Harm Inventory, Part I and reports results to supervisor.

Date:_____ Time:_____

Supervisor reports results of Self Harm Inventory, Part I to Clinician.

Date:_____ Time:_____

Clinician determines need for Self Harm Inventory, Part II with Clinician

Date:_____ Time:_____

When indicated, Clinician administers Self Harm Inventory, Part II

Date:_____ Time:_____

Clinician determines if youth is reasonably at risk for self harm

Date:_____ Time:_____

If youth is NOT judged to be at risk employee completes and submits incident report within 24 hours.

Incident report must be signed by supervisor and countersigned by Clinician. Follow-up occurs as directed by the Division Director.

If youth IS judged to be at risk as indicated by the Self Harm Inventories OR Youth displays gesture or attempt

Employee obtains immediate medical attention when indicated and reports to the supervisor.

Date:_____ Time:_____

Employee notifies the youth's caseworker and/or legal guardian, describes specific events, and requests clear instructions and opinions on the issue.

Date:_____ Time:_____

If caseworker and/or legal guardian is unavailable, employee leaves message when possible.

Date:_____ Time:_____

Employee notifies parents if different from legal guardian.

Date:_____ Time:_____

Employee notifies guardian ad litem when applicable.

Date:_____ Time:_____

Division Director facilitates constant 24 hour watch until youth is either removed from home or is no longer at risk and notifies Program Director immediately.

Date:_____ Time:_____

Employee completes incident report within 24 hours

Youth may not be returned to the Utah Youth Village program until written recommendation of his/her safety is received from licensed clinician.

Self Harm Inventory, Part I Must be completed by Direct Care Staff

Youth: _____ Date:_____

Time:_____ Home:_____

Supervisor: _____

Information received from:_____

This is a tool used to attempt to describe the youth=s state of mind whenever a warning sign of potential self harm is observed by the treatment provider. This information is to be communicated to the legal guardian immediately so that s/he may decide what intervention to require.

- Y/N/S 1. Has s/he had trouble getting to sleep or waking up early?
- Y/N/S 2. Has s/he had a change in eating habits? Not eating enough?
- Y/N/S 3. Has s/he made statements of low self esteem?
- Y/N/S 4. Does s/he smile much?
- Y/N/S 5. Has s/he withdrawn from others and from regular activities?
- Y/N/S 6. Has s/he been involved in violent or rebellious behavior, or running away?
- Y/N/S 7. Has s/he abused alcohol or drugs? Is the youth currently under the influence, or has abused for days or weeks?
- Y/N/S 8. Has s/he had poor hygiene?
- Y/N/S 9. Has s/he made any radical personality change?
- Y/N/S 10. Has s/he displayed less emotion than usual?
- Y/N/S 11. Has s/he been persistently bored, had difficulty concentrating, or a decline in the quality of school work?
- Y/N/S 12. Has s/he made frequent complaints about physical symptoms like headache, stomach ache, fatigue?
- Y/N/S 13. Has s/he seemed less energetic, more fatigued and lethargic than usual?
- Y/N/S 14. Has s/he had a sudden loss of interest in fun activities?
- Y/N/S 15. Has s/he had trouble accepting compliments or rewards?
- Y/N/S 16. Has s/he made any suicidal statements?
- Y/N/S 17. Has s/he made negative self statements?
- Y/N/S 18. Has s/he said things like: "I won't be a problem for you much longer," "It's no use," or "I won't see you again."
- Y/N/S 19. Has the youth made statements indicating guilty feelings like, "It's all my fault," "If it weren't for me, things would be okay."
- Y/N/S 20. Has the youth had recent crying spells or been more than usual?
- Y/N/S 21. Has s/he given away favorite possessions, cleaned his or her room, thrown things away, etc.?
- Y/N/S 22. Has s/he become more cheerful or energetic after a period of depression?
- Y/N/S 23. Does s/he seem more agitated, anxious, or irritable than usual?
- Y/N/S 24. Is this the anniversary of the death of a loved one?
- Y/N/S 25. Is there a family history of suicide attempts?
- Y/N/S 26. Is it the time of year when the youth would normally associate feelings with traumatic events?
- Y/N/S 27. Does s/he know someone who has recently died or committed suicide?
- Y/N/S 28. Has s/he recently experienced a significant and negative change in a relationship?
29. If female, how long has it been since her last period? _____/Days

Completed by: _____
 Signature/ Date/ Title

Self Harm Inventory, Part II

Must be completed by licensed worker

Youth: _____ Date: _____ Time: _____

Home: _____

Licensed Worker: _____ Supervisor: _____

During the interview, check for hopelessness, helplessness, loneliness, deterioration of family, especially family interactions in recent past, and tendency toward isolation.

1. Have you thought about hurting yourself (suicide) before?
2. Have you ever attempted to hurt yourself (suicide) before?
3. Have you thought about how you would hurt yourself (suicide) before?
4. Do you want to hurt yourself now?
5. Did you attempt to hurt yourself now?
6. Do you know how you would hurt yourself now? (How valid is plan - access to pills, razors, etc.)
7. Do you agree not to harm yourself?
8. Do you agree to talk with your (Family Teachers or Treatment Parents) if you do feel like hurting yourself?

Notes:

It is reasonable to believe that _____ (is) or (is not) at immediate risk to harm themselves or others.

Completed By: _____

Signature/ Date/ Title

Adopted: February 17, 1987

Amended: June 23, 1995

Amended: May 29, 2002

Amended: March 23, 2006

B.7. SUSPECTED/ACTUAL ABUSE OR NEGLECT

The welfare of the youth at Utah Youth Village is a primary concern for all persons employed there. The Youth_Village program is designed to provide a humane, effective, and satisfactory program for youth in our care. This policy ensures that all events, practices, or procedures that might be considered abusive are investigated in an effective, efficient and fair manner.

Any credible complaint of suspected abuse or neglect must be brought to the attention of the Utah Youth Village Program Director, who will report directly to the Executive Director.

Approved February 17, 1987
Amended April 16, 2009

B.8. MEDICAL POLICY

The following is the medical care procedure when youth require medical attention:

- A. Emergency Hospitalization
 - A.1 When a youth is transported for emergency room treatment, the hospital personnel will require permission from the parent or guardian to treat and/or hospitalize the youth.
 - A.2 The Program Consultant must be notified of all emergency hospital visits.
 - A.3 Primary staff transporting youth to a hospital must remain with the youth during the entire admission procedure and until the hospital nursing staff states that they may leave the youth following admission to his/her room.
- B. Emergency Treatment
 - B.1 Staff must be familiar with the closest routes to the nearest hospital.
 - B.2 If a youth is found unconscious and respirations or pulse have ceased, follow the procedure for mouth-to-mouth resuscitation or for cardiopulmonary resuscitation.
 - B.3 Call the paramedics for assistance. Emergency numbers must be posted on the phone.
 - B.4 If the paramedics are not needed, but medical attention is, determine transportation to the hospital.
 - B.4.a "Walking wounded" can be transported per van.
 - B.4.b Never drive alone with a seriously ill or injured youth.
 - B.5 Call the parent(s) and caseworker as soon as the immediate treatment needs of the youth have been taken care of.
 - B.6 Notify the Program Consultant or the Program Director if the Program Consultant is not available.
- C. Non-emergency Hospitalization
 - C.1 Non-emergency hospitalizations require permission of the youth's parent or guardian.
 - C.2 Primary staff will transport the youth to the hospital and remain with the youth during the entire admission procedure and until

the hospital nursing staff states that they may leave the youth following admission to his/her room.

D. Prescriptions

D.1 Prescriptions should be kept in a secure and locked place in the home, such as a locked office file cabinet.

D.2 Family Teachers are responsible to assure and document that youth are actually taking prescribe medication.

Approved February 17, 1987

Amended April 16, 2009

B.9. RELIGIOUS PRACTICES

Every youth, with sensitivity to religious preference of the parent or guardian, shall be given the opportunity to attend the church of their choice and practice their religious beliefs subject to the youth=s ability to be appropriate in the church setting.

Approved February 17, 1987

Amended April 16, 2009

B.10. ACTIVITY PARTICIPATION

Utah Youth Village will ensure that there will be first-aid trained persons present for activities outside of the home that are considered to be high risk activities or unrelated to the youths' treatment plan (i.e., snow-boarding, river rafting, water skiing).

Approved: August 1, 2004

Amended April 16, 2009

B.11. YOUTH'S ADMITTANCE AND TERMINATION

The ultimate responsibility for admitting a youth rests with the Utah Youth Village Program Director.

The ultimate responsibility for terminating a youth from the Teaching-Family program rests with the Utah Youth Village Program Director.

Approved February 17, 1987

Approved December 2, 1991

Amended April 16, 2009

B.12. COMMUNICABLE DISEASE GUIDELINES

Utah Youth Village will incorporate, support, and train current policies and procedures consistent with the Department of Social Services Office of Licensing, regarding practices to prevent and treat communicable disease.

Approved May 23, 1990.

Amended April 16, 2009

B.13. YOUTH ADMITTANCE POLICY: AIDS

It is the responsibility of the referral source to provide results of an AIDS test if requested by Utah Youth Village as part of the screening process for admissions. The test required will be the ELISA test, available at the City/County Health Department for \$10.00, which tests for the presence of the HIV antibodies. If the ELISA test is positive, which can be influenced by other factors and may give a false positive test, a Western Blot test is required. The Western Blot test for the AIDS virus is considered the more accurate test. It can be obtained free at the City/County Health Department if the ELISA test was taken previously at the health department.

A youth showing a positive result for the AIDS virus using the Western Blot test, will not be accepted by the Village for placement, if in the judgment of the Village's professional staff it is reasonably foreseeable that the youth would engage in behavior which could transmit the disease to another person (e.g. sexual penetration, intravenous drug use). If a youth shows a positive result for the AIDS virus, but in the professional judgment of the Village staff and DCFS it is not reasonably foreseeable that the youth would engage in behavior that would communicate the disease to another person, the youth may be admitted subject only if the following precautions are taken:

1. Associate Family Teachers are certified in American Red Cross First Aid and CPR, as per usual training requirements.
2. Latex gloves are available in the group home and van for first aid emergencies.
3. Associate Family Teachers receive AIDS education prior to placement.
4. Associate Family Teachers deliver preventative AIDS education to the youth upon placement and periodically thereafter.
5. The youth is identified to the other residents in the home as an HIV carrier.

6. The HIV youth's room assignment is determined by the Consultant, Program Director, and Family Teachers.
7. The Division of Family Services complies with its own policies in attaining appropriate waivers from the guardians of the other youth in the home, and
8. The Family Teachers specifically agree to the placement. (Family Teachers may decline the placement).

Approved January 15, 1990

Amended May 25, 1995

Amended April 16, 2009

B.14. YOUTH ADMITTANCE POLICY: Arson

A youth may not be admitted to Utah Youth Village if, according to the professional judgment of the staff involved in the admissions process, it is reasonably foreseeable that the youth will exhibit fire setting behavior while in placement at the Village. In determining the youth's fire setting potential the following items, together with any other relevant information, shall be considered:

1. How recent was the fire setting behavior?
2. How often has it happened?
3. What are the facts surrounding the fire setting?
4. Have the fire setting incidents threatened people or property?

When a youth is admitted who has had prior fire setting experiences, the following pre-requisites must be complied with:

1. The findings of the juvenile court concerning the incident(s), and restitution or fines be disclosed at placement by the placing case-worker.
2. Documentation of a low potential for an episode of fire setting during placement will be sought in existing psychological evaluations. If documentation is not available, a signed statement from psychological evaluator, satisfactory to the Village, will be provided by the referral source stating that the youth is not likely to set fires during placement.
3. Smoke alarms are in every youth's bedroom, in addition to current fire code compliance.

Approved January 15, 1990

Amended April 16, 2009

B.16. USE OF PROGRAMMATIC DISCIPLINE

To ensure that discipline, when imposed by Teaching-Family staff on a youth at Utah Youth Village, is fair, effective, and in keeping with the guidelines established by Federal Law, the Utah Department of Human Services and the code of ethics of the National Teaching-Family Association:

1. Discipline shall be defined as the method(s) of dealing with infractions of the rules by youth within Utah Youth Village and the community in which they live. As may appear reasonable to the staff, the least restrictive disciplinary action will be sequentially administered by all Teaching-Family staff.
2. Discipline shall be used to help the youth develop self-control and to learn to assume responsibility for their own actions. In order to help youth know the rules of their home and of Utah Youth Village, each home shall explain rules to youth. The rules shall set the limits of behavior required for the protection of the individual youth and the group. These rules shall be explained to the youth by the staff within 48 hours of in-home placement.
3. Regular review of the home rules will occur for youth and Teaching-Family staff. Family meeting will be the form for rules review in most cases.
4. The youth in the home have the right at any time to appropriately ask for review of any home rules within the Family Meeting process.
5. Prior to the imposition of discipline, the youth shall have the reason (rationales) for imposing the discipline explained. As often as possible, the youth shall also be offered the opportunity to explain the reasons for the conduct leading to the discipline.
6. The individual youth file shall contain a summary of the discipline imposed, specifying the conduct of the youth leading to the discipline and the nature and duration of the discipline. Documentation of said event will be recorded on a Utah Youth Village incident report.
7. The Program Director or designee shall review all discipline imposed on individual youth at the end of the duration of the discipline. The reviewer shall not be the individual who imposed the discipline measure. This precaution will help to ensure the protection of the individual rights of the youth.
8. Acceptable discipline includes:
 - a. Firm, positive statements
 - b. Rewards for positive behavior
 - c. Assigning special additional tasks for periods not to exceed one week.
 - d. Temporary removal of privileges: e.g., television, radio, or record player, telephone, movement in and around the home, snacks, etc.

- e. Withholding a youth's monthly personal spending money shall occur only for reasonable restitution for damages done by the youth.
 - f. A youth may be required to go to bed early for a rule violation. Normal sleeping time should not exceed eight hours per night unless a youth requires additional sleeping time as outlined by a doctor's order or a special treatment plan.
9. Limitations of discipline:
- a. Discipline shall be in proportion to the particular inappropriate behavior and shall be initiated by staff within an appropriate time period of learning of the inappropriate behavior.
 - b. Discipline shall be carried out by the responsible Family Teacher professional that directly supervises the youth.
 - c. No youth shall be subjected to verbal abuse, threats, or derogatory remarks under any circumstances.
 - d. No youth shall be subject to corporal punishment under any circumstances.
 - e. No youth shall be deprived of a regular meal or part of a meal as discipline.
 - f. No youth shall be deprived of visits or weekly telephone contacts with family, or legal assistance, his/her assigned caseworker or other persons who have established a parenting bond, as identified by the legal guardian of the child.
 - g. No youth shall be deprived of clothing or sleep as discipline.
 - h. No youth shall be deprived of items necessary for personal hygiene (e.g., toothpaste, toothbrush, soap, comb, etc.) as discipline.
 - i. No youth shall be deprived of an opportunity for a daily shower or bath and access to toilet and drinking water as discipline.
 - j. No youth shall be subjected to unclean or unsanitary living conditions as discipline.
 - k. No youth shall be deprived of health care as a discipline.
 - l. No youth shall be deprived of exercise, or forced to exercise as discipline.
 - m. No youth shall be deprived of a right to receive and send uncensored mail as discipline.
 - n. No youth shall be deprived of an opportunity to attend religious services and/or religious counseling of her choice as discipline.
 - o. No youth shall be disciplined for toilet accidents.
 - p. No youth shall be subjected to any behavior management techniques except as provided in subsequent sections of this manual.
 - q. In addition to all other prescribed disciplines set forth in this procedure, no youth shall be subjected to cruel or unusual punishment as discipline.

NOTE: All Teaching-Family Staff are asked to refer to the following sources for a more in-depth discussion of the use of Behavior Management Techniques:

1. Standards of Ethical Conduct of the National Teaching Family Association.
2. Ethics Workshop - Utah Youth Village Pre-Service Workshop
3. Intensive Teaching Workshop - Utah Youth Village Pre-Service Workshop.
4. Crisis Prevention Workshop - Utah Youth Village Pre-Service Workshop.

Approved February 17, 1987

Amended May 25, 1995

Amended April 16, 2009

B.16. USE OF BEHAVIOR INTERVENTION TECHNIQUES

To ensure that any emergency behavioral intervention technique employed at Utah Youth Village is within the guidelines established by Federal Law, Utah Division of Child and Family Services and the Standards of Ethical Conduct of the Teaching-Family Association and to outline emergency behavioral intervention requirements and procedures to prevent injury to children, caretakers and other staff during a behavioral crisis in which a child may be aggressive or assaultive:

Emergency behavioral intervention shall be defined as a behavioral intervention designed to rapidly decelerate aggressive or assaultive behaviors by means of manual restraint, mechanical restraint, seclusion, use of psychotropic drugs, time out or any other procedure which the client is likely to find aversive, has the potential to result in injury to the client or may be construed as abusive by an uninformed observer.

1. Manual Restraint

- a. Any procedure of personal restriction by another person or persons, using the minimum force necessary, that immobilizes or reduces the ability of a client to move his or her arms, legs or head freely and is continued only as long as the client presents a danger to himself or others.
- b. Utah Youth Village permits the use of manual restraint as an emergency behavioral intervention only when other less intrusive interventions have been determined to be ineffective in dealing with the following conditions:
 - i. The client is a danger to others: Physical violence toward others with sufficient force to cause bodily harm.

- ii. The client is a danger to self: Self-abuse of sufficient force to cause bodily harm.
 - iii. Threatened abuse towards others or self that may, with evidence of past threats or actions, result in danger to others or self.
 - iv. Extensive property damage.
 - v. Alpine Academy only: When parental consent is obtained, when the client attempts to leave the facility without permission.
 - c. Manual restraint techniques are limited to those trained in the Intensive Teaching and Crisis Intervention sections of the Pre-service Workshop or Crisis Intervention in-service workshops.
2. Mechanical Restraint
- a. The use of a mechanical device, object or other restraining material (such as tape or cloth restraints), that may not be freely removed by the client, designed to inhibit the physical movement of a client.
 - b. The Utah Youth Village forbids the use of mechanical restraint of any kind as a behavioral intervention technique.
3. Seclusion
- a. A behavior control technique involving locked isolation in which a client is placed in a secured room, removal is contingent upon passage of a specified period of time or cessation of the target behavior and staff physically prevent (e.g. locking doors, physically holding doors to prevent opening, etc.) the client from leaving the room until the removal criteria are met.
 - b. The Utah Youth Village forbids the use of seclusion of any kind as a behavioral intervention technique.
4. Psychotropic Drugs
- a. A behavioral control technique involving the use of psychotropic drugs to control a client=s behavior in an emergency situation.
 - b. Utah Youth Village forbids the use of psychotropic drugs as an emergency behavioral technique. Psychotropic drugs may only be used if the drug is prescribed by a physician or psychiatrist licensed in the State of Utah as a clinical component of a client=s treatment plan under the direct management and supervision of a physician.
 - i. The prescribing physician must have personally examined the child prior to prescribing the drug. The examination shall be written into the client=s record and accompanied by a statement by the physician containing the following information:
 - (1) Description of the client=s current mental and physical condition, including a description of the

physical symptoms, if any, resulting from effects of previously administered psychotropic drugs.

(2) The intended effect of the prescribed drug, the duration and dosage of the drug, the relationship of the prescribed drug therapy to other forms of treatment, and any other medication being given to the client.

- ii. Psychotropic drugs may only be used after the purpose, duration, and any known side effects of the drug have been explained to the client=s parents or guardian.
- iii. No treatment provider shall modify the prescribed use of any drug without the approval of the prescribing physician.

c. Time Out

- i. A behavioral management technique that may involve the separation of a client from the group in a non-locked setting, for the purposes of calming the client.
- ii. Utah Youth Village permits the use of time out as a behavioral intervention only when designated in the client=s treatment plan for the purpose of calming the client.

(1) Specific elements of time out must be outlined in the client's treatment plan and may include: time out location, monitoring, length of time, client relaxation or self-talk techniques, follow-up teaching techniques, when initiated and by whom, etc.

(2) Time out elements must be discussed and practiced with the client prior to any situation that requires the use of time out.

PROCEDURE: The general procedure for the use of manual restraint is as follows:

1. Emergency behavioral intervention techniques used at Utah Youth Village shall be reviewed by the Board of Trustees at least every two years.
2. The Program Director or designee is responsible for the administration and supervision of all emergency behavioral intervention techniques.
3. A Behavior Management Review Committee shall be established to review behavioral intervention policies, procedures and implementation of any emergency behavioral interventions. The committee shall consist of the Program Director, program administrator(s), and designated consultant(s) and direct care staff. The committee shall be convened as follows:
 - a) When intrusive emergency behavioral intervention procedures are used two or more times within thirty days, the

BMR Committee shall convene within 5 days. The caseworker and contract specialist shall be invited to attend the meeting.

b) Upon request of the caseworker or contract specialist.

c) When any intrusive behavioral intervention results in physical injury to client or staff, the BMR Committee shall convene within five days. The caseworker and contract specialist shall be invited to attend the meeting.

4. All program administrators, consultants, therapists, family consultants, family consultant supervisors, family teachers, associate family teachers, treatment parents, and night staff shall be trained in all emergency behavioral management techniques that are utilized by the Utah Youth Village. Training shall include information in the Pre-service Workshop, specifically Motivations Systems, Teaching Interactions, Youth Rights, Intensive Teaching and Crisis Intervention classes.
5. Documentation of training shall be kept on the training resumes of those empowered to use the techniques.
6. Prior to admission to the Utah Youth Village, clients, parents or guardians, and caseworkers shall be informed of all techniques that may be utilized to control client behavior.
7. Manual restraint techniques shall be used as a last result only after less intrusive interventions have been determined to be ineffective and only in those situation defined in Section 1B. Manual restraint shall not be employed as punishment, for the convenience of staff, or as a substitute for use of the motivation system and intensive teaching.
8. Manual restraint shall not be used in a manner that causes undue physical discomfort, harm or pain to the client. A designated staff will assess the mental and physical well-being of any child or youth being restrained, continuously monitor the restraint procedure and assure that the restraint is being done in a safe manner. Additional assessment of the client=s mental and physical well-being shall be monitored for at least one hour after the restraint. A client with any physical injury (i.e., contusions, lacerations, fractures, irregular breathing, or other signs of physical distress) shall be taken to the emergency room or an ambulance called.
9. A follow-up assessment involving the program administrator, consultant, and staff involved with the restraint will place as soon as practicable after the initiation of the restraint. This assessment shall include an assessment of the client=s physical and mental condition, techniques used, the effectiveness of employed techniques, summary of facts, recommended behavioral changes for staff.

Approved February 17, 1987

Amended May 25, 1995

Amended February 2003

Amended April 16, 2009

B.17. VEHICLE SAFETY FOR YOUTH

To ensure the safety of Utah Youth Village youth being transported. Auto accidents are the greatest cause of employment related fatalities and accidents. Unbelted auto occupants are 14 times more likely to die than belted occupants. Wearing a seat belt appropriately is the best way to minimize injuries in the case of an accident:

1. Program youth are not allowed to drive any program or personal automobile.
2. When driving or riding, youth and employees must wear seat belts at all times.
3. It is the driver's sole responsibility to ensure that all children (including young children in child safety seats) are buckled when being transported.
4. Failure to follow all seat belt laws and Utah Youth Village policy when transporting youth may result in immediate termination of employment or contract.
5. While in placement at Utah Youth Village, youth may not operate a motor vehicle, unless under supervision of their legal guardian.
6. Staff vehicles are not to be used to transport youth, except in situations of emergency and with prior consultant approval.
7. All vehicles used for Utah Youth Village business purposes shall be properly maintained. Tire pressure on van tires shall be checked periodically by group home staff and by consultants. Vehicles are to be serviced on a quarterly basis and should include as needed:
 - a) Oil and lube, and antifreeze
 - b) Tune up
 - c) Alignment
 - d) Brakes
8. Employees of Utah Youth Village are required to wear a seat belt and have every passenger in the vehicle wear a seat belt whenever using a vehicle for Village business. When running an errand on Village business, going to court, going to a group home/foster home or transporting youth or staff, all occupants of the vehicle must wear seat belts at all times. No exceptions.
9. Employees of Utah Youth Village are required to obey all traffic laws, to drive reasonably and safely.
10. Failure to follow this policy and to obey all traffic laws will be grounds for disciplinary action up to and including termination for cause.

