

**Procedures 409**  
**Licensing Standards for Youth Transitional Housing Programs**  
**June 27, 2008 – P.T. 2008.14**

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**Section 409.10      Purpose**

- a) The purpose of Procedures 409, Licensing Standards for Youth Transitional Housing Programs (YTHP), is to issue instructions to licensing representatives of the Department of Children and Family Services in determining whether a YTHP is in compliance with the Department's licensing requirements of Rule 409 Licensing Standards for Youth Transitional Housing Programs. The Sections in these procedures parallel the Sections in Rule 409, when possible, for ease of cross-referencing. Some sections of Rule 409, are self-explanatory and do not require a corresponding procedure. In such instances, that section of the procedure will be blank.
- b) Rule and Procedures 409 allow a licensed YTHP to operate in the same building with, and in conjunction with programs that serve persons 18 years of age and over provided that supervision requirements in Rule 409 and these procedures are met and the sleeping quarters of YTHP youth are secure and separate from persons, other than staff, who are 21 years of age and older or wards of DCFS (See Section 409.220 for details).
- c) **Documentation** - For new and renewal license recommendations, documentation of compliance with each rule/standard shall be made on form **CFS 521, Youth Transitional Housing Program License Compliance Record**, hereafter referred to as the **CFS 521**. The **CFS 521** shall be kept in the licensing file.
- d) **Non-Compliance by a Licensed YTHP** - Documentation of non-compliance with licensing standards, corrective action and a date for compliance shall be noted on the **CFS 597-C, Licensing Monitoring Record** (instructions are listed on the back page of the form) in the following manner:
- The licensing representative will complete an original and a copy of **CFS 597-C** during the visit to the YTHP. The copy of **CFS 597-C** will be left with the responsible person at the site. The original will be filed in the Department licensing record.
  - If the responsible person at the site is not the licensee or the person legally responsible for the facility, the original copy of **CFS 597-C** will be photocopied and forwarded to the appropriate person(s).
  - When the licensing representative finds that a particular standard of Rule 409 is not met, a non-compliance letter shall be sent to the licensee. The letter shall include the citation of each specific licensing standard not met and a reasonable timeframe for the licensee to come into compliance. The letter shall also include a statement that the licensee may request a supervisory review of any cited violations. The letter shall be mailed within 5 working days of the initial or renewal licensing study visit. See Rule 383, Licensing Enforcement for more details.

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**Section 409.20      Definitions**

"Access to children" means a YTHP employee's duties require that the employee or volunteer serving as replacement or supplemental staff be present in a licensed YTHP during the hours that children are present in the facility. In addition, any person who is permitted to be alone outside the visual and auditory supervision of program staff with children receiving care in a licensed YTHP is subject to the background check requirements of Rule 409.

*"Child" means any person under 18 years of age. [225 ILCS 10/2.01]*

"Facility" means the building in which the YTHP and/or other programs operate.

"Housing" means the secure area in which beds of non-ward youth ages 16-20 are located.

"Homeless youth or homeless minor" means a partially emancipated youth 16 or 17 years of age who may be admitted to the YTHP, but may remain in the program until 18 years of age. Youth in the guardianship of DCFS are not eligible for this program. The minor child of a resident may be admitted to the YTHP with his or her parent.

"License" See program license.

"Licensing representative" means DCFS licensing representatives assigned to conduct studies and recommend issuance of a license for YTHPs.

"Persons subject to background checks" means:

- the operators of the YTHP;
- all current and conditional employees of the YTHP;
- any person who is used to replace or supplement staff;
- any person who has access to children, as defined in this procedure;
- any person who provides services that allow unsupervised access to children if the requirement for background checks is a condition of a contract or agreement or is required otherwise under 89 Ill. Adm. Code 357, Purchase of Service; and
- any person permitted to be alone with a youth admitted into the YTHP, outside the visual or auditory supervision of staff.

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“Program license” means a document issued by the Department of Children and Family Services, authorizing an Illinois organization to operate a YTHP within:

- 1) A child care facility already licensed in accordance with the Child Care Act such as a Youth Emergency Shelter, Group Home or Child Care Institution, or
- 2) An unlicensed entity operating a homeless adult shelter or Comprehensive Community Youth Services (CCBYS) program.

“Program license capacity” In addition to the definition in Rule 409, the children of a YTHP resident are not counted in the licensed capacity.

“Resident” means youth admitted into the YTHP and/or other individuals living in the same facility.

**Section 409.40      Application for Youth Transitional Housing Program License in a Licensed Child Care Facility**

**a)      Initial application**

- 1) **Licensed Facilities-** The board of directors of a licensed facility that operates a licensed group home, child care institution or youth emergency shelter may apply for a YTHP license. For the purpose of this rule, licensed facility excludes foster family homes.
- 2) **Application Form** - Applicants for a YTHP license shall submit to the Department a complete initial application on form **CFS 597 HY - Application for YTHP** along with the required documents listed in Section 409.40 (b) in Rule 409.
- 3) **Signed by Governing Body** - An initial application shall be signed by corporate officers of the governing body or designated person of the licensed child care facility.
- 4) **Completeness Review** – The Department licensing representative shall review the application for completeness and accuracy. An application shall include all the documents listed in Section 409.40(b) of Rule 409 to be considered complete. The licensing representative shall initial the complete application indicating the date reviewed. Minor clerical changes may be made provided they are initialed by the person making the changes.

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- 5) **Incomplete Application** - Applications submitted to the Department that are not complete, corrected, lacking information or are not signed shall be returned to the applicant(s) within 5 working days of receipt. The returned application shall have a cover letter listing the items that are missing or in need of correction.
- b) **Attachments to the application** - Verify that the initial application for YTHP license in a licensed child care facility contains all the attachments listed in Section 409.40(b) of Rule 409. The licensing representative shall specifically note:
- 1) That the child care facility provided a written program plan that indicates how YTHP is or will be operated in the licensed child care facility.
  - 2) Documentation of form **CFS-718, Authorization for Background Check** for each applicant, operator and employee was submitted to the Central Office of Licensing (COOL), 406 E. Monroe Street, #60, Springfield, Illinois 62701.
- (See [Appendix B](#) of this procedure for a comparison of required attachments between a YTHP operating in a licensed child care facility and a YTHP operating in a building not licensed by the Department ([Sec. 409.50 of this Procedure](#))).
- c) **Licensing Study** - A complete application shall be data entered into the Department's licensing data system within 5 working days of receipt and prior to initiating the licensing study.

The licensing representative shall schedule a visit with the applicant to initiate the licensing study process.

- 1) **Time Frame** - A licensing study on the YTHP shall be completed within 90 calendar days from the date of receipt of the complete, signed application.
- 2) **Process** - The initial licensing study shall consist of the following:
  - A) Announced in-person on-site interview(s) with the applicant(s)
  - B) A walk through of the facility to assure compliance with **Rule 409, Licensing Standards for Youth Transitional Housing Programs**,

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- C) When the licensing representative finds that a particular standard of Rule 409 is not met by the applicant, a letter shall be sent to the applicant. The letter shall cite each specific licensing standard not met. Recommendation for a permit cannot be made until the licensing standards in Section 409.80 are met in a reasonable timeframe. The letter shall be mailed within 5 working days of the initial or renewal licensing study visit.
  - D) A narrative written assessment (YTHP Study) that shall include an overview of the applicant agency or program, the YTHP and services to be offered. [See Appendix C](#) for an outline of a narrative summary.
- 3) **Items for Review** - Applicants for licensure as a YTHP shall have the items listed below available for review on-site when the licensing representative conducts a site visit. Submission of items/documents to the Department by mail does not substitute for on-site visits to the YTHP by the licensing representative.
- A) **Personnel Records** - The licensing representative shall compare the list of proposed employees the YTHP submitted versus current employees, and review the following documentation of persons the YTHP has hired or made a commitment to hire:
    - i) **Education Requirements** - Each employee's certified transcripts of education credentials (course credits from an accredited university) required for positions listed in Rule 409.140; 409.150; 409.190;
    - ii) **Work History** - Observe the agency's verification of each employee's prior work history when required;
    - iii) **Professional License** - For professional employees and those for whom licensure or registration is required, review that the status of the license is in good standing (absence of discipline or probation) and that a copy of the employee's current professional license or registration certificate properly executed and signed by the appropriate licensing or certification authority, is on file;
    - iv) **Criminal Background Check** - For each employee who is subject to a background check (89 Ill. Adm. Code 385), a current and signed **CFS-718, Authorization for Background Check** authorizing the Department to conduct a background check on the employee;

