

East Arkansas Youth Service Wellness Policy

East Arkansas Youth Services, Inc. (EAYS) is a private not for profit community based youth services organization with a residential component that participates in the National School Lunch/Child Nutrition Program. EAYS is NOT an LEA. The Executive Director /CEO of the organization is ultimately the person responsible for oversight and insuring that the policies of the organization are executed and enforced through the organization's management team.

East Arkansas Youth Services Residential Policy outlines the components that are to be addressed in the Wellness Policy. Our Residential Policy is part of East Arkansas Youth Services Personnel Policy and Procedures Manual.

East Arkansas Youth Services is a residential facility that services at risk youths ages 8-17 years old. Clients that reside at East Arkansas Youth Services attend public school in Marion School District. During the school day when school is in session, clients are covered under the Marion School District Wellness Policy as the school district does participate in the National School Lunch/Child Nutrition program. This means that students will participate in physical education and other activities as appropriate that contribute to the overall wellness of the students and will receive educational instruction related to nutrition as is part of the Marion School District curriculum. In addition EAYS has the following goals in as our overall Wellness Plan.

Goals:

- 1) Nutrition Promotion - Provide two meals & two snacks daily (breakfast and lunch) that meet NSLP/ CNP guidelines. Although evening meals do not fall under the NSLP, these are also planned and delivered with the NSL program requirements as a guideline to promote good nutrition.
- 2) Nutrition Education – Residents are included in meal planning and preparation. In addition all residents at intake are provided with and reviewed printed information to address nutrition, exercise and overall healthy living.
- 3) Physical Activity – During the school year, physical activity is provided during school hours through the district's physical education program. In addition residents are provided with opportunities for outside activities through the walking trail, basketball court and Public Park proximal to the facility as climate permits. Further, opportunities for inside activities are provided through interactive video games during evening hours and inclement weather conditions.
- 4) Physical Health – All residents receive health and dental screenings and follow-up care as outlined in agency policy.
- 5) Client Satisfaction - Provide Client Satisfaction with regard to overall services provided including meals and collect feedback through our Client Satisfaction Survey for review through the agency Quality Assurance Team.

Statement with regard to foods and beverages sold:

EAYS does not sell foods and beverages. This is a residential group home.

The following sections are being selected to outline the Wellness Policy. The following sections were selected from East Arkansas Youth Services Residential Policy – Policy and Procedures Manual.

Nutrition

Nutrition- EAYS residential facilities participate in the USDA Food & Nutrition Program and therefore all breakfast and lunch meals meet food and nutrition guidelines as established by the US Department of Agriculture. Evening meals are planned with participation of the residents in the menu planning. Copies of the menu will be posted and menus will be retained for 7 years. Residents are also provided snacks given at snack time by the staff.

All EAYS facility residents are provided 3 meals per day. Staff are not permitted to deny residents of their right to 3 meals per day. However, residents who fail to arrive on time for meals due to non-compliance with the program schedule will not be allowed to eat until the next scheduled meal.

Residents with special nutritional needs or legitimate food allergies will receive a special menu which meets their needs.

NOTES: Additional practices are instituted to implement the above stated policies.

EAYS promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and accurate portion sizes. Promotion of adequate nutrient intake and healthy eating practices will be encouraged. Currently, EAYS participates in the USDA school breakfast, school lunch and snack programs. Meals are served in a clean and pleasant setting and under appropriate supervision. (EAYS is licensed by the Health Department and inspected regularly.) Students have access to hand washing/hand sanitizing facilities before meals and snacks. Low-fat (1%), non-fat or non-dairy milk in 8 oz portions is offered for breakfast, lunch and snack daily.

100% fruit/vegetable juice is offered for breakfast, lunch and snack daily as well as plain water. EAYS prepares green vegetables with no added fat. EAYS buys products with no trans fat for breakfast, lunch and snack. EAYS bakes all food and has established a practice of not frying food for breakfast, lunch and/or snack. EAYS enforces personal hygiene to help promote a healthy body. EAYS teaches life skills such as grooming, personal hygiene, washing dishes, making beds, cleaning rooms, recreational area, folding clothes, using the dish washer, and the appropriate way to clean dining room and kitchen area after meals. In EAYS summer program a week is devoted to nutrition and meal planning. Clients are asked to plan a health meal with vegetables, lean meats, and health desserts. They also help prepare this meal. All reimbursable meals will meet nutrition standards mandated by the USDA, as well as any additional state nutrition standards that go beyond USDA requirements.