Approved February 17, 1987
Revised June 23, 1995
Amended September 27, 1995
Amended April 16, 2009

B.18. ADULT SUPERVISION OF THE HOME

To provide for the safety and well-being of all youth in the home:

Direct Care Providers are responsible and held accountable for all events in the home; therefore, adult supervision must be maintained any time there is a youth in the home. Youth to staff ratios will not exceed 4 youth to 1 adult at any given time.

Approved February 17, 1987
Amended April 16, 2009

B.19. COMMUNICATING WITH FORMER CLIENTS OF UTAH YOUTH VILLAGE

Any email communication, between Village employees and former clients of the Village (youth or parents) shall be done through Youth Village's email system. All communications on Youth Village's email system are subject to review by the Village's administration. No employee has any right of privacy or confidentiality about information communicated on the Village's email system. Any email communication by a Village employee with a former client through an internet system other than the Village's email system will cause the employee to be subject to immediate termination as an employee.

Amended April 16, 2009

B.21. CHECKING ACCOUNT POLICY

The purpose of this policy is to establish guidelines for Teaching-Family home checking accounts.

The Teaching-Family checking account was devised to allow the Family Teachers the flexibility in purchasing routine items needed for the day-to-day operation of their program for the benefit of the youth they serve. Family Teachers must submit to the Village receipts for every expenditure made with Village funds. Family Teachers are solely responsible for expenses incurred by the Village due to their neglect or misuse of Village funds. Family Teachers must not mix personal funds with Village funds, at any time. Family Teachers may not have more than \$100 petty cash on hand or in receipt form at any time. Neglect or misuse of Village funds, in any way, is cause for immediate termination of

employment. Although the Teaching-Family checking account may be used for many items, Village funds may NOT be used for the following expenditures:

1. Personal items for the Family Teachers or children of the Family Teachers.
2. Any alcoholic beverages.
3. Traffic fines
4. Bank expenses due to Family Teacher negligence
5. Gas used for the Family Teachers personal travel or errands.
6. Entertainment not involving Teaching-Family youths.
7. Meals eaten outside of the group home which do not involve Teaching-Family youths.
8. Major equipment purchases over \$100.00
9. Other expenditures not specified in the line item descriptions. Use of checks should be the primary purchasing process. Cash should be used only when checks are not accepted.

Approved February 17, 1987

Amended May 25, 1995

Amended November 16, 1995

Amended September 25, 1996

Amended April 16, 2009

B.22. VEHICLE MAINTENANCE AND REPAIR

To define responsibilities in the repair and maintenance of group home vehicles:

The cosmetic and mechanical maintenance of group home vehicles is the responsibility of Family Teachers. In an effort to support Family Teachers, Utah Youth Village Consultants will:

— Inspect one vehicle/month on a rotating basis to evaluate van upkeep, document this activity in the home's consultation manual, and report items needing attention in a timely manner.

— Be responsible for all activities necessary to register Utah Youth Village vehicles.

PROCEDURE: In the event of an accident or other damage to Utah Youth Village vehicles, or a citation for a moving violation, Family Teachers/Associate Family Teachers and other employees of Utah Youth Village who operate a Village owned vehicle, will:

1. Never admit fault
2. Obtain:

- a. Name, address, telephone number, insurance company and contact person, driver's license and license plate number from other driver(s) if involved in the accident.
 - b. A police report if the accident occurs on a public road.
3. Report the above information, plus date and time of accident or citation, to the consultant immediately.
4. Provide documentation in the form of a copy of the citation or an incident report to the consultant consistent with established Utah Youth Village procedures.
5. Complete all instructions necessary to have the vehicle repaired within four weeks of the accident.
6. Pay from their own personal funds any fines involved with the issuance of a citation.
7. Pay from their own personal funds up to \$250 towards the insurance deductible related to the repair of the vehicle or other property involved.

PROCEDURE: In the event of a reported accident from Family Teachers to their consultant, the consultant will:

1. Immediately report the accident to the Division Director.
2. Immediately report the accident to the Utah Youth Village Accountant.
3. The Utah Youth Village Accountant will determine the necessity of a report to the Utah Youth Village insurance company within 24 hours using the following guidelines:
 - a. Was the Family Teacher at total fault?
 - b. Is the damage greater than \$350.00?
 - c. Has the program director approved contact with the insurance company?
4. When necessary, make the initial contact with insurance companies.
5. Communicate all instructions to the Family Teachers and follow up on the repairs.

As used in this section reference to Family Teachers includes Associate Family Teachers.

Approved: February 22, 1991
Amended May 25, 1995
Amended November 1, 2006
Amended April 16, 2009

B.23. DONATED FOOD

Utah Youth Village may obtain salvaged food as a Utah Charity. The primary purpose in obtaining this food is to provide salvaged food for our Village group homes and a secondary benefit to related Utah Youth Village programs, and Village employees.

The following rules are being put in place to maintain the primary purpose in purchasing the salvaged food which is to save money for our Village group homes. They are also important to ensure that the remaining food is distributed as equally as possible to those Treatment Foster care homes, and Families First homes who wish to take advantage of this benefit.

1. Salvaged food is often purchased weekly and stored in the food shed behind the Village office located on 5800 S. Highland Drive.
2. Group Home staff will be allowed access Monday through Friday from 8:00 a.m. to 5:00 p.m., through the food coordinator.
3. Treatment parents, and Families First specialists may pick-up salvaged food during the last seven days of each month. Treatment parents who live more than 60 miles, one way, from the Village offices may access salvaged food through the food coordinator with consultant approval anytime they visit the Youth Village office from 8:00 a.m. to 5:00 p.m. Monday through Friday.
4. Treatment parents may take one box of food for each program youth placed with them at the time they pick-up the salvaged food. (Respite care youth do not count for the purpose of this policy unless they have been placed for more than two weeks).
5. Group home staff, treatment parents, and Families First Specialists need to make sure they sign the log indicating how many boxes they have taken and the ethnicity of the youth they serve. The log is a requirement to participate in the program which sells us the salvaged food. The log hangs on the shelf directly in front of the door to the shed.
6. Occasionally, when we have too many grocery items clogging the shelves, we will announce that we are clearing out the shed and allow anyone to take as many of the grocery items as they would like. The purpose will be to clear out the shed of the items people have not wanted and make room for more salvaged grocery items. When we announce this, there will be no restrictions on how much each treatment home or employee may access of the grocery items.

Please respect the limits that have been imposed so that we can have as fair a distribution of this benefit as possible for everyone. Also, please clean up after yourself, your youth, or children when you have accessed food. It allows the

coordinator to focus on getting more salvaged food rather than expend time keeping the food shed organized and clean.

Adopted March 30, 1990

Amended June 23, 1995

Amended October 8, 2002

Amended April 16, 2009

B.24. EMERGENCY RESPONSE PLAN

To delineate procedures for dealing with various emergency situations, to ensure safety, and to minimize risks:

The Utah Youth Village will maintain a safe, comfortable living and working environment for students and staff. When this environment is compromised or disrupted, staff will take the necessary actions to eliminate whatever danger or uncomfortable conditions exist and ensure student and staff safety. The responsibility for supervision and direction of staff in a crisis is to be assumed in the following order:

- Program Director
- Division Directors
- Program Consultants
- Family Teachers (including Treatment Parents and Associate Family Teachers)

All staff will be trained in emergency procedures during pre-service training and employee orientation. Procedures will be reviewed and rehearsed every annually thereafter.

All emergency situations as outlined below will be documented on an incident report by a staff person designated by the Program Director or appropriate division Director. This report will be written within 24 hours of the incident and copies sent to the appropriate persons.

Control and Information Center (CIC)

The administrative office of the Village is the CIC. All information helpful or required in the handling of all aspects of any emergency situation will be relayed to the CIC where the Program Director, division Director and local police authorities will direct all activities.

PROCEDURE

Evacuation

In the event that it becomes necessary to evacuate the building or group home, the following procedures shall be observed:

1. Youth and staff shall be educated about evacuation procedures. An evacuation plan shall be provided to each youth and a copy posted in the academy office.
2. Staff shall instruct the youth to evacuate the building using the nearest exit. Staff shall maintain order and help the youth remain calm.
3. Staff and youth shall assemble in a pre-designated assembly area. All staff and youth shall be accounted for. All efforts shall be made to locate missing staff or youth. If for some reason the assembly area is not an appropriate meeting place, another area will be designated by the Family Teachers. Students shall not leave the assembly area until instructed to do so.
4. Local emergency agencies shall be contacted immediately from the assembly area using a neighbor=s phone or a cell phone. The Consultant shall be notified as soon as possible.
5. Staff and students shall re-enter the building only after it has been assessed that it is safe to do so.
6. If the building is deemed unsafe, staff shall transport youth to the relocation site. The relocation site is the Utah Youth Village administrative office building or another site designated by local emergency authorities.

Bomb Threat

The propensity of bomb threats to schools and treatment facilities requires preparedness to handle such threats if received at the Utah Youth Village administrative office, group home sites, or private Transitions homes.

Search Supervisor

The specific Division Director will be designated as the Search Supervisor and will coordinate the investigation of the threat, the search of the facility, and the safety of the patients. The search is only intended to make sure all staff and students are out of the building, not to search for the alleged bomb.

Receipt of Bomb Threat by Telephone

1. Visit with the caller as long as possible. Pretend difficulty in hearing, but avoid making him mad.
2. Keep notes of the call and document any information that would be helpful in identifying the caller, the location of the bomb, the seriousness of the threat, etc.

3. Be alert for distinguishing voice characteristics such as male or female, young or old, impediments, accents, unusual use of words, voice quality, etc.
4. Note distinguishing background noises of any type, such as music, voices, aircraft, automobile, etc.
5. Ask where the bomb is located. Get as much detail as possible. A caller may give evidence of a hoax by his unfamiliarity with the building.
6. Ask for the exact time the explosion is to occur.
7. Request that the information be repeated, and note carefully any variation in information. This could be an indication of a hoax.
8. Ask for the individual=s name.
9. Inform the caller that persons are likely to be injured. Reminded of this, the caller whose intent is only destroying property may be inclined to give the bomb=s location.

Evacuation

Based upon the evidence at hand which would indicate whether or not the bomb threat is a hoax, the staff taking the call must make the decision regarding the advisability of a partial or full evacuation of students and staff. It is recommended that the building be evacuated immediately and that the seriousness of the call be evaluated later. Refer to "Evacuation Procedure" for details of an evacuation.

Notification of Authority Upon receipt of a bomb threat the Consultant and/or division Director must be notified immediately who in turn will contact the Program Director, local police and fire authorities. Full cooperation with these officials is essential. Upon their arrival, local authorities will direct search procedures.

Search Procedures

1. The detection of a bomb is most likely to be made by staff familiar with their area. If deemed appropriate, based on information received in the warning, the staff, under the direction of the Search Supervisor and local authorities will search their work areas. Since bombs have not followed a consistent pattern in design or construction, any unusual or strange article should be considered suspect. Bombs have been discovered in books, paper bags, lengths of pipe, metal containers, and a myriad of other forms.
2. Staff must be cautioned never to touch any article that may be suspected as a bomb. Handling a suspected object may trigger an explosion.
3. Staff conducting the search and monitoring the youth should remain calm and alert. Staff should ensure that the youth are not unnecessarily be alarmed. Information and details about the search or the incident in

general should not be shared with the youth until the incident has been resolved.

4. Secure areas (those areas which are known to have been locked or inaccessible to strangers) can be eliminated in the search, thus saving time.

5. Each staff will report to the Director or Search Supervisor following a thorough search of his/her area, indicating the results of the search.

Return to Facilities

Staff and youth should return to the facility when the local police authorities or Search Supervisor gives the all-clear.

Earthquake

In the event of an earthquake, as with any emergency situation, the safety of the staff and youth is paramount. Of secondary concern is security. Since earthquakes do not afford any advance warning, the procedures are divided into three parts: preparedness, during, and after.

