



CHILDREN, YOUTH AND TEEN PROGRAMS MULTIDISCIPLINARY INSPECTION TOOL (MDT)

Inspection Tool Package

SEPTEMBER 2004

Multidisciplinary Inspection Tool Package

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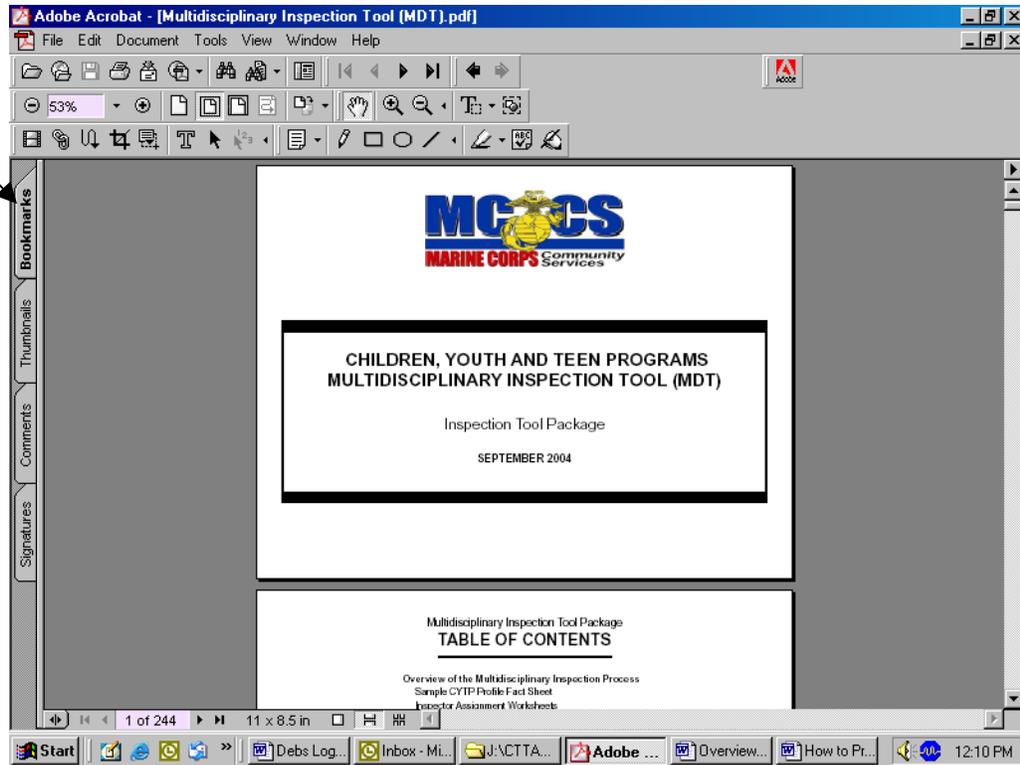
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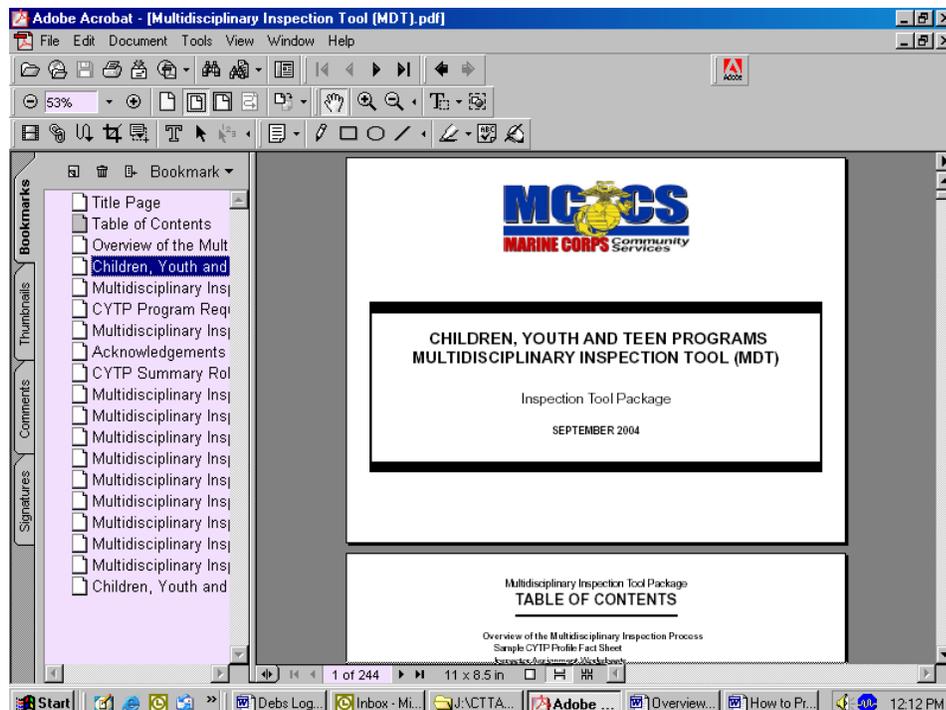
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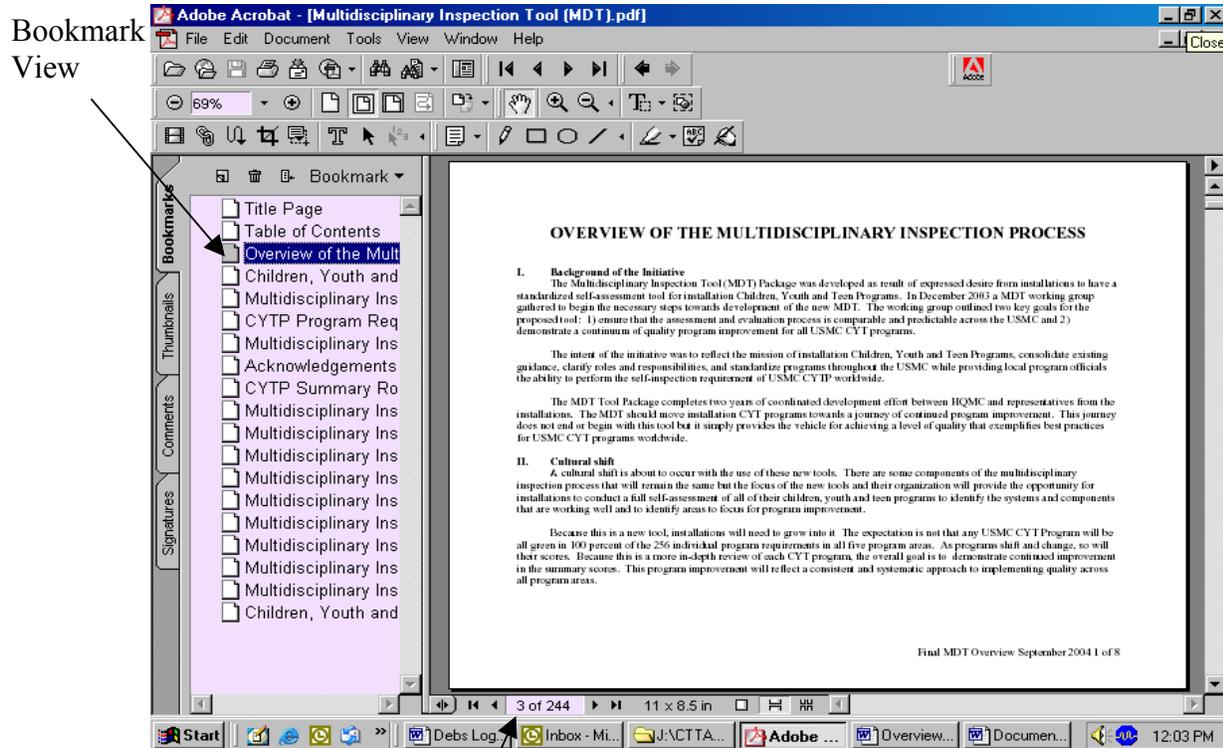
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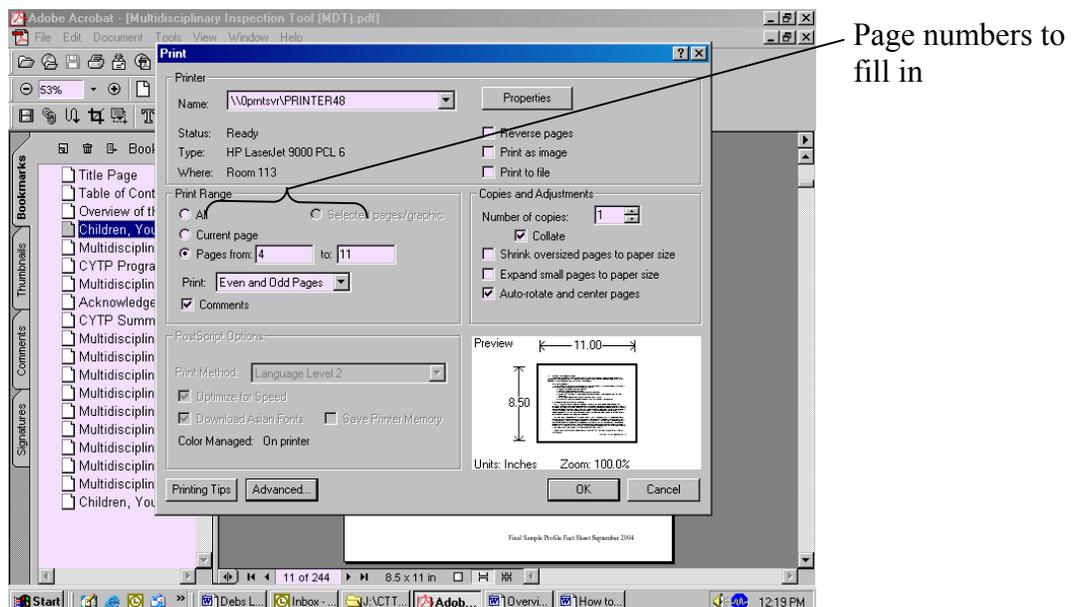
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OVERVIEW OF THE MULTIDISCIPLINARY INSPECTION PROCESS

I. Background of the Initiative

The Multidisciplinary Inspection Tool (MDT) Package was developed as result of expressed desire from installations to have a standardized self-assessment tool for installation Children, Youth and Teen Programs (CYTP). In December 2003 a MDT working group gathered to begin the necessary steps towards development of the new MDT. The working group outlined two key goals for the proposed tool: 1) ensure that the assessment and evaluation process is comparable and predictable across the USMC and 2) demonstrate a continuum of quality program improvement for all USMC CYTP.

The intent of the initiative was to reflect the mission of installation CYTP, consolidate existing guidance, clarify roles and responsibilities, and standardize programs throughout the USMC while providing local program officials the ability to perform the self-inspection requirement of USMC CYTP worldwide.

The MDT Tool Package completes two years of coordinated development effort between HQMC and representatives from the installations. The MDT should move installation CYTP towards a journey of continued program improvement. This journey does not end or begin with this tool but it simply provides the vehicle for achieving a level of quality that exemplifies best practices for USMC CYTP worldwide.

II. Cultural shift

A cultural shift is about to occur with the use of this new tool. There are some components of the multidisciplinary inspection process that will remain the same but the focus of the new tools and their organization will provide the opportunity for installations to conduct a full self-assessment of all of their CYTP to identify the systems and components that are working well and to identify areas to focus for program improvement.

Because this is a new tool, installations will need to grow into it. The expectation is not that any USMC CYTP will be all green in 100 percent of the 256 individual program requirements in all five program areas. As programs shift and change, so will their scores. Because this is a more in-depth review of each CYTP, the overall goal is to demonstrate continued improvement in the summary scores. This program improvement will reflect a consistent and systematic approach to implementing quality across all program areas.

III. Multidisciplinary Inspection Process

Per the MCO P1710.30E a multidisciplinary inspection will occur at a minimum on an annual, unannounced basis. The purpose of the self-assessment is for a multidisciplinary team to inspect the CYTP and monitor compliance with the DoD standards and processes of the MCO for quality and report the results to the local command.

A. Role of the inspectors

A representative of the command will serve in the lead and coordination role for the inspection. The Command Representative will be responsible for ensuring that decisions are made around a variety of issues such as:

- assignment of multidisciplinary team members
- ensuring all CYTP are inspected
- determine the plan to include all CYTP facilities during the inspection
- establishing the parameters for the inspection; percentage of records to be reviewed, number of classrooms observations
- determining and disseminating the installation specific scoring guidance
- summarize the scores for inspection team members and roll up the scores to one CYTP score

B. Assignment of multidisciplinary team members

The multidisciplinary team members should be assigned to the team in writing by the Installation Command. The Installation Command has the authority to assign members of the inspection team utilizing the Command Representative as the focal point for coordinating the inspection process. Commands should be discouraged from assigning subject matter experts that currently conduct routine program inspections. The intent is to get a “new set of eyes” as often as possible to look at CYTP. It is important for multidisciplinary team members to foster a climate of trust and confidence but, respect and uphold the commander's authority. It will be the inspection team’s responsibilities to not only recognize excellence, but also to identify potential systematic issues related to program non compliance.

The CYTP Administrator partners with the Command Representative to act as a resource for multidisciplinary inspection team members and the command during the inspection process. The CYTP Administrator should NOT be responsible for planning, organizing or ensuring the process is completed. It will be important for the CYTP Administrator to work with the Command Representative to establish the installation scoring guidance. Their input will be valuable in discussing the relevant issues surrounding the decisions about scoring. To assist the multidisciplinary team members in planning to conduct the inspection, the CYTP Administrator will distribute CYTP information to communicate specifics such as program locations, POCs, hours of operation, etc. A sample CYTP profile is provided as part of the MDT.

Multidisciplinary inspection team members should be selected based on their skill set as an inspector and their subject matter expertise.

- For the *Administration* program requirements it is not only important for team members to be able to review records thoroughly, read SOPs and policies to determine if the intent of the MCO is met, but to determine the accuracy of documentation.
- For the *Operations* program requirements team members will need to be familiar with the CYTP operations, able to observe a situation and determine if this is a one time occurrence or if this appears to be standard practice, and be able to review systems and determine root causes to problems.
- The inspector for *Physical Environment* program requirements will need team members to be familiar with looking at facilities and their basic structure, able to develop recommendations for correcting deficiencies, and experience in identifying if previous corrections were completed properly.

Not only will multidisciplinary team member assignments be made based on these or similar skill sets but the particular subject matter expertise will also need to be taken into consideration when assigning specific program requirements. An assignment work sheet is provided as a part of the MDT to assist the Base Inspector in communicating the specific areas to be inspected by each team member.

The following individuals or proponents are suggested multidisciplinary inspection team members:

- Fire prevention subject matter expert
- Health/Preventive Med subject matter expert
- Safety subject matter expert
- Public works subject matter expert
- Family advocacy program subject matter expert
- Human resources subject matter expert
- Outside subject matter expert in early childhood education
- Outside subject matter expert in the youth development field
- EFMP subject matter expert
- Parent subject matter expert

C. Use of the multidisciplinary inspection tools

The multidisciplinary inspection tool will be used to inspect all CYTP on the installation. All facilities that house CYTP will be visited. All three MDT sections Administration, Operations and Physical Environment will be used to inspect the total CYTP. The Desk Guides (Administration, Operations and Physical Environment) will serve as a resource to provide

additional guidance on the intent of program requirements and suggest inspection methods to be used when validating and or clarifying observed information prior to determining a score.

D. Inspection time frame

Multidisciplinary inspections will be completed annually. It is suggested that they occur 6 months after the last HQ inspection. Multidisciplinary team members will be given a window to complete the inspection process. The inspection window is defined as the 30 day period of time between the In brief and the Out brief.

E. In and Out brief

The In brief should be conducted by the Command Representative for those individuals that have been appointed in writing by the Command to serve as members of the multidisciplinary inspection team. Also invited to the In brief will be the CYTP Administrator and his/her chain of command. Items to be covered during this timeframe should include: introduction of multidisciplinary team members, time frame for the inspection, specific guidance from the command, dissemination of the installation specific scoring guidance, a discussion by multidisciplinary team members of their planned approach to scoring prior to beginning the inspection, a deadline for submission of the completed MDT by individual team members to the command and the date of scheduled Out brief.

The CYTP Administrator will receive an Out brief prior to the command and will have periodic contact with multidisciplinary team members on findings during the inspection period. The multidisciplinary inspection process should end with an Out brief. Those individuals present at the Out brief should include Command Representative, appointed multidisciplinary team members, CYTP Administrator and his/her chain of command. Items to be presented at the Out brief at a minimum will include positive aspects of the program, areas of noncompliance and all items that will be presented on the final written report presented to the command as well as areas that the command might have some influence in ensuring corrective actions occurred.

IV. Overview of the CYTP Multidisciplinary Inspection Tool Package

The three main components of the Multidisciplinary Inspection Tool Package include:

1. The Tool Package Overview – A document that provides the background and understanding of the multidisciplinary inspection tools
2. The Multidisciplinary tools (in three sections Administration, Operations, and Physical Environment)
3. The Desk Guides or reference manuals (in three sections Administration, Operations, and Physical Environment).

V. Multidisciplinary Inspection Tool Organization

A. The multidisciplinary inspection tool divides the program requirements across three major sections: ***Administration, Operations, and Physical Environment***. These three main sections are each further divided into subsections consisting of specific individual program requirements. This structure was selected to assist installations in assigning sections of the MDT to individual inspectors with specific areas of expertise and/or skills sets. For example multidisciplinary team members familiar with reviewing records and SOPs should focus on the ***Administration*** section, inspectors familiar with CYTP operations will be best suited to inspect the ***Operations*** section and inspectors familiar with facility or fire and safety standards should be assigned section three ***Physical Environment***.

B. Section/sub section organization.

Each section is divided into sub sections to organize similar program requirements.

- The ***Administration*** section focuses on components and documents necessary for effective administration and oversight of the total CYTP. Sub sections include Policies, Program Central Enrollment Registry, Financial Resources and Marketing and Partnerships.
- The ***Operations*** section focuses on the operations and practices necessary for implementing quality programming. The key components relate to safe, healthy, and programmatically appropriate standards, personnel and their relationship to quality programming. The sub sections include CYTP Personnel, Programming, Risk Management & Prevention and Health.
- The ***Physical Environment*** section focuses on the program components necessary to ensure that CYTP operate in structurally sound facilities and outdoor environments that meet fire and safety requirements. The sub sections include Facilities, Fire, Safety and Sanitation Practices.

VI. Program Requirement Tiers

Within each of the three main sections the individual program requirements are grouped into three tiers ***Foundation, Predictor*** and ***Adaptation***. All tiers exist in each major section of ***Administration, Operations, and Physical Environment***. All of the tiers are important to attaining and maintaining quality programming and they build upon each other. Each individual program requirement relates to other program requirements in the tier above or below but there is not necessarily a one on one correlation. The first tier of program requirements is titled ***Foundation Requirements***. These program requirements represent the base and core requirements that are essential ingredients to meet minimum standards for quality. ***Foundation Requirements*** provide the base to focus on and to build upon to improve program quality.

The second tier of program requirements is titled *Predictors of Quality*. These program requirements are common across all quality programs and serve to position programs to ensure quality. These program requirements build upon *Foundation* program requirements and support the structure necessary for quality CYTP.

The third tier of program requirements is *Adaptation of Quality*. These program requirements support the consistent implementation of quality standards. The *Adaptation* program requirements are proven strategies for successful implementation of the program requirements, resulting in quality child, youth, and teen programming that reflects the unique needs of the installation. The total numbers of program requirements (256) for the MDT are *Foundation Requirements* 153, *Predictors of Quality* 60, and *Adaptation of Quality* 43. The breakout of individual program requirements is as follows: Foundation tier 153 total program requirements, 35 Administration, 68 Operations and 50 Physical Environment; Predictors tier 60 total program requirements, 13 Administration, 42 Operations and 5 Physical Environment; Adaptation tier 43 total program requirements, 15 Administration, 24 Operations and 4 Physical Environment.

VII. Multidisciplinary Inspection Tool Format

Each section of the MDT utilizes the same format. The first column on the left is the specific program requirement number. The number will identify the section, the sub section, the individual program requirement number and tier. If an individual program requirement is a *Foundation* requirement, the first column will also identify in italics the reference to the Marine Corps Order or DOD standards. The second column describes the specific program requirement. The third column identifies the CYTP to which the program requirement applies. The key to the five CYTP is Resource and Referral – R&R, Child Development Center – CDC, School Age Program –SAC, Family Child Care – FCC/OFCC and Youth and Teen–Y&T. If the requirement applies the box will be darkened. The next column is blank space for the inspector to make comments. The last column contains the stoplight and is where the inspector will mark the score for each individual program requirement.

VIII. Scoring Guidance

Stoplight scoring philosophy (Red, Amber, and Green). Individual program requirements are inspected for compliance and identified by the inspector as *red, amber, or green*. A **red score** for a program requirement indicates non-compliance. An **amber score** for a program requirement indicates partial compliance. Partial compliance may mean: 1) programs are not consistently demonstrating competency, 2) there is a lack of evidence of systematic implementation in place to ensure an understanding of the concepts and ensure consistent compliance, or 3) there is no evidence that a clear understanding of the concepts exists. A **green score** for the program requirement indicates full compliance. A **N/A** score indicates for some reason the individual program requirement does not apply to this inspection.

Combining multiple observations for individual program requirement scores. During the MDT inspection there will frequently be multiple observations made for individual program requirements. It may be several classrooms within one child development center, or several child development centers within one CYTP. Another example may be several family child care homes within one CYTP or multiple youth activity areas within one youth center. There will typically be multiple program observations for individual program requirements. A program requirement may be relevant to all five CYTP. In each case, inspectors will have to determine one score for each of the 256 individual program requirements.

There are multiple approaches to determining the individual program requirement score. The Installation will develop specific scoring guidance to guide multidisciplinary team members when determining scores for individual program requirements. When observing multiple child development centers within one CYTP, the inspector could record scores on multiple copies of the MDT and then combine the scores. For multiple classrooms within one child development center, the inspector could observe in a percentage of classrooms and then combine the observation notes to determine one score for the program requirement.

When observing across CYTP, an inspector may weigh the score based on the size of the program compared to the total number of children/youth served within the installation CYTP. There is no one best solution for determining the one “most representative” score for each individual program requirement for the total CYTP.

All CYTP are to be evaluated and when there are multiple programs and multiple facilities a determination will have to be made as to what is reflective of the total CYTP. When trying to determine scores, multidisciplinary team members will need to refer to installation specific guidance relating to observation and inspection specifics such as; the percentage of classrooms to be observed, the size of the program, the kinds of activities occurring during the inspection, the weight placed on programs within the total CYTP.

Inspectors are encouraged to use the MDT Desk Guide, on-site documentation, interviews, and observations as inspection methods to assist them in validating or clarifying information that will determine the resulting red, amber, or green score for each individual program requirement. For all red or amber scores the inspector should use the inspectors comment section to annotate notes. The notes should be specific in nature identifying the activity room or building number, the percentage of files reviewed and observation details that will allow enough specific information to correct the deficiency. It will also be important for inspectors to annotate all exemplary observations to ensure programs receive recognition for quality performance. It is also recommended that inspectors discuss their approach to scoring as a team prior to beginning the MDT inspection.

Recording scores. A MDT summary score worksheet is provided as a resource to easily annotate individual program scores. This worksheet will facilitate calculating the total number of scores by each stoplight color (red, amber, green or N/A) and for each tier of program requirements. Each MDT inspection team member will consolidate by sub section and then determine a section score. Inspectors will record a score for each program requirement and then develop a summary score for each sub section. Sub section

scores will then be combined into a section score based on the Installation specific guidance. The Command Representative will consolidate the section summaries into an overall CYTP total program score.

For example: Within the *Administration* section, the sub section of policies has 15 individual program requirements. The inspector will record on the MDT summary score worksheet one score for each individual program requirements within the sub section and use the policy sub section score to combine with the other subsection scores to determine the *Administration* CYTP score. Each inspector will then be able to provide the inspection team chief the total number of red, amber, green or N/A scores for each tier (*Foundation, Predictor* and *Adaptation,*) by the sub section and section (*Administration, Operations,* and *Physical Environment*) inspected.

IX. References

The references listed were used in the development of the MDT. They serve as the background framework for each individual program requirement. The types of references used were DOD standards, the MCO or National standards for excellence. For all *Foundation* program requirements the specific reference is identified.

X. Desk Guides

The Desk Guides are organized like the multidisciplinary inspection tool by three sections (Administration, Operations and Physical Environment). The purpose of the Desk Guides is to provide a reference for the intent of the MDT section and to provide recommendations for validating or clarifying items prior to scoring. This reference will assist multidisciplinary team members in better understanding each individual program requirement and suggest the methods to best validate each program requirement.

The three methods of inspection are review of records, interviews and observations. For the review of records a list of the types of records that may be reviewed to develop an accurate snapshot of what is occurring within the CYTP. When a percentage of records reviewed are listed it is intended to be the minimum number of records to be reviewed to accurately evaluate the CYT program. Installations are encouraged to be more specific or provide more specific guidance to ensure an accurate reflection of the level of total program quality is inspected. For all records reviewed the multidisciplinary team member should randomly select the records and not allow the program manager to select the records.