Resident Supervision- *Youth in a residential facility will be supervised at all times to assure the safety of all residents. Staff should be accessible to residents at all times. Staff who are on duty are to remain alert at all times and sleeping during work hours is prohibited. When residents are allowed access to dormitory or bathroom areas, staff are to remain in close proximity in order to remain aware of all activities in the dorm and shower area.*

Direct care staff are to remain on the grounds with the residents, directly supervising the residents. Staff are not to socialize during work or otherwise become involved in staff interactions that interfere with their resident supervision responsibilities. Under no circumstances are staff to leave the facility while they are on duty without prior approval of the supervisor. Residents are never to have authority over other residents.

During any time female residents are present, there will be at least one female staff also present.

Resident Count- *Staff should log in at the beginning of the shift and verify in the log the count of clients present. Staff should accompany youth any time groups of youth move from one location to another. Each time youth move from one area to another, staff should count those youth he/she is responsible for supervising and record the count.*

Recreation- *Residents of the EAYS will be provided daily recreational opportunities either at the facility or in the community. The types of recreation provided differ according to the ability of the client to behave appropriately and are also used as incentives for desired behavior. Recreation at the facilities will be scheduled by the Program Director and all special outings must be approved by the administration. Only movies rated G, PG, or PG-13 will be attended by or shown at the residential facility or at any other agency locations to EAYS clients. Recreation is a privilege and youth who are not complying with the program will be limited in regards to the type of recreation allowed. Youth who do not demonstrate the ability to follow rules at the facility will not be taken on public outings.*

Money required for outings must be requested on the established form and pre-approved by the Executive Director or Program Director and presented to the Financial Manager prior to the money being disbursed.

All receipts for outings must be returned with the balance of any excess funds on the next business day.

Sleep- *All residents have the right to 8 hours of sleep per day. Residents are provided their own bed and clean linens. All residents are expected to get up and go to bed on time and failure to do so on a continual basis may result in their overall success in completing the program. Residents who are sick may remain in bed; however if a resident is too ill to attend educational or other program activities they will not be allowed to go on outings or do recreational activities either.*

Personal Hygiene Items- *All residents of EAYS facilities are supplied with personal hygiene items such as toothbrushes, toothpaste, shampoo, soap, shavers and sanitary items. All residents are required to shower daily. All personal hygiene items such as electric razors, cosmetics, cologne, etc. will be under staff control.*

Client Education- *All residents of EAYS facilities are provided with appropriate educational services either through the local school district (on site only if homebound) or at the administration building GED program taught by a certified teacher through MSCC – Adult Ed. All residents are required to participate in some type of educational program unless they have completed their High School diploma or GED.*

Religion- *Residential clients are allowed access to their religious materials. Youth may participate in spiritual activities at the residential facility but participation is not mandatory. Youth in the facility may attend the church of their choice if it is proximal, if transportation is arranged by their parents and when applicable, the court has approved that they can leave the facility.*

Health Screening- *All youth admitted to EAYS facilities receive a pre-placement health screening or receive a health screening within 24 hours after admission, unless on a weekend, then on the following business day. EAYS will arrange for HIV testing for any youth who requests to be tested. Females may also be given a pregnancy test if there is reason to believe they may be pregnant. Youth that are in the residential component for 30 days or more will also have a dental screening within the first 30 days of their stay if they cannot show evidence of a dental screening within the last six months.*

Medical Treatment- *EAYS residential facilities will refer all youth in need of medical care to a local licensed professional. The parents or guardian/custodian are responsible for the cost of any routine medical or dental care for youth placed in the EAYS facility. EAYS residential facilities will have at least one staff present at all time who First-Aid has received current training in first aid/CPR with certification of such in the personnel file. When administering, the staff will always wear protective gloves and dispose of any contaminated materials in plastic and clean the area with bleach or disinfectant.*

Administration of Medication- *All EAYS Direct Care staff have been trained in administering prescription and over-the-counter medications by a medical professional. Prescription medication will be given by EAYS staff only when it has been authorized by the parent/guardian through the signing of a medical release/consent form. (see-Appendix 1-Casefile). If prescribed pre-intake, the medication must be brought to EAYS in the original prescription bottle which contains the resident's name & the physician's instructions for administration. In this situation staff will verify medication with the physician before administering and indicate such on the prescription medication log which becomes part of the client record. Any medication prescribed post intake will have the benefits, risks and alternatives fully explained to the client/parents as outlined in the information provided by the pharmacy. Staff administering any prescription medication will complete a medication log which records the date, time, name of the medication, dosage, beginning and ending medication count and staff person's initials. The client will also initial that he/she has received the medication. Non-prescription medication will be administered by the same basic method and will only be given when a medical professional has indicated on the client's initial physical form that it is safe to do so. Over-the-counter medication will also be recorded on a medication log indicating name of client, name of medication, date, time and dosage and staff initials. Staff will administer and observe the client taking the medication to ensure that it is taken. Staff will monitor and assess clients while they are taking medication and notify a medical professional of any issues. When the*

client leaves or the case is closed the medication log will be placed in the clients casefile. (see Forms-Section 2)

All medication (prescription and non-prescription) is kept in a locked cabinet. One staff person maintains the key on each shift and the key is to be passed down at shift change. When clients are discharged their medication is given to the parent or guardian. If medication is accidentally left, the parents will be notified to pick it up. If medication is not picked-up timely or if medication becomes out-of-date, it will be disposed of by two staff members flushing it down the toilet and it will be recorded on the log that it has been destroyed and initialed by both staff members. EAYS prohibits the dispensing of any sample medications without a prescription.

Training- All new employees will be provided with at least 16 hours orientation and training before assuming any job responsibilities. Direct Care staff will be provided a minimum of 24 hours direct supervision before being allowed to supervise clients independently. Staff responsible for direct care will receive documented training in the EAYS crisis management policies and documented training on acceptable means of client discipline. No staff member will be allowed to use any method of physical force (only those mentioned in the crisis policy are acceptable) for which he/she does not have properly documented training. There is no use mechanical restraints in any of EAYS programs.

NOTES: Additional practices are instituted to implement the above stated policies.
EAYS has a Wii gaming system to help promote movement when clients are inside.
Outside activities include basketball, kick ball, running and playing outside and when weather permits walking on the walking trail behind the facility.
EAYS networks and has MOU's with community mental health providers, dentist and local medical providers to make sure that clients medical needs and health is addressed.
EAYS has a summer program that has weekly educational and educational based outing to broaden educational skills during summer months.


Public Involvement:

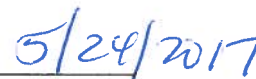
Quarterly the agency sends abbreviated statistical information about the agency to Community Stakeholders and solicits input on the total operation.

Annually the organization reviews policies, agreements & contracts for compliance, as well as, the Performance Quality Improvement and the Strategic Plans for the organization. Further, on an annual basis the agency completes a process of an Annual Risk Assessment Inventory to insure all areas have been covered in the review process.

Annually the data collected throughout the year is used to establish Goals and Measurements for the coming year. The management with the input and assistance of staff develop a Goal and Measurement for each component where data is collected. The Board reviews and approves the annual goals and/or makes revisions. The finalized Plan, Goals and Measurements are shared with staff through the Program Directors and Supervisors during regular staff meetings and disseminated through the established method of Policy Manual Updates as well as through the agency's Annual Report. The agency Annual Report is also distributed to Community Stakeholders outside the agency after the annual independent audit is complete and the data from all components is compiled and analyzed. The Annual Report is published on the agency website.

At the end of the FY, after all data has been compiled, the Board and Staff will review the progress made towards the Goals and Measurements and with stakeholder input will determine if there are programmatic or other changes that need to be made going into the next planning cycle or if the goals themselves need to be revised.


Madelyn P. Keith, Executive Director & CEO
Authorized Official of Policy Enforcement


DATE

- *ITALICS -EXCERPTED FROM EAYS POLICY*