Preparedness

Staff will be aware of areas in the building or group home that provide a safer environment in an earthquake - doorways, under stairways, in areas away from overhead items and free of glass. Staff will avoid storing items in high places. The group homes will be inspected monthly for safety issues related to structural soundness and integrity. The Family Teachers will stay abreast of community emergency plans and issues related to earthquake preparedness, and are responsible for implementation at their facility.

Youth will be educated about earthquake safety and monthly drills will be conducted.

During

Staff will attempt to keep control of the situation. Staff and youth will be assembled in an area that provides safety (as mentioned above). Staff will remain calm and ensure the safety of the youth. Youth and staff will attempt to mitigate the dangers associated with the event by moving to the safest location given the current circumstances.

After

The building shall be evacuated until damage is assessed. The Consultant or designee will assess the damage and contact the division Director. The natural gas main, water main, and power main shall be turned off as soon as possible. If

the building is deemed unsafe by the division Director or building engineer, youth will be evacuated to the relocation site. The possibility of after-shocks needs to be considered when assembling staff and youth.

The Family Teachers will have access to a battery powered radio for news updates and further follow-up instructions which may affect water, power, or gas services.

Extreme Weather Conditions

In the event of a tornado or extreme weather conditions, safety of the staff and youth will be paramount, with security the secondary concern.

General Responsibilities

When weather advisories indicate that extreme weather in the form of severe storm warnings or tornado warnings are present and pose a threat to any building, any or all of the following actions should be taken.

1. Staff should keep youth inside at all times in extreme weather conditions. Even though weather may not be severe during summer lightening storms, youth are to be kept inside.
2. Inspect the exterior areas of the building to ensure that all equipment such as lawn equipment, ladders, etc. are stored, that there are no objects (particularly on the roof) which could be blown off and cause damage to staff, youth, or property, and that exterior doors are tightly secured.
3. If conditions indicate and if it is feasible, tape large window areas with masking tape to prevent movement of or splintering of glass.
4. In the event of a tornado, staff and students shall gather in the basement, away from windows.
5. Should conditions so indicate, the staff will assist with the collection of emergency water.
6. Staff shall continuously monitor designated weather advisory or emergency frequencies.
7. Other actions may be taken as deemed prudent by local conditions.

Gas Leaks

In the event of a gas leak, the Family Teachers will instruct youth and staff to evacuate the building in the same manner as they would for fire alarms. Youth and staff are to assemble in the designated assembly area.

The gas main is to be turned off as soon as possible. The fire department at 911 and the Questar Gas Company are to be called immediately and notified of the situation. The Consultant shall be notified as soon as possible.

The Consultant or designee will give the all-clear message once there is no longer a danger as determined by the Director or the Fire Department. If it will not be possible to re-enter the building within a reasonable amount of time, it may be necessary to initiate further evacuation procedures.

Power Outage or Disruption

In the event of a power failure, the Family Teachers will distribute battery power emergency lights. Youth are to congregate in the central area of the house (as designated by the Family Teachers) and staff will ensure that everyone is accounted for. Staff must remain calm and keep students from becoming exited. Keep the students busy with a meeting or activity to take their minds off the unusual circumstances. The power outage should be reported to Utah Power as soon as possible. Once power is restored, the Family Teachers will contact the Consultant if any special conditions exist.

Alpine Academy School - If students are in class when a power outage occurs they are to remain there until teachers receive instructions from the Family Teachers. The classroom has windows to provide external light. Teachers should keep class operating as normal as possible during the outage period.

Riot

It is Utah Youth Village=s policy to stop potentially dangerous situations before they begin. If there is any indication of youth planning to riot or coordinating negative activities, staff should intervene and insure such actions do not occur.

In the event of a riot situation or multiple students acting out physically, the following procedure will take place:

1. If necessary, the Family Teachers will call Associate Family Teachers to work. The Consultant shall be informed as soon as possible.
2. The youth involved will be isolated from the rest of the youth. If this is not possible, the 5-second rule will be called where the other youth will go to their bedrooms and remain there until instructed to come out. Security alarms will be activated.
3. Family Teachers will assign specific staff to deal with specific youth.
4. Staff may keep contact with each other via the direct connect option on the cell phones or two-way radios.
5. Control and order will be restored and maintained immediately. Youth will be isolated from one another. If control cannot be secured by the staff, the police shall be contacted at 911.
6. The Family Teachers will dismiss extra staff when the emergency situation subsides.

Water Leak, Broken Pipe, or Flood

In the event of a major water problem, relocate youth and staff to safer and dryer areas of the building. This area will be designated by the Family Teachers. If necessary, the building should be evacuated. The electricity should be shut off in the flooded areas. This may be done by the fuse box for that area or the main pull. If the water problem is caused by a leak in the plumbing, the water main should be turned off.

The Consultant shall be notified as soon as possible.

Fire

In the event that a fire occurs at a building or the smoke detectors go off, the safety of the students and staff is paramount. Of secondary concern is security. Since fires don=t afford any advance warning, the procedures are divided into three parts: preparedness, during, and after.

Preparedness

Fire safety inspections shall be conducted annually by the local fire authorities. Monthly inspections of smoke detectors and fire extinguishers shall be conducted monthly by the Family Teachers.

Building housekeeping and maintenance shall be inspected monthly by the Consultant to ensure that exits are not blocked, flammable materials are stored in a locked cabinet according to local fire ordinances, and clutter is not collecting either inside or outside the building.

Youth and staff shall be educated about fire safety and evacuation procedures. A fire exit plan shall be provided to each student. A copy of this plan shall be posted in the group home office. Monthly fire drills shall be conducted by the Family Teachers and documented on the Fire Drill Log.

At no time shall youth be allowed to have matches or lighters in their possession. They will not be allowed to burn candles, incense, etc., in their bedrooms or other areas of the house. Youth shall not handle matches or candles unless supervised by the staff.

A staff member shall be present whenever the youth are in the kitchen or preparing food. Use of the stove, oven, microwave and barbeque shall be supervised at all times.

In the event of a fire, smoke detectors going off, or staff yelling, "Fire!" the youth shall be instructed to evacuate the building and assemble in the designated evacuation assembly area. The Family Teachers shall ensure that all students and staff are accounted for.

If appropriate, the Family Teacher shall attempt to extinguish the fire with a fire extinguisher. If this is not possible, the Family Teacher shall evacuate the building and notify the local fire department on a cellular phone. The Consultant shall be notified as soon as possible.

Staff shall keep the youth calm and ensure their safety at all times. Staff and youth will remain in the assembly area unless instructed to move elsewhere.

After

After the fire is extinguished or the reason why the smoke detector went off is identified, the Family Teachers will assess the damage. If the building is deemed unsafe by fire authorities, youth will be evacuated to the relocation site. If conditions permit, the staff and youth shall be allowed to re-enter the building.

Mass Casualty Plan

In the event of a disaster or incident causing multiple injuries and/or deaths, Alpine Academy will work with local EMS, Fire and Rescue, Police, and the hospital to effectively deal with the crisis. External agencies responsible for providing medical, rescue and other services will be contacted and accessed. The Director will coordinate resources with the command persons from the appropriate agency. The classroom will be designated as a triage and assembly area for injured individuals. Should multiple deaths occur and there is a delay in the response of community resources, another room that can be closed off from the students will be designated as the morgue until such time that authorities can properly take care of the bodies.

General Emergency Preparedness

The group homes should have access to items that are essential for the survival and safety of staff and students in the event that they must evacuate the group home or are cut off from outside communication resources for a period of time. These items should be stored in a designated area of the home, preferably in the storage container that can be easily transported in if the home must be evacuated.

1. Three days of prescription medication for all youth in properly labeled containers with dispensing instructions.
2. First aid supplies and over-the-counter medications.
3. Water for all staff and youth for at least one day (a minimum of one quart of water per day per person).
4. Refrigeration free food items that are high in carbohydrates and proteins that can be used as snacks if youth must evacuate the home and stay in the evacuation location for an extended period of time. Some examples are: meal replacement or energy bars, dried fruits, nuts, jerky, candy bars, juice, etc.
5. A battery powered flashlight for each staff and youth.
6. Blankets for each staff and student.
7. A copy of the youth identification cards containing all significant information on each youth, their referral agency, and/or parents.
8. Extra pens and point cards.
9. A battery powered radio.

Approved May 23, 1990
Amended February 2003
Amended April 16, 2009

B.25. PROCESS FOR CONTENT CHANGES MADE IN TRAINING

Changes in training content must be discussed among the training, consultation, and evaluation staffs and approved by the Director of Training and Program

Director. This will ensure adherence to TFA training content and consistent follow-up services to the Associate Family Teachers by Utah Youth Village support personnel.

1. Significant changes in the content of Pre-Service training courses will be presented to the Director of Training by the program staff and approved by the Director of Training and Program Director prior to its use in Pre-Service workshops. A copy of the changes are to be made available to the consultation, training, and evaluation staffs. Rationales for the changes will be discussed, and the Director of Training is responsible for incorporating the changes. Copies of changes shall also be submitted to the Executive Committee of the Board of Trustees.
2. Significant changes in the content of In-service training will be discussed with the program staff prior to presentation to Associate Family Teachers. In the case of newly developed In-service courses, the Director of Training will discuss the content of the course with the program staff and invite the program staff to attend and evaluate the course.
3. The Director of Training is responsible for developing a general content outline or guest lecturers and will inform guest lecturers of the needs and skill level of the Family Teaching staff.
4. Training materials and records are available for the program staff to review. Access to the training material is through the Director of Training or the Program Secretary.

Approved: July 27, 1990
Amended: December 2, 1991
Amended: May 25, 1995
Amended April 16, 2009

B.26. RISKS OF WORKING WITH YOUTH AND FAMILIES

Any position has associated benefits and drawbacks or risks to the individual. The Family Teachers, Associate Family Teacher and Family Specialist positions have innumerable benefits spiritually, physically and emotionally. The positions have, however, possible exceptional risks associated with it.

Read carefully and ask any questions you have before signing this form:

A. Risks to you:

1. The work load you will encounter in working with youth and families could physically and emotionally exhaust you. Any emotional areas, either individually or as a couple, that are susceptible to stress for you will possibly increase and be tested to its limits due to living in a group home or visiting families where the residents have severe mental and emotional problems.
2. It is likely that you will be subjected to verbal and/or physical threats, sexual misconduct or aggressive behavior by youth or adults.

3. Personal belongings (furniture, autos automobiles, money, etc.) may be vandalized or stolen. You must supply your own insurance coverage for your belongings and personal property.

B., Risks to Your Children For Family Teachers:

1. The work level you will encounter as Family Teachers may infringe on much of the time possible spent with your own children. That time will now be shared with Teaching-Family youth. We know of no predictable negative side effects except the pre-seven year old natural child may engage in a higher frequency of negative behaviors to gain attention from parents. This is particularly evident during transition, which lasts about six months.
2. Your children will be living, working, and playing along side your Teaching-Family youth who have varied backgrounds, behavioral, mental or emotional problems. Although we know of no negative side effects, the long-term effects on your children are unknown. Constant monitoring of natural children is expected at all times.
3. Although you will probably experience a broadening of your children's experiences by raising them at your Teaching-Family home, there is always the possibility that your child could be subjected to verbal and/or physical threats or attacks, sexual experimentations, or molestations by a youth in your Teaching-Family home. It is your responsibility to be aware of your children=s location at all time and to keep them out of circumstances where they would be vulnerable to abuse, attacks, sexual experimentations or molestations.

Family Teacher Signature Date

Family Teacher Signature Date

Amended May 25, 1995
Amended April 16, 2009

B.27. EMPLOYEE HISTORY OF CHILD ABUSE DISCLOSURE

I, _____, the undersigned, guarantee that no charges of child abuse or neglect of any kind have ever been filed against me.
Signature _____ Date _____

B.28. EMPLOYMENT AS A COUPLE

The Teaching-Family Model of child care is based on the ability of a married couple living in the home with their youth to teach those youth the skills they will need to live productive lives.

Read the following carefully and ask any questions you may have before signing this agreement.