Interviews are recommended as an inspection method and the titles of positions that would typically be familiar with the appropriate information are indicated as well as topic suggestions to discuss when conducting those interviews. The observations listed in the Desk Guide indicate typical activities or observations that can be observed in quality CYTP.

XI. Planning Multidisciplinary Inspection Tool Utilization

To plan for the utilization of the new Multidisciplinary Inspection Tool, each Installation needs to develop goals for implementing the changes that their installation will need to make to address the challenges the CYTP will face towards the journey of continued program improvement. To know if you have met your goals you must first establish specific targets. Installations will need to define the desired results they hope to accomplish. This will include the CYTP vision and anticipated outcomes. Installations will need to take a long and hard look at where they are now and where they want to go to achieve quality children, youth and teen programming. It will be important to identify potential challenges, as well as the resources and training necessary to overcome those challenges. Critical to any successful mission is taking as many people along the way as possible. Each Installation will have to determine who the key stakeholders are and how to bring them on board with the mission. The most important component will be to set milestones for performance. These measures will serve as the indicators of success and inform programs of their progress toward accomplishing their goal of quality programming.

**CHILDREN, YOUTH AND TEEN PROGRAMS
SAMPLE PROFILE FACT SHEET**

CYTP Administrator: _____
 Address: _____
 Phone Number: _____
 Email: _____

Program Facility: _____
 Manager: _____
 Alternate: _____
 Address: _____
 Phone Number: _____
 Email: _____

Days of Operation : _____
 Hours of Operation: _____

Check Service Offered	Capacity	Average Daily Attendance
____ Full day child care	_____	_____
____ Part day child care	_____	_____
____ Hourly child care	_____	_____
____ School- age child care	_____	_____
____ Youth programs	_____	_____
____ Resource and Referral	_____	_____
____ Other services	_____	_____

Number of paid staff working in program (both NAF and AF):
 _____ NAF _____ AF

Family Child Care (FCC) _____ Yes _____ No
 Number of homes certified _____
 Number of children enrolled _____
 Number of FCC staff that directly supervise homes _____
 Number of homes in process, but not certified _____

Off Base Family Child Care (OFCC) _____ Yes _____ No
 Number of homes certified _____
 Number of children enrolled _____
 Number of FCC staff that directly supervise homes _____
 Number of homes in process, but not certified _____

Program enrolled in USDA Child Care Food Program _____ Yes _____ No

May use one page per program.

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—ADMINISTRATION

The Multidisciplinary team member assignment worksheet is provided as a part of the MDT to assist the Command Representative in assigning the specific areas to be inspected to each team member. Individual inspection team member's skill sets and subject matter expertise should be taken into consideration when assigning specific program requirements. By disseminating this form to all inspection team members it can also serve to clarify areas of responsibility.

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
ADMIN I. POLICIES								
<i>Admin I.A General Program Management</i>								
Admin I.A.1								
Admin I.A.2								
Admin I.A.3								
Admin I.A.4								
Admin I.A.5								
Admin I.A.6								
Admin I.A.7								
Admin I.A.8								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—ADMINISTRATION

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Admin I.A.9								
Admin I.A.10								
Admin I.A.11								
Admin I.A.12								
Admin I.A.13								
Admin I.A.14								
Admin I.A.15								
<i>Admin I.B Records</i>								
Admin I.B.1								
Admin I.B.2								
Admin I.B.3								
<i>Admin I.C Boards/ Groups/Committees</i>								
Admin I.C.1								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—ADMINISTRATION

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Admin I.C.2								
Admin I.C.3								
Admin I.C.4								
<i>Admin I.D Inspections</i>								
Admin I.D.1								
Admin I.D.2								
Admin I.D.3								
Admin I.D.4								
Admin I.D.5								
Admin I.D.6								
Admin I.D.7								
Admin I.D.8								
Admin I.D.9								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—ADMINISTRATION

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
<i>Admin I.E Credentials</i>								
Admin I.E.1								
Admin I.E.2								
Admin I.E.3								
Admin I.E.4								
ADMIN II. PROGRAM CENTRAL ENROLLMENT REGISTRY								
<i>Admin II.A Program Information Dissemination</i>								
Admin II.A.1								
Admin II.A.2								
Admin II.A.3								
Admin II.A.4								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—ADMINISTRATION

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
<i>Admin II.B Program Options</i>								
Admin II.B.1								
Admin II.B.2								
Admin II.B.3								
<i>Admin II.C Program Eligibility</i>								
Admin II.C.1								
Admin II.C.2								
Admin II.C.3								
ADMIN III. FINANCIAL RESOURCES								
<i>Admin III.A Cost Efficient Program Standards</i>								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—ADMINISTRATION

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Admin III.A.1								
Admin III.A.2								
Admin III.A.3								
<i>Admin III.B Fees</i>								
Admin III.B.1								
Admin III.B.2								
Admin III.B.3								
Admin III.B.4								
Admin III.B.5								
ADMIN IV. MARKETING & PARTNERSHIPS								
<i>Admin IV.A Marketing/ Partnerships/Grants</i>								
Admin IV.A.1								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—ADMINISTRATION

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Admin IV.A.2								
Admin IV.A.3								
Admin IV.A.4								
Admin IV.A.5								
Admin IV.A.6								
<i>Admin IV.B Agreements</i>								
Admin IV.B.1								
Admin IV.B.2								
Admin IV.B.3								
<i>Admin IV.C Youth Sponsorship Program</i>								
Admin IV.C.1								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

The Multidisciplinary team member assignment worksheet is provided as a part of the MDT to assist the Command Representative in assigning the specific areas to be inspected to each team member. Individual inspection team member's skill sets and subject matter expertise should be taken into consideration when assigning specific program requirements. By disseminating this form to all inspection team members it can also serve to clarify areas of responsibility.

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
OPS I. CYTP PERSONNEL								
<i>Ops I.A Personnel Requirements</i>								
Ops I.A.1								
<i>Ops I.B Personnel Qualifications</i>								
Ops I.B.1								
Ops I.B.2								
<i>Ops I.C Personnel Responsibilities</i>								
Ops I.C.1								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Ops I.C.2								
<i>Ops I.D Compensation</i>								
Ops I.D.1								
Ops I.D.2								
Ops I.D.3								
<i>Ops I.E Training</i>								
Ops I.E.1								
Ops I.E.2								
Ops I.E.3								
Ops I.E.4								
Ops I.E.5								
Ops I.E.6								
Ops I.E.7								
Ops I.E.8								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Ops I.E.9								
Ops I.E.10								
Ops I.E.11								
Ops I.E.12								
Ops I.E.13								
Ops I.E.14								
Ops I.E.15								
Ops I.E.16								
Ops I.E.17								
Ops I.E.18								
Ops I.E.19								
Ops I.E.20								
Ops I.E.21								
Ops I.E.22								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
<i>Ops I.F Personnel Practices</i>								
Ops I.F.1								
Ops I.F.2								
Ops I.F.3								
Ops I.F.4								
Ops I.F.5								
Ops I.F.6								
Ops I.F.7								
Ops I.F.8								
OPS II. PROGRAMMING								
<i>Ops II.A Program Resources</i>								
Ops II.A.1								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Ops II.A.2								
Ops II.A.3								
Ops II.A.4								
Ops II.A.5								
Ops II.A.6								
Ops II.A.7								
Ops II.A.8								
Ops II.A.9								
<i>Ops II.B Programming Components</i>								
Ops II.B.1								
Ops II.B.2								
Ops II.B.3								
Ops II.B.4								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Ops II.B.5								
Ops II.B.6								
Ops II.B.7								
Ops II.B.8								
Ops II.B.9								
Ops II.B.10								
Ops II.B.11								
Ops II.B.12								
Ops II.B.13								
Ops II.B.14								
<i>Ops II.C Program Planning</i>								
Ops II.C.1								
Ops II.C.2								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Ops II.C.3								
Ops II.C.4								
Ops II.C.5								
<i>Ops II.D Implementation of Programming</i>								
Ops II.D.1								
Ops II.D.2								
Ops II.D.3								
Ops II.D.4								
Ops II.D.5								
Ops II.D.6								
Ops II.D.7								
Ops II.D.8								
Ops II.D.9								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Ops II.D.10								
Ops II.D.11								
Ops II.D.12								
Ops II.D.13								
Ops II.D.14								
Ops II.D.15								
OPS III. RISK MANAGEMENT & PREVENTION								
<i>Ops III.A Practices</i>								
Ops III.A.1								
Ops III.A.2								
Ops III.A.3								
Ops III.A.4								
Ops III.A.5								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Ops III.A.6								
Ops III.A.7								
Ops III.A.8								
Ops III.A.9								
Ops III.A.10								
Ops III.A.11								
<i>Ops III.B Child Abuse Prevention Practices</i>								
Ops III.B.1								
Ops III.B.2								
Ops III.B.3								
Ops III.B.4								
Ops III.B.5								
Ops III.B.6								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Ops III.B.7								
Ops III.B.8								
Ops III.B.9								
Ops III.B.10								
Ops III.B.11								
<i>Ops III.C Environment</i>								
Ops III.C.1								
Ops III.C.2								
Ops III.C.3								
Ops III.C.4								
Ops III.C.5								
Ops III.C.6								
Ops III.C.7								
Ops III.C.8								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Ops III.C.9								
Ops III.C.10								
OPS IV. HEALTH								
<i>Ops IV.A Requirements</i>								
Ops IV.A.1								
Ops IV.A.2								
Ops IV.A.3								
Ops IV.A.4								
Ops IV.A.5								
Ops IV.A.6								
Ops IV.A.7								
Ops IV.A.8								
<i>Ops IV.B Practices</i>								
Ops IV.B.1								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—OPERATIONS

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
Ops IV.B.2								
Ops IV.B.3								
Ops IV.B.4								
Ops IV.B.5								
Ops IV.B.6								
Ops IV.B.7								
Ops IV.B.8								
Ops IV.B.9								
Ops IV.B.10								
Ops IV.B.11								
Ops IV.B.12								
Ops IV.B.13								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—PHYSICAL ENVIRONMENT

The Multidisciplinary team member assignment worksheet is provided as a part of the MDT to assist the Command Representative in assigning the specific areas to be inspected to each team member. Individual inspection team member's skill sets and subject matter expertise should be taken into consideration when assigning specific program requirements. By disseminating this form to all inspection team members it can also serve to clarify areas of responsibility.

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
PE I. FACILITIES								
<i>PE I.A General Requirements</i>								
PE I.A.1								
PE I.A.2								
PE I.A.3								
<i>PE I.B Structure</i>								
PE I.B.1								
PE I.B.2								
PE I.B.3								
PE I.B.4								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
PE I.B.5								
PE I.B.6								
PE I.B.7								
PE I.B.8								
PE I.B.9								
<i>PE I.C Toileting Areas</i>								
PE I.C.1								
PE I.C.2								
<i>Sub Section Total</i>								
<i>PE I.D Playgrounds/ Outdoor Areas</i>								
PE I.D.1								
PE I.D.2								
PE I.D.3								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
PE I.D.4								
PE I.D.5								
PE I.D.6								
PE I.D.7								
<i>PE I.E Space Utilization</i>								
PE I.E.1								
PE I.E.2								
PE I.E.3								
PE I.E.4								
PE I.E.5								
<i>PE I.F Climate</i>								
PE I.F.1								
PE I.F.2								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
PE I.F.3								
PE I.F.4								
PE II. FIRE								
<i>PE II.A Prevention</i>								
PE II.A.1								
<i>PE II.B Detection and Suppression</i>								
PE II.B.1								
PE II.B.2								
PE II.B.3								
PE II.B.4								
<i>PE II.C Evacuation</i>								
PE II.C.1								
PE II.C.2								

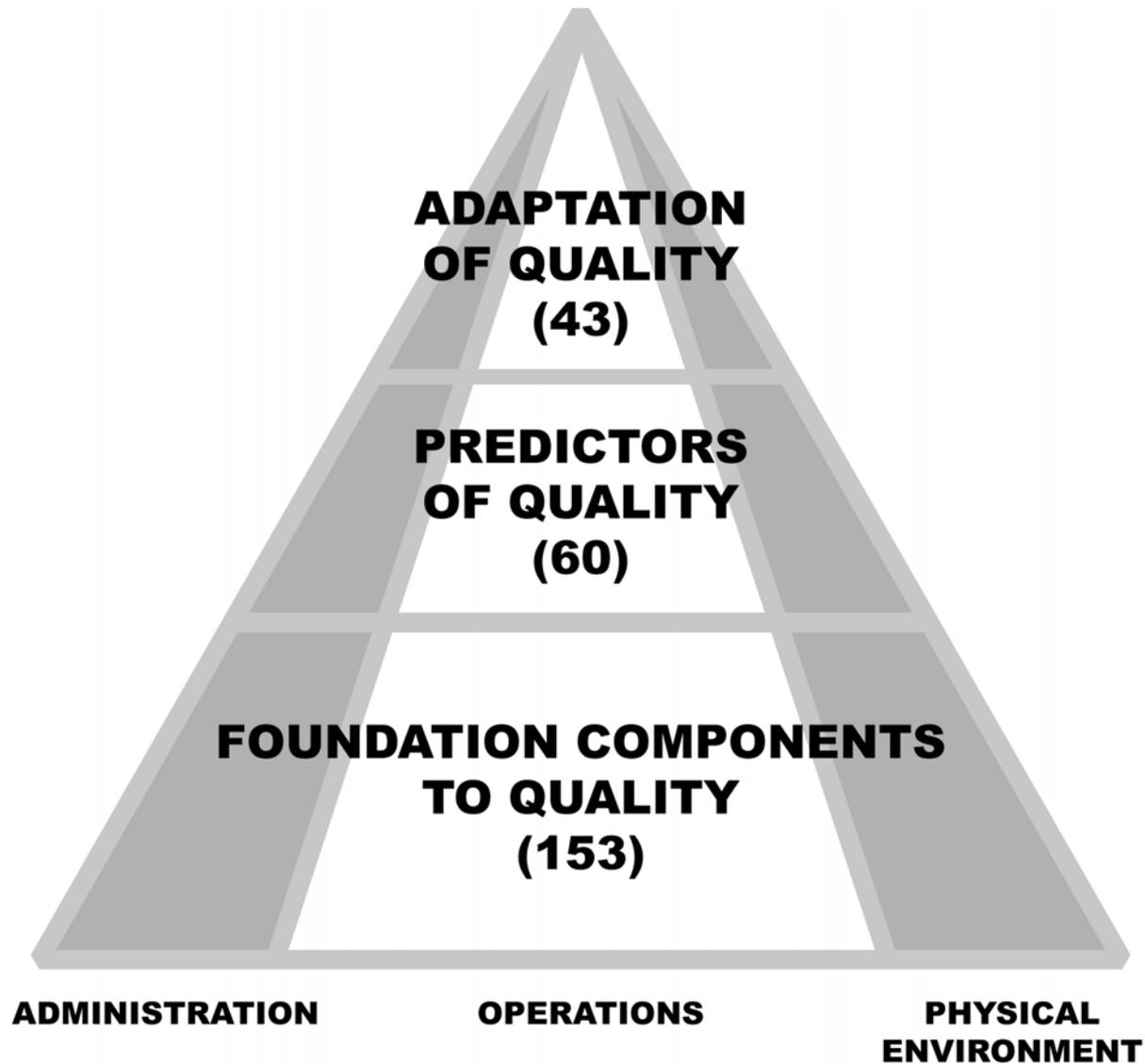
MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
PE II.C.3								
PE II.C.4								
PE II.C.5								
PE II.C.6								
PE III. SAFETY								
<i>PE III.A Safety Checks</i>								
PE III.A.1								
PE III.A.2								
<i>PE III.B Precautions</i>								
PE III.B.1								
PE III.B.2								
PE III.B.3								
PE III.B.4								
PE III.B.5								

MULTIDISCIPLINARY INSPECTION TOOL (MDT) INSPECTOR ASSIGNMENT WORKSHEET—PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENTS	INSPECTOR ASSIGNMENT							
PE III.B.6								
PE III.B.7								
PE III.B.8								
PE III.B.9								
PE III.B.10								
PE IV. SANITATION PRACTICES								
<i>PE IV.A Practices</i>								
PE IV.A.1								
PE IV.A.2								
PE IV.A.3								
PE IV.A.4								
PE IV.A.5								
PE IV.A.6								

MDT PROGRAM REQUIREMENT TIERS



Multidisciplinary Inspection Tool (MDT)

INSPECTION TOOL REFERENCE SUMMARY

This summary is a list of the references used in the development of the Multidisciplinary Inspection Tool Package

DEPARTMENT OF DEFENSE

Department of Defense Youth Programs
Inspection Checklist Summary Sheet

DoDI 1020.1; Nondiscrimination on the
Basis of Handicap in Programs and
Activities Assisted or Conducted by the
Department of Defense

DoDI 1402.5: Criminal History
Background Checks on Individuals in
Child Care Services

DoDI 6060.2: Child Development
Programs

DoDI 6060.3: SAC Program

Draft DoDI Youth

U.S. MARINE CORPS POLICY

Manual of Naval Preventive Medicine
Chapter 1: Food Safety (NAVMED
P1050-1)

MCO P11000.11B: Marine Corps Fire
Protection and Emergency Services
Program

MCO P1320.11E: Personnel
Sponsorship Program

MCO P1700.27A: Marine Corps
Community Services Policy Manual

MCO P1710.30E: Marine Corps Children,
Youth and Teen Program

MCO 1740.13A: Family Care Plans

MCO 504036G: Marine Corps Inspections

MCO P5100.8F: Marine Corps
Occupational Safety and Health
Program Manual

MCO 5100.29: Marine Corps Safety
Program

MCO 5500.18: Crime Prevention

Personal and Family Readiness Division
Marine Corps Community Services
Children, Youth and Teen Program
Functionality Assessment Final Report
(6 April 2001)

SC1405 Subchapter 1405 Classification,
Pay, and Allowances

Unified Facilities Criteria: Youth Centers
(UFC 4-740-XX)

Unified Facilities Criteria: Child
Development Centers (UFC-740-14)

NATIONAL STANDARDS

Boys & Girls Clubs of America Military
Standards of Organizational Effectiveness

Commitment to Quality: A Process for
Evaluating and Improving Core Program
(Boys & Girls Clubs of America)

Ethics for the Early Childhood Educator

Guide to NSCACA Program Accreditation

Quality Standards for NAFCC
Accreditation (2003)

Standards for Quality School-age Care

Handbook for Public Playground Safety

Playground Safety Inspectors

Playground Technical Specifications

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MDT Pilot Sites:

MCB Camp LeJeune Children,
Youth and Teen Programs

MCB Quantico Children, Youth
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CYTP SUMMARY ROLL-UP SCORING WORKSHEET

MDT SECTION	R	A	G	COMMENTS	FOLLOW-UP
Administration					
Operations					
Physical Environment					
TOTAL CYTP MDT SCORE					

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
ADMINISTRATION				
The Administration Section focuses on components and documents necessary for effective administration and oversight of CYTP quality.				
ADMIN I.	POLICIES			
<i>Admin I.A</i>	<i>General Program Management: Components necessary for administering and managing an effective CYTP.</i>			
Admin I.A.1 <i>MCO P1710.30E Para 2002</i> FOUNDATION	SOPs are reviewed by the appropriate subject matter experts prior to implementation and when revised.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.A.2 ADAPTATION	Program policies are in compliance with Department of Defense Directive 1020.1 and do not discriminate against participants with disabilities.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.A.3 <i>MCO P1710.30E Para 1006</i> FOUNDATION	Procedures are in place to establish a Special Needs Evaluation Review Team.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin I.A.4 PREDICTOR	Policy and procedures are in place to ensure that parents receive orientation prior to their child/youth/teen's program participation.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.A.5 <i>MCO P1710.30E Para 2004</i> FOUNDATION	Policy is developed that details the procedures for reporting child abuse and neglect.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.A.6 <i>MCO P1710.30E Para 2002</i> FOUNDATION	Positive guidance and discipline policy exists that outlines specific appropriate techniques and acceptable practices.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.A.7 PREDICTOR	Child/youth release policies from all programs are identified and comply with installation policies.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin I.A.8 <i>MCO P1710.30E</i> <i>Para 2002</i> FOUNDATION	Exclusion policy that identifies the specific health-related conditions when it is necessary to exclude a child/youth or staff member from a program or activity is implemented.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.A.9 <i>MCO P1710.30E</i> <i>Para 2002</i> FOUNDATION	Medication policy identifying the procedures for administering and storing medications is established.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.A.10 <i>MCO P1710.30E</i> <i>Para 2002</i> FOUNDATION	Universal precautions policy identifying the procedures for dealing with blood and other bodily fluids is implemented.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.A.11 ADAPTATION	A policy is established that outlines glucose testing/ monitoring precautions.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin I.A.12 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	Policy is implemented that outlines specific diapering and toileting supervision procedures.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.A.13 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	Policy is established that requires infants to be placed on their backs to sleep.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.A.14 PREDICTOR	Policy and procedures are in place to ensure that youth and teens receive orientation prior to participating in the Youth or Teen Program.	<input checked="" type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.A.15 ADAPTATION	Policy is established outlining under what circumstances pets are approved for inclusion in CYTP.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<i>Admin I.B</i>	<i>Records: Recordkeeping practices are necessary to ensure required information is readily accessible in the event of an emergency or to verify completion of program requirements.</i>			
Admin I.B.1 <i>MCO P1710.30E Para 2006</i> FOUNDATION	Records management of program participants are: <ul style="list-style-type: none"> • Complete and contain current information • Updated annually • Kept on file and readily available for review • Individual records exist for each program participant, staff, provider, and volunteer. 	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input checked="" type="radio"/> AMBER <input checked="" type="radio"/> GREEN <input checked="" type="radio"/> N/A
Admin I.B.2 ADAPTATION	Daily attendance sheets for all programs are maintained for a minimum of one year.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.B.3 PREDICTOR	Incident/accident reports are used to document occurrences during program attendance. Reports to parents are kept on file.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<i>Admin I.C</i>	<i>Boards/Groups/Committees: Roles and responsibilities Boards/Groups/Committees have in successfully implementing programs.</i>			
Admin I.C.1 <i>MCO P1710.30E Para 1005</i> FOUNDATION	Quality review board is established to provide recommendations for FCC/OFCC certification and revocation and background discrepancies.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.C.2 <i>MCO P1710.30E Para 1004</i> FOUNDATION	A parent advisory board is established and functional.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.C.3 <i>MCO P1710.30E Para 1006</i> FOUNDATION	A Special Needs Evaluation Review Team (SNERT) is established and functional.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin I.C.4 ADAPTATION	Private organizations, or other federally funded programs: <ul style="list-style-type: none"> • Operate developmentally appropriate programs • Have written charter from program participants • Agree to comply with the intent of USMC program requirements. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
<i>Admin I.D</i>	<i>Inspections: Inspection process is in place to ensure programs provide a safe and stimulating environment.</i>			
Admin I.D.1 <i>MCO P1710.30E</i> <i>Para 2001</i> FOUNDATION	Unannounced monthly inspections occur during the first six months of participation for OFCC homes.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.D.2 <i>MCO P1710.30E</i> <i>Para 2001</i> FOUNDATION	General program fire inspections are conducted quarterly by installation SME. One of the four is comprehensive.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin I.D.3 <i>MCO P1710.30E</i> <i>Para 2001</i> FOUNDATION	General program safety inspections are conducted quarterly by installation SME. One of the four is comprehensive.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.D.4 <i>MCO P1710.30E</i> <i>Para 2001</i> FOUNDATION	General program sanitation inspections are conducted quarterly by installation SME. One of the four is comprehensive.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.D.5 <i>MCO P1710.30E</i> <i>Para 2001</i> FOUNDATION	General program health inspections are conducted quarterly by installation SME. One of four is comprehensive.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.D.6 <i>MCO P1710.30E</i> <i>Para 2001</i> FOUNDATION	Multidisciplinary inspections are conducted at least annually and include all programs.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin I.D.7 <i>MCO P1710.30E</i> <i>Para 2001</i> FOUNDATION	Installation develops and implements a corrective action plan for all inspection discrepancies.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input checked="" type="radio"/> AMBER <input checked="" type="radio"/> GREEN <input checked="" type="radio"/> N/A
Admin I.D.8 <i>MCO P1710.30E</i> <i>Para 2001</i> FOUNDATION	FCC homes will be inspected quarterly in the areas of fire, safety and health by installation SME. During the other months FCC personnel or T&C having received specialized training will conduct a home visit.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.D.9 <i>MCO P1710.30E</i> <i>Para 2001</i> FOUNDATION	Any life-threatening violations discovered during any inspection are remedied immediately, or the facility or affected parts of the facility are closed.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<i>Admin I.E</i>	<i>Credentials: Program requirements that are the signature of a quality program.</i>			
Admin I.E.1 <i>MCO P1710.30E Para 2000</i> FOUNDATION	Programs obtain and maintain DoD certification.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.E.2 <i>MCO P1710.30E Para 2000</i> FOUNDATION	Programs obtain and maintain National accreditation.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.E.3 <i>MCO P1710.30E Para 1010</i> FOUNDATION	Programs conduct and maintain BGCA's Commitment to Quality Standards.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.E.4 PREDICTOR	Programs meet BGCA Standards of Organizational Effectiveness (SOE) Requirements.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
ADMIN II.	PROGRAM CENTRAL ENROLLMENT REGISTRY			
<i>Admin II.A</i>	<i>Program Information Dissemination: Program functions to be performed by Resource and Referral program staff.</i>			
Admin II.A.1 <i>MCO P1710.30E Para 1008</i> FOUNDATION	Resource and Referral serves as the one-stop central enrollment registry for all CYTP.	<input checked="" type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin II.A.2 <i>MCO P1710.30E Para 1008</i> FOUNDATION	Resource and Referral maintains, tracks, and monitors Children and Youth program vacancies and waiting lists: <ul style="list-style-type: none"> • Wait list maintenance • Track referrals to community resources. 	<input checked="" type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin II.A.3 PREDICTOR	Resource and Referral functions as the liaison to the community by disseminating CYTP requirements. This also includes providing the service member with references to local community resources.	<input checked="" type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin II.A.4 ADAPTATION	Resource and Referral coordinates marketing strategies for all CYTP.	<input checked="" type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
<i>Admin II.B</i>	<i>Program Options: Programming offerings that are required to meet identified local needs and other options.</i>			
Admin II.B.1 PREDICTOR	Services and programs offered support priorities identified by the installation.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin II.B.2 ADAPTATION	A plan is developed identifying the programs that meet the local need. That plan and the program offered are monitored and adapted based on changing installation needs.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin II.B.3 ADAPTATION	Short term alternative child care is an on-site child care program option. Parents remain on-site and the facility is inspected and approved by fire, safety, and preventative medicine prior to the event.	<input checked="" type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
<i>Admin II.C</i>	<i>Program Eligibility: Identification of eligibility requirements to participate in CYT Programs.</i>			
Admin II.C.1 ADAPTATION	Program participants meet eligibility requirements.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin II.C.2 PREDICTOR	Programs reasonably accommodate children/youth with special needs as determined by the SNERT.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin II.C.3 <i>MCO P1710.30E</i> <i>Para 1003</i> FOUNDATION	Priority is given to full-time care for children of active duty military and DoD civilian personnel who are either: <ul style="list-style-type: none"> • Single parents • Active duty dual military parents • A spouse employed on a full-time basis outside the home • A spouse who is a full-time student. 	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
ADMIN III.	FINANCIAL RESOURCES			
<i>Admin III.A</i>	<i>Cost Efficient Program Standards: Standards that support effective and efficient program management.</i>			
Admin III.A.1 <i>MCO P1710.30E</i> <i>Para 3004</i> FOUNDATION	Utilization of space is based on cost efficient delivery of programs identified by the Functionality Assessment.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin III.A.2 ADAPTATION	When there is an unmet need for full day care, CDC space is not used for supplemental programs.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin III.A.3 <i>MCO P1710.30E Para 3004</i> FOUNDATION	Program adheres to the Functionality Assessment (FA) standards: <ul style="list-style-type: none"> • Staffing model • Program growth • Program standardization. 	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
<i>Admin III.B</i>	<i>Fees: Patron fees established to ensure affordability and are comparable to the local market.</i>			
Admin III.B.1 ADAPTATION	Patron fees are set on an annual basis, using the sliding fee range published by DoD.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin III.B.2 PREDICTOR	Fees/charges follow USMC guidance and are offered at a reasonable cost to parents.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin III.B.3 PREDICTOR	Parents complete DoD forms/ agreements to pay child care fees based on total family income.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input checked="" type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin III.B.4 <i>DODI 6060.2</i> <i>E8.055</i> FOUNDATION	There is a signed contract between each family and the FCC/OFCC provider.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input checked="" type="radio"/> N/A
Admin III.B.5 ADAPTATION	Financial hardship exceptions are reviewed by the Installation Commander or designated representative on a case-by-case basis.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input checked="" type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
ADMIN IV.	MARKETING & PARTNERSHIPS			
<i>Admin IV.A</i>	<i>Marketing/Partnerships/Grants: Program components that contribute to effectively marketing programs and services, establishing partnerships, and pursuing grants.</i>			
Admin IV.A.1 <i>MCO P1710.30E Para 1008 DODI 6060.2 E8 FSS.2</i> FOUNDATION	Program components have developed a marketing plan.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin IV.A.2 PREDICTOR	Programs and activities are developed and publicized to potential participants.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin IV.A.3 PREDICTOR	Programs have a plan that includes ways to increase partnerships and affiliations with other organizations and agencies serving youth/teens, such as BGCA, DEFY, 4-H.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin IV.A.4 ADAPTATION	CYTP have documentation that they actively pursue partnerships on and off the installation to strengthen the programs.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin IV.A.5 <i>MCO P1710.30E</i> <i>Para 3002</i> FOUNDATION	Programs pursue grant opportunities through BGCA affiliations or other organizations.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin IV.A.6 ADAPTATION	CYTP receiving grants have documentation that they meet all program requirements and reporting obligations.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
<i>Admin IV.B</i>	<i>Agreements: Collaboration via formal and informal agreements support the efficient use of resources.</i>			
Admin IV.B.1 PREDICTOR	Written partnerships/agreements between youth/teen programs and other organizations serving youth/teens (i.e., BGCA, DEFY, 4-H) are established.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Admin IV.B.2 <i>MCO P1710.30E</i> <i>Para 1005</i> FOUNDATION	OFCC homes meet all requirements established in a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) between the local installation commander and applicable State and local officials.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin IV.B.3 ADAPTATION	Partnerships on and off the installation expand the number and type of programming opportunities for children/youth.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
<i>Admin IV.C</i>	<i>Youth Sponsorship Program: Critical component to smooth youth's transitions to a new installation.</i>			
Admin IV.C.1 <i>MCO P1710.30E</i> <i>Para 1005</i> FOUNDATION	A Youth Sponsorship Program is in place and in collaboration with the Relocation Assistance Office.	<input checked="" type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—ADMINISTRATION