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- v) **Employees with Criminal Background or Abuse/Neglect History** - See Sections 385.50 and 385.60 of Rule 385, Background Checks for instructions on employees with criminal convictions or indicated reports of child abuse/neglect. These sections provide instructions on the process of seeking a waiver of an employee's bar to work in a facility with access to children because of the employee's indicated child abuse/neglect reports. These background check results and authorization forms must be maintained in a separate confidential file; and
  - vi) **Completed CANTS 22, Acknowledgement of Mandated Reporter Status** form for each employee.
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- B) **Articles of Incorporation** - A copy of the YTHP's articles of incorporation either for-profit or not-for-profit 503(c)(3) and by-laws and the Illinois Secretary of State's document indicating that the agency is in good standing;
  - C) **Personnel Policies** - The agency's written personnel policies approved by the YTHP's governing body, including compensation policies and salary levels;
  - D) **Service Delivery** - The agency's written service delivery policy including all of the YTHP's programs and contract services;
  - E) **Risk Management Plan** - The agency's written risk-management plan as approved by the YTHP's governing body. See Appendix A of Rule 409 for required content of a risk management plan;
  - F) **Insurance** - Documentation of public liability insurance in the amount of \$300, 000 per occurrence;
  - G) **Code of Ethics** - The YTHP's Code of Ethics as adopted by the governing body;
  - H) **Financial Management Policies** - The agency's financial management policies as adopted by the governing body of the agency. See Rule 409.100, Finances; and
  - I) **Floor Plan** -The YTHP floor plan that documents that there is adequate sleeping space and bathrooms for the number of youth to be served. [See Sec. 409.230\(b\)11 & 14.](#)

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- 4) Once the supervisor's approval and signature are obtained, the licensing representative shall submit an Individual Licensing Summary (**ILS**) with a recommendation for issuance or denial of a license to the Central Office of Licensing (COOL) within 5 working days of approval/denial for licensing. A letter shall be mailed to the executive director of the YTHP and the board president informing them of the recommendation.
- d) **New Application Required** - The executive director or Board president shall be informed that a new application will be required when the following circumstances occur:
- 1) **Withdrawal of the Application**
    - A) An application for YTHP license or renewal of license has been withdrawn before a recommendation was made on the application. Requests for withdrawal of the license application may be oral or in writing.
    - B) **Confirmation Letter** - The licensing representative shall send a confirmation letter to the applicant when a written or oral request for withdrawal of the application has been received. A copy of the written request and the confirmation letter shall be placed in the closed records file.
    - C) **Submit the Individual Licensing Summary** - The licensing representative shall complete and sign the ILS. Once reviewed and signed by the supervisor, the licensing representative shall submit the ILS along with a copy of the applicant's withdrawal letter, and the confirmation letter to the COOL. COOL staff shall review the ILS for accuracy and correctness prior to entering the data into the system.
  - 2) **License Revoked** - If the Department previously revoked or refused to renew the license of a YTHP, the agency may seek to reapply for a license if at least 12 months have passed since the effective date of the revocation or refusal to renew.
  - 3) **Changes that Require the Submission of a New Application**

The applicant/licensee must submit a new application when there is a change in the name of the applicant/licensee, a change in the location of the YTHP, or a change in the organization or governing body.

    - A) **Name Change**
      - i) Review any legal documents supporting the name change.



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- ii) Unless the name change also means a change in the legal entity holding the license (Change in ownership, name or corporate status) the name change shall be entered in the licensing data system and a new license issued. No further action is necessary.

**B) Address Change**

- i) Determine if the physical location where the YTHP operates has changed or whether the address change is due to a new address system (such as occurs with the installation of 911 systems).
- ii) **No Move** - If the YTHP has not moved to a new location, the change of address is to be entered on the licensing data system and a corrected license issued. No further action is necessary.
- iii) **Move to Another Location** - When a YTHP plans to move to a new location, a new **CFS 597-HY** must be completed, signed by the licensee and submitted to the licensing representative at least 10 working days prior to the change of address.
- iv) The licensing representative shall visit the new address where the YTHP plans to move or within 10 working days following the date the program moved to determine compliance with the standards including the physical environment of the building, appropriate sleeping arrangements, and verify that there is no change in the governing body, ownership, corporate status and employee shifts. The YTHP license may continue to be in effect until a decision is made on the new application for license at the new address.
- v) Compliance with these standards shall be recorded on the **CFS 521**.

**C) Change in the organization or governing body**

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4) **Denial of the License Application**

Denials pertain only to initial applications that are not voluntarily withdrawn. Upon determining that the applicant cannot reasonably meet licensing standards, the licensing representative shall recommend the denial of the application. When the licensing supervisor has reviewed and signed the recommendation, the licensing representative shall submit an **ILS** to COOL. The licensing representative shall send to the applicant a letter of intent to recommend a denial of a license indicating the reasons for the recommendation to deny. COOL shall data enter the ILS, and the licensing representative shall send the applicant a Denial Letter listing the standards not in compliance.

Recommendation for denial of license, including the date of the denial and the reasons for the denial, shall be recorded on the **CFS 521** and shall be incorporated into the YTHP licensing record file.

- e) A new application may be submitted at any time when a program license, program permit or application has been voluntarily surrendered or withdrawn by the applicant [See subsection \(d\)\(1\) above](#).

**Section 409.50      Application for Youth Transitional Housing Program License in a Facility Not Licensed by the Department**

a) **Initial application**

- 1) **Building Not Licensed by DCFS**- Facilities, agencies, and organizations that are not licensed as child care facilities but are providing or will provide YTHP for partially emancipated youth ages 16-17 years old may apply for a YTHP license.

The board of directors of a facility that operates a homeless shelter may apply for a YTHP license. For the purpose of this rule, licensed facility excludes foster family homes.

- 2) **Application Form** - Applicants for a YTHP license shall submit to the Department a complete initial application on form **CFS 597 HY - Application for YTHP** along with the required documents listed in subsection (b) on this Section.
- 3) **Signed by Governing Body** - An initial application shall be signed by the officers of the governing body or the designated person.

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- 4) **Completeness Review** – The Department licensing representative shall review the application for completeness and accuracy. An application shall include all the documents listed in Section 409.50(b) of Rule 409 to be considered complete. The licensing representative shall initial the complete application indicating the date reviewed, and may make minor corrections with verbal permission from the applicant and supervisory approval. Minor clerical changes may be made provided they are initialed by the person making the changes.
  
- 5) **Incomplete Application** - Applications submitted to the Department that are not complete, are lacking information or are not signed shall be returned to the applicant(s) within 5 working days of receipt. The returned application shall have a cover letter listing the items that are missing or in need of correction.
  
- b) **Attachments to the application** - Verify that the initial application for YTHP license contains all the attachments listed in Section 409.50(b) of Rule 409. The licensing representative shall specifically note:
  - 1) The facility provided a written program plan that indicates how YTHP is or will be operated.
  
  - 2) Documentation that form **CFS-718, Authorization for Background Check** for each applicant, operator and employee was submitted to the Central Office of Licensing (COOL), 406 E. Monroe Street, #60, Springfield, Illinois 62701.

(See [Appendix B](#) of this procedure for a comparison of required attachments between a YTHP operating in a licensed child care facility and a YTHP operating in a building not licensed by the Department).
  
- c) **Licensing Study** - A complete application shall be data entered into the Department's licensing data system within 5 working days of receipt and prior to initiating the licensing study.

The licensing representative shall schedule a visit with the applicant to initiate the licensing study process.

- 1) **Time Frame** - A licensing study on the YTHP shall be completed within 90 calendar days from the date of receipt of the complete, signed application.
  
- 2) **Process** - The initial licensing study shall consist of the following:
  - A) Announced in-person on-site interview(s) with the applicant(s)

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- B) A walk through of the facility to assure compliance with **Rule 409, Licensing Standards for Youth Transitional Housing Programs**.
  - C) When the licensing representative finds that a particular standard of Rule 409 is not met by the applicant, a letter shall be sent to the applicant. The letter shall include each specific licensing standard not met. Recommendation for a permit cannot be made until the licensing standards in Section 409.80 are in full compliance. The letter shall be mailed within 5 working days of the initial or renewal licensing study visit.
  - D) A narrative written assessment (YTHP Study) that shall include an overview of the applicant and the YTHP and services to be offered. [See Appendix C](#) for an outline of a narrative summary.
- 3) **Items for Review** - Applicants for licensure as a YTHP shall have the items listed below available for review on-site when the licensing representative conducts a site visit. Submission of items/documents to the Department by mail does not substitute for their availability during on-site visits to the YTHP by the licensing representative:
- A) A review of all **Personnel Records** - The licensing representative shall compare the list of proposed employees the YTHP submitted versus current employees. Review the following documentation of persons the YTHP has hired or made a commitment to hire.
    - i) **Education Requirements** - Each employee's certified transcripts of education credentials (course credits from an accredited university) required for positions listed in Rule 409.140; 409.150; 409.190;
    - ii) **Work History** - Observe the agency's verification of each employee's prior work history when required;
    - iii) **Professional License** - For professional employees and those for whom licensure or registration is required, review that a copy of the employee's current professional license or registration certificate properly executed and signed by the appropriate licensing or certification authority is on file;
    - iv) **Criminal Background Check** - For each employee who is subject to a background check (89 Ill. Adm. Code 385) a current and signed **CFS-718, Authorization for Background Check** authorizing the Department to conduct a background check on the employee;

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- v) **Employees with Criminal Background or Abuse/Neglect History** - See Sections 385.50 and 385.60 of Rule 385, Background Checks for instructions on employees with criminal convictions or indicated reports of child abuse/neglect. These sections provide instructions on the process of seeking a waiver of an employee's presumption of unsuitability with indicated child abuse/neglect reports in order to work in a facility with access to children. These background check results and authorization forms must be maintained in a separate confidential file; and
  - vi) Completed **CANTS 22, Acknowledgement of Mandated Reporter Status** form for each employee.
- B) The licensing representative shall also review:
- i) A copy of the YTHP's articles of incorporation either for-profit or not-for-profit status with the IRS 501(c)(3) and by-laws and the Illinois Secretary of State's document indicating that the agency is in good standing;
  - ii) **Personnel Policies** - The agency's written personnel policies approved by the YTHP's governing body, including compensation policies and salary levels;
  - iii) **Service Delivery** - The agency's written service delivery policy including all of the YTHP's programs;
  - iv) **Risk Management Plan** - The agency's written risk-management plan as approved by the YTHP's governing body. See Appendix A of Rule 409 for required content of a risk management plan;
  - v) Documentation of public liability insurance in the amount of \$300,000 per occurrence;
  - vi) **Code of Ethics** - The YTHP's Code of Ethics as adopted by the governing body; and
  - vii) **Financial Management Policies** - The agency's financial management policies as adopted by the governing body of the agency. See Rule 409.100, Finances.
  - viii) **Floor Plan** -The YTHP floor plan shall provide adequate sleeping space and bathrooms for the number of youth to be served. [See Sec. 409.23 \(b\) 11-14.](#)

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- ix) Documentation including but not limited to permits and zoning information, if applicable; and
  - x) The living arrangements for homeless youth must have staff on-site in accordance with these procedures. Foster homes are excluded.
- d) **New Application** - Discuss with the executive director or Board president when a new application *must* be filed. [See 409.40\(d\)\(3\)](#).
- e) **Application Surrendered or withdrawn** - A new application may be submitted at any time when a program license, program permit or application has been voluntarily surrendered or withdrawn by the applicant [See Section 409.40\(d\)\(1\)](#).

**Section 409.60          Application for Renewal**

- a) Notification of license expiration date:
- 1) **Six Months (180 Days) Notifications** - Six months prior to the expiration date of the YTHP's license, the licensing representative shall send to the YTHP's board of directors a license renewal application packet. A cover letter shall explain that Section 409.60 requires the YTHP to submit the completed application for license renewal to the Department 3 months prior to the expiration of their license to be considered timely and sufficient. Sample of the notification letter can be found in [Appendix D](#).
  - 2) A copy of the letter sent to the agency shall be maintained in the YTHP's licensing file. The date the application was mailed to the agency and the date the completed application was received by the Department shall be recorded on the **CFS 521, Youth Transitional Housing Program License Compliance Record**.
- b) **Timely and Sufficient Application** – A renewal application is considered timely and sufficient when a complete application is submitted 3 months prior to the expiration date of the license.
- 1) **3 Months Prior (90 Days) Notification** - When the YTHP has not submitted a completed application to the Department 3 months prior to the expiration date of the license, the licensing representative shall mail to the YTHP's board of directors and executive director a second renewal application packet with a cover letter. The cover letter shall state that because the application was not received 90 days prior to the expiration date of the YTHP's license, the application, when submitted, will not be considered a timely and sufficient application and may affect the renewal date of the license, if granted. The licensing representative shall keep on file a copy of the letter mailed to the agency. Sample of this notification letter can be found in [Appendix D](#).

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- 2) **Incomplete Renewal Application** - If an incomplete application has been received on or before the 3 months deadline to be considered a timely and sufficient application, the licensing representative shall request and the applicant shall submit the remaining documentation within 10 days of the notice. Sample of this notification letter can be found in [Appendix D](#).
  - 3) **Expiration Date** - When the YTHP has not submitted a completed application by the license expiration date, the licensing representative shall send a letter, by certified and regular mail, to the YTHP's board of directors stating that the license has expired and the YTHP is no longer considered to be licensed and must cease operating immediately. If the YTHP wishes to reapply for a license, a new application must be submitted and the application will be treated as an initial license application. Sample of this notification letter can be found in [Appendix D](#).
  - 4) **Expired License** - When an application for a renewal of license has been received after the expiration of the license, a new license shall not be issued until a study has been completed indicating that the YTHP is in full compliance with the licensing standards and issuance of the license approved. The new license shall not be backdated to cover the gap between the expired license and the effective date of the new license.
- c) **Licensing Study** - The licensing representative shall schedule a visit to the YTHP to determine if the YTHP is in compliance with Rule 409. Prior to the visit, the licensing representative shall review all annual monitoring records and licensing complaint files to be familiar with any concerns or compliance issues specific to the YTHP. Unannounced visits may be conducted within normal business hours. The licensing study shall include:
- 1) A view of the entire facility and grounds. When non-compliance with particular licensing standard is found, procedures in [Section 409.10 c\)](#) shall be followed. A second visit shall be scheduled to determine compliance prior to the expiration date of the license;
  - 2) A random survey which may include interviews of clients who are recipients of the YTHP's services;
  - 3) A review of the YTHP records, employee policy, staffing, and interviews of YTHP employees (and volunteers, if applicable).
  - 4) In addition to the CFS 521, the licensing representative shall prepare a written narrative assessment (YTHP Study) that shall include an overview of the applicant agency or program, the YTHP and services to be offered. [See Appendix C](#) for an outline of a narrative summary.

The licensing representative shall submit the renewal file including the completed **CFS 521** form, written narrative and recommendation letter to the licensing Supervisor at least 14 days prior to the expiration date of the license.

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- d) When the licensee submitted a timely and sufficient application, the license can remain in effect 30 days after the expiration date for a licensing decision to be made. An additional extension of 30 days may be granted by the supervisor if good cause is shown. A letter shall be sent to the licensee notifying them of the extension prior to the expiration date.
- e) **Issuance of Renewed License** - Upon the completion of the investigation by the licensing representative of the YTHP, including its records and persons operating and providing services, and having determined that the program and responsible persons reasonably meet the standards prescribed in Rule 409, a recommendation to renew is made. The licensing representative makes his or her recommendation on the renewal Individual License Summary ILS. The licensing supervisor shall review the recommendation, and if complete, submit it to the Central Office of Licensing. When renewal of the license is recommended, the Central Office of Licensing shall mail a renewed license to the applicant.

**Section 409.70 Provisions Pertaining to the Program License**

- a) **Homeless Youth** - Review files of the YTHP to ensure that the homeless youth in the program are 16 or 17 years old, partially emancipated or have applied for emancipation and are not under the guardianship of DCFS and documentation for the homeless youth's children that may be present in the facility.
- b) **Homeless Shelter** - A facility operating as an adult shelter or Comprehensive Community Youth Services (CCBYS) program may apply for a YTHP license.
- c) **Duration of License** - A YTHP license is valid for four years.
- d) **License Capacity** - Verify that the number of youth served at any one time does not exceed the licensed capacity.
- e) **Age of Youth** - Verify that the youth in care are within the age limits on the license. When completing the ILS, use an age range of 16-17.
- f) **Changes** - Explain that changes requiring prior approval from DCFS include capacity and area used.
- g) **Transfer of License** - Explain that the license may not be transferred to any other entity.
- h) **License Ownership** - Explain that the license is only valid for the name and address appearing on the license.
- i) **License Displayed** - Observe that the license is displayed in an area visible to the public. Note where in the building the license is posted.
- j) **No Fees for License** - Indicate to applicant that there is no fee for the license.