We understand that we are hired as a couple and we will leave the home as a couple. One of the conditions of employment as a Family Teacher is that if for any reason my husband/wife's position is terminated, I understand that my position as a Family Teacher will also be terminated.

Family Teacher Signature Date

Family Teacher Signature Date

Amended May 25, 1995

B.29. REIMBURSEMENT FOR DAMAGE TO FAMILY TEACHERS' PERSONAL PROPERTY

To provide protection for the Family Teachers' personal property in the event of loss or damage by vandalism or acts of God:

1. The primary coverage for personal property shall be the responsibility of the Family Teachers' individual insurance carrier.
2. All damage/loss of personal property should be reported to an individual insurance carrier (if applicable) and the Utah Youth Village Program Director at the earliest convenience.

Approved February 17, 1987

Amended April 16, 2009

B.30. OWNERSHIP OF PETS BY FAMILY TEACHERS

To ensure proper care of pets through responsible ownership, and to avoid liability:

For family teachers to own a pet on Utah Youth Village premises, the following items are required:

1. Before getting a pet, the staff must get permission in writing from the division director.
2. All costs and maintenance of each pet is the family teachers' responsibility.
3. Pet owners are required to comply with the state and local laws.
4. If a pet attacks or bites any individual, the pet will be immediately removed, and the family teachers accept any liability resulting from said attack. Failure to report damage or attacks is cause for immediate termination for cause or other disciplinary action.
5. There will be a limit of one animal per home.
6. Family Teachers agree to indemnify and hold harmless, Utah Youth Village for any costs or liability Utah Youth Village might incur as a result of harm or damage caused by their pet, and must present proof of renters insurance for liability and/or damage related to their pet prior to keeping the pet on Village premises.
7. Family Teachers understand that Utah Youth Village is not responsible for any costs or liability in the event a client injures their pet.
8. Utah Youth Village may request at anytime and for any reason that an animal be immediately removed from our property. There is no financial compensation with respect to said removal.
9. Family Teacher's must remove their pet from the premises the same day they are no longer employed by Utah Youth Village.
10. Any damage to Village property will be repaired and/or personally paid for by the Family teachers.
11. A deposit of \$200 is required from family teachers who want to maintain a dog on Utah Youth Village premises. The Utah Youth Village maintenance personnel will assess the amount to be deducted from the deposit should damage to Village property occur. Family Teachers who maintain a dog on Village property are required to maintain a deposit balance of \$200 at all times.
12. All residents of the Group Home will be trained in the proper care and handling of a dog by an organization approved by Utah Youth Village and at the expense of the family teachers. This training includes obedience training for the dog.
13. Family Teachers are required to pick up after their dog every day. Youth are not to be assigned this task.
14. Dogs owned by family teachers must be neutered and receive regular vet checks which include timely and current vaccinations.
15. Dogs owned by family teachers are allowed in the family teachers' apartment, in the outside yard of the home, and in the main area of the home which are not carpeted, i.e. the kitchen area.

16. Family Teachers must successfully complete their major evaluation prior to owning a dog. Division Directors may make exceptions in this area when hiring a couple that already has a dog.

17. The following breeds of dogs may not be owned by Family teachers: Pit Bull, Rottweiler, Doberman, Cocker Spaniel, Dalmatian, Wolf (Hybrids), Border Collie, Shar Pei, Chow.

18. Staff shall have 45 days from employment or the effective date of this procedure to comply with the above terms.

19. Family Teacher ownership of cats is prohibited.

Approved February 17, 1987

Amended October 8, 2002

Amended March 29, 2005

Amended July 12, 2006

Amended April 16, 2009

B.31. GUESTS OF STAFF MEMBER IN THE HOME

Family Teachers may have guests for up to one week with prior approval of the Consultant. In order to stay beyond the one-week, prior approval of the Program Director is required.

- Associate Family Teachers may not have overnight guests.
- All Guests must have BCI clearance prior to overnight stays

Approved February 17, 1987

Amended May 25, 1995

Amended April 16, 2009

B.32. POSSESSION AND USE OF WEAPONS

To prevent injury to youth and employees:

No employee, while on duty, or youth at any time shall have firearms, or any weapons in their possession. This includes items which may be decorative, whether functional or not, such as but not limited to:

- Air, BB or Pellet guns
- Decorative sabers and/or knives
- Bow and Arrows
- Shock Devices
- Pepper or Mace sprays

No weapons such as, or similar to, the ones listed above shall be stored on Utah Youth Village property.

Approved February 17, 1987

Amended May 25, 1995

Amended April 16, 2009

B.33. YOUTH CARE STAFF ATTENDANCE AT PROFESSIONAL CONFERENCES

To encourage professional growth of the Youth Care Staff.

To qualify for attendance at a professional conference, the employee must be certified and have written permission from the Program Director. Travel expenses may be reimbursed as follows:

1. The actual cost of economy fare, air, train, or bus or the use of a vehicle to and from the conference.
2. Professional conference registration fees.
3. Depending upon the location of the conference.

Approved February 17, 1987

Amended May 25, 1995

Amended April 16, 2009

B.34. CRITERIA FOR CONFEDERATES AND ROLE PLAY LEADERS

In order to insure TFA quality training for pre-service material of the Teaching-Family Model, a person must meet the following criteria to be a confederate or role play leader. The criterion is considered advanced training, and is monitored by the Director of Training, and/or a qualified TFA trainer. This criteria does not apply to non-member homes:

1. The person, hereafter referred to as the trainee, shall be a Certified Family Teacher or Endorsed Assistant Family Teacher. If a certified or endorsed trainee is not available, the Director of Training may petition the Program Director for an exception. The Program Director may approve (Assistant) Family Teachers who have completed their major evaluation.
2. If the trainee is currently an (Assistant) Family Teacher, the extra time needed for preparation and role playing shall not conflict with primary responsibilities for the home. This shall be determined by the consultant.
3. The trainee will complete the following items in preparation for confederate or role play leader duties:

- a. Lectures, overheads and handouts in the training files on Confederate and Role Play leading will be presented by the Director of Training or a qualified TFA trainer.
 - b. Role play practices on the different role play sections of pre-service workshop will be provided, as well as verbal feedback on the trainee's performance. This will be completed by the Director of training or a TFA qualified trainer.
4. Based on the average ratings of five or above from the student class evaluations in the role play section, the trainee will be qualified to be a confederate or role play leader again without further training. If the average ratings are below five, the trainee will repeat the advanced training process as deemed necessary.
 5. If the trainee is currently an Associate Family Teacher the trainee shall receive \$15.00 for each pre-service role play section.

Approved: March 31, 1990

Amended April 16, 2009

B.35. PAY PER YOUTH CONSULTANTS

Consultants who are paid, based on the number of youth served by the families they consult and subject to the following expectations which are minimum expectations.. They will:

1. Provide all consultation services necessary to ensure that quality care is provided to children.
2. Perform any additional duties related to the work performance of their families at an acceptable level.
3. Be responsible to develop proctor homes for the placement of DCFS, DYC, DHS and private children and youth for Utah Youth Village.
4. Be responsible to market the program and its services to consumers in DCFS, DYC, and DHS.
5. Fully participate in the training and evaluation services provided to all the treatment parents of Youth Village. They will be paid for these additional services at current Youth Village rates at the time of service.
6. Complete assignments that will support the development of homes and the placement of DCFS, DYC, DHS and private youth in therapeutic foster homes.
7. Attend all required meetings at the Utah Youth Village such as weekly staff meeting and assigned Apaperwork@ days.

8. Be at the Youth Village office in Salt Lake City at least two business days, during business hours, each month, for at least four hours each time for those living farther than 75 miles from the Utah Youth Village office when hired, or who have less than 7 youth..
9. Attend consultant training for one of these days and also attend on general staff meeting day, unless specifically excused.
10. Visit the Salt Lake City offices as much as is requested to insure satisfactory job performance. .
11. Will not be treated differently than salaried consultants even though they may live farther away from the office or are compensated differently.
12. File their own paperwork, be available to sign reports and turn in paperwork on time.
13. Take care of their paperwork during the monthly visits to the office.
14. Unless it is an emergency, consultants should bring in their paperwork or if necessary mail it. Information may also be emailed in electronic format. Faxing information should only be done when requested by the support staff or after approval by a supervisor because of an emergency. It is difficult to keep track of what has been submitted because of the confusion of having to manage multiple copies of the same paperwork.
15. Payment shall be made on a dollar amount per billed day for each child that is in an assigned foster home. The rate shall be approved by the Executive Director.
16. Paid on the first pay period of each month contingent upon completion of all paperwork and other duties.
17. It is understood that taxes and the typical items that are withheld from Utah Youth Village paychecks will also be withheld from the pay per youth consultant=s paycheck.
18. The pay per youth employee is governed by all current and forthcoming policies and procedures as a part-time employee which means, among other things, that they may not be eligible for certain benefits. When they have more than 12 youth, they are governed by all current and forthcoming policies and procedures as a full-time employee.
19. A pay per youth consultant will receive a cell phone stipend after meeting the currently policy expectations and agreeing to the current expectations. The cell phone stipends will be the same as the current amount for all other consultants.
20. The pay per youth consultant will only be paid for training at the current rate when it is conducted with more than two couples attending each class or if it is an approved pre-service workshop organized by the training coordinator.

Adopted April 16, 2009

B.36. CRITERIA FOR TRAINERS

In order to insure TFA quality training for pre-service and in-service material of the Teaching-Family Model, a person must meet the following criteria to present courses. The criteria is considered advanced training and will be monitored by the Director of Training, and/or a qualified TFA trainer. This criteria does not apply to non-member homes.

1. The person, hereafter referred to as the trainee, shall be a Certified Family Teacher or an Endorsed Assistant Family Teacher.
2. If the trainee is currently an Associate Family Teacher, the extra time needed for training and preparation shall not conflict with primary responsibilities for the home. This will be determined by the consultant.
3. The trainee will complete the following items in preparation for class lectures:
 - a. Lecture outlines, handouts, overheads, etc. are given to the trainee.
 - b. Trainees learn the basic outline, and review the outline for content understanding with the Director of Training and/or a NaTFA qualified trainer.
 - c. A mock workshop to criteria is completed by the trainee approximately one week prior to the actual workshop. Written and verbal feedback is given to the trainee on content, accuracy of information, style of presentation, etc. by the Director of Training and/or a qualified TFA trainer.
 - d. The actual workshop is attended by the Director of Training and/or a TFA qualified trainer as a resource for the trainee. He/she will provide brief verbal feedback following the class and help with answering questions from the students or providing correct information if needed.
4. Based on the average ratings of five or above from the student class evaluations, the trainee will be qualified to teach the course again without super-vision.
5. If the trainee is currently an Associate Family Teacher, the trainee shall receive \$25.00 for each in-service or pre-service lecture.

Approved: March 30, 1990

Amended May 25, 1995

Amended April 16, 2009

C. APPENDIX

C.1. Braun/Tucci/Elsworth Scholarship Policies & Procedures

UTAH YOUTH VILLAGE SCHOLARSHIP POLICIES AND PROCEDURES

Applicant Procedure:

1. Fill out a Utah Youth Village Scholarship application (available in Village office) and submit the application to the Village office for scholarship consideration by April 30th in order to receive an award for fall quarter. If you plan to begin school winter, spring or summer quarter, apply four months prior to the opening of the quarter you are applying for.
2. Complete high school graduation requirements prior to receiving scholarship monies.
3. Apply for and receive admission to school of choice by the time award is made.
4. Work closely with high school counselors regarding school entrance requirements, other financial aid opportunities, and deadlines which must be adhered to.

Policies for awarding, maintaining and renewing scholarships:

1. The Braun scholarship, if approved, will be awarded no later than two months prior to the opening of the school you plan to attend, if you have completed all necessary requirements for admission and have been accepted for admission.
2. Your scholarship, if awarded, is valid for one academic year. Money will be awarded each quarter during the academic year as long as you remain in good standing with the school you attend. Receipts for money spent by you from the scholarship fund need to be submitted to the Village office by the end of each quarter.
3. Your award may be renewed each year by submitting, no later than June 15th, an official transcript of your credit to the Utah Youth Village scholarship committee. Your transcript must show better than average progress (maintaining at least a 2.8 GPA using a 4.0 scale for each term) at your chosen college/university. The Braun Scholarship Committee will arrange a personal interview with you prior to renewing your award, and reserves the right to withdraw your scholarship for failure to meet academic requirements.
4. The Braun Scholarship will pay for tuition, fees, and books. The Committee will consider helping with living expenses on a case by case basis, depending on need.