Inspectors will mark for each individual program requirement inspected the score of Red, Amber, Green or N/A. After marking the scores please calculate the total of each category of scores in the sub section total line of the work sheet.

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
ADMINISTRATION															
ADMIN I. POLICIES															
<i>Admin I.A General Program Management</i>															
Admin I.A.1	X														
Admin I.A.2										X					
Admin I.A.3	X														
Admin I.A.4						X									
Admin I.A.5	X														
Admin I.A.6	X														
Admin I.A.7						X									
Admin I.A.8	X														
Admin I.A.9	X														
Admin I.A.10	X														
Admin I.A.11										X					
Admin I.A.12	X														
Admin I.A.13	X														
Admin I.A.14						X									
Admin I.A.15										X					
Sub Section Total	9					3					3				

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—ADMINISTRATION

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE					
		R	A	G	NA		R	A	G	NA		R	A	G	NA		
<i>Admin I.B Records</i>																	
Admin I.B.1	X																
Admin I.B.2											X						
Admin I.B.3						X											
Sub Section Total	1					1					1						
<i>Admin I.C Boards/Groups/ Committees</i>																	
Admin I.C.1	X																
Admin I.C.2	X																
Admin I.C.3	X																
Admin I.C.4											X						
Sub Section Total	3					0					1						
<i>Admin I.D Inspections</i>																	
Admin I.D.1	X																
Admin I.D.2	X																
Admin I.D.3	X																
Admin I.D.4	X																
Admin I.D.5	X																
Admin I.D.6	X																
Admin I.D.7	X																
Admin I.D.8	X																

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—ADMINISTRATION

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
Admin I.D.9	X														
Sub Section Total	9					0				0					
<i>Admin I.E Credentials</i>															
Admin I.E.1	X														
Admin I.E.2	X														
Admin I.E.3	X														
Admin I.E.4						X									
Sub Section Total	3					1				0					
ADMIN II. PROGRAM CENTRAL ENROLLMENT REGISTRY															
<i>Admin II.A Program Information Dissemination</i>															
Admin II.A.1	X														
Admin II.A.2	X														
Admin II.A.3						X									
Admin II.A.4										X					
Sub Section Total	2					1				1					
<i>Admin II.B Program Options</i>															
Admin II.B.1						X									
Admin II.B.2										X					

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—ADMINISTRATION

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
Admin II.B.3											X				
Sub Section Total	0					1					2				
<i>Admin II.C Program Eligibility</i>															
Admin II.C.1											X				
Admin II.C.2						X									
Admin II.C.3	X														
Sub Section Total	1					1					1				
ADMIN III. FINANCIAL RESOURCES															
<i>Admin III.A Cost Efficient Program Standards</i>															
Admin III.A.1	X														
Admin III.A.2											X				
Admin III.A.3	X														
Sub Section Total	2					0					1				
<i>Admin III.B Fees</i>															
Admin III.B.1											X				
Admin III.B.2						X									
Admin III.B.3						X									
Admin III.B.4	X														

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—ADMINISTRATION

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
Admin III.B.5											X				
Sub Section Total	1					2					2				
ADMIN IV. MARKETING & PARTNERSHIPS															
Admin IV.A Marketing/ Partnerships/ Grants															
Admin IV.A.1	X														
Admin IV.A.2						X									
Admin IV.A.3						X									
Admin IV.A.4											X				
Admin IV.A.5	X														
Admin IV.A.6											X				
Sub Section Total	2					2					2				
<i>Admin IV.B Agreements</i>															
Admin IV.B.1						X									
Admin IV.B.2	X														
Admin IV.B.3											X				
Sub Section Total	1					1					1				

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—ADMINISTRATION

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE					
		R	A	G	NA		R	A	G	NA		R	A	G	NA		
<i>Admin IV.C Youth Sponsorship Program</i>																	
Admin IV.C.1	X																
Sub Section Total	1					0					0						
SUB TOTALS	35					13					15						

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—ADMINISTRATION

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
ADMINISTRATION															
ADMIN I. POLICIES															
<i>Admin I.A General Program Management</i>															
Sub Section Total	9					3					3				
<i>Admin I.B Records</i>															
Sub Section Total	1					1					1				
<i>Admin I.C Boards/Groups/ Committees</i>															
Sub Section Total	3					0					1				
<i>Admin I.D Inspections</i>															
Sub Section Total	9					0					0				
<i>Admin I.E Credentials</i>															
Sub Section Total	3					1					0				

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—ADMINISTRATION

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE					
		R	A	G	NA		R	A	G	NA		R	A	G	NA		
ADMIN II. PROGRAM CENTRAL ENROLLMENT REGISTRY																	
<i>Admin II.A Program Information Dissemination</i>																	
Sub Section Total	2					1					1						
<i>Admin II.B Program Options</i>																	
Sub Section Total	0					1					2						
<i>Admin II.C Program Eligibility</i>																	
Sub Section Total	1					1					1						
ADMIN III. FINANCIAL RESOURCES																	
<i>Admin III.A Cost Efficient Program Standards</i>																	
Sub Section Total	2					0					1						
<i>Admin III.B Fees</i>																	
Sub Section Total	1					2					2						

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—ADMINISTRATION

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE					
		R	A	G	NA		R	A	G	NA		R	A	G	NA		
ADMIN IV. MARKETING & PARTNERSHIPS																	
Admin IV.A Marketing/ Partnerships/ Grants																	
Sub Section Total	2					2					2						
<i>Admin IV.B Agreements</i>																	
Sub Section Total	1					1					1						
<i>Admin IV.C Youth Sponsorship Program</i>																	
Sub Section Total	1					0					0						
SUB TOTALS	35					13					15						

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—ADMINISTRATION

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
ADMINISTRATION															
ADMIN I. POLICIES															
ADMIN II. PROGRAM CENTRAL ENROLLMENT REGISTRY															
ADMIN III. FINANCIAL RESOURCES															
ADMIN IV. MARKETING & PARTNERSHIPS															
ADMIN SUMMARY SCORE	35					13						15			

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

Administration Desk Guide

This Desk Guide is provided to assist in the inspection of MDT requirements. Each page of the Desk Guide addresses a Program Requirement Section and is divided into 2 major parts:

- 1) **Intent:** describes the focus and purpose of the requirement.
- 2) **Inspection methods** are suggested methods to assist the inspector in validating and/or clarifying information prior to scoring the item. These methods may include review of records and documentation, interviews with personnel from CYTP/other organizations, and observations of processes/events. Percentages suggested in the inspection methods are intended as guidance and should be adjusted based on:
 - Level of associated risk
 - Size of the program
 - The results or findings discovered during the inspection process.

ADMIN I. POLICIES

Admin I.A. General Program Management: Components necessary for administering and managing an effective CYTP.

Intent:

Effective CYTP management includes major components critical to sustaining and improving the quality of CYTP. This includes the documentation and implementation of written guidance, which has been reviewed by subject matter experts. Written guidance provides the framework for making decisions and establishing policies and practices, describes the intent behind specific standards and is disseminated through an effective system. DoD directives /instructions and USMC orders require written policies and practices in many CYTP areas, and additional written policies may be added based on installation needs. Examples of required policies include: child abuse reporting, child/youth release, administration of medications, and other topics that affect the safety and well being of children and youth.

Inspection methods to validate program requirements:

Records review

- Standard operating procedures
- Inspection results from the last year
- Staff training records (10%)
- Medication forms (10%)
- Parent handbooks
- Parental permission forms (10%).

Interviews

- **Program managers:** Demonstrate location of specific policies within each facility; how information is distributed to staff/providers/parents.
- **Training and curriculum specialist (T&C):** Identify training needs and level of staff competency in specific areas.
- **Direct care program staff:** Explain specific policies/procedures and the intent; describe accessibility to written policies.

- **Parents:** Describe their understanding of policies; how information is received.
- **Subject matter experts** (e.g., fire, safety, health, installation proponents who inspect CYTP on a regular basis): Describe how policies/procedures are implemented.

Observations

- Child/youth sign in/out practices are routine and consistent
- Child abuse reporting guidelines are posted throughout facilities
- New parent and/or new staff orientations cover key topics
- Up-to-date hard copies of written guidance are easily accessible to staff, e.g., staff resource room, staff lounge, classrooms
- Resources are easily accessible to parents, e.g., lobbies, parent boards, etc
- Clerks are responding to patrons and providing information.

Admin I.B Records: Record keeping practices are necessary to ensure required information is readily accessible in the event of an emergency or to verify completion of program requirements.

Intent:

Systematically recording and tracking information and ensuring that the information is current, accurate, routinely reviewed and easily accessible to those who need it are the best ways to verify compliance with established policies and practices. A system should be in place to maintain confidentiality of records containing personal identification information. The key components for each type of record (child/youth, staff/providers, volunteers and program records) should be consistently organized to allow for easy review. Information maintained in each type of record is directly related to standard health and safety practices. Records for children/youth include registration information, medical and emergency information, accident and incident information, and parental permission to participate in certain activities. Records for staff/providers and volunteers include background check verification, health screening, and training. Program records include verification of certification and accreditation, routine inspection results and corrective action plans, copies of MOA/MOU, and staffing plans.

Inspection methods to validate program requirements:

Records review

- Individual child/youth records (10% of each program)
- Individual staff/provider/volunteer personnel records (10% of each category)
- Individual staff/provider/volunteer training records (10% of each category)
- DoD certification and national accreditation certificates
- Inspection records (the last year of health and safety inspections, fire drill reports, kitchen sanitation inspections, etc.).

Interviews

- **Program managers:** Describe the system used for maintaining and updating records; who is responsible.
- **Clerks:** Describe the process used to keep records organized and up-to-date; specific training received on recordkeeping and records maintenance.
- **Direct care staff:** Describe the condition and accuracy of child/youth records when seeking pertinent information.

- **Parents:** Describe how often they are requested to update records.
- **Subject matter experts** (e.g., fire, safety, health, installation proponents who inspect CYTP on a regular basis): Describe inspection process/results pertaining to availability and organization of records.

Observations

- Files are organized and maintained in all administrative and R&R areas, and access is limited to those authorized.

See sample template that can be used during the inspection.

Admin I.C. Boards/Groups/Committees: Roles and responsibilities Boards/Group/Committees have in successfully implementing programs.

Intent:

CYTP boards, committees and groups contribute a variety of diverse perspectives and experiences necessary for effective problem solving and decision-making. Parent/youth boards provide feedback and input from the customer's perspective on the quality of customer service and effective program delivery. The Special Needs Evaluation Review Team can assist programs in determining reasonable accommodations for children/youth, identify staff training and coordinate local medical services for families. More effective partnerships, increased program collaboration, and better utilization of resources result from CYTP boards and committees that work together on common issues/challenges and share common goals.

Inspection methods to validate program requirements:

Records review

- All board/groups/committee membership lists
- Board/groups/committee meeting agendas or minutes.

Interviews

- **Program managers:** Describe board/group roles in assisting programs to resolve challenges and improve quality.
- **Direct care staff:** Describe their observations and impressions regarding parent-program partnerships and collaboration.
- **Parents:** Describe the process in place to provide feedback/recommendations, and provide examples of suggestions that were implemented.
- **Youth:** Describe opportunities to provide feedback/recommendations and examples of when their suggestions were implemented.
- **Board/group/committee members:** Describe recruitment process, training received, and impact they have on programs.

Observations

- Current board/committee information is posted on all parent bulletin boards.
- Program newsletters, publications and marketing materials solicit board/group or committee membership.
- Staff encourage feedback on program performance.

Admin I.D. Inspections: Inspection process is in place to ensure programs provide a safe and stimulating environment

Intent:

Inspections conducted by a multi-disciplinary team, the self-review process, and close monitoring of corrective action plans are the best ways to ensure compliance with established standards. The Command and program leaders are provided with an objective assessment of program quality, which contributes to more effective program management and planning. Periodic assessments offer multiple opportunities for programs to demonstrate their ability to perform consistently. The self-review process assists the program in focusing on those elements that need attention and is an excellent training method for addressing staff performance expectations.

Inspection methods to validate program requirements:

Records review

- Last MDT inspection results
- Last Higher Headquarters inspection results
- Current/last corrective action plan(s)
- Past 12 months of routine program reviews (fire, safety, health, etc)
- Latest program assessments (ITERS, ECERS, NAEYC accreditation self study, BGCA standards of excellence).

Interviews

- **Program managers:** Describe impact of inspection and accreditation process and what they learn about their programs; describe challenges they face to meet specific standards.
- **Direct care staff:** Describe impact of inspection process and give an explanation of what they learned about their classrooms/activity areas; describe challenges they face to meet specific standards.
- **Parents:** Describe how parents can participate in inspections, and if applicable, what they have learned about the programs through the process.
- **Subject matter experts** (e.g., fire, safety, health, installation proponents who inspect CYTP on a regular basis): Describe what they have learned about the programs through routine inspections and programs' success with implementation of suggestions, requirements.

Observations

- There is demonstration of corrective action as a result of inspection or self-review process.
- There is demonstration of program assessment (e.g., accreditation self-study) process.

See sample template that can be used during the inspection.

INSPECTION RESULTS REVIEW

	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER	COMPREHENSIVE
MONTHLY FIRE					
DRILLS					
INSPECTIONS					
MONTHLY SAFETY					
INSPECTIONS					
DAILY SHEETS					
MONTHLY HEALTH					
MULTI DISCIPLINARY					
ACCREDITATION					
FEEES					

Admin I.E. Credentials: Program requirements that are the signature of quality programs.

Intent:

Obtaining and maintaining DoD certification and adhering to National standards for child and youth programs are prominent signs of quality. As a minimum, all CYTP must obtain and maintain DOD certification. Additionally, National accreditation and recognition for achieving National standards demonstrate an ongoing commitment to quality programming for children/youth.

Inspection methods to validate program requirements:

Records review

- DoD certification records
- National standards/accreditation certifications.

Interviews

- **Program managers:** Describe any obstacles/challenges to obtaining/maintaining certification and/or meeting National standards.
- **Direct care staff:** Describe obstacles/challenges to obtaining/maintaining certification and/or meeting National standards; what they have learned from the process.
- **Parents:** Describe their role in the program's goals for obtaining/maintaining certification and meeting National standards; what it means to them for the program(s) to achieve credentials.
- **Subject matter experts** (e.g., fire, safety, health, installation proponents who inspect CYTP on a regular basis): Describe programs' progress toward certification/accreditation goals.

Observations

- Evidence of program certification/accreditation (e.g., certificate) is displayed.
- Evidence of programs working toward obtaining/maintaining DoD certification and/or National accreditation can be found in the program.

ADMIN II. PROGRAM-CENTRAL ENROLLMENT REGISTRY

Admin II.A. Program Information Dissemination: Program functions to be performed by Resource and Referral program staff.

Intent:

Advertising and tracking program vacancies, maintaining centralized wait lists and providing up-to-date program resources and information to eligible patrons are critical functions that directly respond to parents' needs and preferences and guarantee convenient, consistent and equitable service to all patrons. A centrally maintained wait list alleviates double counting of children, ensures that the number of those who truly need care are accurately reported, and helps to accurately identify program expansion needs. In addition, working closely with all CYTP to develop creative marketing strategies, tracking and quickly filling the vacancies maximizes the utilization of program spaces and overall CYTP efficiency.

Inspection methods to validate program requirements:

Records review

- Central enrollment and wait list SOP, Current Unmet Need Waiting List (UNWL) and Preferred Care Waiting List (PCWL)
- Number of current child and youth vacancies and date of vacancies
- Number and types of referrals made to local community in last 12 months
- Parent handbook, resource materials for parents
- Current advertising materials for all CYTP and activities.

Interviews

- **Program managers:** Describe procedures and priorities for placing children and youth in programs and the length of time it takes to fill vacancies; how CYTP and R&R work together to develop marketing strategies; how they know if patrons are satisfied with their service.

- **R&R staff:** Describe how R&R maintains up-to-date information on installation and local community child, youth and teen programs and resources; how CYTP and R&R work together to develop marketing strategies; how they know if patrons are satisfied with their service.
- **Parents:** Ask random sample of parents from the current wait list and each of the CYTP about customer service (initial and follow-up), convenience, resources given and how they hear about programs and activities.

Observations

- R&R staff work with parents during intake process, gathering information and providing them with resources.

Admin II.B. Program Options: Programming offerings that are required to meet identified local needs and other options

Intent:

To best support the unique installation needs and mission requirements, the CYTP must develop and update annually a coordinated program plan that reflects the resources needed to ensure CYTP quality, affordability and availability. The CYTP services support the mission by reducing lost duty time, increasing service member productivity, and contributing to the economic self-sufficiency of families. By working closely with the Command and other installation proponents and monitoring patron satisfaction, the CYTP is able to provide and plan for programs that are directly linked to mission and family readiness and that respond to the true needs of the military community.

Inspection methods to validate program requirements:

Records review

- Latest CYTP needs assessment (optional)
- Latest patron survey, 10% of prior month's customer service comments for all programs (optional)
- Current CYTP plan with list of current and proposed programs and services
- Current wait list.

Interviews

- **CYT Program administrator:** Describe how CYTP are planned and who is involved in the process; how programs offered respond to local installation needs and support mission and family readiness; examples of creative program options.
- **Program managers:** Describe their role in planning programs to support local needs.
- **Parents:** Provide their opinions about operational hours, types of activities offered, cost and quality of programs.
- **Command:** Provide their impressions of program offerings and how programs support mission requirements, what they hear about affordability, availability and quality, operational hours, etc.

Observations

- Parent advisory boards and/or staff meetings include discussions of program needs and goals (if applicable during inspection)
- There is a demonstration of installation collaboration, e.g., town hall meetings.

Admin II.C. Program Eligibility: Identification of eligibility requirements to participate in CYT Programs

Intent:

CYTP Resource & Referral staff review and document eligibility and priority requirements for each child/youth/teen prior to enrollment. Policies are in place to ensure that appropriate services are provided for children/youth/teens with special needs and to protect them from discrimination. For children/youth with special needs, the SNERT conducts an assessment of the accommodations needed for all qualified children/youth with special needs to participate in the CYTP and determines the best placement for the child/youth.

Inspection methods to validate program requirements:

Records review

- Wait list SOP; current wait list and priorities
- 10% of attendance sheets and on site DD Form 2606, Request for Care for each program
- SNERT SOP
- Last 12 months of SNERT minutes, review of accommodations needed and recommendations for placement.

Interviews

- **CYT Program Administrator:** Describe make-up of the SNERT, the process for how recommendations are made for placement of a child/youth/teen with special needs, and any situation where the needs for a child could not be reasonably accommodated.
- **R&R staff:** Inquire about current wait list and how priority placement occurs.
- **Program clerks:** Inquire about enrollment process, when forms are due, and how they are updated.
- **Parents of children with special needs:** Collect information from at least 3 parents, about SNERT placement process.
- **Subject matter expert(s):** Exceptional Family Member Program Coordinator provides description of SNERT process.

Observations

- R&R intake process addresses eligibility requirements, child/youth placement process
- Members of SNERT review cases at meeting.

ADMIN III. FINANCIAL RESOURCES

Admin III.A. Cost Efficient Program Standards: Standards that support effective and efficient program management

Intent:

Tracking and quickly filling program vacancies, prioritizing CDC space to meet full-day care needs, and adhering to the Functionality Assessment standards (staffing, program growth and standardization) are critical to maintaining cost efficiencies and effective program management.