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**Section 409.80      Provisions Pertaining to Program Permits**

The Department may issue a permit when an initial application for a YTHP has been filed and the program is not in full compliance prior to licensure but there is a reasonable expectation that the YTHP will be in compliance within 6 months.

- a) The licensing representative shall complete a permit study; and shall view the entire facility, conduct interviews, complete form **CFS 521** and a written narrative (See [Appendix C for a sample outline](#)). Prior to issuing a permit, the licensing representative shall verify the following:
  - 1) **Complete Application** - A CFS 597-HY application has been completed by the officers of the Board or their designee (which may include the Administrator or Executive Director) and all required documentation is attached. See [Section 409.40 b](#)).
  - 2) **Local Clearances** - A written clearance from the State Fire Marshal has been received. The other clearances listed in [subsection 409.80 a\) 2](#)) of this Procedure shall be submitted to the licensing representative as required by the state rules and municipal codes **where the facility is located**. The applicant is responsible for obtaining clearances from those other entities in addition to clearances from the State Fire Marshal and the Department of Public Health if applicable. No permit may be issued if there is a fire code or any other violation of the licensing standards. All violations must be corrected prior to the issuance of a permit.
  - 3) **Administrator Hired** - A person responsible for program oversight as administrator has been hired, the licensing representative has received his or her background clearances from COOL and the administrator is ready to begin work the date the permit is recommended.
  - 4) **Furnishings** - Furnishings, equipment and space have been viewed and found to be sufficient for the capacity being recommended on the permit.
  - 5) **Staff** - Sufficient staff have been hired and are prepared to work. Review the staffing schedule and staffing list that includes all staff's names, titles, education and date of employment.
  - 6) **Background Checks** - Background checks have been completed for all staff and volunteers who will work at the YTHP.
  - 7) **Service Plan** - A written plan for providing food, clothing, educational, and recreational activities, health care and casework services as outlined in [Procedures 409.340](#) for the youth has been reviewed and found sufficient.

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- 8) **Forms Available** - Procedures and forms are in place for maintaining required records. Review copies of procedures and forms, including Unusual Incident Report form, Daily Log Report, Service Plans, Admission Study, Assessment, and other forms to be used.
  - 9) **Action Plan** - A written plan has been submitted detailing how all requirements for licensure will be met during the permit period.
  - 10) **Budget** - A projected budget has been approved by the Board or administration and submitted.
  - 11) **Physical Facility** - The licensing representative shall observe the entire facility and grounds including: heating, cooling, ventilation, hot and cold running water, food storage and preparation areas, storage of hazardous items (including but not limited to: tools, knives, medications, lawn equipment, cleaning supplies and anything else that could be considered hazardous). Equipment, furniture, bathroom facilities and bedding shall be clean and in good repair and manageable for youth with special needs. All dangerous items, materials or situations shall be addressed and corrections agreed upon. Describe the sleeping space for each population served in the building and how those sleeping spaces for wards and persons 21 years of age and older are separated from the YTHP youth.
  - 12) **Liability** - Proof of liability insurance has been received.
- b) **Effective Date** - Discuss that the permit shall not be retroactive.
  - c) **Not Transferable** - Discuss that the permit may not be transferred.
  - d) **Permit Name** - Discuss that the permit is only valid for the name and address on the application.
  - e) **End of Permit** - State that the permit is not renewable and is only valid up to 6 months.
  - f) **Permit Displayed** - State that the permit shall be displayed where the public can see it.

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- g) **Visits** - During the permit period, the licensing representative shall make monthly, unannounced visits. These visits shall be documented on CFS 597 C Licensing Monitoring Record. All violations of the licensing standards shall be documented along with how the violation will be corrected and the compliance date that was agreed upon. Once all licensing standards have been achieved and maintained, recommendation for a full license shall be made on the Individual Licensing Summary. This recommendation can be made at any time during the licensing period; however, monitoring visits must have been made to determine on-going compliance. Submit an updated written narrative, the CFS 521 form, recommendation letter and the completed ILS to your Supervisor. Use the code “IL” for the “recommendation” to issue a license and complete the effective date then sign and date.
- h) **Cost of Permit** - State there is no fee for the permit.

**Section 409.90            Organization and Administration**

- a) **Face-to-face meeting** - The licensing representative shall have at least one face-to-face meeting with the officers of the Board or the administration of the facility prior to licensure. Through discussions, make sure the members of the governing body and the administration of the YTHP understand that they are responsible for maintaining compliance with the licensing standards.
- b) **Legal Action** - Review with the Board that they are required to send a written notice within 10 business days of any legal action being filed against them to the DCFS Office of Legal Services, 160 N La Salle St., 6<sup>th</sup> Floor, S600, Chicago Illinois, 60101.
- c) **Rules Available** - The YTHP administration shall make available and accessible pertinent rules and statutes to all staff. The licensing representative may provide instructions to the YTHP administration for obtaining or may provide the facility with an ample supply of Rule 409 Licensing Standards for Youth Transitional Housing Programs as well as all other pertinent rules and statutes as applicable, such as the Child Care Act and Abused/Neglected Child Reporting Act.
- d) **Training** - Verify documentation that the administration has provided adequate training to staff on the following rules and statutes:
- Rule and Procedures 409, Licensing Standards of YTHP
  - The Child Care Act of 1969 [225 ILCS 10], (if program operates in licensed facility)
  - The Abused and Neglected Child Reporting Act [325 ILCS 5],
  - The Children and Family Services Act [20 ILCS 505],
  - The Juvenile Court Act of 1987 [705 ILCS 405], and
  - The Emancipation of Minors Act [750 ILCS 30].

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- e) **Mandated Reporters** - Verify that each file of each staff member and volunteer contains a signed CANTS 22 form as mandated reporters. Discuss also that the facility may request Mandated Reporter Status training through their local DCFS investigative unit, on-line through DCFS Training Unit or the State Central Register (SCR).
- f) **Risk Management Plan** - Discuss possible concerns of the requirements of the risk management plan as outlined in [Appendix A](#).
- g) **Liability** - Review a copy of current public liability insurance and make sure it meets the \$300,000 minimum requirement per occurrence.

**Section 409.100      Finances**

- a) **Solvency** – Verify that the YTHP’s sum of its debts is NOT greater than all of its property, at a fair valuation, exclusive of property transferred, concealed or removed with intent to hinder, delay or defraud creditors. The licensing representative, with approval of the Regional Licensing Administrator, may request that the Office of Internal Audits review the YTHP’s financial policies and audit reports when unsure if the YTHP is maintaining financial solvency.
- b) **Records Requirements** - Review the following requirements for fiscal records:
  - 1) Current and projected budgets for programs offered.
  - 2) The YTHP financial records are audited annually and certified by a public accountant not affiliated with the program.
- c) **Records in Illinois** - Verify that financial records are stored in Illinois and accessible to the licensing representative.

**Section 409.110      Administrator of the Youth Transitional Housing Program**

- a) **Administrator responsibilities** - The licensing representative shall verify that the assigned administrator meets the requirements of subsection c) of this Section. Ascertain that the administrator:
  - Provides ongoing program administration and fiscal records and that these are kept on site;
  - Makes twice-monthly on-site visits; and
  - Has on-site conference with personnel as well as the residents.
- b) **Administrator of Licensed Facility** - The administrator of an already licensed Child Welfare Agency, Child Care Institution or Youth Emergency Shelter that is operating the YTHP may also serve as the YTHP administrator. Document when this is the case.

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- c) **Administrator requirements** - Verify and document that the Administrator is at least 25, has a Bachelor's degree and has at least 3 years of successful full-time experience in a residential program or in a related youth services program with at least 3 years in program administration.
- d) **Administrator's Responsibility** - Ascertain or observe that the Administrator is the person responsible for implementing the policies and procedures for the YTHP. The Administrator reports to the governing body. The administrator of the YTHP in multi-service agency need not be the chief executive officer for the multi-service agency.
- e) **Delegated Administration** - If the YTHP Administrator has delegated responsibilities to a Program Administrator, verify that the delegation is in writing, lists specific responsibilities and that staff have been notified.