5. Any high school graduate currently in the Village program or who has been out of the Village program less than two years may be considered for a tuition award. (Exceptions are considered). No scholarship will be awarded for graduate studies.
6. A Braun award winner is expected to work part-time while attending school unless it is felt by the Village staff that the student needs more time to study.
7. If you drop out of school for academic reasons, you may reapply for a scholarship. However, approval for reinstatement must be approved by the Braun Scholarship Committee.
8. Should you decide to enter the Peace Corps, the Armed Forces of the United States or have other worthwhile commitments lasting no longer than two years, please notify the Scholarship Committee two quarters prior to the time you leave in order that your scholarship may be considered for reinstatement upon your return. You must apply for reinstatement of your scholarship six months prior to your return.
9. Funds are limited, therefore, it is highly recommended that you plan to attend a school in your home area, obtain a waver for out of state tuition, and make sure you have other financial assistance for board and room and personal items from the school you plan to attend.
10. Apply for other financial assistance through the college or university you plan to attend. Most schools have early financial aid deadlines. Please make sure you meet the stated deadline. You are also required to apply for the PELL Grant.
11. Private placement youth will not be eligible for funds through Braun Scholarship; however, exceptions will be considered.

Amended September 27, 1995

Amended June 18, 1997

C.2. STANDARDS OF ETHICAL CONDUCT OF THE TEACHING-FAMILY ASSOCIATION

The preparation of these Standards was undertaken by Dr. Curtis J. Braukmann, the first chairperson of the Teaching-Family Association Ethics Committee. These standards are based upon the informal principles of conduct that emerged from and guided the development of the early Teaching-Family training sites and the review of ethical behavior and guidelines published by various professional organizations.

To obtain further information concerning these Standards or to suggest modifications, contact the present Chairperson of the Teaching-Family Association Ethics Committee through our Association Office.

ETHICS COMMITTEE CHAIRPERSONS

Kathy Steinocher	2002, 2003
Jeff Tierney	2001, 2000
Christine Staffeld	1999, 1998, 1997
Ed Theiss	1996, 1995, 1994, 1993, 1992, 1991
Randy Vernon	1990, 1989
Ed Watson	1988, 1987
Ted Blevins	1986
David Smart	1985
Paul Gilford	1984, 1983
Neil Galoway	1982
Dean Fixsen	1981, 1980
Curtis Braukmann	1979, 1978

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Contact the Teaching-Family Association for all inquiries.

Standards of Ethical Conduct

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STANDARDS OF ETHICAL CONDUCT OF THE TEACHING-FAMILY ASSOCIATION

BACKGROUND

Standards of Ethical Conduct of the Teaching-Family Association have been set forth in this document to aid members in the individual and collective maintenance of high standards of ethical conduct. These Standards are applicable to the activities of all members, and pertain to activities in such areas as 1) treatment, 2) training of treatment providers, 3) research, and 4) administration of research and training projects. Adherence to the Standards is a membership requirement. Each prospective member is asked to sign an affirmation of the Standards before joining the Association (this affirmation is part of the application form) which formalizes the member's commitment to advancing the highest standards of professional practice.

In abiding by the Standards, the member views his or her obligations in as wide a context as the situation requires. The decisions required by the Standards must depend upon common sense and sound professional judgment. In situations in which there is a possibility that an activity may be in conflict with the Standards or in which two or more principles appear to dictate incompatible courses of action in a given situation, the individual is responsible for weighing all the information available, considering alternatives, and choosing an appropriate, balanced course of action that is compatible with the welfare of the client and of society at large, and that is consistent with the Standards' spirit and intent. In situations involving minimal risks and demands on clients, members might seek ethical advice from colleagues and other appropriate advisors. In instances in which intended or actual practice is significantly incompatible with the Standards, or in any other way presents a serious ethical dilemma, the Sponsor Member Agency should be contacted. For example, if a member is aware of foreseeable situations or of proposed or actual policies or procedures that are likely to pose unavoidable conflicts among these various Standards, the member(s) involved is responsible for describing such situations, policies, or procedures to his or her Sponsor Member Agency for consideration and review.

When a member violates these Ethical Standards or otherwise engages in any illegal, corrupt, or unethical behavior that would affect a client or the integrity of the Association, other members directly aware of such activities should make reasonable, informal attempts to correct the situation. That failing, the conduct should be brought to the attention of the Ethics Committee of the local Sponsor Member Agency.

The Standards are divided into six parts: Part 1. Basic Standards of Professional Conduct; Part 2. Treatment Standards; Part 3. Research Standards; Part 4. Standards Concerning the Training and Evaluation of Treatment Providers; Part

5. Standards Concerning Informed Consent; and Part 6. Standards Concerning Confidentiality. Within several of these parts are Standards calling for review of procedures and programs by appropriate local standing or ad hoc committees (boards) concerned with participant rights and with ethics. In this regard, each Sponsor Member Agency will submit to the Certification and Ethics Committee information concerning which board(s) will review ethics procedures.

These Standards should be evaluated and, as necessary, revised in light of future experience, research data, ethical arguments, and legislative and judicial actions. Such revisions should remain consistent with the Standards= original spirit and intent.

PREAMBLE

Members of the Teaching-Family Association respect the dignity, individuality, and worth of each person and value the preservation and protection of fundamental human rights. They are dedicated to promoting, without discrimination, the well-being and best interests of the consumers of their services, colleagues, and society in general. They are committed to providing professional service characterized by competence, compassion, and integrity.

SECTION I: STANDARDS

PART 1. BASIC STANDARDS OF PROFESSIONAL CONDUCT

101. In professional activities, members respect and protect (and avoid any action that will violate, diminish, or otherwise infringe upon) the legal and civil rights of others.
102. Members accord informed choice, confidentiality, due process, and protection from physical and mental harm to their clients, consumers, colleagues, supervisees, employees, trainees, and research participants.
103. Members refuse to participate in, condone, or be party to practices or policies which result in illegal or otherwise unjustifiable discrimination on the basis of race, color, national origin, sex, religion, age, physical handicap, political affiliation, or socioeconomic status.
104. Members have a clear responsibility to remain informed on relevant legal and ethical issues and criteria, relevant federal, state, local, and agency regulations, and, relevant professional standards of practice. Discussion: There would, of course, be no duty to anticipate unforeseeable developments in regard to such regulations and standards.)
105. Members duly exercise that reasonable degree of requisite skill, knowledge, and care ordinarily possessed and exercised by members under similar circumstances.
106. Members take steps to keep abreast of current practices and values, and seek consultation, continuing training, and performance evaluation whenever professional activity is enhanced thereby.

107. Members take reasonable precautions against situations where personal interests, personal problems, external pressures, or conflicts of interest interfere with free and objective exercise of professional judgment, skills, and responsibilities. (Discussion: In this regard, if members are providing services on a for-profit, members must inform all relevant consumers of the for-profit nature of the services before they participate in the services. Due care must be taken to ensure that profit-making activities or interests in no way detract from the quality of services provided. There should be no undue, excessive, or otherwise inappropriate profit-making as judged by accepted practice and local community standards.)
108. Members attempt to preserve requisite conditions for development and maintenance of sound relationships with consumers of their services. They treat consumers with courtesy, consideration, and respect. They are honest, open, and responsive to consumers. Members attempt to terminate a relationship with a consumer when it is reasonably clear a consumer is not benefiting from it.
109. In collaborative or supervisory relationships, members take the necessary time to provide reasonable and timely feedback and to ensure able, careful, ethical, and otherwise appropriate conduct of professional responsibilities.
110. In educational relationships, members attempt to be full and objective in their instruction, to provide consultation and practical experience when appropriate, and to teach others to take into account ethical issues and differences among individuals when carrying out their professional activities.
111. Members present information to consumers, colleagues, and society in a full, fair, and accurate manner to thus aid others in forming their own judgments, opinions, and choices.
112. Members accurately represent their skills, education, and experience, and correct any misrepresentation of any member's professional qualifications or associations.
113. Members do not misrepresent themselves or the Association through unsupported claims of superiority, nor do they display any membership or association in a manner that falsely implies sponsorship or qualifications. (Discussion: Members only use the words "Teaching-Family" in labeling their programs if those programs are formally associated with the Teaching-Family Association. Thus, if a developing or sponsor agency loses its formal association with the Teaching-Family Association, it should not continue to use the term "Teaching-Family" in labeling its programs. Also, if an agency is associated with some homes that are considered part of that agency for TFA purposes and with some homes that are not so considered, the latter programs should not be called "Teaching-Family" programs. Members not only follow this guideline, but encourage and educate others, including non-members, to do so as well. Non-members, as well as members, are seen as responsible in this regard because it is

- generally accepted that it is unethical to claim, or to seem to claim, affiliations or endorsements that do not exist.)
114. Members seek to support the viability, rights, and reputation of professional organizations of which they are employees or members and first seek necessary change in such organizations through constructive action within the organizations.
 115. In professional presentations of their work, members give appropriate credit (e.g., joint authorship, acknowledgement, footnote statements, or other appropriate means) to those who have substantially contributed to the work. (Discussion: See, for example, the Publication Manual of the American Psychological Association.)
 116. Members respect the responsibilities and areas of concern of other members and work cooperatively with them to meet objectives of the Association. (Discussion: Members avoid personnel recruitment practices that may have adverse effects on treatment participants, and members promote timely educational discussions among the parties directly involved concerning ethical recruitment practices and specific recruitment and transition plans during all recruitment endeavors. Agencies interviewing potential staff from another Teaching-Family Association member Agency will encourage the applicant to notify the appropriate supervisor(s) about their intentions. The interviewing agency will contact the applicant(s)' Agency Director to confirm the interview. The hiring agency will allow the applicant to comply with their agency's policy and procedure regarding notification and termination prior to reporting to the new position. Agency Certification Applications will include data to reflect staff hired from other agencies.)

PART 2. TREATMENT STANDARDS

201. Members provide adequate, proper, humane, individualized treatment that is planned, respectful of personal integrity, sensitive to cultural differences, the least restrictive necessary, in line with prevailing community standards, and designed to foster individual competencies.
202. Members attempt to provide a treatment living environment that is as natural, normalized, and family-style as possible and encourage the building of close family relationships characterized by concern, respect, fun, trust, understanding, honesty, sympathy, and affection.
203. Members work to ensure treatment participants the same rights as any other citizen. In this regard, members ensure participants as much freedom of movement, normality, independence of choice, and personal life responsibility as possible without endangering the health and welfare of the participant or others.
204. Members provide participants with direction, assistance, and support to help them acquire the intellectual and emotional skills necessary to achieve individual aspirations and to cope effectively in our society. In this

regard, members provide information, counseling, and day-to-day skill development in social, self-help, independent living, recreational, and vocational/academic skills. Further, members conduct themselves in a manner which provides appropriate models for the participants according to community norms.

205. In accordance with the Association's Standards concerning informed consent, members obtain consent from participants and, where appropriate, parents or guardians for participation in the treatment program. (Discussion: The Association's general consent Standards, as well as those specific to treatment, are contained in Part 5 of these Standards.)
206. Members ensure the participant's right to a wholesome, safe, clean, pleasant, and dignifying treatment environment. In this regard, they provide and do not restrict or make contingent regular and adequate sleep; rest; clean bedding; a comfortable bed; access to outdoors; physical exercise; light; warmth; ventilation; personal supplies; space for personal belongings and activities; physical safety; hygiene and sanitation (including access to daily shower or bath, regular laundry, hygienic materials, toilet use, and hot water); well-balanced, nutritional, and appealing diet; and, normal, accepted dress items.
207. Members ensure that each participant has an individualized, mutually agreed upon, written treatment plan that is based on careful assessment of the participant's strengths and weaknesses and that is developed with input from the participant and the participant's parents or guardians. The plan should be developed early within the program participation, should be reviewed and revised periodically on the basis of progress and renegotiation; should be kept confidential and privileged; and, as soon as possible, should include plans relative to the participant's post-treatment situation. The plan should specify long-term and short-term goals that are realistic, for the participant's benefit, relate to specific behaviors that are individualized, and reflect community norms. The plan should also specify the procedures to be employed to meet each objective and the termination criteria. Short-term goals should be consistent with and facilitative of long-term goals
208. Members seek to develop, secure, and maintain appropriate out-of-program and post-program living environments and, to this end and when possible and advisable, work closely and meet regularly with parents or surrogates to inform them of the participant's progress, counsel and train them on methods of child rearing, and implement the participant's reintegration into the natural home or other appropriate community settings.
209. Members accord participants adequate and appropriate educational opportunities in accordance with each participant's best interest, state laws, and community norms.

