

AGENDA
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
BOARD OF ZONING APPEALS MEETING
Thursday, March 19, 2026, at 5:00 pm

Call to Order/ Pledge of Allegiance

Roll Call – Members Present

Caressa Brown _____ Joslynn Harris _____ Edward Bronston _____
Jan Baylor _____ John Casebeer _____ Robin Taylor (Alt) _____

Election of Officers for 2026: Chair: _____
Vice Chair: _____

Roll Call

Caressa Brown _____ Joslynn Harris _____ Edward Bronston _____
Jan Baylor _____ John Casebeer _____ Robin Taylor (Alt) _____

Approval of Meeting Minutes from: January 22, 2026

Motion to approve CB _____ JH _____ EB _____ JB _____ JC _____ RT (ALT) _____
Second by: CB _____ JH _____ EB _____ JB _____ JC _____ RT (ALT) _____
Vote: CB _____ JH _____ EB _____ JB _____ JC _____ RT (ALT) _____

Roll Call

Caressa Brown _____ Joslynn Harris _____ Edward Bronston _____
Jan Baylor _____ John Casebeer _____ Robin Taylor (Alt) _____

BZA Case JT 2023-10

Location: 113 Jonquil Street, Dayton, OH 45417

Parcel # G27-18306-0120

Existing Zoning: R-3 Single Family Residential District

Applicant: Mary Flower – 5734 Woodville Drive, Dayton, OH 45417

Request: Amend the original Juvenile ages from 10-21 years of age to 6-21 years of age.

This case was heard on June 22, 2023, after listening to the testimony of witnesses that appeared to speak the BZA Board approved the establishment of this group home. The four board members that were present all voted yes.

Board Discussion:

Motion made to: Approve_____ Deny_____ Table_____

Motion made by: _____

Seconded by: _____

Roll Call:

Caressa Brown _____ Joslynn Harris _____ Edward Bronston _____

Jan Baylor _____ John Casebeer _____ Robin Taylor (Alt) _____

BZA Case BZA 2025-015

Applicant: Havens Nest (Augustine Robinson)

Owner: Terese Barker

Property: 5300 Tucson Drive, Dayton, Ohio 45417

Parcel ID: G27 24502 0030

Zoning District: R-3 Single-Family Residential District

Request: Conditional Use approval for a Group Home for five (5) juvenile Girls, ages 13-19.

BZA Case Date(s): December 17, 2025, was Tabled for 90 Days by the BZA Board.

This case was tabled by the Board of Zoning Appeals on December 17, 2025, for 90 days.

Board Discussion:

Motion made to: Approve_____ Deny_____ Table_____

Motion made by: _____

Seconded by: _____

Roll Call

Caressa Brown _____ Joslynn Harris _____ Edward Bronston _____

Jan Baylor _____ John Casebeer _____ Robin Taylor (Alt) _____

“Before we begin, Will all those who filled out the Public Comment Speaker Form, the Applicant and Staff member who intends to speak on any of the cases before us tonight-please stand and raise your right hand.”

“Do you swear or affirm that the testimony you are about to give is the truth, the whole truth and nothing but the truth?”

BZA Case BZA 2026-001

Applicant: Marcus Rodholm 7088 Tippecanoe Road, Canfield, OH 44406.

Owner: Richard Mears, 3475 S Diamond Mill Rd, Germantown, OH 45327

Property 9635 Huffman Road, Farmersville, OH 45325

Parcel # G27 01607 0029

Zoning District: RA Rural Agricultural District

Request: Conditional Use To split 43.639 acres into 5 parcels. Mr. Mears wants to sell off each parcel.

I would like to make a motion that we move to the **open** forum of BZA case BZA 2026-001

Is there anyone here who would like to speak in favor of or against the request?

Please state your name and address for the record.

Witness will Testify : _____

Witness will Testify : _____

Witness will Testify : _____

Witness will Testify : _____

I would like to make a motion that we move to **close** the open forum of BZA Case BZA 2026-001.