**Section 409.140 Youth Transitional Housing Program Staff**

- a) **YTHP Supervisor** - Discuss the requirement for the supervisor to be at least 25 year of age, have a Bachelor's degree and has at least three years of full-time experience in a residential, transitional, shelter or other related youth service program. Document who the supervisor(s) will be.
- b) Persons who have served as a childcare supervisor in this program (prior to licensure) for at least three years immediately preceding 9-1-06 are deemed qualified. Persons having served in different roles or at a different facility are not deemed qualified.
- c) Verify that the YTHP childcare staff are responsible for the supervision of the youth in care. Verify that they are at least 21 years of age; have a high school diploma or GED; have a current medical CFS 602 form completed by a licensed physician and TB test; have demonstrated skills in working with the youth in care; and have the ability to work within the program and accept supervision and work constructively with parents and outside agencies.
- d) Verify that YTHP case managers assess needs, develop individualized plans and identify resources to meet the client's needs. Verify they are at least 21 year of age, have a Bachelor's degree and have at least 2 years full-time case management experience in a residential, transitional or shelter care program *or* in a related youth service program.

**Section 409.150 Professional Staff Requirements**

Review all personnel files and verify professional staff meet their respective licensing or registration requirements.

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**Section 409.160      Support Staff**

Discuss how support and contractual personnel may provide supportive services. YTHP staff may also provide supportive services provided that doing so does not interfere with the supervision of the youth in care. Youth may be required to perform simple household duties, such as cooking and cleaning.

**Section 409.170      Volunteers**

- a) Verify that volunteers meet the requirements for the function they perform, are trained for the tasks they perform and are under the supervision of an appropriate staff member.
- b) Volunteers may provide support to the YTHP staff but do not substitute for YTHP staff or YTHP staff responsibilities.
- c) Verify that all volunteers are at least 21 years of age, have a high school diploma or GED, have a current physical exam on a CFS 602 form, TB test and have demonstrated that they have skills in the field of caring for youth, the ability to work with the program, can accept supervision and have the ability to work with parents and other community agencies.

**Section 409.180      Background Checks**

Verify that all employees and volunteers having direct contact with children have signed an authorization for background check per Rule 385 and have submitted to fingerprinting. Verify all background information is kept in a separate and confidential file. Discuss that no employees or volunteers can be left alone with the youth until there is at least an initial background clearance (CANTS and Sex Offenders Registry).

**Section 409.190      Health Requirements for Staff and Volunteers**

View all personnel files to verify:

- a) All staff and volunteers have on file a CFS 602 Medical Report (green) completed by a physician licensed in Illinois.
- b) A TB test has been completed using the Mantoux method (which is only required initially). The results of the TB test must be on the form. Verify that any doctor's orders have been completed.
- c) Discuss that physical reexaminations are required every two years.
- d) Discuss that anyone assisting in the preparation, serving or handling of food must submit to culture tests as required by an examining physician or local health ordinances.

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- e) All staff and volunteers abide the requirements set forth by the Illinois Department of Public Health.
- f) Verify that at least one staff member will be on the premises during each shift of operation and that at least one staff person is certified in first-aid, the Heimlich maneuver and CPR. Verify that documentation of these certifications are in the employees' files.
- g) Discuss and observe that staff members and volunteers not permitted to smoke or consume alcohol in front of the youth **or** at the facility. Discuss how YTHP administration will verify that staff and volunteers will not be under the influence of alcohol or drugs while on duty or at the YTHP.

**Section 409.200      Staff Training**

- a) The facility is to provide training to all staff and volunteers to equip them to meet the needs of all of the youth. Documentation of at least 10 clock hours of training per year is placed in each employee's file. Review the facility's training procedures.
- b) Verify that the in-service training includes, but is not limited to, licensing rules (Rule and Procedures 409, Rule 385, Rule 384, Rule 325) infection control, safety, identification of drug and alcohol abuse, symptoms of communicable disease, adolescent development and customs of different cultures.

**Section 409.210      Live-in Staff**

- a) Verify that each live-in staff member has his or her own bedroom, and are easily accessible to the residents.
- b) Discuss how the administrator will verify that staff counted in staff-to-youth ratios, are awake, present and available directly to the residents. Staff may be assigned duties such as food preparation and light housekeeping as long as the staff is also supervising the residents. Only the Director of DCFS or his/her designee may waive the awake night staff requirement for live-in staff. The facility may prepare a written waiver request and submit it to the licensing representative. The request is reviewed by licensing staff and approved by the Director. No changes may be implemented until/unless the Director has waived the requirement.

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**Section 409.220      Supervision of Residents**

- a) Verify that a designated, administratively responsible person is on the premises at all times that residents are present. Document who the assigned person shall be in case the Administrator is absent. Any youth who has a child with them in the facility must be present with their child at all times or have made child care arrangements.
- b) Staff coverage
  - 1) Verify in the initial study and during each monitoring visit that there is a staff-to-youth ratio of at least one staff for every 8 youth during the day, when youth are present. This ratio includes youth's children. (See [Sec. 409.240](#))
  - 2) At night, when there are more than 16 youth present, there may be two staff present and another staff on call. Document the minimum staff to youth ratio.
  - 3) When it is determined by the YTHP governing body or administration that the above ratios are not sufficient to carry out the goals and objectives of the YTHP, additional staff shall be on duty.
  - 4) The responsible staff shall meet to determine if additional staff members are needed due to any change in the population of youth being served.
  - 5) These decisions shall be in writing and available to the Licensing staff. Verify that the sole responsibility for these additional staff is the care of the residents. Obtain a staffing schedule which delineates the staffing pattern in the YTHP.
- c) Discuss how the responsible agency or organization assures coverage with qualified staff in the event of an emergency.
- d) View the list of qualified substitute staff available to fill in, including YHTP Supervisors, YHTP staff and Case Managers who meet the qualifications listed in [409.140](#).
- e) Verify when the YTHP operates under "shifts", all staff are awake and alert.
- f) Document how a facility that also operates a homeless adult program provides separate sleeping quarters for YTHP youth and their children to prevent access to youth sleeping quarters by others served in the building who are 21 years of age and over (examples may include: separate floors, separate wings of a building, walls with operable and secure doors).



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- g) Verify that the sleeping quarters of the YTHP youth cannot be accessed by persons 21 and over. When YTHP youth are commingling with adults served in the same building (e.g. dining areas, recreational areas, workshops, classes, trainings), describe how staff will continue to supervise the YTHP youth.
- h) Observe that when the YTHP operates within a licensed facility, the sleeping quarters of the YTHP youth is separate from residents who are under the guardianship of the Department and residing in the licensed facility.

Document on the floor plans how these sleeping areas are separate.

**Section 409.230      Physical Facilities**

- a) Discuss that while programs in the same building, other than the YTHP, may house persons 18 years of age and over, no one 21 years of age or older, except staff, is permitted in the sleeping area of the YTHP.
- b) Observe the facility and grounds during all monitoring and renewal visits. All violations shall be recorded on the CFS 597 C or **CFS 521, YTHP Compliance Record** as appropriate for the visit. Corrective action shall be agreed upon, including a compliance date and shall be monitored for compliance. Follow up visits are documented on the same forms as appropriate.
  - 1) Document that the buildings are safe, clean, well ventilated and properly lighted and heated. Discuss compliance with standards for any violations prior to recommending a permit and document when compliance is met.
  - 2) Review well water tests results and discuss compliance requirements for any negative results. The resulting reports are to be maintained in the licensing file.
  - 3) Upon receiving a completed application, the licensing representative shall send a written request for fire and sanitation inspections from the appropriate agencies. The YTHP must be in compliance with all local and state requirements. Copies of the requests and clearances are to be maintained in the licensing file.
  - 4) Review the written emergency plans for fire and natural disasters. Verify these plans are reviewed with each resident upon admission and the parent/guardian, when applicable. View posted evacuation plans and obtain a copy for the licensing file.