Inspection methods to validate program requirements:

Records review

- Wait list for full day care
- Current program capacity and current enrollment
- Standardized position descriptions, identified positions that can be dual-hatted
- Documentation of cross-training of staff, training schedule
- Financial records - USDA reimbursement and other revenue sources
- FCC/OFCC program expansion plan.

Interviews

- **Program managers:** Describe how the program maintains adult-child ratios and room coverage using cost-efficient staffing patterns.
- **T&C:** Describe cross training opportunities, times and locations of training that minimize duplication.
- **R&R staff:** Describe examples of hardship cases; how often the case is reviewed, if there is still a need for reduced patron fees, and length of time it takes to fill a vacancy.
- **Clerks:** Describe use of technology for gathering information and preparing reports, and requirements for patrons' notice of leave (e.g., 2 weeks notice except for emergencies).

Observations

- Training workshops/classes are offered that support cross-training goals
- Program managers are preparing reports in accordance with FA goals.

Admin III.B. Fees: Patron fees established to ensure affordability and are comparable to the local market

Intent:

Providing quality CYTP to families that are affordable, regardless of location, is a key component of military and family readiness. Fees are set annually based on a sliding fee scale for those children who attend facility-based programs on a regular basis. All CYTP fees are comparable to local community fees for similar programs and activities. Financial hardship cases or special circumstances are reviewed and adjusted by the Installation Commander on a case-by-case basis. Verification of total family income, special cases, local community rates, and contracts must be documented and on file to support this effort. In addition, CYTP should seek opportunities to expand resources to offset the cost of services to families. Examples may be grants, donations, or commercial sponsorship.

Inspection methods to validate program requirements:

Records review

- Current Principal DOD published sliding fee ranges and installation fee schedule
- Fees and charges for youth programs
- Documentation of current local community fees and rates for CYTP/activities
- 10% of patron files to review documented total family income, assigned fee, and signed DoD forms of agreement
- Documentation of hardship cases/special circumstances if applicable
- 10% of FCC/OFCC files for signed contracts between FCC/OFCC Providers and parents
- Financial reports for evidence of donations, grants, other funding sources that offset costs to parents
- Latest parent survey results pertaining to program fees/affordability
- Document of FCC subsidy (if applicable).

Interviews

- **Program managers:** Describe efforts to seek donations and other funding sources.
- **FCC staff:** Describe the costs to parents in comparison to installation facility-based and local community programs.
- **R&R staff:** Describe the process used to verify total family income and to request exemptions.
- **Parents:** Provide impression of the fees paid to CYTP in comparison to outside community costs.

Observations

- The fee schedule is explained to parents during the CYTP registration process.

ADMIN IV. MARKETING & PARTNERSHIPS

Admin IV.A. Marketing/Partnerships/Grants: Program components that contribute to effectively marketing programs and services, establishing partnerships and pursuing grants

Intent:

A comprehensive CYTP marketing plan reflects a variety of partnerships and collaborations that enhance quality, efficiency and effectiveness and ensures that programs and activities are developed that best respond to patron needs. The marketing program should demonstrate creative advertising and education methods, identify target audiences, and actively seek grant opportunities (e.g., Boys and Girls Clubs of America). Through these efforts and by teaming with parents, youth, Command, installation marketing agency, and other on and off base programs, the CYTP maximizes communication avenues and provides the information needed to design and develop meaningful programs for children, youth and teens.

Inspection methods to validate program requirements:

Records review

- Current CYTP Marketing Plan
- 10% of patron surveys (to include youth and teens)
- Current and past 12 months of publicized programs and activities
- Documentation of partnerships on and off installation
- Documentation of pursuit of grants; MOA/MOU for programs receiving grants.

Interviews

- **CYTP Administrator:** Describe how marketing plan is developed, how surveys and other information are used to determine type of programs, activities; advertising/publicizing methods that work best for specific audiences, e.g., youth and teens, parents of young children, single and dual military, etc.
- **Program managers:** Describe their role in pursuing partnerships and grants. Describe how youth and teens are involved in developing and designing their own programs, how staff support and understand the importance of ongoing input from youth and teens in all aspects of their programs.
- **R&R:** Describe how marketing information is developed and distributed.

- **FCC staff/providers:** Describe how FCC/OFCC partners with agencies/programs on and off base and how providers get information about activities available to them.
- **Parents:** Describe how they hear of programs/activities and their level of involvement.
- **Youth/Teens:** Describe their involvement in developing and designing their own programs, how staff support and understand the importance of ongoing input from youth/teens in all aspects of their programs.

Observations

- There is demonstration of installation collaboration (meetings, Town Hall, etc.).

Admin IV.B. Agreements: Collaboration via formal and informal agreements support the efficient use of resources

Intent:

CYTP informal and formal agreements symbolize a relationship and a partnership between parties that strive for one or more common goals. Some examples of mutual goals may include expanding space for before and after school programs, creating more choices of activities for youth and teens, adding personnel with specific expertise, providing OFCC options. It is in the best interest of all CYTP to establish and document an understanding of what the goals are, what the expectations are to achieve the goals and how the goals will be measured (e.g., follow-up survey, number of participants per month, etc.).

Inspection methods to validate program requirements:

Records review

- All MOA/MOU for Youth/Teen Programs
- 10% of OFCC providers' MOA/MOU between installation Commander and State/local officials
- Last year of OFCC inspection results for 10% of OFCC providers
- Additional documentation of partnerships between CYTP and other organizations.

Interviews

- **CYTP administrator:** Describe how agreements are initiated and monitored for compliance.
- **Program managers:** Describe types of programs or activities that are enhanced (how) and/or expanded (by how many) through their partnerships and collaboration with other agencies/organizations.
- **FCC staff:** Describe areas, if any, of non-compliance with requirements in OFCC MOA/MOU and corrective action plan.
- **Youth/Teen Program manager:** Describe how MOA/MOU compares to actual implementation, if goals are met and how quality and satisfaction are measured.
- **Youth/Teens:** Describe their role in establishing program goals and partnering with on and off base organizations.

Observations

- Youth council meeting and parent advisory board discussions address measurement of quality and satisfaction
- Compliance with the MOA/MOU is demonstrated in the OFCC homes.

Admin IV.C. Youth Sponsorship Program: Critical component to assist youth in smooth transition to a new installation

Intent:

To assist in facilitating smooth transitions for youth as they relocate to new military installations, the CYTP collaborates with the Relocation Assistance Office to provide an active Youth Sponsorship Program. The CYTP recruits and trains youth who are interested in being a sponsor for incoming youth and teens. The goal is to welcome new youth, provide them with information on programs and activities, answer questions they may have, and encourage early involvement at their new location.

Inspection methods to validate program requirements:

Records review

- Youth sponsorship SOP
- Current list of youth sponsors
- Training requirements for youth sponsors
- Youth sponsorship information sent to incoming youth.

Interviews

- **Youth/Teen Program managers:** Describe the youth sponsor recruitment and training process; number of youths sponsored over the past 6 months; feedback from new youth on sponsorship program; impact of program (e.g., increased youth involvement in programs/activities).
- **Parents:** Describe their assessment of the youth sponsorship program.
- **Youth/Teens:** Describe the level of involvement in the sponsorship program; their experience if provided a sponsor prior to their arrival at the installation.
- **Subject matter experts:** Relocation Assistance Office staff describes collaboration efforts with Youth and Teen Programs; how, when youth are contacted prior to arrival.

Observations

- Youth sponsorship is discussed at youth council meeting/staff meeting
- There is evidence of ongoing youth sponsorship training.

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
OPERATIONS				
The Operations Section focuses on the operations and practices necessary for implementing a safe, healthy, and programmatically appropriate CYTP that meets required standards. The key to operating a quality program is qualified staff.				
OPS I.	CYTP PERSONNEL (MANAGEMENT, PROGRAM SUPPORT STAFF, AND VOLUNTEERS)			
<i>Ops I.A</i>	<i>Personnel Requirements: Staffing standards reflect the CYTP FA staffing model and incorporate scope, size, and complexity of the installation CYTP. Staffing standards are key to attaining and maintaining DoD certification and program accreditation.</i>			
Ops I.A.1 <i>MCO P1710.30E Para 4001</i> FOUNDATION	Program is in compliance with established personnel requirements.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
<i>Ops I.B.</i>	<i>Personnel Qualifications: Staff qualifications ensure qualified staff are selected and contribute to quality and protect the safety, health, and well-being of children/youth.</i>			
Ops I.B.1 PREDICTOR	Program staff meets qualification standards.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops I.B.2 ADAPTATION	Position descriptions are on file for each employee.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
<i>Ops I.C</i>	<i>Personnel Responsibilities: Key responsibilities of each CYTP position support the operation of a quality program.</i>			
Ops I.C.1 PREDICTOR	Program complies with responsibility assignments for key staff. Key staff are allowed to focus on their primary goals.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops I.C.2 PREDICTOR	Employee performance reviews are conducted annually and are on file.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<i>Ops I.D</i>	<i>Compensation: Employee compensation is based on DoD standards, performance, and training, and is equitable CYTP-wide and competitive with the local market.</i>			
Ops I.D.1 <i>MCO P1710.30E</i> <i>Para 4002</i> FOUNDATION	Program follows the DoD 1400-25-M Classification and Pay System for: <ul style="list-style-type: none"> • Child Development Program NAF Assistants to include those assigned to SAC. • Leads and Technicians • SAC employees located in youth centers. 	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops I.D.2 <i>MCO P1710.30E</i> <i>Para 4002</i> FOUNDATION	Pay increases and promotions are tied to: <ul style="list-style-type: none"> • Satisfactory performance • Successful completion of the DoD Training Modules • Successful completion of other required training. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops I.D.3 <i>MCO P1710.30E</i> <i>Para 4002</i> FOUNDATION	Program follows the DoD Youth Personnel Pay Programs or the latest guidance provided by the Department of Defense.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<i>Ops I.E</i>	<i>Training: Training of personnel is competency-based and a foundation for quality programming.</i>			
Ops I.E.1 <i>MCO P1710.30E</i> <i>Para 4008</i> FOUNDATION	Individual Education Plans (IEP) are developed for all staff.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops I.E.2 <i>MCO P1710.30E</i> <i>Para 2009</i> FOUNDATION	Staff training records document completion of: <ul style="list-style-type: none"> • Orientation • Initial training • Ongoing training. 	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops I.E.3 <i>MCO P1710.30E</i> <i>Para 2009, 4008</i> FOUNDATION	Observational documentation of competence-based performance is on file.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops I.E.4 <i>MCO P1710.30E</i> <i>Para 4008</i> FOUNDATION	DoD training modules are completed within 18 months.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops I.E.5 <i>MCO P1710.30E</i> <i>Para 4008</i> FOUNDATION	Upon successful completion of DoD training modules, each employee/provider completes a minimum of 24 hours of annual ongoing training.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops I.E.6 PREDICTOR	CYTP components develop a training plan that reflects how training will be delivered, implementation strategies, and a system for identifying future training topics that match individual staff needs.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops I.E.7 ADAPTATION	Ongoing training reflects staff IEPs/expertise and current issues programs are addressing.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<p>Ops I.E.8</p> <p>ADAPTATION</p>	<p>CYTP capitalizes on training available from partnerships at the local, state, and national affiliations.</p>	<p><input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED <input type="radio"/></p> <p>AMBER <input type="radio"/></p> <p>GREEN <input type="radio"/></p> <p>N/A</p>
<p>Ops I.E.9 MCO P1710.30E Para 4008 DODI 6060.2 E4.4.3</p> <p>FOUNDATION</p>	<p>CPR and first aid certification is completed within the first 6 months of employment and remain current.</p>	<p><input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED <input type="radio"/></p> <p>AMBER <input type="radio"/></p> <p>GREEN <input type="radio"/></p> <p>N/A</p>
<p>Ops I.E.10 MCO P1710.30E Para 2002 DODI 6060.2 E4.4.3</p> <p>FOUNDATION</p>	<p>Training on the proper procedures for administering medications occurs annually.</p>	<p><input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED <input type="radio"/></p> <p>AMBER <input type="radio"/></p> <p>GREEN <input type="radio"/></p> <p>N/A</p>

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops I.E.11 <i>MCO P1710.30E</i> Para 4008 <i>DODI 6060.2</i> E4.4.3 FOUNDATION	CYTP direct care staff complete 36 hours of training within first 12 months of employment.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input checked="" type="radio"/> N/A
Ops I.E.12 <i>MCO P1710.30E</i> Para 4008 FOUNDATION	FCC/OFCC providers shall receive orientation training prior to providing care.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input checked="" type="radio"/> N/A
Ops I.E.13 <i>MCO P1710.30E</i> Para 4008 FOUNDATION	All staff and volunteers receive training on child abuse prevention, identification, and reporting. This training is provided initially and annually.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input checked="" type="radio"/> N/A
Ops I.E.14 PREDICTOR	All staff and volunteers are observed while interacting with children/youth during first 6 months of employment.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input checked="" type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<p>Ops I.E.15</p> <p>ADAPTATION</p>	<p>Regularly scheduled volunteers are trained in the topics determined by the T&C to be the most relevant to the individual.</p>	<p><input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED ● AMBER ● GREEN ●</p> <p style="text-align: center;">N/A</p>
<p>Ops I.E.16 <i>MCO P1710.30E Para 4008</i></p> <p>FOUNDATION</p>	<p>FCC/OFCC substitutes meet all orientation-training requirements and 12 hours of annual ongoing training.</p>	<p><input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T</p>		<p>RED ● AMBER ● GREEN ●</p> <p style="text-align: center;">N/A</p>
<p>Ops I.E.17 <i>MCO P1710.30E Para 4008</i></p> <p>FOUNDATION</p>	<p>CYTP personnel and providers receive training on fire prevention and evacuation from qualified SME.</p>	<p><input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED ● AMBER ● GREEN ●</p> <p style="text-align: center;">N/A</p>

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops I.E.18 <i>MCO P1710.30E</i> <i>Para 4008</i> FOUNDATION	CYTP personnel and provider receive training on safety practices from qualified SME.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops I.E.19 <i>MCO P1710.30E</i> <i>Para 4008</i> FOUNDATION	Personnel and provider receive training on sanitary practices from qualified SME.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops I.E.20 <i>MCO P1710.30E</i> <i>Para 4008</i> FOUNDATION	CYTP Administrators, facility and program directors, FCC monitors, T&C and R&R specialist participate in 12 hours of annual training at a minimum.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops I.E.21 <i>MCO P1710.30E</i> <i>Para 4008</i> FOUNDATION	Food service personnel receive a minimum of 6 hours of initial training on job procedures and 6 hours of annual training related to food service responsibilities.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops I.E.22 <i>MCO P1710.30E</i> <i>Para 4008</i> FOUNDATION	Support staff receive a minimum of 6 hours of annual training regarding job-related procedures and practices.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops I.F	<i>Personnel Practices: Program practices that support quality operations include background checks for CYTP providers, personnel, and volunteers. All paid personnel receive an annual performance review.</i>			
Ops I.F.1 <i>MCO P1710.30E</i> <i>Para 4001</i> FOUNDATION	Employment selection process occurs for all CYTP positions; applicants are screened based on minimum qualifications, demonstrated ability to work with children/youth, and willingness to participate in training program.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops I.F.2 <i>MCO P1710.30E</i> <i>Para 4004</i> FOUNDATION	FCC/OFCC applicants, adult family members, and others living in the home are included in the background check process.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
Ops I.F.3 <i>MCO P1710.30E</i> <i>Para 4004</i> FOUNDATION	Background checks are initiated and completed on all staff in accordance with the Crime Control Act: <ul style="list-style-type: none"> • CYTP personnel • FCC/OFCC to include family members of FCC applicants • Youth sport coaches • Volunteers • Contract staff. 	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
Ops I.F.4 <i>MCO P1710.30E</i> <i>Para 4004</i> FOUNDATION	Record re-verification (DCII and IRC) will be conducted every five years for all CYTP personnel.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops I.F.5 <i>MCO P1710.30E</i> <i>Para 4004</i> FOUNDATION	Record re-verification (IRC) is completed annually for FCC/ OFCC providers.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops I.F.6 <i>MCO P1710.30E</i> <i>Para 4004</i> FOUNDATION	Documentation of favorable completion of background checks will be on file and available for verification.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops I.F.7 <i>MCO P1710.30E</i> <i>Para 4004</i> FOUNDATION	System is in place to ensure line of sight supervision (LOSS) is occurring for personnel whose background checks are not completed.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops I.F.8 ADAPTATION	Employees/providers are provided copies of their training records and grade status at time of departure from the program.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
OPS II.	PROGRAMMING			
<i>Ops II.A</i>	<i>Program Resources: Safe, age-appropriate, approved equipment and furnishings are necessary resources for quality programs.</i>			
Ops II.A.1 PREDICTOR	Equipment and furnishings meet Consumer Product Safety Commission standards.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
Ops II.A.2 <i>MCO P1710.30E Para 5005</i> FOUNDATION	Equipment and furnishings used in CYTP are in compliance with established standards.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
Ops II.A.3 PREDICTOR	Equipment that offers a well-rounded variety of indoor and outdoor self-directed and organized group activities is provided.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops II.A.4 <i>MCO P1710.30E</i> <i>Para 5005</i> FOUNDATION	A crib made of stainless steel or other easily sanitized material with slats not exceeding 2- 3/8 inch is provided for each child under 12 months of age.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.A.5 <i>MCO P1710.30E</i> <i>Para 5005</i> FOUNDATION	Wheeled evacuation cribs with large 4-inch wheels are available for evacuating children 12 months and under.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.A.6 <i>MCO P1710.30E</i> <i>Para 5005</i> FOUNDATION	A cot/mat is provided for each child over the age of one year.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.A.7 <i>MCO P1710.30E</i> <i>Para 3002</i> FOUNDATION	Lending library is accessible and equipped with appropriate toys, materials, and supplies to support developmental programming.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops II.A.8 <i>MCO P1710.30E</i> <i>Para 1010</i> FOUNDATION	Variety and sufficient amount of developmentally appropriate toys, materials, and supplies are available for children/youth.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops II.A.9 PREDICTOR	Space arrangements accommodate large or small groups and individual activities.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
<i>Ops II.B</i>	<i>Programming Components: Programs shall provide experiences that enhance and support the physical, social, emotional, and cognitive development of children, youth, and teens.</i>			
Ops II.B.1 <i>MCO P1710.30E</i> <i>Para 1010</i> FOUNDATION	CYTP components develop a written statement of program philosophy.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<p>Ops II.B.2 <i>MCO P1710.30E</i> <i>Para 1010</i></p> <p>FOUNDATION</p>	<p>CYTP components establish a developmental program plan that promotes the physical, social, emotional, and cognitive development of children, youth, and teens.</p>	<p><input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED ● AMBER ● GREEN ●</p> <p style="text-align: center;">N/A</p>
<p>Ops II.B.3</p> <p>PREDICTOR</p>	<p>CYTP components implement the developmental program plan that offers a variety of activities:</p> <ul style="list-style-type: none"> • Child/youth initiated • Adult directed • Based on an assessment of individual needs and interests • Supports age and stage development. 	<p><input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED ● AMBER ● GREEN ●</p> <p style="text-align: center;">N/A</p>
<p>Ops II.B.4 <i>MCO P1710.30E</i> <i>Para 1010</i></p> <p>FOUNDATION</p>	<p>CYTP conduct ongoing formal programming assessments and develop action plans when necessary.</p>	<p><input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED ● AMBER ● GREEN ●</p> <p style="text-align: center;">N/A</p>

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops II.B.5 <i>MCO P1710.30E</i> <i>Para 1010</i> FOUNDATION	Core program areas for youth and teen programs include the areas of character and leadership development, education and career development, health and life skills, the arts and sports, fitness and recreation.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.B.6 ADAPTATION	Youth sports offer a wide variety of organized sport programs.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.B.7 <i>DODI 6060.2</i> <i>E8.CA4</i> FOUNDATION	Staff interactions with children/ youth are frequent, appropriate, and promote positive self-esteem.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops II.B.8 <i>MCO P1710.30E</i> <i>Para 1010</i> FOUNDATION	Daily activity schedules reflect balance and variety that include: <ul style="list-style-type: none"> • Active • Passive • Indoor • Outdoor • Individual • Small and large group activities and experiences. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.B.9 <i>MCO P1710.30E</i> <i>Para 1008</i> FOUNDATION	School Age Care programs/ activities complement, not duplicate, the school day.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.B.10 <i>MCO P1710.30E</i> <i>Para 1010</i> FOUNDATION	Age appropriate curriculum is implemented.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops II.B.11 <i>MCO P1710.30E</i> <i>Para 2006</i> FOUNDATION	Family style dining will be practiced for children 24 months to 5 years.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops II.B.12 PREDICTOR	Programs offer a variety of activity areas and choices.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops II.B.13 <i>MCO P1710.30E</i> <i>Para 2002</i> FOUNDATION	Staff demonstrate positive guidance techniques to address inappropriate child/youth behaviors.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops II.B.14 ADAPTATION	Youth programs are age-appropriate and accessible to youth living on and off the installation.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<i>Ops II.C</i>	<i>Program Planning: Quality programs include planning, which incorporates daily routines and special activities, yet is flexible and able to adjust to unexpected circumstances.</i>			
Ops II.C.1 PREDICTOR	Weekly developmental plans are prepared and include activity descriptions and how the activity meets developmental goals.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.C.2 ADAPTATION	Weekly activity plans for CDC and SAC are written and approved by the T&C.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.C.3 <i>MCO P1710.30E</i> <i>Para 1010</i> FOUNDATION	Weekly activity plans for FCC/OFCC homes are written and approved during monthly home visits.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops II.C.4 ADAPTATION	Parents and community members have a mechanism to provide input into program planning.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops II.C.5 PREDICTOR	Youth have the opportunity to provide input in the development of youth/teen policies and programming.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
<i>Ops II.D</i>	<i>Implementation of Programming: Standardized implementation components that promote quality programs.</i>			
Ops II.D.1 PREDICTOR	Program operating hours are determined by the installation and based on community needs and resources.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops II.D.2 <i>DODI 6060.2</i> <i>E4.4.2.5</i> <i>E4.4.3.2</i> FOUNDATION	Programs identify ways to address behavior by children, youth, and teens.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.D.3 PREDICTOR	Programs have an ongoing system in place to periodically evaluate the curriculum and environment and make revisions.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.D.4 <i>DODI 6060.2</i> <i>E3.3.4</i> FOUNDATION	Training and Curriculum Specialists spend the majority of their time in the activity areas conducting observations. Documentation of observations is available for verification.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.D.5 ADAPTATION	Guidelines are in place relating to internet /computer usage. Staff closely monitors the use of all media, passive and active.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops II.D.6 PREDICTOR	Programs strive to create positive parent relations and encourage parents to participate in program activities.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input checked="" type="radio"/> AMBER <input checked="" type="radio"/> GREEN <input checked="" type="radio"/> N/A
Ops II.D.7 ADAPTATION	Program philosophy and annual developmental plan are available to parents, staff members, and FCC/OFCC providers.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input checked="" type="radio"/> AMBER <input checked="" type="radio"/> GREEN <input checked="" type="radio"/> N/A
Ops II.D.8 PREDICTOR	Primary care staff are assigned to individual children.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input checked="" type="radio"/> AMBER <input checked="" type="radio"/> GREEN <input checked="" type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<p>Ops II.D.9 <i>MCO P1710.30E</i> <i>Para 1010</i></p> <p>ADAPTATION</p>	<p>The number of regrouping transitions for children and room changes are minimized</p> <ul style="list-style-type: none"> • Including children frequently changing classrooms in 6 month increments • Also including the beginning and end of the day transitions. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		<p>RED </p> <p>AMBER </p> <p>GREEN </p> <p>N/A</p>
<p>Ops II.D.10</p> <p>PREDICTOR</p>	<p>Curriculum implementation is consistent with developmental program plans.</p>	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		<p>RED </p> <p>AMBER </p> <p>GREEN </p> <p>N/A</p>
<p>Ops II.D.11</p> <p>PREDICTOR</p>	<p>The curriculum includes activities that are individualized for children.</p>	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		<p>RED </p> <p>AMBER </p> <p>GREEN </p> <p>N/A</p>