Motion made by: _____

Seconded by: _____

Roll Call

Caressa Brown _____ Joslynn Harris _____ Edward Bronston _____

Jan Baylor _____ John Casebeer _____ Robin Taylor (Alt) _____

Board Discussion:

Motion made to: Approve_____ Deny_____ Table_____

Motion made by: _____

Seconded by: _____

Roll Call

Caressa Brown _____ Joslynn Harris _____ Edward Bronston _____
Jan Baylor _____ John Casebeer _____ Robin Taylor (Alt) _____

BZA Case BZA 2026-002

Applicant: HYS Hands II (Alicia Wright)

Owner: Okinbia Investment Properties LLC, 7804 Country View Lane, Brookville, OH 45409

Property: 1038 Rossiter Drive, Dayton, Ohio 45417

Parcel ID: G27 18215 0016

Zoning District: R-3 Single-Family Residential District

Request: Conditional Use approval to relocated Group Home for five (5) juvenile boys, ages 11-21. From 3711 W Third Street to 1038 Rossiter Dr. The House at 3711 W Third St is not up to date and it has many plumbing problems. The house at 1038 Rossiter is a newly built home and won't have the plumbing issues that are being dealt with now.

I would like to make a motion that we move to the **open** forum of BZA case BZA 2026-002

Is there anyone here who would like to speak in favor of or against the request?

Please state your name and address for the record.

Witness will Testify : _____

Witness will Testify : _____

Witness will Testify : _____

Witness will Testify : _____

I would like to make a motion that we move to **close** the open forum of BZA Case BZA 2026-002.

Motion made by: _____

Seconded by: _____

Roll Call

Caressa Brown _____ Joslynn Harris _____ Edward Bronston _____
Jan Baylor _____ John Casebeer _____ Robin Taylor (Alt) _____

Board Discussion:

Motion made to: Approve_____ Deny_____ Table_____

Motion made by: _____

Seconded by: _____

Roll Call

Caressa Brown _____ Joslynn Harris _____ Edward Bronston _____

Jan Baylor _____ John Casebeer _____ Robin Taylor (Alt) _____

Motion made to **adjourn**.

Motion made by: _____

Seconded by: _____

Roll Call

Caressa Brown _____ Joslynn Harris _____ Edward Bronston _____

Jan Baylor _____ John Casebeer _____ Robin Taylor (Alt) _____

Time: _____ Next Meeting Date – April 16, 2026, at 5:00 PM

ZONING CERTIFICATE

JEFFERSON TOWNSHIP
Montgomery County, Ohio
580 Calumet Ln, Dayton, Ohio 45417

CERTIFICATE NUMBER: **2024-0067**

PROPERTY ADDRESS:	113 Jonquil St Dayton, OH 45417	PARCEL ID#	G27 18306 0120
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ZONING DISTRICT:	L-1 LIGHT INDUSTRIAL DISTRICT
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ACTIVITY PROPOSED:	Occupancy Permit Certificate for a Group Home for (5) Five Girls 10-21 yrs of age
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PROPERTY OWNER'S NAME AND ADDRESS (INCLUDE PHONE #)	Pure Heart Group Home 113 Jonquil Street Dayton, Ohio 45417 937-825-3342	AGENT FOR OWNER NAME AND ADDRESS (INCLUDE PHONE#)	Mary Flower 113 Jonquil Street Dayton, OH 45417 937-825-3342
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FEE:	\$175.00	Credit Card Fee	
EFFECTIVE DATE:	11/18/2024	EXPIRATION DATE:	11/18/2025

Pursuant to Section 519.17 of the Ohio Revised Code, the above-referenced Property Owner or his/her agent is authorized to locate, erect, construct, reconstruct, enlarge, or structurally alter the building(s) specified on the above-referenced property, as described above, and more specifically delineated in the Plans and Specifications on file with the Office of the Chief Building Official of Montgomery County, Ohio.