210. Members meet regularly and remain in close contact with participant's teachers and/or employers and/or referral agencies to facilitate and keep abreast of each participant's progress in school and employment settings. When problems arise in these settings, members work cooperatively with appropriate personnel to attempt to solve those problems. Members shall remain in contact with the participant's referral agencies.
211. Members represent the participant's best interests and advocate for them in situations involving decision-making processes that directly affect the participant, the removal of the participant from the program, and/or, the temporary exercise of control over the participant by another agency. In such situations, members monitor the procedures, attempt to ensure that the participant and parent or guardian is informed of guaranteed rights (including, where appropriate, right to counsel and/or an advocate), attempt to encourage the least restrictive alternative course of action, and attempt to secure for the participant and his or her representative the opportunity to be fully heard.
212. Members seek for their participants any necessary medical or dental treatment and take steps to ensure that such treatment is immediate and of high quality (Discussion: When a reasonable question arises as to whether or not a given behavior or condition is a result of a physical problem, members should obtain certification from a physician before extended attempts to treat the problem as non-physical.)
213. Members provide reasonable and regular opportunities for participants to engage in the following activities and ensure that such opportunities are free from restraint, interference, coercion, discrimination, reprisal, or undue influence: 1) participation in decisions that affect disciplinary processes, daily life patterns, and participant's lives, including decisions concerning regulations and policies; 2) explanations of their own actions; 3) expressions of dissatisfaction and grievances; and, 4) recommendations for changes.
214. Members seek to provide a supportive setting in which participants can learn to accept responsibility for their own actions and, where appropriate, those of other participants. This includes the opportunity for participants to participate (under conditions in which they have volunteered, are specifically trained and adequately and closely supervised, have demonstrated humane judgement, and in which their judgements and actions are subject to careful ongoing review and approval) in the determination of fair, reasonable, and justified consequences for fellow participants; the reporting of serious rule violations of other participants, and, the supervision of routine activities of other participants.
215. Members ensure that participants have reasonable, regular opportunities for communication with others (e.g., parents, same and opposite sex peers, counsel, public officials, and agency personnel) through visits, telephone, mail, and other means of contact. Furthermore, members ensure that participants have reasonable and regular opportunities for

- access to mass communication and information (e.g, radio, television, and reading material). (Discussion: For example, members cannot fail to deliver mail or phone calls, nor can they make all television viewing contingent upon behavior. Here, reasonable access to television news and educational programs should be routinely available.)
216. While members are aware of the need to provide adequate supervision, they respect participants= right to privacy and do not, without due cause, seek access to personal information concerning participants or conduct searches of their person, belongings, or room. Members do not read participants= mail and do not, without informed consent, permit public display of the participants= pictures or names either in association with the program or in any manner with some likelihood of adverse effects.
 217. Members protect the participants= right to the free exercise of religious, political, cultural or other philosophical beliefs, including attendance at services, and do not impose religious or political attitudes or prayers. (Discussion: If specific religious behaviors are required by the board or funding support of a program, such a situation needs to be clearly specified in the informed consent.)
 218. Members ensure that treatment-associated risks (whether physical, psychological, sociological, or other) are outweighed by potential benefits to the participant and that such benefits stand in a reasonable relationship to the demands made upon him or her.
 219. Members protect participants from physical or psychological discomfort, harm, or danger. Prohibitions include mental cruelty, emotional cruelty and intentional emotional stress (e. g., humiliating, shaming, frightening), hazardous procedures, and physically intrusive procedures (e.g., corporal punishment, chemotherapy).
 220. Members do not employ corporal punishment or other aversive stimulation (whether tactile, auditory, gustatory, olfactory, or visual), but rather employ more humane ways of interacting and fostering goals of education, training, and socialization.
 221. Members provide treatment that is the least restrictive necessary and avoid excessive, arbitrary, or otherwise undue restrictions on the activities of participants. Those reasonable and limited restrictions that are employed are described in the informed consent and are used when more positive and less intrusive alternatives are either exhausted or would be clearly ineffective, when the procedures would be in the best interest of the participant, and when the benefits clearly outweigh the harm. (Discussion: The issue of whether or not a treatment environment, such as a group home, represents the least restrictive alternative for a potential participant is an issue that needs to be discussed and weighed by a duly constituted admissions committee.)
 222. Members avoid the use of physical restraint except under emergency conditions when there is a clear and imminent threat to the physical safety and well-being of the participant or others or when there is actual

- extensive property damage. Such restraint is the minimal (least restrictive) necessary, is used only during the acute episode, is not of a mechanical or chemical nature, and is not used for punishment or staff convenience. Any use of restraint will be documented in the participant=s file with specification of date, time, and nature of the inappropriate behavior, surrounding conditions, and length of the restraint episode.
223. Members avoid secluding or confining participants. If under extreme conditions, the least restrictive alternative for the immediate protection of the participant or others is the temporary restriction of a participant=s activities to a given room, room will not be locked, and frequent observations of the participant will be made. Members will not have rooms specifically for the purpose of confining participants, and no form of confinement is ever used as a form of punishment. (Discussion: Temporary and infrequent exclusion of a participant from an environment or activity might represent a least restrictive option under certain conditions. Such exclusion should be brief, mild, and evaluated as to its effectiveness. Examples include: asking a young child to sit out of an activity for a brief period, asking a participant to temporarily leave a situation in which there appears to be danger of confrontation. In the latter case, a participant might be asked to go to his room and given a specific reentry behavior and an invitation to engage in that behavior within a reasonable time period.)
224. Members recognize the diverse needs of residents in their care. Administering medication for the purpose of controlling behaviors or for the convenience of staff is not condoned. When indicated by case assessment that such pharmaceuticals are necessary and in the best interest of the client, members will advocate for minimal dosages that are consistently monitored. (Discussion: Drugs are never used for behavior control, restraint, or punishment. Medications will only be used when authorized by a licensed physician and administered strictly and according to prescription instructions. Medications will be maintained under lock and key and logged to document frequency and dosage of use.)
225. Members protect participants from work that is not related to treatment, non-therapeutic, meaningless, or not related to family-living activities typical to a natural household. Participants are not asked to engage in work for the primary benefit of another, unless they volunteer and are paid minimum wage. (Discussion: Specifically prohibited here is non-voluntary, unpaid personal work for members, such as cleaning the member's room or babysitting his or her children and pets. Also prohibited is repetitive, meaningless work or activity as a form of punishment.)
226. Members ensure that the procedures and programs they employ are reviewed by appropriate standing or ad hoc committees/boards concerned with participant rights and the ethics of treatment.
227. In accordance with the Association's Standards concerning confidentiality, members employ proper and reasonable confidentiality safeguards to

protect the confidentiality of information obtained relative to treatment participants. (Discussion: The Association's general Standards on confidentiality, as well as those specific to treatment, are contained in Part 6 of these Standards.)

PART 3. RESEARCH STANDARDS

301. Members attempt to select areas of research that are of immediate relevance to human and social problems and/or that advance the understanding of significant aspects of human experience and behavior. (Discussion: Ideally, members' research should relate directly to the welfare of the individuals involved or of individuals participating in similar or future programs. Members ensure that participants in their research efforts are not overused in research unrelated to their welfare solely because of administrative convenience of availability.)
302. As researchers, members use methods that are appropriate to the objectives of the research, select areas in which they have sufficient competence, and ensure they have adequate facilities to conduct the research.
303. Members plan their research to minimize the possibility of misleading findings and remain alert to moderate pressures that may distort findings. They discuss the limitations of their data and reasonable alternative hypotheses, especially when their research may considerably affect policy or practice. In publishing reports of their research, they never suppress disconfirming data. Members take credit only for the research they have actually done.
304. In planning and conducting research, members act in accordance with and thus avoid action that interferes or is incompatible with the spirit of the Standards put forth in the other parts of this document (e.g., Treatment Standards).
305. In planning and conducting research, members act in accordance with other applicable standards, regulations, and laws. (Discussion: By ways of examples, members who belong to the American Psychological Association adhere to that organization's research guidelines and ethical principles, and members conducting research supported by the Department of Health and Human Services adhere to that agency's regulations concerning the protection of human subjects.)
306. Members use research procedures that result in subject treatment that is proper, humane, respectful of personal integrity, and the least restrictive necessary. Research participants are encouraged to express their opinions and dissatisfactions and to suggest changes.
307. Members undertake research only if the risks to those involved are minor and stand in a reasonable relationship to the benefits (including the avoidance of a greater harm) likely to accrue to the subject and to the public in general. Members use the safest procedures that are consistent with sound research design and request only that time and inconvenience

of subjects is justified by the importance of the research, even if no more than minimal risk is involved.

308. Members do not undertake research that is incompatible with, or significantly interruptive of, expected services in a human service relationship. Further, they do not undertake research that involves physical or mental stress, harm, or danger, deprivation or restriction of rights (e.g., to communication, privacy, nutritional diet, light, warmth, sleep, safety), physically intrusive procedures, participant seclusion, deception, or administration of drugs for control, restraint, or punishment.
309. Members do not undertake research for personal gain that they would otherwise refuse to do because of the harmful purpose it would serve.
310. Compensation to research volunteers should never be such as to constitute undue inducement. When potential research participants have such strong needs that they have little freedom to reject incentives related to these needs, an investigator should never use such incentives without first securing ethical advice.
311. Members ensure that the research they undertake is reviewed by appropriate standing or ad hoc committees (boards) concerned with participant rights and the ethics of research.
312. In accordance with the Association's Standards concerning informed consent, members obtain informed consent from participants and, where appropriate, parents and guardians for participation in the research. (Discussion: The Association's general consent Standards, as well as those specific to research, are contained in Part 5 of these Standards.)
313. In accordance with the Association's Standards concerning confidentiality, members employ proper and reasonable safeguards to preserve the confidentiality of information obtained through the research. (Discussion: The Association's general Standards on confidentiality, as well as those specific to research, are contained in Part 6 of these Standards.)