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops II.D.12 <i>MCO P1710.30E</i> <i>Para 1010</i> FOUNDATION	Regularly observing children/ youth and documenting those observations is an active component of curriculum implementation.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.D.13 PREDICTOR	Program manager or designee is present during hours of operation.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.D.14 PREDICTOR	FCC program manager or designee is available to providers during routine program hours of operation.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops II.D.15 PREDICTOR	Youth are recognized for positive accomplishments and activities.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
OPS III.	RISK MANAGEMENT & PREVENTION			
<i>Ops III.A</i>	<i>Practices: Program practices and procedures that contribute to minimize risk management.</i>			
Ops III.A.1 PREDICTOR	Practices are in place to inform staff of their obligation and responsibility for reporting child abuse and neglect allegations.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.A.2 PREDICTOR	Procedures are in place to limit staff from being alone with children/youth until their background checks are complete and the results favorable.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.A.3 PREDICTOR	Procedures are in place to limit providers from providing care until their background checks are complete and the results are favorable.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops III.A.4 PREDICTOR	Procedures are identified that allow for controlled and limited access to all CYTP facilities.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops III.A.5 <i>MCO P1710.30E</i> <i>Para 2012</i> FOUNDATION	Procedures are in place to evaluate high-risk activities and determine necessary precautions to keep children and youth safe.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops III.A.6 <i>MCO P1710.30E</i> <i>Para 4008</i> FOUNDATION	To accommodate for emergencies, at least one trained staff member current in CPR and first aid is in the facility during hours of operation.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops III.A.7 PREDICTOR	Material safety data sheets are filled out and on file for all chemicals used at the facility.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
Ops III.A.8 ADAPTATION	Staff do not adjust lights to levels that prevent visual monitoring of activities at all times.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
Ops III.A.9 PREDICTOR	Procedures for field trips are established and staff is trained: <ul style="list-style-type: none"> • Accident prevention • Addressing emergencies • Use of vehicles • Accountability of children/youth at all times • Parent permission • Field trip activity planning. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops III.A.10 <i>DODI 6060.2</i> <i>E3.1.2.1</i> FOUNDATION	Vehicles used to transport children/youth meet safety standards for a Multifunction School Activity Bus as defined by the National Highway Traffic Safety Administration (NHTSA).	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
Ops III.A.11 PREDICTOR	Drivers of vehicles used for transporting children and youth are trained, licensed, and meet requirements of the installation personnel screening process for drivers.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
<i>Ops III.B</i>	<i>Child Abuse Prevention Practices: Program practices and procedures that minimize the risk of child abuse.</i>			
Ops III.B.1 <i>MCO P1710.30E</i> <i>Para 4006</i> FOUNDATION	Minimum staff-to-child/youth ratios are maintained at all times to ensure adequate and continual supervision, safety and well-being of children and youth.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops III.B.2 <i>MCO P1710.30E</i> <i>Para 4006</i> FOUNDATION	Programs comply with established ratios. Volunteers are not counted in staff/child/youth ratios.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops III.B.3 <i>MCO P1710.30E</i> <i>Para 4006</i> FOUNDATION	Supervision of youth sports/ activities follows the National Alliance for Youth Sports (NAYS) guidance.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops III.B.4 <i>MCO P1710.30E</i> <i>Para 4006</i> FOUNDATION	At least two staff are present whenever children are in a CYTP facility.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops III.B.5 <i>MCO P1710.30E</i> <i>Para 4007</i> FOUNDATION	FCC/OFCC size of home and space available to children/ youth is specified by the local fire department or state or local licensing not to exceed maximum group size.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops III.B.6 <i>MCO P1710.30E</i> <i>Para 2004</i> FOUNDATION	Procedures are identified for addressing suspected abuse allegations.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.B.7 PREDICTOR	DoD hotline posters for reporting abuse are prominently displayed in highly visible areas.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.B.8 PREDICTOR	The hotline telephone numbers are published in parent-related information.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.B.9 <i>MCO P1710.30E</i> <i>Para 2003</i> FOUNDATION	Visitors to all CYTP facilities: <ul style="list-style-type: none"> • Sign in and out • Wear identification • Are escorted at all times or are in line of sight of staff with completed, favorable background checks. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<p>Ops III.B.10</p> <p>ADAPTATION</p>	<p>Evening and weekend care conducted at CYTP facilities is located close to front entrance of facility allowing for additional supervision.</p>	<p><input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED ● AMBER ● GREEN ●</p> <p style="text-align: center;">N/A</p>
<p>Ops III.B.11</p> <p>PREDICTOR</p>	<p>All employees wear nametags or other distinctive apparel that identifies them as staff.</p>	<p><input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED ● AMBER ● GREEN ●</p> <p style="text-align: center;">N/A</p>
<p><i>Ops III.C</i></p>	<p><i>Environment: Environmental factors designed to reduce risk.</i></p>			
<p>Ops III.C.1 DODI 6060.2 E.4.1.3 MCO P1710.30E Para 2003</p> <p>FOUNDATION</p>	<p>Facility minimizes the risk of child abuse.</p>	<p><input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T</p>		<p>RED ● AMBER ● GREEN ●</p> <p style="text-align: center;">N/A</p>

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops III.C.2 ADAPTATION	Closed circuit monitoring systems are in each activity room. Monitors are placed in areas where they can be viewed at all times.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.C.3 PREDICTOR	All activity rooms have a window or other means that allows viewing from the outside hallway.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.C.4 PREDICTOR	Interior doors, closets, and outdoor storage areas have vision panels unless doors are locked.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.C.5 PREDICTOR	Diapering areas are located in easily visible areas.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops III.C.6 ADAPTATION	For children under age 5, toilet areas are partially screened, without doors.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.C.7 ADAPTATION	Concave or convex mirrors are installed to improve supervision of low visibility areas.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.C.8 ADAPTATION	Communication equipment is easily accessible, with operational and emergency numbers posted in close proximity.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops III.C.9 ADAPTATION	Playgrounds next to facilities can be viewed from the facility.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops III.C.10 PREDICTOR	Alarms are operational on all exit doors, not opening onto a fenced area or playground, except for front entrance.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
OPS IV.	HEALTH			
Ops IV.A	<i>Requirements: It is necessary for program participants and staff to meet health requirements in order to minimize the risk and spreading of contagious illnesses.</i>			
Ops IV.A.1 <i>MCO P1710.30E Para 2006</i> FOUNDATION	Child/youth annual health assessments are current.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
Ops IV.A.2 <i>MCO P1710.30E Para 2006</i> FOUNDATION	Child/youth immunizations are current.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops IV.A.3 ADAPTATION	Informal health screening of children/youth occurs daily upon arrival.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops IV.A.4 <i>MCO P1710.30E</i> <i>Para 4003</i> FOUNDATION	Staff /provider health records are current.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops IV.A.5 ADAPTATION	Personnel do not work with children and youth until initial employment health screening is completed.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops IV.A.6 <i>MCO P1710.30E</i> <i>Para 4003</i> FOUNDATION	OFCC providers comply with health requirements in MOA/ MOU.	<input checked="" type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops IV.A.7 ADAPTATION	USDA program-specific requirements are implemented.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops IV.A.8 PREDICTOR	Drinking water is accessible to children/youth at all times.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
<i>Ops IV.B</i>	<i>Practices: Practices that reduce the spread of infectious diseases and prevent illness, injury, and accidents.</i>			
Ops IV.B.1 PREDICTOR	Administrative procedures are in place for emergencies and minor health problems. Procedures are posted and available.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops IV.B.2 PREDICTOR	Medications are administered only by trained staff following the established procedures.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops IV.B.3 ADAPTATION	Minor first aid is applied according to procedures identified in training.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops IV.B.4 PREDICTOR	First aid kits are available in CYTP.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Ops IV.B.5 ADAPTATION	Children/youth requiring glucose testing are closely monitored for blood sugar levels.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops IV.B.6 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	All staff, volunteers, and program participants follow Center for Disease Control hand washing procedures, which are posted at each handwashing sink.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops IV.B.7 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	Health and sanitation procedures for food preparation and food service are followed.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops IV.B.8 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	Diapering and food handling activities are separated and sanitary conditions monitored to ensure cross-contamination does not occur.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops IV.B.9 PREDICTOR	System is in place to monitor sanitation schedule for activity rooms, equipment, and furnishings.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

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PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
Ops IV.B.10 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	Children/youth with allergies are identified and precautions taken.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops IV.B.11 <i>MCO P1710.30E</i> <i>Para 2008</i> FOUNDATION	Infants under six months are placed on their back to sleep.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops IV.B.12 PREDICTOR	Infants remain on individual feeding schedules.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Ops IV.B.13 PREDICTOR	Practices for the labeling, handling, storage of infant bottles and baby food are identified and implemented.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

Inspectors will mark for each individual program requirement inspected the score of Red, Amber, Green or N/A. After marking the scores please calculate the total of each category of scores in the sub section total line of the work sheet.

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
OPERATIONS															
OPS I. CYTP PERSONNEL															
<i>Ops I.A Personnel Requirements</i>															
Ops I.A.1	X														
Sub Section Total	1					0					0				
<i>Ops I.B Personnel Qualifications</i>															
Ops I.B.1						X									
Ops I.B.2											X				
Sub Section Total	0					1					1				
<i>Ops I.C Personnel Responsibilities</i>															
Ops I.C.1						X									
Ops I.C.2						X									
Sub Section Total	0					2					0				
<i>Ops I.D Compensation</i>															
Ops I.D.1	X														
Ops I.D.2	X														

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
Ops I.D.3	X														
Sub Section Total	3					0				0					
<i>Ops I.E Training</i>															
Ops I.E.1	X														
Ops I.E.2	X														
Ops I.E.3	X														
Ops I.E.4	X														
Ops I.E.5	X														
Ops I.E.6						X									
Ops I.E.7										X					
Ops I.E.8										X					
Ops I.E.9	X														
Ops I.E.10	X														
Ops I.E.11	X														
Ops I.E.12	X														
Ops I.E.13	X														
Ops I.E.14						X									
Ops I.E.15										X					
Ops I.E.16	X														
Ops I.E.17	X														
Ops I.E.18	X														
Ops I.E.19	X														
Ops I.E.20	X														

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
Ops I.E.21	X														
Ops I.E.22	X														
Sub Section Total	17					2				3					
<i>Ops I.F Personnel Practices</i>															
Ops I.F.1	X														
Ops I.F.2	X														
Ops I.F.3	X														
Ops I.F.4	X														
Ops I.F.5	X														
Ops I.F.6	X														
Ops I.F.7	X														
Ops I.F.8										X					
Sub Section Total	7					0				1					
OPS II. PROGRAMMING															
<i>Ops II.A Program Resources</i>															
Ops II.A.1						X									
Ops II.A.2	X														
Ops II.A.3						X									
Ops II.A.4	X														
Ops II.A.5	X														
Ops II.A.6	X														

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
Ops II.A.7	X														
Ops II.A.8	X														
Ops II.A.9						X									
Sub Section Total	6					3				0					
Ops II.B Programming Components															
Ops II.B.1	X														
Ops II.B.2	X														
Ops II.B.3						X									
Ops II.B.4	X														
Ops II.B.5	X														
Ops II.B.6										X					
Ops II.B.7	X														
Ops II.B.8	X														
Ops II.B.9	X														
Ops II.B.10	X														
Ops II.B.11	X														
Ops II.B.12						X									
Ops II.B.13	X														
Ops II.B.14										X					
Sub Section Total	10					2				2					
Ops II.C Program Planning															
Ops II.C.1						X									

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
Ops II.C.2											X				
Ops II.C.3	X														
Ops II.C.4											X				
Ops II.C.5						X									
Sub Section Total	1					2					2				
<i>Ops II.D Implementation of Programming</i>															
Ops II.D.1						X									
Ops II.D.2	X														
Ops II.D.3						X									
Ops II.D.4	X														
Ops II.D.5											X				
Ops II.D.6						X									
Ops II.D.7											X				
Ops II.D.8						X									
Ops II.D.9											X				
Ops II.D.10						X									
Ops II.D.11						X									
Ops II.D.12	X														
Ops II.D.13						X									
Ops II.D.14						X									
Ops II.D.15						X									
Sub Section Total	3					9					3				

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
OPS III. RISK MANAGEMENT & PREVENTION															
<i>Ops III.A Practices</i>															
Ops III.A.1						X									
Ops III.A.2						X									
Ops III.A.3						X									
Ops III.A.4						X									
Ops III.A.5	X														
Ops III.A.6	X														
Ops III.A.7						X									
Ops III.A.8											X				
Ops III.A.9						X									
Ops III.A.10	X														
Ops III.A.11						X									
Sub Section Total	3					7					1				
<i>Ops III.B Child Abuse Prevention Practices</i>															
Ops III.B.1	X														
Ops III.B.2	X														
Ops III.B.3	X														
Ops III.B.4	X														
Ops III.B.5	X														
Ops III.B.6	X														

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE					
		R	A	G	NA		R	A	G	NA		R	A	G	NA		
Ops III.B.7						X											
Ops III.B.8						X											
Ops III.B.9	X																
Ops III.B.10											X						
Ops III.B.11						X											
Sub Section Total	7					3					1						
<i>Ops III.C Environment</i>																	
Ops III.C.1	X																
Ops III.C.2											X						
Ops III.C.3						X											
Ops III.C.4						X											
Ops III.C.5						X											
Ops III.C.6											X						
Ops III.C.7											X						
Ops III.C.8											X						
Ops III.C.9											X						
Ops III.C.10						X											
Sub Section Total	1					4					5						
OPS IV. HEALTH																	
<i>Ops IV.A Requirements</i>																	
Ops IV.A.1	X																

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
Ops IV.A.2	X														
Ops IV.A.3										X					
Ops IV.A.4	X														
Ops IV.A.5										X					
Ops IV.A.6	X														
Ops IV.A.7										X					
Ops IV.A.8						X									
Sub Section Total	4					1				3					
<i>Ops IV.B Practices</i>															
Ops IV.B.1						X									
Ops IV.B.2						X									
Ops IV.B.3										X					
Ops IV.B.4						X									
Ops IV.B.5										X					
Ops IV.B.6	X														
Ops IV.B.7	X														
Ops IV.B.8	X														
Ops IV.B.9						X									
Ops IV.B.10	X														
Ops IV.B.11	X														
Ops IV.B.12						X									

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE					
		R	A	G	NA		R	A	G	NA		R	A	G	NA		
Ops IV.B.13						X											
<i>Sub Section Total</i>	5					6					2						
SUB TOTALS	68					42					24						

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
OPERATIONS															
OPS I. CYTP PERSONNEL															
<i>Ops I.A Personnel Requirements</i>															
Sub Section Total	1					0					0				
<i>Ops I.B Personnel Qualifications</i>															
Sub Section Total	0					1					1				
<i>Ops I.C Personnel Responsibilities</i>															
Sub Section Total	0					2					0				
<i>Ops I.D Compensation</i>															
Sub Section Total	3					0					0				
<i>Ops I.E Training</i>															
Sub Section Total	17					2					3				
<i>Ops I.F Personnel Practices</i>															
Sub Section Total	7					0					1				

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
OPS II. PROGRAMMING															
<i>Ops II.A Program Resources</i>															
Sub Section Total	6					3					0				
<i>Ops II.B Programming Components</i>															
Sub Section Total	10					2					2				
<i>Ops II.C Program Planning</i>															
Sub Section Total	1					2					2				
<i>Ops II.D Implementation of Programming</i>															
Sub Section Total	3					9					3				
OPS III. RISK MANAGEMENT & PREVENTION															
<i>Ops III.A Practices</i>															
Sub Section Total	3					7					1				
<i>Ops III.B Child Abuse Prevention Practices</i>															
Sub Section Total	7					3					1				
<i>Ops III.C Environment</i>															

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
Sub Section Total	1					4					5				
OPS IV. HEALTH															
<i>Ops IV.A Requirements</i>															
Sub Section Total	4					1					3				
<i>Ops IV.B Practices</i>															
Sub Section Total	5					6					2				
SUB TOTALS	68					42					24				

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—OPERATIONS

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
OPERATIONS															
OPS I. CYTP PERSONNEL															
OPS II. PROGRAMMING															
OPS III. RISK MANAGEMENT & PREVENTION															
OPS IV. HEALTH															
OPS SUMMARY SCORE	68					42					24				

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

Operations Desk Guide

This Desk Guide is provided to assist in the inspection of MDT requirements. Each page of the Desk Guide addresses a Program Requirement Section and is divided into 2 major parts:

- 1) **Intent** describes the focus and purpose of the requirement.
- 2) **Inspection methods** are suggested methods to assist the inspector in validating and/or clarifying information prior to scoring the item. These methods may include review of records and documentation, interviews with personnel from CYTP/other organizations, and observations of processes/events. Percentages suggested in the inspection methods are intended as guidance and should be adjusted based on:
 - Level of associated risk
 - Size of the program
 - The results or findings discovered during the inspection process.

OPS I. CYTP PERSONNEL

OPS I.A. Personnel Requirements: Staffing standards reflect the USMC FA staffing model and incorporate scope, size, and complexity of the installation CYTP. Staffing standards are key to attaining and maintaining DoD certification and program accreditation.

Intent:

Standards have been established in the USMC FA staffing model to ensure that the CYTP maintains sufficient, qualified personnel to operate successful programs in accordance with DoD certification and National accreditation criteria. The number and qualifications of CYTP personnel are determined by the scope, size and complexity of programs. The CYTP works closely with civilian personnel office to maintain compliance with these requirements, ensuring that position descriptions, recruitment actions and performance standards are accurately documented.

Inspection methods to validate program requirements:

Records review

- APF and NAF position descriptions
- APF and NAF actual positions, grades, number of each position
- Current recruitment actions
- Documentation of exceptions to FA, DoD and National standards.

Interviews

- **CYTP Administrator:** Identify how the personnel structure reflects the USMC FA staffing model, DoD certification and National accreditation standards. Explain staffing deviations.
- **Program managers:** Identify capacity and enrollment, number of direct care staff, kitchen staff, clerical staff, and type of custodial support. Identify staffing challenges and deviations from staffing standards.
- **FCC staff:** Identify number of FCC/OFCC providers (active and in-processing) and FCC staff-provider ratio. Identify staffing challenges and deviations from staffing standards.

- **Training and curriculum specialist (T&C):** Identify number of direct care staff and level of training provided to each CYTP.
- **Subject matter experts:** Civilian personnel staff explain how CYTP and civilian personnel work together to meet personnel requirements and resolve challenges.

Observations

- Installation civilian personnel and CYTP collaborate to ensure compliance with APF and NAF personnel requirements.

OPS I.B. Personnel Qualifications: Staff qualifications ensure qualified staff are selected and contribute to quality and protect the safety, health, and well-being of children/youth.

Intent:

Qualifications for CYTP personnel have been established in order to maintain safe, quality programs for children and youth. Qualifications are identified and validated through a clearly defined selection process that assists management in making the best decisions for staffing CYTP. Position descriptions and recruitment actions define the qualifications of the position, and the application review along with the interview and background clearance process further clarify and confirm the qualifications of the applicant. Upon selection, detailed performance standards provide management and staff with the opportunity to address expectations and goals so that staff understand how they will contribute to sustained program quality and the safety, health and well-being of all children and youth. Although using a slightly different process, FCC providers are selected based on specifically defined steps that ensure providers meet all qualifications to provide quality programs in their homes.

Inspection methods to validate program requirements:

Records review

- Position descriptions and recruitment actions
- Documentation of checked references and background clearances for 10% of current staff and FCC/OFCC providers (to include spouses and applicable family members)
- Last 12 months of Quality Review Board minutes
- Performance standards.

Interviews

- **Program managers:** Describe how the recruitment, application and selection processes demonstrate that current personnel meet all the CYTP qualifications.
- **FCC staff:** Describe how the recruitment, application and selection processes demonstrate that current FCC/OFCC providers (and family members) meet all the CYTP qualifications.
- **Subject matter experts:** Civilian personnel staff explain how CYTP and civilian personnel work together to ensure staff meet all qualifications. Quality review board members describe the process for ensuring the selection of qualified FCC/OFCC providers.

Observations

- Installation civilian personnel and CYTP collaborate to ensure that all personnel meet qualifications.
- Quality review board meeting addresses qualifications and recommendations for selection/non-selection of FCC/OFCC.

OPS I.C. Personnel Responsibilities: Key responsibilities of each CYTP position support the operation of a quality program.

Intent:

It is critical to the effective management of a quality CYTP that performance expectations and reviews are regularly communicated and documented and that all personnel have a clear understanding of their responsibilities. CYTP managers develop a system in which staff and providers are required to demonstrate their understanding of responsibilities and accountability, and documentation supports that understanding and communication.

Inspection methods to validate program requirements:

Records review

- Performance standards/requirements for each CYTP position
- Annual performance reviews for each position
- Documentation of observations, DoD modules, interim performance reviews, inspection results for FCC/OFCC providers, plan of action and goals based on performance reviews and observations, follow-up that demonstrates compliance.

Interviews

- **Program managers:** Describe responsibilities of staff, how those are communicated and documented, and how often performance reviews are conducted. Explain how staff demonstrate compliance/improvement. Describe how they, as managers, receive performance feedback and how they demonstrate compliance/improvement.
- **FCC staff:** Describe responsibilities of providers, how those are communicated and documented, and how often feedback on performance is provided. Describe how providers demonstrate compliance/improvement.
- **Direct care staff:** Describe how responsibilities are explained and how they demonstrate compliance. Describe how often they receive feedback and the role they have in their goal-setting and improvement plan.
- **FCC/OFCC providers:** Describe how responsibilities are explained and how they demonstrate compliance. Describe how often they receive feedback and the role they have in their goal-setting and improvement plan.
- **Subject matter experts:** Civilian personnel staff explain how they work with CYTP to ensure managers understand their role in the communication and documentation process.

Observations

- Staff meetings address or clarify responsibilities and how they support quality programs.
- There is evidence of collaboration between CYTP and civilian personnel.

OPS I.D. Compensation: Employee compensation is based on DoD standards, performance and training, is equitable CYTP-wide, and competitive with the local market.

Intent:

The DoD pay system is based on standards developed to ensure equitable pay across all CYTP with pay increases and promotions that are linked to performance and successful completion of training. This key component of CYTP ensures that a reliable and predictable system supports the recruitment and retention of quality child and youth personnel.

Inspection methods to validate program requirements:

Records review

- Pay scale for child and youth positions compared to DoD 1400-25-M Classification and Pay System and the DoD Youth Personnel Pay Program or latest DoD guidance
- Pay scale compared to local market
- Documentation of pay increases/promotions that are tied to successful completion of training modules and other required training within the specified timeframe.

Interviews

- **CYTP Administrator:** Describe the impact that the current pay program has on recruitment and retention of employees.
- **Program managers:** Explain how employee compensation is linked to performance and completion of training for CDC, SAC and Youth staff. Describe the impact that the current pay program has on recruitment and retention of employees.
- **Training and curriculum specialist:** Describe the process for and the timeliness of pay increases based on successful completion of training.
- **Direct care staff:** Provide impressions of the current pay system.
- **Subject matter experts:** Civilian personnel staff describe how they work with CYTP managers to ensure compliance with the DoD pay system.

Observations

- There is evidence of collaboration between civilian personnel staff and managers to ensure compliance with the DoD pay program.

OPS I.E. Training: Training of personnel is competency-based and a foundation for quality programming.

Intent:

A comprehensive competency-based training plan that is developed by and coordinated with all CYTP components is updated regularly to ensure that all management, support and direct care staff, FCC/OFCC providers, and volunteers receive the required training and the latest information they need to provide safe, developmentally appropriate programs and activities for child, youth and teens. In order to set the foundation for quality programming, training begins immediately with orientation and initial training. Ongoing training reflects individual and program goals and must address current issues so that continuous improvements are being made. Trainers use a variety of adult learning techniques and provide ongoing feedback to assist personnel in achieving training goals. Documentation of all training is a requirement that helps identify areas of compliance, training needs and accomplishments.

Inspection methods to validate program requirements:

Records review

- Individual education plans (IEP) for management, support and direct care staff (10% of each category of personnel)
- Training files for FCC/OFCC providers and substitute providers (10%)
- Documentation of training for volunteers (10%)
- Documentation of child abuse prevention, identification, and reporting (10% each category of personnel, providers, volunteers)
- Documentation of orientation (10% of each category of personnel)
- Documentation of initial and ongoing training (10% of each category of personnel)
- Performance observations (10% of each category of personnel).

Interviews

- **Program managers:** Describe their role in developing and implementing the training plan.
- **Training and curriculum specialist:** Describe how the training plan is developed, coordinated and updated. Identify challenges, if any, in meeting training requirements for personnel, providers and volunteers.
- **Direct care staff:** Describe how and when competency-based training is implemented; how often IEPs are updated and their role in establishing goals for the IEP.
- **Subject matter experts:** Civilian personnel staff describe how they work with CYTP to ensure timely completion of training is documented in personnel files.

Observations

- Training and/or performance observations are conducted.
- Competency-based performances are observed.

See sample template that can be used during the inspection.

OPS I.F. Personnel Practices: Program practices that support quality operations include background checks for CYTP providers, personnel, and volunteers. All paid personnel receive an annual performance review.

Intent:

The CYTP must implement ongoing preventive measures to keep children, youth and personnel safe at all times. Quality programs ensure that personnel and program practices are in place that specifically address personnel qualifications, screening process and background clearances, demonstrated ability, and a clear understanding of job performance expectations. The CYTP maintains updated records that validate compliance with these requirements.

Inspection methods to validate program requirements:

Records review

- Documentation of screening process for employees (10% of files in each program)
- Documentation of favorable completion of background clearances for employees and volunteers (10% of files in each program)
- Documentation of screening process for providers (10%)
- Documentation of favorable completion of background clearances for providers (10%)
- Documentation of favorable completion of record re-verification for those employees who have worked in CYTP for 5 years or more (10%)
- Documentation of favorable completion of annual record re-verification for providers (10%)
- Those employees whose background clearances are not complete.