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- 5) Observe all hazardous supplies and tools, ensuring they are kept in a locked storage area. These shall be documented on the CFS 521 form. Verify a written policy is in place stating that any unlawful controlled substances or weapons that are confiscated shall be removed from the premises immediately. Obtain a copy of the policy for the licensing file.
- 6) Discuss how the YTHP will separate a resident suspected of having a contagious disease. Obtain a copy of the policy for the licensing file.
- 7) Verify that there is a working phone on the premises. State whether it is a cell phone or landline, and document how it is accessible to all staff. If a cell phone is used, review what precautions the YTHP staff has taken to prevent the cell phone from being stolen or misplaced.
- 8) Verify that the licensed capacity is no higher than the number of beds and linens available for residents. Verify that the beds are comfortable and in good repair.
- 9) Discuss the need for appropriate sleeping space and bedding for any minor children of the residents. Document what bedding is available and whether it is appropriate for the ages of the minor children of the YTHP youth.
- 10) Verify and document that residents are not sharing sleeping space with persons of the opposite sex, unless they are the minor children of the resident.
- 11) Document the exact measurements and square footage of all sleeping spaces on a floor plan. Subtract space used by closets, wardrobes or other structures. Allow 35 square feet of space for each resident and the minor children of residents. The capacity of each room is determined separately. (Do not add all of the square footage together for all of the bedrooms and divide by 35).
- 12) Verify that basements and attics being used for sleeping space:
  - A) have written approval from the fire, health or safety officials;
  - B) have two exits with one exit leading directly outside; the other may be an operable window large enough for an adult;
  - C) are separated from the furnace and utility areas; and
  - D) are used only for youth who are physically and mentally capable of self-preservation and able to understand directions for evacuation.

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- 13) View and document that all bedrooms have an operable window or other permanent means of ventilation.
- 14) Document the number of bathroom units, comprised of a shower/tub, lavatory and toilet. There shall be a full unit for every 8 residents and the bathroom **use** must be separate for males and females. Verify that no one over 20 is allowed in the bathroom areas while occupied by the 16 and 17 year old youth. This provision shall be addressed in the program's Risk Management Plan.
- 15) Document how laundry facilities are provided: either on-site at no cost or minimum cost; or by funding the use of outside facilities.
- 16) As in 14 above, shower **use** must be separate for males and females. Verify that no one over 20 is allowed to use the shower area while 16 and 17 year old youth occupy it. This provision shall be addressed in the program's Risk Management Plan.
- 17) If the facility is going to provide care for the minor children of residents, the water in the showers and tubs shall be tested to verify it does not exceed 115 degrees. Document the temperature on the appraisal form.
- 18) Discuss that staff are responsible for maintaining the kitchen and dining facilities in a clean and sanitary condition, in accordance with the Food Service Sanitation Code and those of the local health authorities, as applicable.
- 19) Document what space and equipment are available for indoor and outdoor recreation. Document whether this space is in the facility or where it is in the community and how the residents will access it.
- 20) Describe the office facilities and equipment, and if off-site, document how the residents will access it.
- 21) Describe the space available for private interviews or conferences with residents.

**Section 409.240 Facility Capacity**

The capacity is determined by several factors, but shall not exceed 24 residents for the first year of operation. The factors include but are not limited to; the number desired by the Board, square footage of sleeping space, the number of beds and linens available, staff available for direct supervision, the number of bathroom units, fire and safety clearances, zoning restrictions and adequate finances to provide for the needs of the residents. Children of youth housed in the YTHP shall be counted in the capacity.

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The capacity for the YTHP is calculated separately from any other program or service capacity in the same building. The capacities of the YTHP program and any other license program or service in the building may not exceed the square footage, bathroom facilities, etc. For example, a Group Home that is using all of its available space for a licensed capacity of 10 would need to reduce the capacity by the amount of the capacity designated for the YTHP license. If the Group Home has the required additional space, bathroom facilities, etc. for additional children, the capacity for the YTHP program and the Group Home license may exceed 10. In summary, if a Group Home with square footage, beds, bathrooms etc. for only ten youth also operated a YTHP, both capacities combined may only equal ten. If, however, the Group Home has space, beds, bathrooms etc. for 12 youth, the capacities combined may equal 12.

After a year of successful operation, the YTHP may file a written request for an increase in capacity provided they can demonstrate:

- a) An identified need for additional beds;
- b) Space, equipment and staff are available; and
- c) The YTHP has been operating successfully.

**Section 409.250 Authorization to House Homeless Youth**

Programs licensed as YTHPs, are authorized to provide care to homeless youth who are 16 or 17 years old, **have either petitioned for emancipation or have been partially emancipated**, have consented to receive these services and are not wards of DCFS. The only children under 16 permitted are those minor children of the residents. A written service plan shall be developed, reviewed and signed by all parties every six months. The plan shall describe the services to be provided, how the needs of the resident will be met and establish a time frame for termination of care of the YTHP.

**Section 409.260 Reporting to the Child Abuse/Neglect Hotline**

Discuss that all staff and volunteers are mandated to report any suspected abuse or neglect. Verify that signed CANTS 22 Mandated Reporter Status forms are in all personnel files. Explain that a parent who refuses to accept care and custody of their own child under 18 and who refuses to make an alternative safety plan for his/her child must be reported to the State Central Register.

**Section 409.270 Admission Criteria**

- a) Review the written admission policies. Document that they include criteria for suspending shelter or housing per [Section 409.280](#).
- b) Discuss that homeless youth must enter under their own volition.

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- c) Discuss that staff, with supervisory concurrence, who assess youth must not allow a youth to be admitted if they pose a serious threat of injury to himself/herself or other residents or the residents' children (e.g. intoxication, under the influence of drugs, is aggressive or exhibiting self-harming behavior). Discuss that any youth with serious health problems must be immediately referred for local emergency health services. This risk factor should be addressed in the facility's Risk Management Plan.
- d) Discuss and document how a youth suspected of having a contagious disease will be isolated from other youth until they are no longer contagious.
- e) The YTHP shall admit homeless minors (except as described in (c) and (d) above) if they have been partially emancipated or are waiting for its completion, if the YTHP is willing and able to provide services and no other housing is available or appropriate.
- f) Review resident files to verify there is a petition or court order for partial emancipation.
- g) Review resident files to verify that each youth has given written consent to receive shelter or housing and services.
- h) Review resident files to verify the following information has been collected for each resident as part of the admission and assessment:
  - 1) Personal History
    - A) Name, birth date, sex, race, religion, legal status and current address.
    - B) Parent's names, addresses and telephone numbers, relative, guardian, referring agency and social worker.
    - C) Name and address of last school attended, school report and information on the youth's educational needs.
    - D) Name, address and phone number of doctor, clinic or hospital currently or recently treating the youth.
    - E) Financial and insurance resources.
    - F) Prior housing history with length of stays and reasons for leaving.

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2) Medical History

- A) Complete medical history including current problems, medications, handicaps, past health conditions and diseases, allergies, surgeries, immunizations and dates and a report of the most recent physical examination
- B) All available health information for the youth's family.
- C) When any of this information is not available, the youth's file must have documentation of this from the referral source.
- D) The medical history information of youth's children when applicable is on file.

3) Employment History

Discuss that only youth that are 16 and 17 years of age and their children are to be admitted to the Youth Transitional Housing Program. However, youth that are 18-21 years of age may be housed in the same facility. These youth must meet the same admission criteria as the homeless youth and shall have completed the same assessment and screening. Review the admission criteria for youth other than the YTHP youth, documenting that the criteria are the same as required for the YTHP youth.

**Section 409.280 Shelter and Housing Services**

- a) Discuss and document that the shelter or housing will be made available every day of the year and may not be closed for holidays, staff vacation, etc. Obtain documentation of the hours of operation.
- b) The YTHP may consist of housing, shelter and services. The YTHP must be in a facility where staff is onsite during the hours of operation. Verify that no person 21 years or older, other than staff, is permitted in the sleeping area of the YTHP.
- c) Review and obtain copies of the policies regarding service referrals, which may include contracts with providers of youth services as well as assistance to the youth to become independent and self-reliant.
- d) Review the procedures staff are to follow when a youth is seriously ill or unable to take care of himself during the hours the YTHP is not normally open. These procedures must verify adequate care and supervision is given until appropriate care can be found.