PART 4. STANDARDS CONCERNING THE TRAINING AND EVALUATION OF TREATMENT PROVIDERS

401. Members involved in the training and evaluation of treatment providers give appropriate and sufficient direction, advice, and feedback to the providers, and adequately and regularly monitor their performance in order to facilitate the professional growth of the providers and help them be responsive to consumer needs.
402. Through integrated programs of academic study and supervised practice, members carefully teach legal, ethical, and treatment concepts and procedures to trainees in order to facilitate their delivery of quality, ethical treatment.
403. Members involved in training and evaluating treatment providers work to ensure that consumers of the treatment services are receiving proper, ethical treatment. In this regard, the members work to ensure that direct

- participants in the treatment activities are treated in full accord with each of the Association's Treatment Standards (see Part 2 of these Standards). (Discussion: In this regard, for example, members ensure that each treatment participant has an appropriate updated treatment plan.)
404. Members involved in training and evaluating treatment providers act in accordance with formal Association policy for such activities.
 405. Members involved in the training and evaluation of treatment providers make appropriate and periodic consumer evaluation information on provider performance available to those individuals and agencies that are responsible for 1) administering the treatment program with which the provider is associated, as well as 2) referring potential participants to the program. Members are obligated to ensure that adequate interpretation accompanies the sharing of this information.
 406. Members involved in training and evaluating treatment providers ensure that certification of the providers under the auspices of the Association is based on the quality of their performance as formally evaluated by the consumers of the providers' services.
 407. In accordance with the Association's Standards concerning informed consent, members obtain informed consent from participants for participation in training and evaluation. (Discussion: The Association's general consent Standards, as well as those specific to training and evaluation, are contained in Part 5 of these Standards)
 408. In accordance with the Association's Standards concerning confidentiality, members employ proper and reasonable safeguards to preserve the confidentiality of information obtained relative to those individuals participating in training and evaluation. (Discussion: The Association's general Standards on confidentiality, as well as those specific to training and evaluation, are contained in Part 6 of these Standards.)
 409. As trainers, members have the responsibility of not only assisting the trainee in securing remedial assistance, but also screening from the training program those trainees who are unable to provide competent services.
 410. When agreeing to provide services that omit one or more of the Teaching-Family Model components, members shall make explicit written agreements with those persons or agencies agreeing to receive such services, stipulating that the services to be received by those persons or agencies are not to be considered Teaching-Family Model services. Further, members assure, through the same explicit written agreements, that those persons or agencies agreeing to receive such services shall not represent themselves to be receiving Teaching-Family Model services or to be Teaching-Family Model programs. (Discussion: In some cases, members must provide a modified training workshop for foster parents or house parents to satisfy the terms of an overall contract for services in a state, yet post-workshop consultation or performance evaluation is not permitted because of cost or distance. The omission of these important

components would warrant the explicit written agreement called for in this paragraph to prevent any possible confusion between what the member does with Teaching-Family Model programs and what the member does with other types of care.)

PART 5. STANDARDS CONCERNING INFORMED CONSENT

501. In according the right to give or withhold informed consent to potential direct participants in their professional activities (e.g., clients, trainees, and research participants), members take reasonable steps to ensure that conditions would permit competent, informed, and voluntary consent to be given by the participants and/or their legal representatives.
502. Members make clear that they are inviting mutual agreement of the parties concerned and attempt to provide clear, accurate, and full descriptions of relevant procedures, objectives, risks, and benefits.
503. Members permit no exploitation of special needs or vulnerabilities, nor any overt or indirect element of force, fraud, deceit, duress, overreaching, or other ulterior form of constraint or coercion.
504. In obtaining informed consent, members do not use exculpatory language through which the participant or representative is made to waive, or appear to waive, any constitutional rights.
505. Members ensure and make clear that consent may be withdrawn at any time without prejudice or unpleasant consequences.
506. To ensure the adequacy of their consent procedures, members may present their procedures to a review board.
507. Members obtain appropriate consent for treatment, training, and research participation from each participant older than seven unless, in the opinion of the appropriate review board, the participant is incapable of consent. If the participant is under the age of 18 or is incapable of understanding the situation and making appropriate judgements, consent is also obtained from the parent(s), legal guardian(s), or other legally-authorized, independent third-party representative(s) of the participant's interests. (Discussion: Any proposed variance from this guideline shall only be undertaken following formal approval of the appropriate review board or when existing state statutes specifically provide different criteria. For example, not every state has set 18 years of age when parental consent is no longer needed.)
508. Members provide participants and their representatives with the necessary information for informed consent through use of written forms that contain comprehensible, non-technical, and objective language aimed at the level of the party involved. When helpful, these forms are read aloud to the party. In all cases, they are explained, and all questions are answered. Agreement is indicated by signature on the form. The party is told that he or she may take time to think over or consult with others regarding the consent before signing. (Discussion: In order to document and ensure that

the party involved understood well what was being consented to members obtaining consent might ask the party to manifest his or her knowledge by, for example, answering written or oral questions concerning the various conditions being consented to. It is often good practice to conduct informed consent sessions in the presence of a witness who would then also sign the form.)

509. In obtaining informed consent, members provide the following:
 - 509.a descriptions of objectives and rationales;
 - 509.b a fair explanation of procedures (programs) including, when known, their typical frequency and duration;
 - 509.c an indication of available, reasonable, appropriate alternative procedures (programs) that would be advantageous;
 - 509.d a statement about the rights of the participant and of the parent or guardian;
 - 509.e an explanation of how progress is to be evaluated;
 - 509.f a description of procedures to be used to preserve confidentiality;
 - 509.g a description of what benefits might be expected, reviewing previous results when appropriate;
 - 509.h a description of what collateral discomforts or risks of injury (psychological, physical, or social) might be expected, reviewing previous results when appropriate;
 - 509.i an explanation of procedures for withdrawing consent and/or terminating the procedures (program);
 - 509.j explanations of data collection, including types of data to be collected and from what sources, length of time the data will be retained, who is to have access to the data; plans for use of the data in publications; and, when the data will be destroyed.
510. In addition to including the elements described in the above Standards, members provide the following information in seeking informed consent for treatment: eligibility criteria for the program; description of each treatment element; probable length of stay (provide range); and, a general description of program activities that may include training, consultation, and evaluation.
511. In addition to including the elements described in the above Standards, members provide the following information in seeking informed consent for research: a statement that participation in treatment or training is not contingent upon participation in the research; eligibility criteria for participation in the research; description of all experimental procedures; and, description of probable length of research.

PART 6. STANDARDS CONCERNING CONFIDENTIALITY

601. Members make due provision for the maintenance of the confidentiality of any information that has been obtained in the course of their professional

activities. They take due precautions against the accidental or malicious release of confidential information and the use of such information to the detriment of any individual. They maintain reports, records, and other information under conditions of security (e.g., locked files), and make provisions for the ultimate disposition of such materials in a manner that maintains confidentiality.

602. Members ensure that privacy and confidentiality are maintained by all persons they supervise, or who are in the employ or volunteer service of the agency or office in which they work.
603. Information received in confidence by a member shall not be forwarded to another person or agency without the client's express permission.
604. Information received in confidence is revealed only after the most careful deliberation and only after one or more of the following conditions are met: 1) the individual has given consent; 2) there is a clear and imminent danger to the client, to others, or to society; or, 3) there exists proper legal compulsion. Under such conditions only necessary, relevant, and verifiable information is to be released, and then only to appropriate professional workers or public authorities. Reasonable attempts should be made to ensure that these latter individuals maintain the confidentiality of the information. Under conditions of legal compulsion, as in a court or legislative inquiry, ethical considerations may dictate that members raise question of adequate need for disclosure, right to dissent, and the possibility of providing information that is relevant to the legal question at hand but that is as disassociated from individuals to the extent possible.
605. Individuals who are asked by members in the course of their professional activities to provide personal information should be informed in advance about the purposes of information gathering and about limits of confidentiality. They should subsequently be informed of external conditions requiring reporting of information to someone else.
606. Information obtained in treatment and training and evaluation activities is discussed only for professional purposes and only with persons clearly concerned with the case. To the extent possible and when reasonable, the anonymity of the individuals concerned is protected in such discussions through withholding of name and personal identifying data. When professional discussions and communications with relevant others concerning participants is standard, accepted practice, the individual participant must be fully informed concerning this practice prior to providing information. Care must be taken to ensure that the third parties involved respect the confidentiality of the information. (Discussion: In regard to providing treatment services, members may need to share information with those assisting in the treatment or providing training or consultation concerning treatment. Participants should be so informed in accordance with this Standard.)
607. Every effort should be made to avoid undue invasion of privacy, and sensitive data is only collected if necessary.

608. Reports of other materials are only presented when the identity of each involved person is so disguised that no identification is possible unless the client or responsible authority has reviewed the materials, is informed of the extent of risk, and has explicitly agreed to presentation or publication.
609. Records concerning participants in treatment are confidential. (Discussion: Files of the agency's individuals in treatment should not go beyond the program. The parent or guardian of an individual receiving treatment has the right to see the files, unless otherwise regulated by state statutes or court order. Open discussion shall occur at the beginning of treatment and there should be agreement between the parties involved as to what information will/will not be available. Records can only be disclosed to other agencies for the purpose of treatment and then only when accompanied by a written Informed Consent Release of Information Form. If records include materials provided by other agencies, access shall only occur with express approval of those other agencies.) All efforts will be made to maintain confidentiality and to comply with applicable licensing standards.
610. Members conducting research should collect only relevant and necessary information, share the data only with authorized personnel and only for authorized purposes, expunge individualized data once the research is completed, and utilize codes rather than names when possible (with the codes kept securely and distinctly separate from the data).

SECTION II: ETHICS COMMITTEE FUNCTIONS

PART 1: COMMITTEE RESPONSIBILITIES

- A. The Ethics Committee functions as part of the Certification and Ethics Committee, a standing committee of the Teaching-Family Association.
- B. The purpose of the Ethics Committee shall be to develop and implement standards, policies, and procedures concerning the ethical conduct of Association members.
- C. The Ethics Committee shall report to the Board of Directors of the Teaching-Family Association.
- D. The Board of Directors of the Teaching-Family Association shall have the authority to approve and periodically review the policies, action, advice, and counsel of the Ethics Committee.
- E. An annual report of the Ethics Committee and any interim reports required by the Board shall be filed with the Secretary of the Teaching-Family Association.
- F. The Ethics Committee shall propose revisions in the Standards and in the Committee's policies and procedures as the need for such revisions becomes apparent. The Committee shall conduct a

thorough review of standards, policies, and procedures every five years. To be adopted, revisions must be approved by the Board of Directors. The Ethics Committee shall keep minutes of all actions and decisions.

- G. The make-up of the Committee and its operation shall conform to the guidelines specified in the Association's Bylaws.

PART 2: STATEMENT OF PURPOSE AND SCOPE

The Ethics Committee has as a primary concern the ethical conduct of all Teaching-Family Association members. The objective of the Committee with regard to the individual members shall be to provide constructive education about ethical conduct. To facilitate this goal, the Ethics Committee is responsible for the development and necessary updating of the Standards of Ethical Conduct and for the establishment and implementation of policies and procedures.

The Ethics Committee will encourage continuing constructive communication between itself and members as a means of safeguarding the rights and welfare of individuals who are participants in Association activities; however, the Committee is not involved in policing the conduct of the membership or enforcing the Standards as applied to individuals. The Teaching-Family Association and their Ethics Committee does not accept nor process referrals regarding the unethical behavior of individuals as it relates to the Standards of Ethical Conduct, nor will they communicate to any entity or to any individual any information about the unethical conduct of any of its members.

Reports of violations of employees, supervisees, trainees, contractors, or other members shall be dealt with by the individual Sponsor Agencies who are responsible for reviewing situations and deciding on action. The individual Sponsor Agency review process might involve such information collection procedures as personal interviews, on-site visits, consumer evaluations, or whatever appears appropriate, depending on the ethical gravity of the situation involved. Decisions as to courses of action would be made by careful consideration of the ethical concerns involved and in accordance with the Association's Ethical Standards.

PART 3: COMMITTEE REVIEW PROCEDURES

Any ethical allegations against an agency will be reviewed by the Certification and Ethics Committee during the agency certification process and according to the Certification and Ethics Committee policies and procedures. This includes allegations of general or repeated failure to substantially comply with the Standards. Because the Association intends that member agencies monitor the ethical conduct of their employees and associates, part of the certification process is a review of the agencies' actions with regards to individuals who might

have violated the Standards. The certification review team is charged with determining if the agency adequately adheres to the Standards of Ethical Conduct. The responsibility for enforcing and implementing the Teaching-Family Association Standards of Ethical Conduct rests with the individual member agencies.

Referrals of complaints about isolated unethical conduct of members should be made to the applicable agency and not be made to the Teaching-Family Association. All agencies and their personnel are required to abide by the Teaching-Family Association Standards of Ethical Conduct. Any disciplinary action relating to the violation of the Standards is a matter to be handled by the agencies and not the Teaching-Family Association nor the Ethics Committee.

PART 4: COMMITTEE RECORDS

The permanent files of the Certification and Ethics Committee will be maintained by the Association Office. They will contain:

1. copies of all documents presented or required for initial and continuing review;
2. committee meeting minutes including records of discussions of substantive issues and their resolutions, and,
3. transmittals on actions, instructions, and conditions resulting from committee deliberations.

Files that contain allegations of unethical conduct by a member or other individuals shall be confidential. Only members of the Certification and Ethics Committee and the Executive Committee of the Association will have access to said files and then only as necessary to permit sound decision-making.