Interviews

- **Program managers:** Describe how line of sight supervision is provided for those employees whose background clearances are not complete. Identify challenges, if any, in receiving timely background clearance information.
- **Training and curriculum specialist:** Describe process for providing outgoing staff and providers with copies of training records.
- **Subject matter experts:** Civilian personnel staff describe how they work with CYTP to ensure that the screening process and completion of background clearances is consistent, timely and in compliance with program requirements.

Observations

- Line of sight supervision is provided for those employees whose background clearances are not complete.

See sample template that can be used during the inspection.

OPS II. PROGRAMMING

OPS II.A. Program Resources: Safe, age-appropriate, approved equipment and furnishings are necessary resources for quality programs.

Intent:

Child and youth programs need a wide variety of equipment, supplies and furnishings in order to provide safe, age-appropriate experiences and environments. Managers, training and curriculum specialists and staff work together to select the appropriate type and number of materials needed for each program and ensure that all equipment and furnishings meet the Consumer Product Safety Commission standards and CYTP requirements. Indoor and outdoor environments and equipment are assessed daily by staff and providers to ensure ongoing compliance.

Inspection methods to validate program requirements:

Records review

- Safety inspections and corrective action plans for each facility for the last 12 months
- Daily outdoor safety checklists
- Safety inspections for FCC and OFCC providers (last 12 months for 10% of FCC and 10% of OFCC)
- Fire inspections for last 12 months that validate evacuation crib compliance.

Interviews

- **Program managers:** Identify challenges associated with indoor and outdoor equipment/environments, e.g., space for group and individual activities, variety, sufficient amount of materials, storage, safety. Describe the process for discarding old and/or broken materials and equipment.
- **FCC staff:** Describe challenges that FCC/OFCC providers may experience in meeting requirements (e.g., outdoor playground equipment in the community).
- **Training and curriculum specialist:** Describe the process for approving developmentally and age-appropriate equipment and supplies.
- **Direct care staff:** Describe the process for monitoring appropriateness, safety and correct amount of indoor and outdoor materials.

- **FCC/OFCC providers:** Provide impressions of the lending library, e.g., accessibility, variety, appropriateness for all ages.

Observations

- The lending library is well-equipped and operates during times that accommodate providers' hours.
- Evacuation cribs are utilized for evacuating children 12 months and under.
- Facilities are free of unusable and/or broken equipment and furniture.

OPS II.B. Program Components: Programs shall provide experiences that enhance and support the physical, social, emotional, and cognitive development of children, youth and teens.

Intent:

The development of the CYTP philosophy and developmental program plan is a critical first step in establishing and sustaining experiences that contribute to the healthy development of children/youth/teens. The philosophy and plan are created by the CYTP team comprised of representatives from all programs. In addition to common goals established, the plan includes program specific goals for physical, social, emotional, and cognitive development. Components of the plan address areas such as staff-child/youth interactions, how activities will reflect the interests of children and youth, how the CYTP will ensure balance and variety, and how programs will be assessed and improvements made. The plan is reviewed and updated annually to ensure that programs and activities are responding to the needs and interests of children, youth and teens.

Inspection methods to validate program requirements:

Records review

- CYTP developmental program plan and philosophy
- Documented program assessments and corrective action plans, if applicable
- Daily activity schedules.

Interviews

- **Youth/Teen Program managers:** Describe how youth and teen programs reflect the core program areas. Describe methods used to ensure accessibility to youth and teens living on and off base.
- **Training and curriculum specialist:** Describe how the developmental program plan is developed and communicated to staff and providers.
- **Direct care staff:** Describe the methods used to identify child, youth and teen interests so that those interests are reflected in the developmental program plan.
- **Parents:** Describe impressions of staff interactions with children/youth. Describe the level of accessibility to and variety of child/youth programs.
- **Youth:** Identify ways that youth and teens who live on and off base learn about programs/activities offered.

Observations

- Child, youth and teen staff demonstrate positive guidance techniques.
- CYTP staff demonstrate respectful, appropriate and frequent interactions with children/youth/teens.
- Daily activity schedules are posted and reflect combination of active/passive, indoor/outdoor, individual/small and large group activities.
- There is evidence of a wide variety of organized sport programs for youth.
- Activities occurring in the school age program do not duplicate school day experiences/activities.

OPS II.C. Program Planning: Quality programs include planning, which incorporates daily routines and special activities, yet is flexible and able to adjust to unexpected circumstances.

Intent:

When planning for quality CYTP, it is important to use a team approach to ensure that the needs and interests of children, youth and teens are reflected. Training and curriculum specialists, staff/providers, parents, community members and youth/teens all have important roles in program planning. Staff and providers develop weekly plans that describe activities and how they support developmental goals. The training and curriculum specialists approve all weekly plans for SAC and CDC programs, and FCC staff review and approve FCC/OFCC weekly activity plans during monthly inspections. Parents, community members and youth have regular opportunities to provide input into program planning. Careful coordination and ongoing feedback are necessary so that CYTP can provide a variety of developmentally appropriate activities that appeal to many interests and that are accessible to all eligible children and youth.

Inspection methods to validate program requirements:

Records review

- Weekly activity plans for CDC, SAC, FCC/OFCC.

Interviews

- **Training and curriculum specialist:** Describe how input from parents and youth is incorporated into the planning process.
- **Direct care staff:** Describe how and when the weekly activity plans are developed.
- **Parents:** Describe opportunities to provide input into program planning.
- **Youth:** Describe opportunities to contribute ideas for programs/activities.

Observations

- Parent advisory board and youth council meetings include discussions about program planning.
- CYTP and activities are discussed at Town Hall and other community meetings.
- Comment cards, surveys and other methods are used to solicit feedback from parents, community and youth/teens.
- Staff are participating in planning meetings and developing activity plans.
- Current weekly activity plans are posted in CDC and SAC programs and in FCC/OFCC homes.

OPS II.D. Implementation of Programming: Standardized implementation components that promote quality programs.

Intent:

Standardized implementation components are necessary to maintain consistent quality in CYTP. Systems need to be in place to determine community and child/youth needs and to assess the quality of the interactions, curriculum, activities and environment in all programs. The success of standardized implementation components is dependent upon the ongoing collaboration and communication between managers, staff, providers, parents, youth/teens, and community members. When CYTP stakeholders are actively involved and share common goals that promote quality, true needs are defined and addressed and expectations and responsibilities are clear.

Inspection methods to validate program requirements:

Records review

- Documentation of Training and Curriculum Specialist's observations (last 6 months)
- Guidelines that describe youth/teen's internet/computer usage
- Policy/policies that identify how staff/providers address behavior.

Interviews

- **Program managers:** Describe how parents are encouraged to participate and the level of involvement. Describe the frequency of and reasons for children's regrouping transitions and room changes.
- **Training and curriculum specialist:** Identify the percentage of time spent in the activity areas conducting observations. Describe how the curriculum supports developmental program plans and how curriculum and environments are assessed and revised.
- **Direct care staff:** Describe how primary care staff are assigned to individual children.
- **FCC/OFCC providers:** Describe how the curriculum supports the annual developmental program plan.
- **Parents:** Provide impression of parent-program relations. Describe how programs encourage parent involvement.
- **Youth:** Describe how youth/teens are recognized for positive accomplishments.
- **Command:** Describe how CYTP operating hours support installation and community needs, and identify associated challenges.

Observations

- The program philosophy and developmental program plan are available to parents, staff, and FCC/OFCC providers.

- There is a manager on duty (or designee) during hours of operation at each facility.
- Child/youth observations are conducted and documented.

OPS III. RISK MANAGEMENT & PREVENTION

OPS III.A. Practices: Program practices and procedures that contribute to minimize risk management.

Intent:

Risk management and prevention is a critical component of quality CYTP. To protect and minimize the risk to children/youth and CYTP personnel, procedures and practices must be in place at all times, updated regularly and communicated to CYTP personnel and parents. Consistent implementation of procedures in areas such as child abuse/neglect prevention and reporting, CPR/First aid trained staff, controlled and limited access to programs/facilities, and appropriate insurance coverage significantly minimizes risk to children/youth.

Inspection methods to validate program requirements:

Records review

- Documentation of training on child abuse and neglect prevention/reporting (10% of files in all programs)
- Documentation of appropriate insurance coverage (all programs)
- Documentation of those CYTP personnel who have not received completed background clearances
- Inspection results (last 12 months) and corrective action plan(s), if applicable.
- Documentation of vehicle compliance with Multifunction School Activity Bus standards
- Documentation of drivers' compliance with transportation requirements
- Documentation of written parent permission for field trips over the last 12 months for CDC, SAC, FCC and Y&T (10% of each program).

Interviews

- **CYTP Administrator:** Describe process to continuously monitor and assess risk management procedures and practices.
- **Program managers:** Describe process for conducting background checks on volunteers. Describe how drivers are selected and prepared for field trips in all programs.
- **Training and curriculum specialist:** Describe the types of and how often training is provided to minimize risk. Describe how activity plans are prepared and approved for field trips.
- **Clerks:** Describe procedures used to control/limit access to facilities and programs. Describe the procedure for child/youth to be picked up by someone other than the authorized individual(s).

- **Direct care staff:** Describe the procedure for reporting child abuse. Describe the procedure for child/youth to be picked up by someone other than the authorized individual(s). Describe the process for children/youth accountability during field trips. Describe the process for handling accidents or emergencies during field trips.
- **FCC/OFCC staff:** Describe how FCC staff evaluate FCC/OFCC for high risk activities. Describe the process for children/youth accountability during field trips. Describe the process for handling accidents or emergencies during field trips.
- **Parents:** Describe how parents learn about and give approval for field trips in CYTP.

Observations

- One or more staff trained in CPR and first aid is on duty during hours of operation.
- Access to facilities/programs is controlled and limited.
- Line of sight supervision is provided for those whose background clearances have not been completed.
- Procedures observed during preparation for a field trip in CYTP are in compliance with requirements.
- Observe type of vehicles being used.

OPS III.B. Child Abuse Prevention Practices: Program practices and procedures that minimize the risk of child abuse.

Intent:

It is the duty and obligation of all CYTP staff and providers to protect children and youth from child abuse by understanding and implementing the practices and procedures that minimize the risk of child abuse. All personnel receive detailed information and training on recognizing, reporting and prevention of child neglect and abuse. DoD has provided hotline posters to display for reporting abuse, and hotline telephone numbers are published in parent-related information letters and handbooks. Managers ensure that staffing procedures are in place such as ensuring that staff to child/youth ratios are always maintained and that at least two staff are present whenever children are in a CYTP facility. In cases of alleged abuse/neglect involving CYTP personnel, there are specific procedures that must occur. Suspected staff may not have direct contact with children/youth until completion of the investigation. In the FCC program, the home is closed immediately, and children/youth are placed in other homes/facilities until the investigation is completed. For OFCC, the provider is suspended and the allegations are reported to the state licensing agency.

Inspection methods to validate program requirements:

Records review

- Staff ratio charts for past 6 months
- Written procedures for addressing suspected child abuse/neglect
- Daily sign in/out visitors' log for last 6 months
- Written procedures for evening and weekend care in facilities
- 10% of training files for staff, FCC and OFCC providers
- 10% of FCC/OFCC files that identifies space available to children/youth has been approved by local fire department or state/local licensing.

Interviews

- **Program managers:** Describe supervision practices used when one staff member is present due to limited room capacity or utilization.
- **Clerks:** Describe the visitors' policy and procedures.
- **Direct care staff:** Describe the procedure for reporting child abuse.
- **FCC/OFCC providers:** Describe procedure for reporting child abuse.
- **Parents:** Describe how CYTP encourage and demonstrate open access to parents during operating hours.

Observations

- Staff are wearing nametags (or other distinctive apparel) that identifies them as staff.
- DoD hotline posters are displayed in highly visible areas such as lobbies and staff lounges.
- Staff and provider/child and youth ratios are in compliance.

OPS III.C. Environment: Environmental factors designed to reduce risk.

Intent:

Indoor and outdoor environments must be assessed continuously to identify potential risk to children and youth. Managers ensure that facilities meet all risk management requirements. Examples include vision panels on interior doors, closed circuit monitoring and communication systems, concave or convex mirrors, alarm systems, sufficient lighting, and visible areas for diapering and toileting (children under 5 years). In addition to external inspections, managers and staff conduct internal inspections of the indoor and outdoor environments to check for discrepancies that may introduce risk to children/youth, report any discrepancies, and develop an immediate corrective action plan.

Inspection methods to validate program requirements:

Records review

- Inspections over the last 12 months and corrective action plans, if applicable
- Internal checklists and inspections of indoor and outdoor environments.

Interviews

- **Program managers:** Identify challenges, if any, associated with correcting risk management findings in a timely manner.
- **Training and curriculum specialist:** Describe how staff are trained to conduct inspections of and recognize risks in their indoor and outdoor environments.
- **Direct care staff:** Describe the procedures used when help is needed in the case of an emergency.
- **FCC/OFCC providers:** Describe the procedures used when help is needed in the case of an emergency.
- **Subject matter experts:** (e.g., fire, safety, health, installation proponents who inspect CYTP on a regular basis) Describe any indoor and outdoor factors in the CYTP that present challenges to minimizing risk for children/youth and the corrective action taken.

Observations

- Closed circuit monitoring systems are in CDC and SAC activity areas, in working order and can be viewed at all times.
- Windows or vision panels allow for viewing from hallways into the activity rooms, and unless locked, all interior doors, closets and outdoor storage areas have vision panels.
- Diaper areas are in highly visible locations, and toilet areas are partially screened for children under 5 years.
- Lighting is sufficient to allow continual visual monitoring of all activities at all times.

- Alarms are operational for exit doors that do not lead to a playground/fenced area or front entrance.
- Emergency numbers and procedures are posted.

OPS IV. HEALTH

OPS IV.A. Requirements: It is necessary for program participants and staff to meet health requirements in order to minimize risk and spreading of contagious illnesses.

Intent:

CYTP mandate specific requirements that contribute to a healthy environment for children/youth and personnel. Documentation of current health assessments and immunization and staff/provider health records must be kept on file to validate compliance with CYTP health requirements. Daily informal health screenings must also be conducted by staff to ensure that children/youth appear healthy enough to participate in the program.

Inspection methods to validate program requirements:

Records review

- 10% of files documenting child/youth annual health assessments for all programs
- 10% of files documenting child/youth immunizations for all programs
- 10% of employee health records for all programs
- 10% of FCC and OFCC provider health records
- MOA/MOU with OFCC providers specifying health requirements
- Health inspections over last 12 months and corrective action plans, if applicable (to include 10 % of the FCC and the OFCC providers).

Interviews

- **FCC staff:** Describe how FCC/OFCC complies with USDA health requirements.
- **R&R staff:** Describe how health requirements are communicated to parents prior to enrollment.
- **Direct care staff:** Describe how informal health screenings are conducted when children/youth arrive.
- **FCC/OFCC providers:** Describe how informal health screenings are conducted when children/youth arrive.

Observations

- Drinking water is accessible to children/youth at all times in all programs.
- Staff conduct informal health screening upon arrival of children/youth.

OPS IV.B. Practices: Practices that reduce the spread of infectious diseases and prevent illness, injury, and accidents.

Intent:

In addition to receiving training on program requirements, CYTP personnel must demonstrate and model appropriate health practices daily. Many requirements such as child/youth allergies, hand washing techniques, and emergency procedures are also posted in each program. Management, staff, providers, and subject matter specialists work together to ensure that all practices contribute to the healthy development of children/youth.

Inspection methods to validate program requirements:

Records review

- Health inspections over last 12 months and corrective action plans, if applicable (to include 10% of the FCC and the OFCC providers)
- 10% of training records for staff, FCC and OFCC providers.

Interviews

- **Program managers:** Describe how medications are administered to children and youth. Describe how children with allergies are identified.
- **Training and curriculum specialist:** Describe the health and sanitation procedures training provided for food service workers.
- **Direct care staff:** Describe how infant bottles and baby food are handled and stored. Describe the feeding schedules for infants in their care.
- **FCC/OFCC providers:** Describe how infant bottles and baby food are handled and stored. Describe the feeding schedules for infants in their care.

Observations

- First aid kits are available in all programs. (See sample checklist)
- Emergency procedures are posted in all programs.
- Proper hand washing techniques are demonstrated and posted.
- Activity areas are sanitized.
- Infant bottles and baby food are labeled, handled and stored in accordance with requirements.

- Infants under 6 months are placed on their backs to sleep (unless parents have signed a release).
- Food handling areas are separate from the diaper changing areas.
- Medication administration procedures are observed.

SAMPLE FIRST AID INVENTORY KIT

ITEM <small>(Installation will adjust list as necessary) (Restock after each use and inventory monthly)</small>	DATE CHECKED <small>(Initial in last column after inventory is completed)</small>			
Disposable, nonporous gloves (use to protect hands from contact with blood or body fluids)**				
Sealed packages of antiseptic (use for cleaning)				
Scissors (use for cutting tape or dressings)				
Thermometer (use for taking temperature)				
Bandage tape (hold gauze pads or splint in place)**				
Sterile gauze pads (cleaning injured area and covering cuts and scrapes)**				
Flexible roller gauze (hold gauze pad, eye pad, or splint in place)**				
Triangular bandage (supporting injured arm or hold a splint in place)				
Safety pins (pin triangular bandage)				
Eye dressings (cover both eyes if foreign body is present and can not be removed)				
Pen/Pencil and note pad (writing down information and instructions)**				
Cold pack (for bumps and bruises when away from ice)**				
Current American Academy of Pediatrics or American Red Cross Infant/Child first aid resource or equivalent guide (instructions)**				
Coins (for pay phone)				
Poison control telephone number				
Water (bottled or a water source for cleaning injured areas and handwashing)				
Small plastic or metal splint (to immobilize an injured finger)				
Anti-bacterial wipes (washing hands and injured area)**				
Bee/insect sting kit (when prescribed by a physician for a specific child with serious allergic reaction and request by a parent). Have written instruction available with the medication.**				
INITIALS OF PERSON WHO CHECKED				

**Include these supplies in first aid kits to be taken on field trips.

Additional items can be added to the checklist specific to the facility.

KEEP OUT OF REACH OF CHILDREN

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PHYSICAL ENVIRONMENT				
<p>The Physical Environment Section focuses on the program components necessary to ensure that CYTP operate structurally sound facilities that meet all fire and safety requirements. Components also ensure that programs use outdoor facilities/environments that are appropriate and well maintained. CYTP staff are responsible for taking the necessary preventative measures to ensure a safe and sanitary environment exists for all CYTP participants.</p>				
PE I.	FACILITIES			
<i>PE I.A</i>	<i>General Requirements: Standards for general location and physical design of CYTP facilities.</i>			
PE I.A.1 ADAPTATION	Any facility modifications are pre-approved by the appropriate proponent and meet the most current UFC.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.A.2 <i>UFC 4-740-14 Para 2-16</i> FOUNDATION	Facility is barrier-free and accessible, in compliance with the Architectural Barriers Act (PL 90-480).	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE I.A.3 <i>DODI 6060.2</i> <i>E 4.5.21</i> <i>MCO P1710.30E</i> <i>Para 5100, 2003</i> <i>UFC 4-740-14</i> <i>Para 5-1.2</i> FOUNDATION	There is adequate visibility into all activity areas.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
<i>PE I.B</i>	<i>Structure: Facilities shall be optimally structured for programming.</i>			
PE I.B.1 <i>MCO P1710.30E</i> <i>Para 5005</i> <i>UFC 4-740-14</i> <i>Para 5-1.1</i> FOUNDATION	Activity rooms meet the needs of the age group using the space.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
PE I.B.2 ADAPTATION	Teens (age 13-18 or enrolled in 9 th -12 th grade) have a separate, designated space.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE I.B.3 <i>UFC 4-740-14</i> <i>Para 2-10.1</i> FOUNDATION	Stairways and ramps are well constructed, child safe, and support operational requirements: <ul style="list-style-type: none"> • scale and width requirements • infant incline ramps leading directly outside of activity room 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
PE I.B.4 <i>UFC 4-740-14</i> <i>Para 2-10.1</i> FOUNDATION	Hardware and fixtures are child safe and support operational requirements: <ul style="list-style-type: none"> • door latches/locks • gate closures • bathroom fixtures • drinking fountains. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
PE I.B.5 <i>UFC 4-740-14</i> <i>Para 2-11.2</i> FOUNDATION	Interior signage meets ADA requirements for the visually impaired, uses upper and lower case, and is horizontal.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
PE I.B.6 ADAPTATION	Exterior signage clearly identifies the facility program being operated and meets installation requirements for evacuation in an emergency.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE I.B.7 PREDICTOR	There is adequate display space for child/youth artwork.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.B.8 <i>UFC 4-740-14</i> <i>Para 4-2.1</i> FOUNDATION	Entrance/lobby/reception areas are not obstructed to ensure safety and accessibility.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.B.9 <i>MCO P1710.30E</i> <i>Para 2001</i> FOUNDATION	Engineering review of structural soundness is conducted once every three years and documentation is on file.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
<i>PE I.C</i>	<i>Toileting Areas: Toileting areas minimize risk to children, and are accessible to all program participants, staff, parents, and visitors.</i>			
PE I.C.1 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	System is in place to ensure staff and the public do not use toilet facilities at the same time as program participants.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE I.C.2 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	Youth and teen programs offer separate toilet facilities for males and females. If a facility is limited, a system is in place to accommodate males and females using the toilet facilities separately.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
<i>PE I.D</i>	<i>Playgrounds/Outdoor Areas: Design, layout, and characteristics of playgrounds and outdoor areas to minimize risk.</i>			
PE I.D.1 <i>MCO P1710.30E</i> <i>Para 5006</i> <i>UFC 4-740-14</i> <i>Para 6-2.4</i> FOUNDATION	Youth sports playing fields are used appropriately, according to age group and activity.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.D.2 <i>MCO P1710.30E</i> <i>Para 5002</i> FOUNDATION	Playing fields for the youth services are maintained properly to reduce the risk of child/youth injuries.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE I.D.3 <i>MCO P1710.30E</i> <i>Para 5002</i> FOUNDATION	Children 24 months or under are provided a separate playground.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.D.4 <i>MCO P1710.30E</i> <i>Para 5002</i> FOUNDATION	Outdoor areas/playgrounds meet or exceed guidelines in the Consumer Product Safety Commission (CPSC) Handbook for Playground Equipment and the American Society for Testing and Materials (ASTM F 1487).	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.D.5 <i>MCO P1710.30E</i> <i>Para 5002</i> FOUNDATION	Each playground is surrounded by a fence at least 5 feet in height and secured from unauthorized entry. The fence has gates to admit emergency and maintenance vehicles.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.D.6 <i>MCO P1710.30E</i> <i>Para 5002</i> FOUNDATION	Surfaces under playground equipment are resilient and free from stones, debris, tripping hazards and obstructions.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE I.D.7 <i>UFC 4-740-14</i> <i>Para 6-5.3</i> FOUNDATION	Shade is available on playgrounds.	<input checked="" type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
<i>PE I.E</i>	<i>Space Utilization: Quality programs use space appropriate for activities and do not exceed occupancy capacities.</i>			
PE I.E.1 <i>DODI 6060.2</i> <i>E 4.1.1</i> FOUNDATION	Adequate facility space is provided for program activity rooms. The square footage allows full capacity based on group size.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.E.2 PREDICTOR	Capacities are posted throughout the activity areas and playgrounds.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.E.3 <i>MCO P1710.30E</i> <i>Para 5002</i> FOUNDATION	Occupancy capacity of large multipurpose rooms is established by a fire or safety engineer and is posted.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE I.E.4 <i>DODI 6060.2</i> <i>E 4.1.1</i> FOUNDATION	Playgrounds have a minimum of 75 SF per child for each child using the playground at any one time.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
PE I.E.5 <i>DODI 6060.2</i> <i>E 5.2.1</i> FOUNDATION	There is adequate space indoors for the number of children in care to play, rest, and eat.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
<i>PE I.F</i>	<i>Climate: The climate shall be safe, comfortable, and not distract from programming.</i>			
PE I.F.1 <i>UFC 4-740-14</i> <i>Table 7-5</i> FOUNDATION	Lighting requirements provide adequate task and general lighting to support safe operations: <ul style="list-style-type: none"> • Task lighting—50 fc • General lighting—30 fc • Emergency lighting—3 fc 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE I.F.2 <i>UFC 4-740-14</i> <i>Para 7-18.1</i> FOUNDATION	Facilities meet noise level requirements: <ul style="list-style-type: none"> • 35-40 dBA maintained at least 80 percent of the time inside the facility • Mechanical noise level does not exceed 85 dBA. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.F.3 <i>UFC 4-740-14</i> <i>Para 7-2.2</i> FOUNDATION	The heating, ventilation, and cooling systems are safe and responsive to operational needs.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE I.F.4 <i>UFC 4-740-14</i> <i>Para 7-2.2</i> FOUNDATION	A minimum room temperature of 68 degrees F (winter) and maximum of 78 degrees F (summer) is maintained.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE II.	FIRE			
<i>PE II.A</i>	<i>Prevention: Prevention policies and standards established to minimize risk from a fire.</i>			
PE II.A.1 <i>DODI 6060.2</i> <i>E 8.FS5</i> FOUNDATION	CYTP environments and the surrounding areas are smoke free.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
<i>PE II.B</i>	<i>Detection and Suppression: It is critical for facilities to have equipment and furnishings designed to quickly detect and suppress fires, should they occur.</i>			
PE II.B.1 <i>UFC 4-740-14</i> <i>Para 7-2.3.6</i> FOUNDATION	An automatic Fire Detection and Alarm System (FDAS) is in place and working. <ul style="list-style-type: none"> • Control panel is in an environmentally controlled location in the facility • FDAs must automatically report to the fire department. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE II.B.2 <i>DODI 6060.2</i> <i>E 8.FS3</i> FOUNDATION	Smoke detectors in FCC homes should be hardwired or hardwired with a battery backup.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE II.B.3 <i>MCO P1710.30E</i> <i>Para 5006</i> FOUNDATION	There is an operable 1A:10BC multi-purpose dry chemical extinguisher at all CYTP.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE II.B.4 <i>MCO P1710.30E</i> <i>Para 5006</i> FOUNDATION	Automatic sprinkler protection is required in all centers.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
<i>PE II.C</i>	<i>Evacuation: Exit requirements and evacuation procedures are in place to safely evacuate facilities in the event of an emergency.</i>			
PE II.C.1 <i>MCO P1710.30E</i> <i>Para 5006</i> FOUNDATION	Facility meets exit requirements (UFC 2-18): <ul style="list-style-type: none"> • Exit door functioning properly • Evacuation routes clear and easy to navigate • Exit signage clearly visible • Minimum of 75 feet evacuation route in centers. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE II.C.2 <i>MCO P1710.30E</i> <i>Para 5006</i> FOUNDATION	All exits are operational and free from obstructions.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE II.C.3 <i>MCO P1710.30E</i> <i>Para 5006</i> FOUNDATION	Standard operating procedures for emergency evacuations are practiced and posted.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE II.C.4 <i>DODI 6060.2</i> <i>E 8.FS2</i> FOUNDATION	Fire drills are conducted monthly at different times of the day or evening when children/youth/teens are in care. Documentation of fire drills is maintained on-site.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE II.C.5 <i>DODI 6060.2</i> <i>UFC 4-740-14</i> <i>DNL 2-151.6</i> FOUNDATION	Each activities room must have a direct exit to the outside.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE III.	SAFETY			
<i>PE III.A</i>	<i>Safety Checks: Safety practices and procedures are important to reduce accidents or incidents.</i>			
PE III.A.1 <i>DODI 6060.2</i> <i>E 8.5S4</i> FOUNDATION	Staff/provider conducts a daily safety check throughout the facility/FCC home and outdoor areas.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE III.A.2 PREDICTOR	A checklist for determining the safety of playgrounds and parks is approved by the safety office and reviewed prior to use.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
<i>PE III.B</i>	<i>Precautions: Program requirements necessary to address the precautions to minimize the risk of accidents or incidents.</i>			
PE III.B.1 <i>MCO P1710.30E</i> <i>Para 5002</i> FOUNDATION	Equipment and play areas used by children are safe and properly maintained.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE III.B.2 PREDICTOR	Handwashing sinks have cold water, and hot water not exceeding 110 degrees F.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE III.B.3 <i>UFC 4-740-14</i> <i>Para 7-2.4.1</i> FOUNDATION	Electrical outlets in activity rooms and other areas accessible to children under 5 years of age are out of reach of children or protected.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE III.B.4 <i>UFC 4-740-14</i> <i>Para 2-19.4 & .5</i> FOUNDATION	Areas used by children/youth are free from asbestos and lead paint.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE III.B.5 <i>MCO P1710.30E</i> <i>Para 5005</i> FOUNDATION	Children/youth are protected from hazardous substances and equipment. Chemicals are locked and out of reach.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE III.B.6 <i>MCO P1710.30E</i> <i>Para 5005</i> FOUNDATION	Children/youth are protected from hazardous substances and equipment. Sharp objects are kept out of reach.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE III.B.7 <i>MCO P1710.30E</i> <i>Para 5005</i> FOUNDATION	Children/youth are protected from hazardous substances and equipment. Poisonous plants are not allowed in facility.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE III.B.8 <i>MCO P1710.30E</i> <i>Para 5006</i> FOUNDATION	Installation veterinarian approves animals and documentation is on file.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE III.B.9 <i>MCO P1710.30E</i> <i>Para 2003</i> FOUNDATION	Adult bathroom and doors without vision panels outside of children's activity areas will be locked and a key control system in place to ensure these areas are inaccessible to children/youth.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE III.B.10 PREDICTOR	FCC providers inform parents of any pets prior to enrollment, and prior to acquiring any new pets.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
PE IV.	SANITATION PRACTICES			
<i>PE IV.A</i>	<i>Practices: Established sanitary procedures are necessary for CYTP to operate under sanitary conditions.</i>			
PE IV.A.1 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	Sanitizing bleach solution is made daily, labeled, and dated.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A
PE IV.A.2 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	Bleach solution is used to sanitize equipment and furnishings.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED  AMBER  GREEN  N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
PE IV.A.3 <i>DODI 6060.2</i> <i>E 8 HS14</i> FOUNDATION	The bleach solution concentration is based on ½ cup of bleach per gallon of water, is made daily and labeled.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE IV.A.4 <i>DODI 6060.2</i> <i>E 8 HS14</i> FOUNDATION	The facility is maintained in a clean and sanitary condition at all times.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE IV.A.5 <i>MCO P1710.30E</i> <i>Para 5008</i> FOUNDATION	System is in place to clean toys and equipment on routine basis: <ul style="list-style-type: none"> • Infant—daily • All other age groups—as needed or when received. 	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
PE IV.A.6 <i>MCO P1710.30E</i> <i>Para 2005</i> FOUNDATION	Food service areas are maintained in a clean and sanitary condition.	<input type="checkbox"/> R&R <input checked="" type="checkbox"/> CDC <input checked="" type="checkbox"/> SAC <input checked="" type="checkbox"/> FCC/OFCC <input checked="" type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET—PHYSICAL ENVIRONMENT

