



Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1

Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St.Paul MN 55108
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INSPECTION DETAILS FOR:

Steps of Success-Andover

Address: 3290 165th Lane, Andover, MN 55304

MN Governing Rule: 2960 Children's Residential Facility

Inspection Type: Annual **Inspected By:** Julie Snyder – Senior Detention Facility Inspector **Inspected on:** 05/05/2016

Inspection Method: This inspection consisted of a tour of the facility, interviews with administration and staff, review of employee and resident files, and other related documentation.

Officials Present During Inspection: CEO Kimberly Jahn

Officials Present for Exit Interview: CEO Kimberly Jahn

Issued Inspection Report to: CEO Kimberly Jahn; Regional Manager Sherry Hill

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance
2960	Mandatory	316	314	2

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 06/01/2016 **Ends On:** 05/31/2017 **Facility Type:** Non-Secure Juvenile Residential Facility

Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**

Delinquent Juvenile Hold Approval: **Certificate Holder:** Kim and Dayton Jahn

Special Conditions: None.

Approved Capacity Details **Operational Capacity is calculated as a percent of Approved Capacity beds.*

Bed Type	Gender	Approved Capacity	%Operating Capacity	Operational Capacity	Pre 96 LTSR	Post 96 LTSR	Bed Details	Conditions
Non-secure residential	Female	14	100	14.00	0	0	None.	None.

Variations

- 1. MN Rule 2960.0060.6 PROGRAM OUTCOMES MEASUREMENT, EVALUATION, AND COMMUNITY INVOLVEMENT. - Community involvement. - Variance to allow a mom and pop house parent model facility that was a fosterhome for years, to remain quiet in the community and not have a board of directors. **Conditions:** None.
- 2. MN Rule 2960.0120. 2.A. PHYSICAL PLANT STANDARDS. - Code compliance. - The home was built to accomodate 7 girls in each bedroom. It meets the square footage requirements and the girls have places for their clothing. **Conditions:** None.
- 3. MN Rule 2960.0150. 3.G. PERSONNEL POLICIES. - staffing plan. - Allow for houseparent model, parents in this facility sleep at night. There are alarms on doors and windows that monitor the house, 24 hours daily, 7 days a week. **Conditions:** None.
- 4. MN Rule 2960.0180.3 FACILITY OPERATIONAL SERVICE POLICIES AND PRACTICES. - Records and reports - Does not require food service records to be kept by facility, given they are houseparent model. **Conditions:** None.

RULE COMPLIANCE DETAILS

Chapter 2960 - Mandatory Rules Not In Compliance

Total: 2

- 1. 2960.0080 FACILITY OPERATIONAL SERVICES, POLICIES, AND PRACTICES. Subpart 11.D.5.b.. Health and hygiene services.

The license holder must meet the conditions in items A to F. D. The license holder, in consultation with a medically licensed person, must have a plan for the safe storage and delivery of medicine. The license holder must meet the requirements in subitems (1) to (5). A medically licensed person must provide consultation and review of the license holder's administration of medications at least monthly.

Inspection Findings:

Upon review of medication documentation, there was nothing to indicate that the nurse for the facility was reviewing medication sheets monthly.

Corrective Actions:

Please be sure that your nurse documents their monthly review of prescription medication sheets, per the above standard.

Response Needed By:

- 2. 2960.0550 PROGRAM CERTIFICATION APPROVAL. Subpart 4.D.. Minimum criteria for certification.

The license holder must implement a plan that provides opportunities for physical exercise and recreational activities for residents. The plan must include at least the following requirements: (1) regulations that are reasonable/necessary to protect the facility's security & the resident's welfare; (2) at least two hours daily of organized and supervised physical exercise and recreational activities and leisure time activities for residents, excluding time spent watching television. Organized and supervised physical exercise and recreational activities include preplanned exercise or activities that are supervised and directed by qualified or trained staff; (3) provisions for indoor space and equipment for active recreation; and (4) provisions for outdoor recreational space, equipment, and supportive staff for outdoor recreational program services.

Inspection Findings:

Although recreation and leisure time is afforded each youth daily per the licensing standards, there was no preplanned recreation schedule.

Corrective Actions:

Please develop a preplanned recreation schedule as per the above licensing standard.

Response Needed By:

INSPECTION COMMENTS

Due to the number of girls served and their complex mental health needs, the facility requested to be on an annual inspection cycle. Due to the fact this is a small facility and only requires one day for the inspection, I will grant their request and place them on an annual inspection cycle.

I wish to thank you for your cooperation during this inspection. If you have questions or concerns about this report or any other licensing matter, please feel free to contact me at 507-344-5282.

JJDP A Compliance

This is a non-secure facility and the youth have free egress at all times.

Report completed By: Julie Snyder – Senior Detention Facility Inspector

Signature:


