



Minnesota Department of **Human Services**

Office of the Inspector General

Licensing Division

Additional Required Documents

Independent Living Assistance for Youth programs (ILA) – Minnesota Statutes section 245A.22

All applicants must develop a written manual that includes required policies, procedures, and forms. The required documents must be submitted with the application for licensure. The following checklist is provided to help license applicants develop these documents. Each statute or rule requirement listed on the checklist must be addressed.

It is expected that applicants will read and understand the applicable statutes and rules, and develop policies, procedures, and forms that reflect how the requirements in the applicable statutes and rules will be incorporated into their programs. License holders will be held accountable to these policies and procedures. It is recommended that the applicant review updates on standards and issues specific to Independent Living Assistance for Youth program that are provided at least annually via the Independent Living Assistance for Youth Programs [License Renewal Information](#) letter. License holders are notified annually when these documents are available.

Understanding the checklist:

- Column 1, labeled **Item** is a reference number.
- Column 2, labeled **Statute or Rule requirement** is the legal citation where the requirement is located in rule or statute. Where applicable, links to sample policies are provided.
- Column 3, labeled **Subject** very briefly describes the rule or statute requirement.
- Column 4, labeled **Document Identifier** is the section of the checklist to be completed by the applicant, as described above.

Use the checklist as a guide for developing the required policies, procedures, and forms applicable to the services that will be provided by the program. Identify on the checklist where each requirement is addressed in the documents submitted to DHS as part of the licensing application.

1. In the column labeled **Document Identifier**, for each applicable subject, enter the title, number, or other clearly visible identifier used by the program to show which of the submitted documents meets the requirements of that subject.

Note: Do not leave rows in the document identifier column blank. If the requirement is not applicable please indicate that by entering "N/A." Applicants are not required to have a separate policy, procedure, or form for each statute or rule requirement on the checklist. When a policy, procedure, or form meets more than one requirement, identify this on the form.

2. Submit the finished checklist and a copy of all of the documents listed in the Document Identifier column with your application; and
3. Retain a copy of the submitted finished checklist and all submitted documents for your records.

Checklist

POLICIES, PROCEDURES, AND FORMS			
Item	Statute or Rule requirement	Subject	Document Identifier
A.	Minnesota Statutes, sections 245A.65 , subdivision 2(a), and 626.557 , subdivision 14	<p>Policies and procedures for the prevention and reporting of maltreatment of vulnerable adults that include:</p> <p>a. A written program abuse prevention plan, and</p> <p>b. The procedure and form to be used for developing and implementing an individual abuse prevention plan for each vulnerable adult served,</p>	
B.	Minnesota Statutes, section 245A.65 , subdivision 1.	<p>Policies and procedures for the internal and external reporting of suspected or alleged maltreatment of vulnerable adults. NOTE: It is recommended that applicants use this sample Maltreatment of Vulnerable Adults Reporting Policy</p>	
C.	Minnesota Statutes, section 245A.65 , subdivision 1, (b)	<p>Policies and procedures to ensure that an internal review is completed and that corrective action is taken as necessary to protect the health and safety of vulnerable adults when the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made.</p>	
D.	Minnesota Statutes, section 245A.66 .	<p>Policies and procedures to ensure that an internal review is completed and that corrective action is taken if necessary to protect the health and safety of children in care when the facility has reason to know that an internal or external report of alleged or suspected maltreatment of a minor has been made.</p> <p>NOTE: It is recommended that applicants use this sample Maltreatment of Minors Mandated Reporting Policy.</p>	
E.	Minnesota Statutes, section 245A.04 , subdivision 1, (d)	A grievance procedure.	
F.	Minnesota Statutes, section 245A.22 , subdivisions 1, and 3, (b)	A description of the system by which all required services, or adequate access to referrals for required services will be made available by the license holder to targeted youth.	

Item	Statute or Rule requirement	Subject	Document Identifier
G.	Minnesota Statutes, section 245A.22 , subdivisions 1 and 2.	Admission policies that describe who the license holder shall accept as clients and what individuals are not eligible to receive independent living assistance from the license holder, and that stipulate that youth needing a 24-hour per day program of supervision shall not be accepted or retained by the program.	
H.	Minnesota Statutes, section 245A.22 , subdivisions 3 and 4.	A description of the contents, or copy of the record that the license holder shall maintain for each client, including a sample independent living plan.	
I.	Minnesota Statutes, section 245A.22 , subdivision 5.	A description of how the service termination plan will be established by the license holder, in conjunction with the county agency.	
J.	Minnesota Statutes, section 245A.04 , subdivision 13, and 245A.22 , subdivision 4 (b).	The procedure to be used whenever the license holder assists a person served by the program with the safekeeping of funds or other property.	
K.	Minnesota Statutes, section 245A.04 , subdivision 1.	Drug and Alcohol Policy that includes prohibitions for prescription medicine use.	
L.	Minnesota Statutes, section 245A.04 , subdivision 14, (b), and 245A.65 , subdivision 3.	Staff training plan.	

Recommendations

The following policies, procedures, and practices are not currently required, but are strongly recommended for implementation.

Item	Statute or Rule requirement	Subject	Document Identifier
M.	Minnesota Statutes, section 245A.1444 .	It is recommended that license holders who provide services to clients with infants who live with them document that staff persons and parents are instructed on the standards in section 245A.1435 and receive training on reducing the risk of sudden infant death syndrome and shaken baby syndrome, and	

Item	Statute or Rule requirement	Subject	Document Identifier
N.	Minnesota Statutes, section 245A.146 .	It is recommended that license holders who provide services to clients with infants who live with them maintain documentation of compliance with crib safety requirements described in subdivisions 1 through 6 and follow the crib safety information and requirements on the United States Consumer Product Safety Commission website.	
O.	Minnesota Statutes, section 245A.18 .	It is recommended that license holders who provide services to clients with infants who live with them must comply with all seat belt and child passenger restraint system requirements and must document staff training and client education that fulfills the requirements of this subdivision.	