Inspectors will mark for each individual program requirement inspected the score of Red, Amber, Green or N/A. After marking the scores please calculate the total of each category of scores in the sub section total line of the work sheet.

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
PHYSICAL ENVIRONMENT															
PE I. FACILITIES															
<i>PE I.A General Requirements</i>															
PE I.A.1										X					
PE I.A.2	X														
PE I.A.3	X														
Sub Section Total	2					0				1					
<i>PE I.B Structure</i>															
PE I.B.1	X														
PE I.B.2										X					
PE I.B.3	X														
PE I.B.4	X														
PE I.B.5	X														
PE I.B.6										X					
PE I.B.7						X									
PE I.B.8	X														
PE I.B.9	X														
Sub Section Total	6					1				2					

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SUMMARY WORK SHEET—PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE					
		R	A	G	NA		R	A	G	NA		R	A	G	NA		
<i>PE I.C Toileting Areas</i>																	
PE I.C.1	X																
PE I.C.2	X																
Sub Section Total	2					0					0						
<i>PE I.D Playgrounds/ Outdoor Areas</i>																	
PE I.D.1	X																
PE I.D.2	X																
PE I.D.3	X																
PE I.D.4	X																
PE I.D.5	X																
PE I.D.6	X																
PE I.D.7	X																
Sub Section Total	7					0					0						
<i>PE I.E Space Utilization</i>																	
PE I.E.1	X																
PE I.E.2						X											
PE I.E.3	X																
PE I.E.4	X																
PE I.E.5	X																

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SUMMARY WORK SHEET—PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
Sub Section Total	4					1					0				
<i>PE I.F Climate</i>															
PE I.F.1	X														
PE I.F.2	X														
PE I.F.3	X														
PE I.F.4	X														
Sub Section Total	4					0					0				
PE II. FIRE															
<i>PE II.A Prevention</i>															
PE II.A.1	X														
Sub Section Total	1					0					0				
<i>PE II.B Detection and Suppression</i>															
PE II.B.1	X														
PE II.B.2	X														
PE II.B.3	X														
PE II.B.4	X														
Sub Section Total	4					0					0				
<i>PE II.C Evacuation</i>															
PE II.C.1	X														
PE II.C.2	X														

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SUMMARY WORK SHEET—PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
PE II.C.3	X														
PE II.C.4	X														
PE II.C.5	X														
PE II.C.6										X					
Sub Section Total	5					0				1					
PE III. SAFETY															
<i>PE III.A Safety Checks</i>															
PE III.A.1	X														
PE III.A.2						X									
Sub Section Total	1					1				0					
<i>PE III.B Precautions</i>															
PE III.B.1	X														
PE III.B.2						X									
PE III.B.3	X														
PE III.B.4	X														
PE III.B.5	X														
PE III.B.6	X														
PE III.B.7	X														
PE III.B.8	X														
PE III.B.9	X														
PE III.B.10						X									
Sub Section Total	8					2				0					

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SUMMARY WORK SHEET—PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
PE IV. SANITATION PRACTICES															
<i>PE IV.A Practices</i>															
PE IV.A.1	X														
PE IV.A.2	X														
PE IV.A.3	X														
PE IV.A.4	X														
PE IV.A.5	X														
PE IV.A.6	X														
<i>Sub Section Total</i>	6					0					0				
SUB TOTALS	50					5					4				

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET— PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
PHYSICAL ENVIRONMENT															
PE I. FACILITIES															
<i>PE I.A General Requirements</i>															
Sub Section Total	2					0					1				
<i>PE I.B Structure</i>															
Sub Section Total	6					1					2				
<i>PE I.C Toileting Areas</i>															
Sub Section Total	2					0					0				
<i>PE I.D Playgrounds/ Outdoor Areas</i>															
Sub Section Total	7					0					0				
<i>PE I.E Space Utilization</i>															
Sub Section Total	4					1					0				
<i>PE I.F Climate</i>															
Sub Section Total	4					0					0				

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET— PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
PE II. FIRE															
<i>PE II.A Prevention</i>															
Sub Section Total	1					0					0				
<i>PE II.B Detection and Suppression</i>															
Sub Section Total	4					0					0				
<i>PE II.C Evacuation</i>															
Sub Section Total	5					0					1				
PE III. SAFETY															
<i>PE III.A Safety Checks</i>															
Sub Section Total	1					1					0				
<i>PE III.B Precautions</i>															
Sub Section Total	8					2					0				
PE IV. SANITATION PRACTICES															
<i>PE IV.A Practices</i>															
Sub Section Total	6					0					0				
SUB TOTALS	50					5					4				

MULTIDISCIPLINARY INSPECTION TOOL (MDT) SCORING SUMMARY WORK SHEET— PHYSICAL ENVIRONMENT

PROGRAM REQUIREMENT NUMBER	FOUNDATION	SCORE				PREDICTOR	SCORE				ADAPTATION	SCORE			
		R	A	G	NA		R	A	G	NA		R	A	G	NA
PHYSICAL ENVIRONMENT															
PE I. FACILITIES															
PE II. FIRE															
PE III. SAFETY															
PE IV. SANITATION PRACTICES															
PE SUMMARY SCORE	50					5					4				

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

Physical Environment Desk Guide

This Desk Guide is provided to assist in the inspection of MDT requirements. Each page of the Desk Guide addresses a Program Requirement Section and is divided into 2 major parts:

- 1) **Intent** describes the focus and purpose of the requirement.
- 2) **Inspection methods** are suggested methods to assist the inspector in validating and/or clarifying information prior to scoring the item. These methods may include review of records and documentation, interviews with personnel from CYTP/other organizations, and observations of processes/events. Percentages suggested in the inspection methods are intended as guidance and should be adjusted based on:
 - Level of associated risk
 - Size of the program
 - The results or findings discovered during the inspection process.

PE I. FACILITIES

PE I.A. General Requirements: Standards for general location and physical design of CYTP facilities.

Intent:

All CYTP facilities must meet design requirements that provide accessibility, a variety of learning choices, and ample visibility into all CYTP activity areas. To achieve this, CYTP managers work closely with building engineers and other identified installation proponents to ensure that facilities and facility modifications adhere to all the appropriate regulations and policies.

Inspection methods to validate program requirements:

Records review

- Facility inspections over the last 12 months
- Work orders
- 5-year plans.

Interviews

- **CYTP Administrator:** Describe the process used to initiate and monitor facility modifications and/or new construction of CYTP facilities.
- **Subject matter experts:** Installation proponents describe collaboration process with CYTP.

Observations

- There is evidence of ongoing collaboration and communication between CYTP and building engineers/other installation proponents regarding facility issues and plans.
- Tour of facility and grounds.

PE I.B. Structure: Facilities shall be optimally structured for programming.

Intent:

CYTP facilities have interior and exterior building requirements that support quality, developmentally appropriate programs for children, youth and teens. Activity space is designed to conform to the specific age group it serves. Activity space accommodates the interests and activity level of the program participants. The CYTP recognizes and respects the needs of its participants and works with building engineers and other installation proponents who can assist in creating facilities that truly respond to those needs. Both the interior and exterior of CYTP facilities address both aesthetic and functional aspects, e.g., warm, welcoming atmosphere and display areas for children's artwork.

Inspection methods to validate program requirements:

Records review

- Facility inspections over the last 12 months
- Documentation of last structural inspection.

Interviews

- **Program managers:** Describe operational challenges, if any, with interior and exterior building requirements.
- **Subject matter experts:** Installation proponents describe collaboration process with CYTP to ensure interior and exterior building requirements.

Observations

- Environments are warm and inviting to children/youth.
- Interior signage meets ADA requirements for the visually impaired.
- There are no obstructions in the lobby area.
- There is adequate space to display children's artwork.
- Space available for different activities accommodates the participants and their needs.
- Stairways and ramps are child safe.
- Hardware and fixtures are child safe.

PE I.C. Toileting Areas: Toileting areas minimize risk to children and are accessible to all program participants, staff, parents, and visitors.

Intent:

CYTP work with building engineers and other installation proponents to identify possible risks to children and youth. To minimize risk, CYTP maintain separate toileting areas for program participants and staff/public. In youth and teen programs, CYTP facilities include separate male and female toileting areas.

Inspection methods to validate program requirements:

Records review

- Facility inspections for the last 12 months
- SOPs on supervision for toileting.

Interviews

- **Program managers:** Describe challenges, if any, with maintaining separate toileting areas for children/youth and staff/public.
- **Direct care staff:** Identify any facility or other challenges associated with maintaining separate toileting areas for children/youth and staff/public.

Observations

- Staff and public toileting areas are separate from program participants' toileting areas in all programs.
- There are separate toileting areas for males and females in youth and teen programs.
- Run tap water to test temperature.
- Flush toilets.

PE I.D. Playgrounds/Outdoor Areas: Design, layout, and characteristics of playgrounds and outdoor areas to minimize risk.

Intent:

Specific guidelines and policies govern the design, placement, maintenance, and usage of CYTP playgrounds and outdoor areas to ensure safety and developmentally appropriate practices (e.g., Unified Design Guide, Consumer Product Safety Commission Handbook for Playground Equipment and the American Society for Testing and Materials). These areas must meet the appropriate guidelines and be approved for usage. Many factors go into the approval process, to include appropriate surfaces, security, shade areas, and fall zones.

Inspection methods to validate program requirements:

Records review

- Facility inspections over the last 12 months
- Daily safety checklist for outdoors areas
- Work orders.

Interviews

- **Program managers:** Describe the process for monitoring compliance with established guidelines and policies for playgrounds and outdoor areas. Plan for playground maintenance.
- **Direct care staff:** Describe their role in monitoring compliance with safety and other appropriate outdoor area guidelines.
- **FCC/OFCC:** Describe how they monitor outdoor areas for compliance in the on and off-base communities.
- **Subject matter experts:** Installation safety proponents describe collaboration process with CYTP to maintain safe and appropriate outdoor environments.

Observations

- Children who are 24 months or younger have a separate outdoor play area.
- Playground surfaces under equipment do not have stones, debris or other obstructions, no holes or tripping hazards.
- There are shady areas on playgrounds.
- Fencing around playgrounds is between 5 and 8 feet in height, secured from unauthorized entry, and spacing of the slats is not a head entrapment hazard.
- Tour playground.

- Check operational equipment.
- Check depth of impact material.

PE I.E. Space Utilization: Quality programs use space appropriate for activities and do not exceed occupancy capacities.

Intent:

Indoor and outdoor space in the CYTP has clearly defined square footage and occupancy capacity and takes into account the type of activity that will be occurring in that space. Capacities must be approved by the fire or safety engineer and posted. These requirements are necessary to provide safe, quality programming for children, youth and teens.

Inspection methods to validate program requirements:

Records review

- Facility inspections over the last 12 months
- Documentation of existing space utilization and supporting information (wait lists, staffing plan, or expansion plan).

Interviews

- **CYTP Administrators:** Expansion of installation mission or demographic changes. 5-year plan and other related documents that indicate changes in program capacity.
- **Program managers:** Describe challenges, if any, with the approved square footage and occupancy capacity.
- **Subject matter experts:** Installation fire proponents describe collaboration process with CYTP to ensure compliance with approved square footage and occupancy capacity.

Observations

- Capacities are posted for activity areas, multi-purpose rooms and playgrounds.
- CYTP are not exceeding the assigned capacity.
- Document number of vacant rooms.

PE I.F. Climate: The climate will be safe, comfortable, and not distract from programming.

Intent:

In order to provide quality programming to all age groups in the CYTP, managers work closely with installation proponents to monitor and maintain a safe and comfortable climate in each facility. Lighting, noise levels, and temperatures must follow specific guidelines that must be monitored continuously by CYTP staff.

Inspection methods to validate program requirements:

Records review

- Facility inspections over the last 12 months.

Interviews

- **Program managers:** Describe challenges, if any, with lighting, noise levels and/or temperatures in the facility.
- **Subject matter experts:** Installation proponents describe collaboration process with CYTP to ensure compliance with approved climate guidelines.
- **Direct care staff:** Describe policy for level of activity during extreme heat or cold weather.

Observations

- Temperatures appear to be in line with the minimum/maximum room temperature allowed.
- Noise levels and lighting appear to be in line with established guidelines/activities.
- Check drinking fountains and other sources of drinking water.

PE II. FIRE

PE II.A. Prevention: Prevention policies and standards established to minimize risk from a fire.

Intent:

CYTP works closely with the installation fire proponent to ensure a comprehensive fire prevention program for all staff and providers. Policies and standards are given to all CYTP personnel, and training on fire prevention and evacuation is provided and documented.

Inspection methods to validate program requirements:

Records review

- Fire inspections over the last 12 months for all facilities
- Fire inspections over the last 12 months for 10% of FCC/OFCC homes
- 10% of training files for staff and for FCC/OFCC providers
- Fire drills for the last 12 months for all CYTP facilities
- Fire drills for last 12 months for 10% of FCC/OFCC providers.

Interviews

- **Direct care staff:** Describe challenges, if any, associated with fire evacuation drills.
- **Subject matter experts:** Installation fire proponents describe how they work with CYTP to ensure compliance with all fire prevention policies and regulations.

Observations

- All CYTP environments are smoke free.
- Conduct a fire drill.
- Open and close doors.
- Observe evacuation procedures and activities at rally points.

PE II.B. Detection and Suppression: It is critical for facilities to have equipment and furnishings designed to quickly detect and suppress fires, should they occur.

Intent:

Each CYTP must be fully protected with a system that detects and suppresses fires. This system consists of an automatic Fire Detection and Alarm System (FDAS) in facilities, working smoke detectors in all FCC/OFCC homes, and multi-purpose dry chemical extinguishers in all programs.

Inspection methods to validate program requirements:

Records review

- Fire inspections over the last 12 months for all facilities
- Fire inspections over the last 12 months for 10% of FCC/OFCC providers
- Fire drills for the last 12 months for all CYTP facilities
- Fire drills for last 12 months for 10% of FCC/OFCC providers.

Interviews

- **Direct care staff:** Describe challenges, if any, associated with the current fire prevention program.
- **FCC/OFCC providers:** Describe challenges, if any, associated with the current fire prevention program.
- **Subject matter experts:** Installation fire proponents describe how they work with CYTP to ensure compliance with all fire prevention policies and regulations.

Observations

- Smoke detectors are in working order in FCC/OFCC homes.
- FDAS are in working order in CYTP facilities.
- Conduct fire drill.

PE II.C. Evacuation: Exit requirements and evacuation procedures are in place to safely evacuate facilities in the event of an emergency.

Intent:

Quality CYTP maintain clearly defined standard operating procedures for evacuations. These procedures must be coordinated with specific installation proponents so that programs have a definitive plan to address a number of evacuation scenarios. These procedures minimize risk to children and youth and prepare staff to react responsibly and quickly during situations that warrant evacuation.

Inspection methods to validate program requirements:

Records review

- Fire inspections over the last 12 months for all facilities
- Fire inspections over the last 12 months for 10% of FCC/OFCC providers
- Fire drill record for the last 12 months for all CYTP facilities
- Fire drill documentation for last 12 months for 10% of FCC/OFCC providers
- Emergency evacuation plan
- Contingency plans for emergencies.

Interviews

- **CYT Program administrator:** Describe the process and coordinated efforts to develop a comprehensive evacuation plan.
- **Direct care staff:** Describe challenges, if any, associated with evacuation plan and/or procedures. Describe the evacuation process which requires that the program evacuate beyond the facility grounds.
- **FCC/OFCC providers:** Describe challenges, if any, associated with the current evacuation plan and/or procedures. Describe the evacuation process, which requires that the provider and children evacuate beyond the normal fire drill location.
- **Subject matter experts:** Installation fire proponents describe how they work with CYTP to ensure compliance with all fire evacuation plans and procedures. Installation proponents describe how the installation supports the CYTP in the case of an extended and/or massive evacuation of CYTP facilities.

Observations

- Exits to outside from each activity room.
- Fire drill(s) occurring on site demonstrate compliance with established evacuation procedures.
- There is evidence of coordination and collaboration between CYTP and other installation proponents in developing evacuation plans.

PE III. SAFETY

PE III.A. Safety Checks: Safety practices and procedures are important to reduce accidents or incidents.

Intent:

A comprehensive safety program consists of training, safety check procedures, and ongoing inspections and corrective action plans. All CYTP personnel and providers participate in training that emphasizes prevention and education. Staff and providers are responsible for conducting daily safety checks and work with subject matter experts to prevent accidents/incidents and stay abreast of the latest information on safety practices.

Inspection methods to validate program requirements:

Records review

- Safety inspections over the last 12 months for all facilities
- Safety inspections over the last 12 months for 10% of providers
- Daily safety checklists for the last 12 months for all CYTP facilities
- Daily safety checklists for last 12 months for 10% of FCC/OFCC providers
- 10% of staff/providers' training files
- Work order documents.

Interviews

- **Direct care staff:** Describe how safety checklists are used, who is responsible, and how often these checks are conducted.
- **FCC/OFCC providers:** Describe how safety checklists are used and how often these checks are conducted.
- **Subject matter experts:** Safety proponents describe how they work with CYTP to grant approval of playgrounds and parks prior to using them and collaborative efforts to implement corrective action plans.

Observations

- Staff/providers demonstrate compliance by conducting daily check of facility/home and outdoor areas.

PE III.B. Precautions: Program requirements necessary to address the precautions to minimize the risk of accidents or incidents.

Intent:

Specific requirements have been identified that assist CYTP in recognizing and preventing potential safety risks. Indoor and outdoor equipment and play areas are checked regularly to ensure compliance with consumer safety standards. Policies and procedures must be in place to protect CYTP participants and personnel from hazardous materials. CYTP work closely with safety and veterinary officials to check that all environments minimize risk to children and youth. In addition to ensuring that items such as chemicals and sharp objects are inaccessible, all animals must be approved before being included in any CYTP.

Inspection methods to validate program requirements:

Records review

- Safety inspections over the last 12 months for all facilities
- Safety inspections over the last 12 months for 10% of providers
- Daily safety checklists for the last 12 months for all CYTP facilities
- Daily safety checklists for last 12 months for 10% of FCC/OFCC providers.
- Documentation of approval of all animals/pets in CYTP environments.

Interviews

- **Program managers:** Describe how hand washing sinks are checked to ensure that hot water does not exceed 110 degrees F.
- **Direct care staff:** Describe how indoor and outdoor equipment and play areas are maintained in accordance with consumer safety standards.
- **FCC/OFCC providers:** Describe how indoor and outdoor equipment and play areas are maintained in accordance with consumer safety standards.
- **Subject matter experts:** Safety proponents describe how areas are tested for asbestos and lead paint.
- **Training and curriculum specialist:** Describe how training prepares staff and providers to recognize poisonous plants and other hazardous items.
- **Parents:** Describe how parents learn about pets in FCC/OFCC homes.

Observations

- Electrical outlets are not accessible (caps or covers in place) to children under 5 years of age.
- There is evidence of collaboration between safety office and CYTP regarding identification of and education about hazardous materials.
- Are chemicals out of children's reach.
- No poisonous plants in facility.

PE IV. SANITATION PRACTICES

PE IV.A. Practices: Established sanitary practices are necessary for CYTP to operate under sanitary conditions.