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- e) Review the policies outlining when a youth may be suspended from the YTHP. Verify the policies state that the suspension may last no more than 72 hours and how the YTHP is responsible for finding a safe place for the youth prior to the suspension starting.
- f) Review the policy that enumerates the situations in which a youth may be suspended or terminated. Verify and document how it will be shared with the youth upon admission. When the policy is in compliance with this requirement, the licensing representative will approve it.
- g) Review program policies and discuss under what situations a youth may be terminated from the program. Ensure that termination of a YTHP youth is an act of last resort and that all reasonable efforts have been made to maintain the youth in the program. Discuss and document that the YTHP is required to notify the court that granted the youth's partial emancipation when the youth has been discharged.
- h) The YTHP shall work to access other services, programs and benefits to meet the youth's needs when he/she leaves the program, for whatever reason. This may include referrals to other institutions, agencies or other facilities. Review the files of former residents for documentation of assistance given.

**Section 409.290      Length of Stay**

Discuss that there is no maximum number of days a youth may remain in a YTHP, as long as he or she is under the age of 18.

**Section 409.300      Legal Safeguards of Homeless Youth Served**

- a) Review the youths' files for written verification of the legal status for all youth in the program. Review copies of the application for partial emancipation or partial emancipation orders.
- b) Review and obtain copies of the procedures for holding a youth's funds. All monies over \$300 must be deposited in an insured account. Review the status ledger for residents' insured accounts and verify that the youth also receives copies.
- c) Discuss the prohibition of the transfer of personal property between youth, or between youth and staff or volunteers. Outgrown clothing or equipment are not included in this requirement.
- d) Discuss how YTHP staff will have YTHP youth sign a standard agreement that places the responsibility for the youth's property in his/her own hands. Verify and document that valuables brought to the program by the youth may be stored in a secure place to which the youth has access, such as but not limited to, a locked room, closet, cabinet, or drawer.

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**Section 409.310      Discipline and Control of Residents**

- a) Obtain the policy for discipline and behavior management techniques, in accordance with Rule 384 Behavior Treatment in Residential Child Care Facilities. Document which method of Behavior Treatment Techniques has been chosen from Appendix A of Rule 384. Verify all staff responsible for the youth have been trained and certified in this method.
- b) Verify and document that the program does not utilize a self-governance program.
- c) Document that restraints are used only briefly when required for the youth's safety, the safety of other residents or the safety of staff are in accordance with Rule 409. Law enforcement authorities are to be immediately notified. Youth posing threats of self-injury or who appear to have a mental health disorder shall be referred to emergency health services. The use of restraint should be addressed in the program's Risk Management Plan.

**Section 409.320      Food and Nutrition**

The facility is required to provide only for breakfast and an evening meal. Document which of the following three methods of the YTHP will use to meet the nutritional needs of the residents:

- Written agreements with an outside organization to provide evening meals and breakfasts;
- Residents may prepare their meals with staff supervision; or
- By giving the residents coupons or stipends to purchase food to be prepared in their units.

Document on the CFS 521 any written agreement has been reviewed and approved. View the policy/method or combination or methods chosen by the YTHP to assure the residents' needs and those of their minor children are being met, including special medical, cultural or religious needs. Verify that staff understands the need to refer any resident for medical assistance that appears to be suffering from a medical emergency, dehydration or malnutrition.

**Section 409.330      Transportation of Homeless Youth**

- a) Review personnel files of all staff who transport residents and confirm that each file contains a copy of current driver's licenses and car insurance.
- b) Review personnel files and verify that all drivers are at least 21 years of age.
- c) Discuss and verify that there are no more passengers than allowed by the vehicle manufacturer's rated capacity.



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- d) Discuss with staff that seatbelts are to be worn by all persons in vehicles at all times and age and developmentally appropriate car seats or booster seats are used by the youth's children at all time while in a vehicle.
- e) Observe the vehicles used to transport residents and/or their minor children and verify that they have seatbelts as required by law or are capable of securing car seat equipment.

**Section 409.340 Case Management Services**

Determine who is assigned as case manager. Review personnel files to determine that the case manger meets the applicable qualifications. Verify and document that the case managers are meeting directly with the residents to assist with setting goals which may include a full assessment of their needs, completion of an individual service plan, providing linkages to community resources, ensuring medical and mental health needs are met, assisting in the development of life and independent living skills, assistance in locating housing and aftercare services, and assistance in developing parenting skills when appropriate.

**Section 409.350 Medical and Health Services**

- a) Verify and document how staff assist residents, who are eligible, in applying for Medicaid/All Kids benefits. Assisting youth in obtaining medical care is the responsibility of the Case Managers. Review medical policies and verify that residents and/or their children are receiving appropriate medical care. Review youth's files to verify compliance.
- b) View storage and logs for medication administration. Document where medications are stored, that they are kept locked and that procedures are in place for the residents to self-administer medications.
- c) View hygiene supplies for residents including soap, shampoo, deodorant, lotion, clean linens, towels, washcloths, new toothbrushes, floss and toothpaste for every resident and combs or picks.
- d) View first aid kit and supplies available with the first aid kit.

**Section 409.360 Education**

Discuss and document what efforts are in place to give YTHP youth appropriate educational opportunities including the opportunity and encouragement to finish high school, earn a GED or attend vocational school through referrals in the community. Document the specific ways in which the YTHP coordinates and collaborates with the appropriate school district's homeless liaisons. If the youth has a child(ren) that should be attending school, early intervention, Head Start or other educational programs, the staff shall encourage and document the youth's efforts to keep the child(ren) in age appropriate school programs.

Review youth's files to verify staff are encouraging youth to attend school.

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**Section 409.370      Religion**

View materials available to the residents about the religious institutions in the area. Review youth's files to determine if this information has been shared with the youth.

**Section 409.380      Required Written Consents for Minors**

Review the YTHP residents' files and verify that written consents for participation in the YTHP are included. Document whether or not the consents are dated and time-limited.

**Section 409.390      Records and Reports**

- a) Review resident files, personnel files and files for every licensed facility operated under the YTHP's supervision during initial licensing, all monitoring visits and renewal studies.
- b) Document that each resident's file contains a brief admission history, consent signed by the resident and case recording reflecting the ongoing services being provided to the resident.
- c) Document that separate files are kept for staff and volunteers and contain the background documentation required in [Section 409.180](#).
- d) Review each rate file for results of the background checks, ensuring a clearance has been obtained for every YTHP staff member and volunteer as applicable.
- e) Review personnel files on all staff and volunteers and verify that they contain the following:
  - 1) A CFS 508-1 Information on Person Employed in a Child Care Facility. A copy of this form is also to be submitted to the licensing representative for each new hire. Review the form upon receipt to verify the employee is qualified for the position for which they were hired.
  - 2) Document that the program is reporting staff changes by submitting CFS 508 Report of Person Employed in a Child Care within two days of personnel changes. Review these forms upon receipt and verify that persons who have left are being replaced with qualified staff. Give a copy of this form immediately to the person responsible for data entry to have former staff immediately removed from the licensing screens. This process should also be completed during monitoring and renewal visits to verify that only current staff are connected with the facility.

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- 3) Document that each personnel file contains a medical report, CFS 602, signed by a licensed physician, advance practice nurse (APN) who has a written collaborative agreement with a collaborating physician authorizing the APN to perform health examinations, or physician assistants who have been delegated the performance of health examinations by their supervising physician; transcripts or copies of high school diplomas or GEDs as required for the position; and three written character references.
- f) Document that financial records are maintained, including a certified annual audit completed by a firm not connected to the facility.
- g) Review whether daily logs with entries on each resident's stay, and any unusual incidents and any use of behavior management techniques as described in Rule 384 are maintained on the premises of the YTHP.
- h) Discuss that all unusual incident reports are to be completed immediately and submitted to the licensing representative within two working days. Review these UIRs upon receipt and determine if any follow up action is needed. Action may include a phone call for clarification, a licensing complaint investigation if there is an allegation of a violation of a licensing standard, or a report being made to the DCFS Child Abuse/Neglect Hotline if there is an allegation of possible child abuse or neglect. Instruct the facility when any unusual incident report (UIR) has not been completed correctly or written clearly.
- i) Document where all records are stored and that they are in safe locked places.
- j) Discuss that all information read in a facility's files is confidential and shall be treated as such.

**Section 409.400 Record Retention**

Discuss that all personnel, general and financial records are maintained for at least five years. Resident's files are to be retained for at least five years after they reach the age of majority.

**Section 409.410 Termination of Transitional Living Services**

Review the written policy that outlines the reasons for which residents may be terminated. These must be consistent with [Section 409.280](#). Verify that the policy requires residents to be informed of these reasons both verbally and in writing. Obtain a copy of this policy for the licensing file.

**Section 409.420 Severability of Procedures 409**

Inform the licensee that if any section of Procedures 409 is found to be unconstitutional or invalid, the finding does not affect the remaining portions of this policy.

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**APPENDIX A**

**RISK MANAGEMENT PLAN**

Review the written Risk Management Plan required by Sections 409.40(c)(5) and 409.50(c)(5) to determine that each of the following thirteen questions have been answered. A copy of this plan is to be placed in the facility's licensing file.

- 1) What risks are presented by the shelter or housing services offered by the YTHP when the YTHP is operational? How is the agency or organization minimizing those risks?
- 2) What risks are presented to staff or volunteers and caregivers in the conduct of their duties? How is the YTHP minimizing those risks? Does the agency or organization provide staff with a photo identification card?
- 3) What training is provided to staff or volunteers to help them identify and minimize risks associated with their various duties or living arrangements? Describe all required training.
- 4) Does the YTHP have a plan to assure the quality of shelter or housing services it delivers? Describe the quality assurance plan.
- 5) Are adequate investigations into the qualifications, education, and experience of staff or volunteers completed before they are hired? Describe the hiring process.
- 6) Are facility personnel and volunteers sufficiently qualified to provide shelter or housing services to the types of youth accepted for care? How do staff qualifications compare to the special needs that youth may present?
- 7) Does the design of any building used for family and child related activities (such as rooms used for family counseling or visits) minimize risks to staff and clients?
- 8) Does the YTHP appropriately maintain the buildings?
- 9) Does the agency or organization have a regular maintenance schedule for vehicles used to transport youth? If so, describe the schedule.
- 10) Does the YTHP require persons who transport children and or youth to use safety restraints and make adequate child safety seats available to staff and volunteers?
- 11) Does the YTHP have policies in place regarding when staff and volunteers of the same and opposite sex may be alone with clients?
- 12) Does the YTHP have emergency and disaster preparedness plans? Are they posted and made available to staff and volunteers? If so, describe the plan and how it is made available to staff.
- 13) Does the YTHP have plans to ensure the needs and special risks when homeless youth are caring for their own children?

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**APPENDIX B**

**MATERIALS REQUIRED TO BE ATTACHED TO AN APPLICATION**

The Chart below shows how in the required attachments for an application for a YTHP license to operate in an already licensed facility differ from an application for a YTHP license in an unlicensed facility.

<b>Requirements</b>	<b>Required Attachments for already licensed programs per 409.40</b>	<b>Required Attachments in a Facility Not Already Licensed</b>
A copy of the license of the facility where the YTHP will operate.	Yes	No
A copy of the Articles of Incorporation and by-laws indicating the organization's corporate status is in good standing with the Ill. Sec. of State's Office and if not-for-profit, a copy of the IRS ruling on the exemption status from federal income tax (501(c)(3) and registration with the Charitable Trust Bureau of the Ill. Atty. General's Office.	No	Yes
Statement of purpose including the types of youth that will be cared for.	Yes	Yes
A comprehensive staffing plan including job descriptions and qualifications of staff	Yes	Yes
A list of persons subject to background checks.	Yes	Yes

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**APPENDIX C**

**NARRATIVE SUMMARY FOR YOUTH TRANSITIONAL HOUSING PROGRAMS**

**Safety of Youth**

Does the YTHP have policies and programs in place which ensure that youth under their care and supervision are safe:

- Is the staffing plan adequate for the youth in care?
- How are the residents in this program separated from others, if needed?
- Transportation (what modes are used, approved drivers)
- Summarize placement and discharge policies
- Discuss notification as required of incidents to licensing and placement changes to the Court
- Describe storage of hazardous supplies (i.e. medications, cleaning supplies, tools and equipment)

**Appropriate Care of Youth**

- Describe social/emotional climate of the facility (document specific evidence)
- Documentation of caseworker contact with the youth
- Describe the areas used in the building(s); are they in good repair and is a maintenance plan in place
- Describe how youth's health care needs are addressed
- Describe medication policies, oversight and practices

**Record Keeping**

Review of the following records:

- Personnel files
- Youth's records
- How nutritional needs are being met
- Daily logs for youth

**Oversight of the facility**

- Supervision of the child care staff
- Twice monthly visits to the facility by Administrators
- Internal review of UIRs, restraint reports and other documents

**Summary and Recommendation**

- A description of program and service delivery
- Any issues that need to be addressed
- Recommendation for permit or licensure

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**APPENDIX D**

**SAMPLE LETTERS**

**Notice To Governing Body  
License Will Expire in Six Months**

Date

Name/Address of President/Chairperson of Governing Body

Agency Name  
Address

Date: \_\_\_\_\_

Dear: Agency Board of Directors

This is to notify you that the current license for Name of YTHP will expire on Date. The agency's board of directors needs to submit a complete renewal application to the address indicated below 3 months prior to the expiration date for the application to be considered timely and sufficient (Section 401.40(b)). The required date to submit a **complete** renewal application on or before Date.

Enclosed are also a copy of Rule 409 Licensing Standards for Youth Transitional Housing Programs and three copies of the licensing application. The Application must be signed by the officers of your Board

A **complete** renewal application consist of the following attached documents:

- 1) CFS 597
- 2)

When the above materials have been received, I will contact the agency to schedule visit(s) for a licensing renewal study to be conducted.

If you have any questions, you may contact: Name

At (Phone) - ext.

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Licensing Representative

**DCFS Licensing Office Address**

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**Notice: License Will Expire in Three Months**

Date: \_\_\_\_\_

Licensee Name

Licensee Address

Provider ID#

Dear: Licensee

You were previously notified that your current Youth Transitional Housing Program (YTHP) license will expire on \_\_\_\_\_ Date \_\_\_\_\_ and that you were required to submit a **complete** renewal application on or before \_\_\_\_\_ Date \_\_\_\_\_.

This office has not received the required renewal application materials from you and the deadline for submitting your renewal application has passed. Your failure to submit a **complete** renewal application **by the 3-month deadline** means that the renewal process for your license may not be completed by the time your current license expires.

If the complete renewal application is received after the expiration date of your license, the agency will be considered not licensed in Illinois, and the agency must cease operating.

If you submit a complete application **within 10 days** of the date on this letter, the Department will make a good faith effort to complete license renewal activities prior to the expiration date of your current license. Please be advised, however, that if you fail to meet the 10-day extension, “complete” license renewal applications which were received on time will be given priority over your renewal application.

If you have any questions, you may contact: Name

At \_\_\_\_\_ (Phone) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

\_\_\_\_\_  
Licensing Representative

\_\_\_\_\_  
Licensing Supervisor

**DCFS Licensing Office Address**

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**Notice: License Has Expired**

Date: \_\_\_\_\_

Licensee Name  
Licensee Address

Provider ID#

Dear: Former Licensee

The complete renewal application for Name of YTHP was not received until after the expiration date of your license. Therefore, the YTHP's renewal application will be treated as an "initial" application and the YTHP is not currently licensed in Illinois. The agency must cease operating immediately.

If you have any questions, you may contact: Name

At \_\_\_\_\_ (Phone) - \_\_\_\_\_ ext. \_\_\_\_\_

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Licensing Representative

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Licensing Supervisor

**DCFS Licensing Office Address**

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**Notice of Failure to Meet License Renewal Deadline:  
INCOMPLETE Application**

Date: \_\_\_\_\_

Licensee Name  
Licensee Address

Provider ID#

Dear: Licensee

You were previously notified that Name of YTHP current Youth Transitional Housing Program license will expire on \_\_\_\_\_ Date \_\_\_\_\_ and that you were required to submit a “complete” renewal application on or before \_\_\_\_\_ Date \_\_\_\_\_.

This office received an incomplete renewal application from you on or before the 3 month deadline. The license standards requires that the licensee submit a complete renewal application by the 3 month. While you have not complied with the licensing renewal requirements. You are being **granted an additional 10 days from the date on this letter** to submit the remaining required documents/information. If you fail to meet the 10-day extension:

- 1) The renewal process for your license will not be completed by the time your current license expires; and
- 2) The Department will give priority to processing renewal applications which met the “complete and timely” requirements.

The missing documents/information which must be received no later than 10 days from the date on this letter are:

If you have any questions, you may contact :Name

At \_\_\_\_\_ (Phone) - \_\_\_\_\_ ext. \_\_\_\_\_

\_\_\_\_\_  
Licensing Representative

\_\_\_\_\_  
Licensing Supervisor

**DCFS Licensing Office Address**