Intent:

CYTP must maintain sanitary practices in CYTP to prevent the spread of disease. This is accomplished through a training program for all CYTP staff and providers, a schedule of cleaning and sanitizing, and ongoing sanitation inspections that are documented and validate compliance.

Inspection methods to validate program requirements:

Records review

- Health inspections for last 12 months in facilities
- Health and monthly inspections for 10% of FCC and OFCC homes
- Cleaning and sanitizing schedules for equipment and furniture
- Cleaning and sanitizing schedules, procedures for food service areas
- Cleaning and sanitizing schedules and procedures for toys
- Documented training and observations of sanitary practices for 10% of staff and 10% of FCC/OFCC providers.

Interviews

- **Program managers:** Describe the cleaning and sanitizing schedule for the facility, who conducts the cleaning, and how often.
- **Training and curriculum specialist:** Describe training provided to staff and providers on sanitary practices.
- **Direct care staff:** Describe how sanitizing bleach solution is made, how often, and who prepares; describe the hand washing procedures.
- **FCC/OFCC:** Describe process for cleaning and sanitizing toys, equipment and furniture; describe the hand washing procedures.
- **Subject matter experts:** Describe how health officials work with CYTP to ensure compliance with cleaning and sanitation practices.

Observations

- Proper hand washing techniques are practiced in all CYTP.
- The facility, activity areas, and food service areas appear clean and sanitary.

Children, Youth and Teen Multidisciplinary Inspection Tool Package

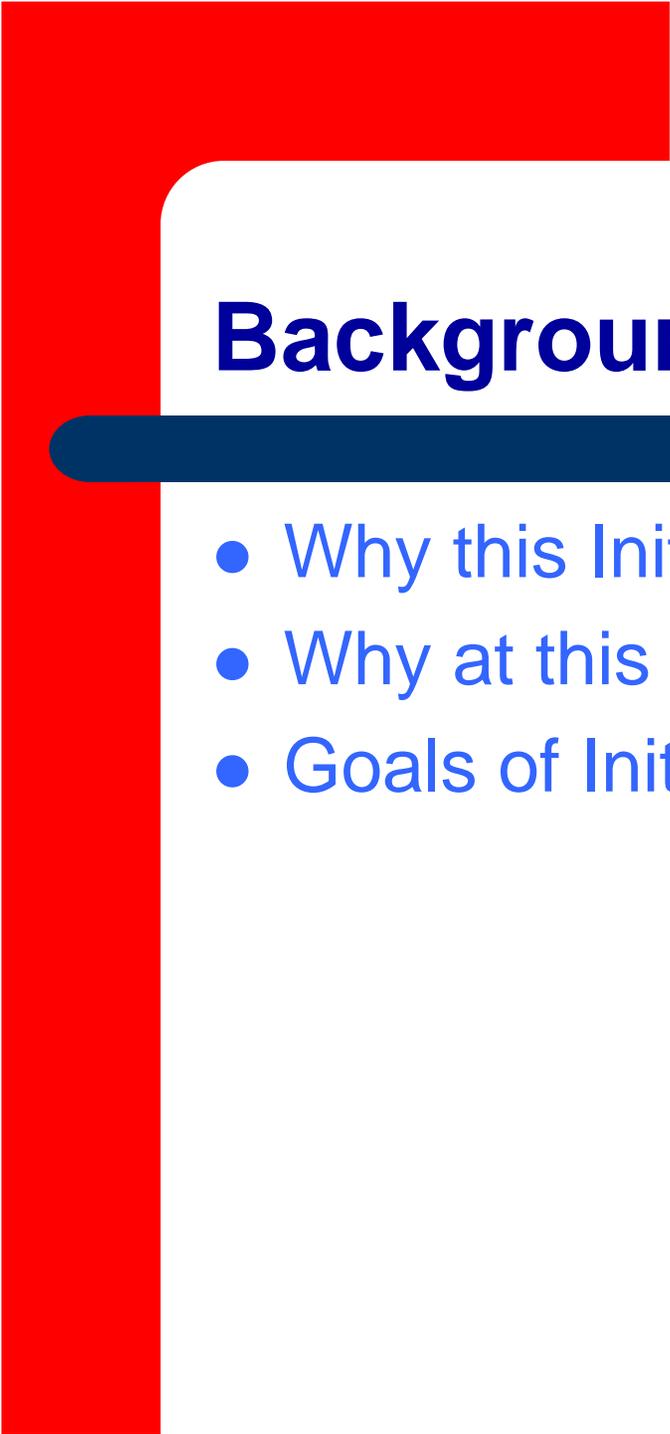
24 August 04

Denver, Colorado



Agenda

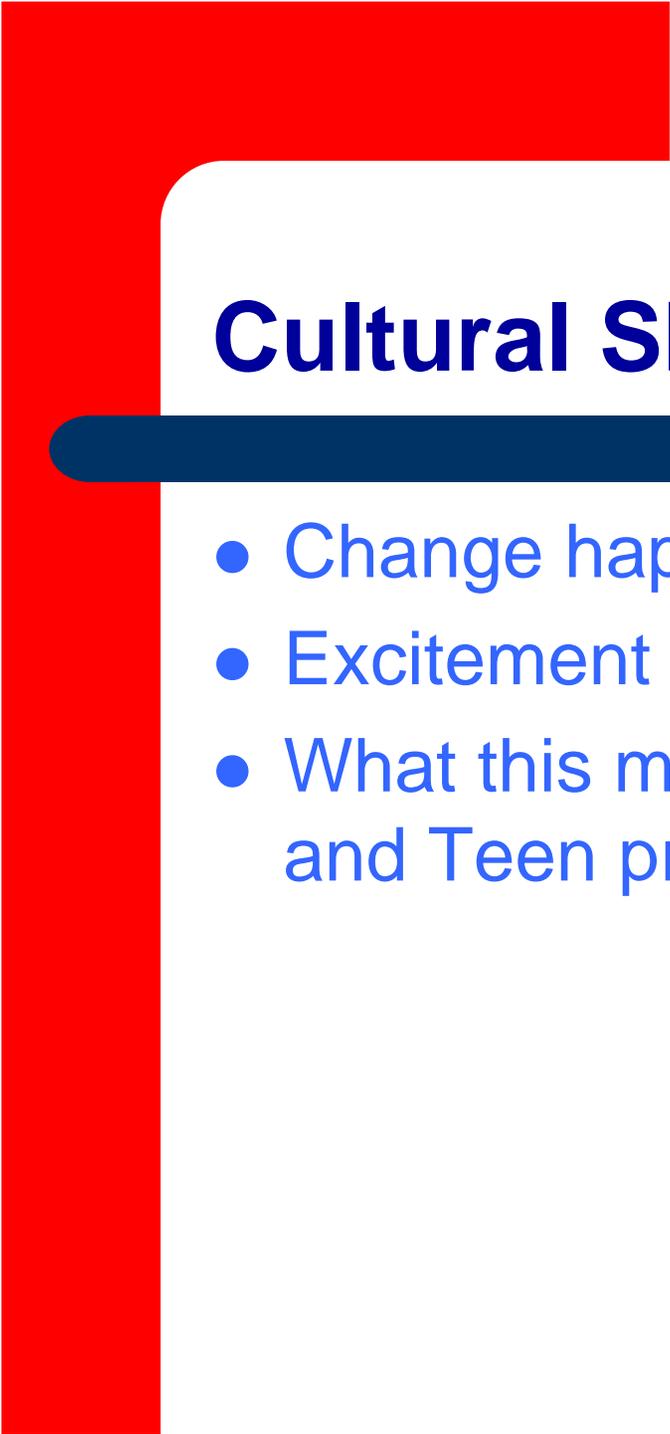
- Background of Initiative
- Cultural Shift
- Multidisciplinary Inspection Process
- Multidisciplinary Inspection Tool Package
- Review of the Tools
- Planning for Tool Utilization
- Questions / Comments



Background of Initiative



- Why this Initiative?
- Why at this point in time?
- Goals of Initiative



Cultural Shift



- Change happens
- Excitement about going forward
- What this means for USMC Children, Youth and Teen programs

Multidisciplinary Inspection Process

- Role of the Inspectors
 - Base Inspector
 - Multidisciplinary team members
 - In and Out Brief
- Assignment of Multidisciplinary team members
- Use of Multidisciplinary Inspection Tools
- Inspection timeframe
- In and Out Brief

Overview of CYTP Multidisciplinary Inspection Tool Package

- Components of the Inspection Tool Package
- Multidisciplinary Inspection Tools
 - Organization
 - Format
 - Scoring
- Desk Guides
 - Organization
 - Format

Tool Organization

Organization of the Multidisciplinary Inspection Tool (MDT)

- Sections

- Administration
- Operations
- Physical Environment

Tool Organization (continued)

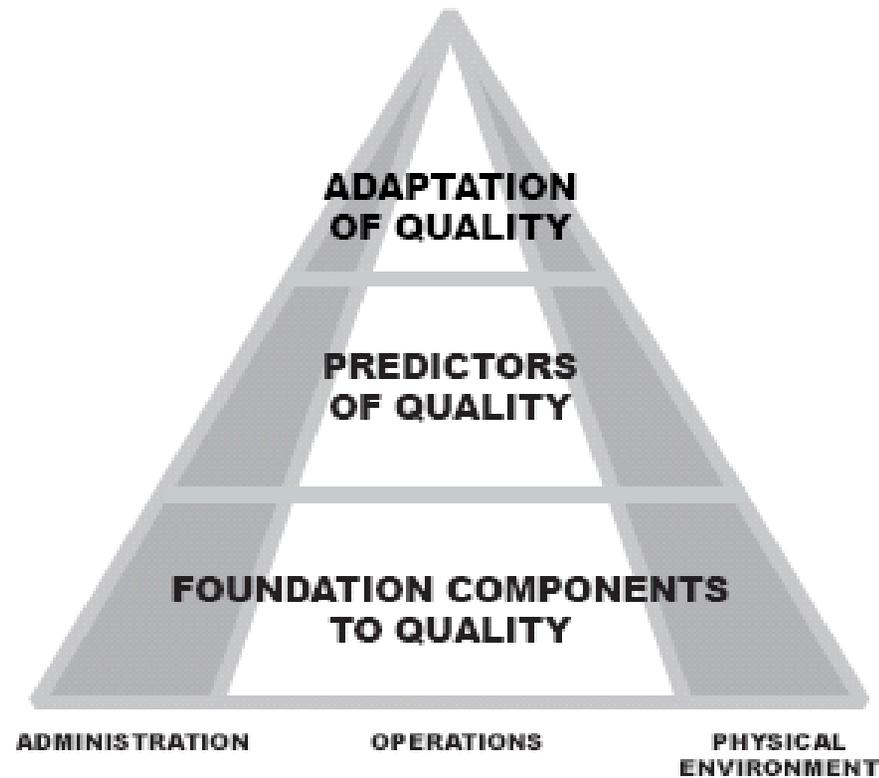
- Organization of the Multidisciplinary Inspection Tool (MDT)
 - Subsections
 - Administration
 - Policies
 - Program Central Enrollment Registration
 - Financial Resources
 - Marketing and Partnerships
 - MDT program requirements
 - Admin 1.a.1 SOPS are reviewed by the appropriate subject matter experts prior to implementation and then revised.

MDT Program Requirement Tiers

Tier level organization of MDT program requirements

- Foundation Components to Quality
 - Base level – essential to meet minimum standards for quality
- Predictors of Quality
 - Second level – common across all quality programs and serves to position programs to ensure quality
- Adaptation of Quality
 - Third level – consistent implementation of quality standards

Pyramid Graphic



Development of Program Requirements

- Working group
- HQ team
- Review of other tools
- Development of individual program requirements
- Testing of program requirements

Tool Format

Colored Handouts:

- Program requirement number
- Program requirements
- Applicable programs
- Inspector comments
- Inspector scores

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

ADMINISTRATION				
The Administration Section focuses on components and documents necessary for effective administration and oversight of CYTP quality.				
ADMIN I.	POLICIES			
<i>Admin I.A</i>	<i>General Program Management: Components necessary for administering and managing an effective CYTP.</i>			
Admin I.A.1 <i>MCO P1710.30E</i> <i>Para 2002</i> FOUNDATION	SOPs are reviewed by the appropriate subject matter experts prior to implementation and when revised.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.A.2 ADAPTATION	Program policies are in compliance with Department of Defense Directive 1020.1 and do not discriminate against participants with disabilities.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A
Admin I.A.3 <i>MCO P1710.30E</i> <i>Para 1006</i> FOUNDATION	Procedures are in place to establish a Special Needs Evaluation Review Team.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED ● AMBER ● GREEN ● N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<i>Admin I.A</i>	<i>General Program Management: Components necessary for administering and managing an effective CYTP.</i>			
Admin I.A.1 <i>MCO P1710.30E</i> <i>Para 2002</i> FOUNDATION	SOPs are reviewed by the appropriate subject matter experts prior to implementation and when revised.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.A.2 ADAPTATION	Program policies are in compliance with Department of Defense Directive 1020.1 and do not discriminate against participants with disabilities.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A
Admin I.A.3 <i>MCO P1710.30E</i> <i>Para 1006</i> FOUNDATION	Procedures are in place to establish a Special Needs Evaluation Review Team.	<input type="checkbox"/> R&R <input type="checkbox"/> CDC <input type="checkbox"/> SAC <input type="checkbox"/> FCC/OFCC <input type="checkbox"/> Y&T		RED <input type="radio"/> AMBER <input type="radio"/> GREEN <input type="radio"/> N/A

MULTIDISCIPLINARY INSPECTION TOOL (MDT)

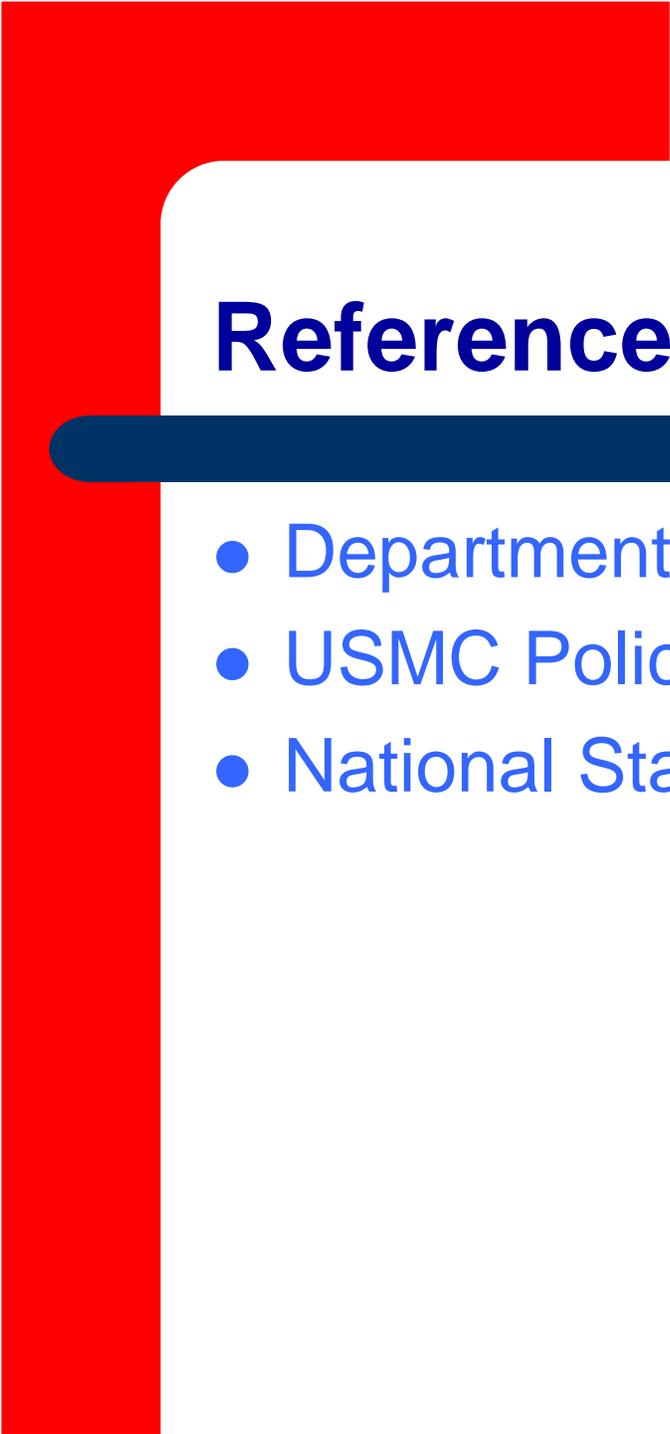
PROGRAM REQUIREMENT NUMBER	PROGRAM REQUIREMENTS	APPLICABLE PROGRAMS	INSPECTOR COMMENTS	INSPECTOR SCORES
<p style="text-align: center;">ADMINISTRATION</p> <p>The Administration Section focuses on components and documents necessary for effective administration and oversight of CYTP quality.</p>				
ADMIN I.	POLICIES			

Scoring

- Stoplight scoring philosophy
- Determining MDT program requirement scores:
 - Multiple observations for program requirement scores
 - Different observations within same programs
 - Different observations across programs

Scoring (continued)

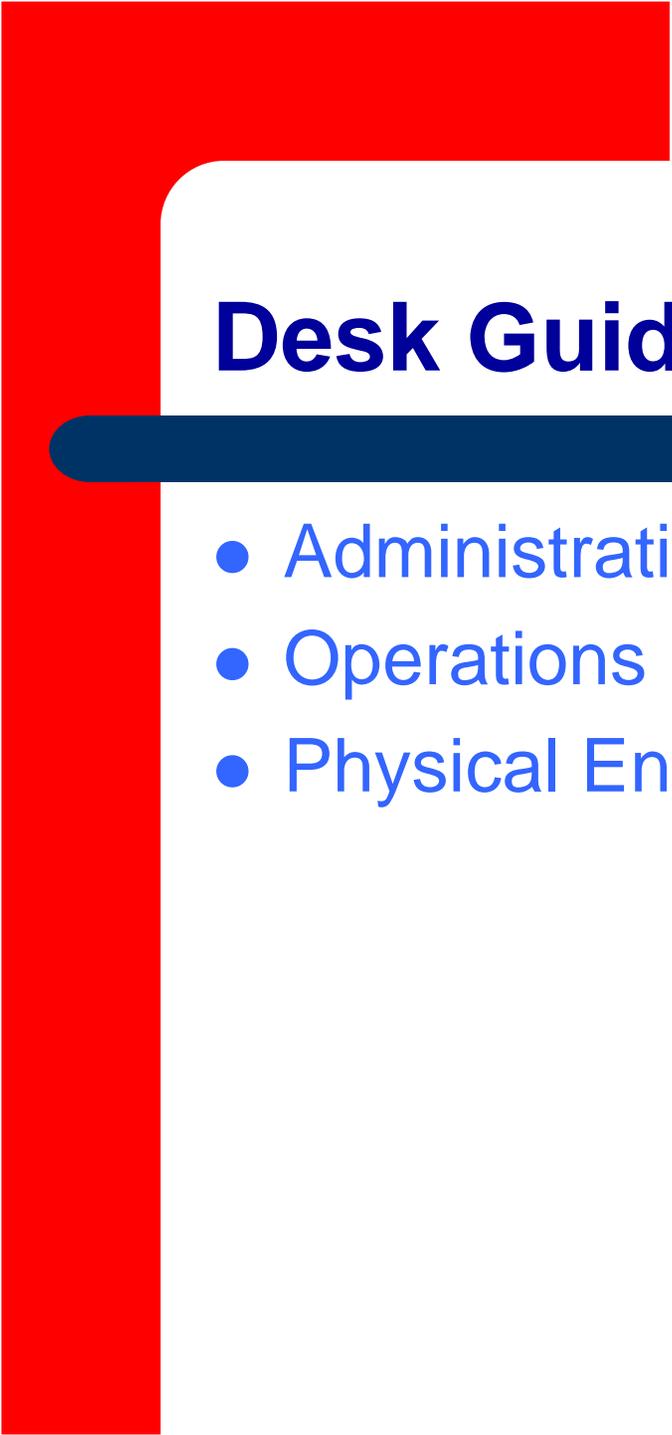
- Installation approach to scoring
 - Decision making
- Determining the CYTP score
 - Rolling up subsection to section scores
 - Across sections to CYTP score
- Recording Scores
 - Scoring summary worksheets



References



- Department of Defense
- USMC Policy
- National Standards



Desk Guides



- Administration
- Operations
- Physical Environment

Organization of Desk Guides

- Desk Guide
 - Administration - Organization mirrors MDT
- Section - Policies
 - Intent
 - Focus and purpose of program requirements in this subsection
 - Inspection Methods
 - Suggested methods to assign in validating and/or clarifying information prior to scoring:

Format of Desk Guides

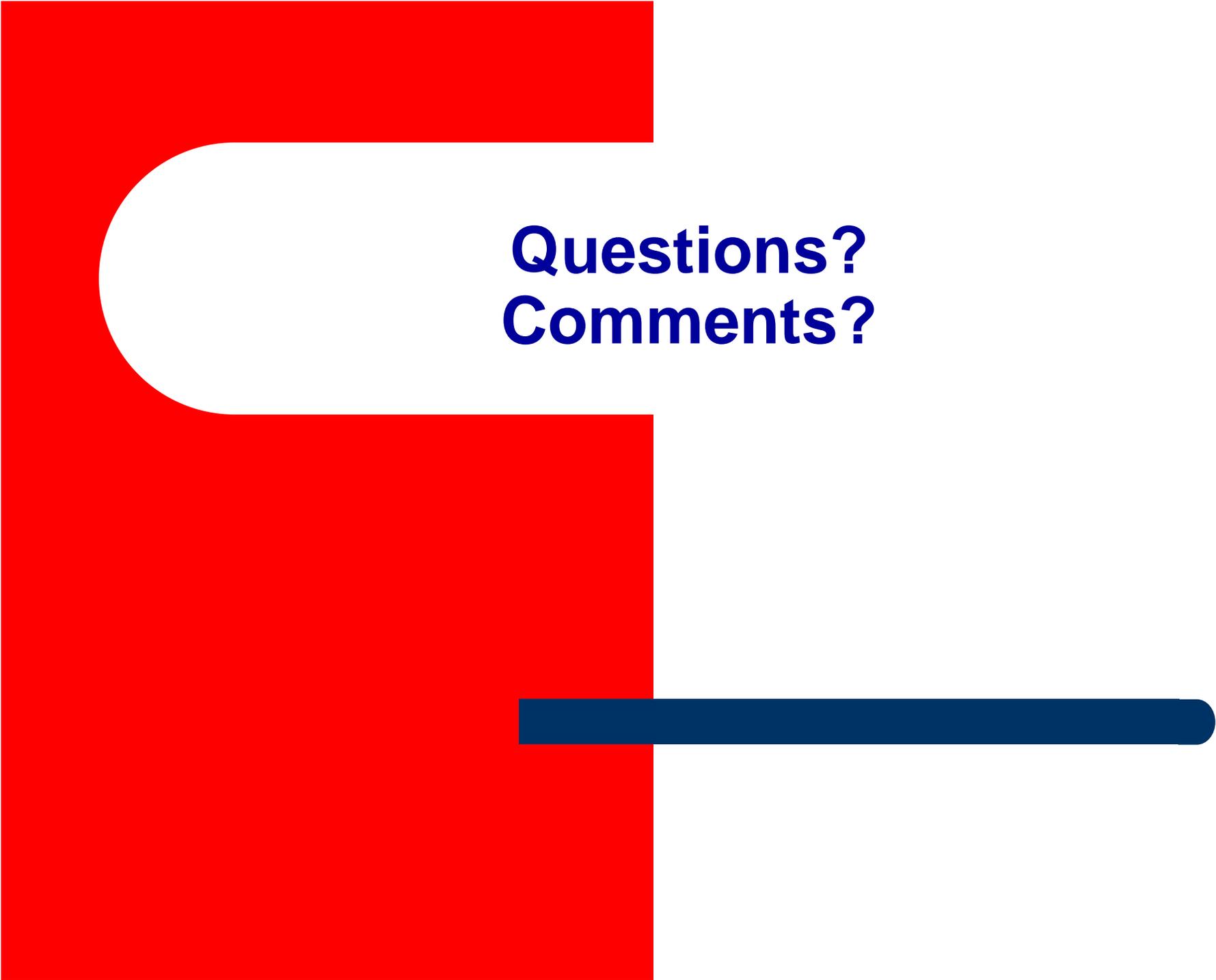
- Section
 - Subsection
 - Intent
 - Inspection methods to validate program requirements
 - Records review: list of records that could be helpful
 - Interviews: list of individuals that could be helpful when evaluating the program requirements in this section – by title and includes suggested topics to discuss
 - Observations: types of observations you should be seeing

Planning for Multidisciplinary Inspection Tool Utilization

- Strategies for change
- Defining results
 - Outcomes
 - Visions
- Planning for Installation specific change
 - Where are you now?
 - Where do you want to go?

Planning for Multidisciplinary Inspection Tool Utilization (continued)

- Challenges
- How do you get there?
 - Resources
 - Training
- How do you take as many people with you as possible?
 - Involving stakeholders
 - Skill building
- How do you know when you have arrived?
 - Accountability



**Questions?
Comments?**