It is hereby certified that the above use, as shown on the plats and plans submitted with the application, conforms to all applicable provisions of the Jefferson Township Zoning Resolution. The issuance of this Permit does not allow the violation of Jefferson Township Zoning Resolutions or other governing Regulations.

The applicant is responsible for obtaining a building permit (if required) prior to commencing work on the proposed improvement. A final zoning inspection must be scheduled by the applicant.

Approved By

Date: 11/18/2024


Karen Kayler
Zoning and Development Coordinator
Office 937.262.3591 ext. 107
Fax 937.835.7167
kkayler@jeffersontwp.net
www.jeffersontwp.net





JEFFERSON TOWNSHIP

BOARD OF ZONING APPEALS

Decision Order and Entry

Case # 2023-010/ 2023-012

915 Calumet Lane; Parcel ID#: G27 18306 0120

Mary Flowers
5734 Woodville Drive
Dayton, OH 45417

REQUEST:

113 Jonquil Street, Conditional Use Permit for Residential Group Home operation.

Board Action:

The Board of Zoning Appeals held a public hearing on the application on Thursday, June 22nd, 2023. Members present Mr. Dickerson President, Mrs. Rowley, Ms. Core, and Ms. Gibson.

The Board reviewed the staff report, listened to the testimony of witnesses that appeared to speak on this case, and approved the requested zoning request.

Board Decision:

Upon a motion by Mrs. Rowley, seconded by Mr. Dickerson, the Board voted to approve the request.

Vote: Mr. Dickerson – Yes Mrs. Rowley – Yes Ms. Core – Yes Mrs. Gibson – Yes

The Decision of the Board is issued by approval of the Board of Zoning Appeals and Ordered to be entered into the Board's records.

Zoning Administrator

June 22nd, 2023
Date

JEFFERSON TOWNSHIP BUSINESS LICENSE

Pure Heart Group Home
BL20250631

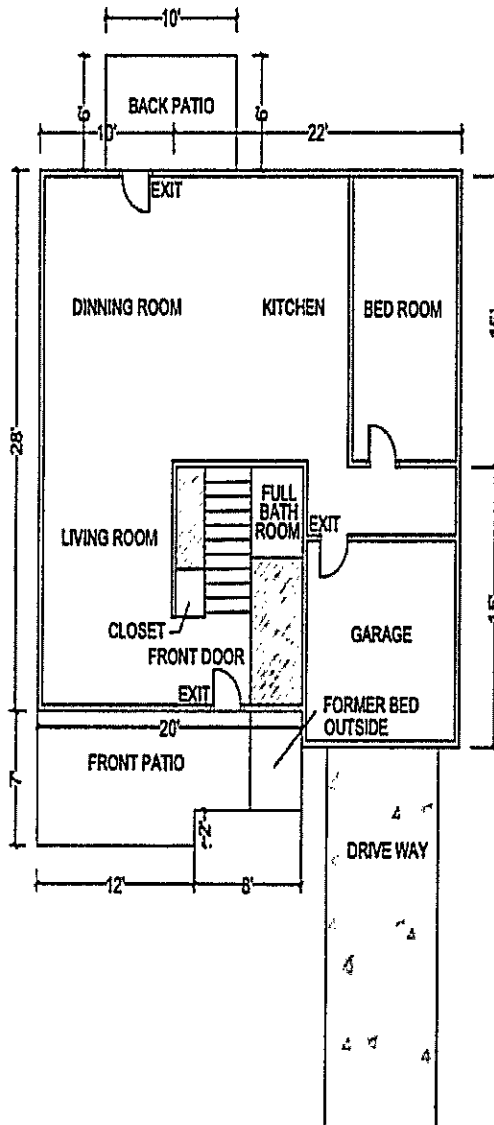
This is to certify that the above-named individual/entity has successfully obtained a business license permit from the Jefferson Township authorities. This certification permits the holder to conduct business within Jefferson Township in accordance with all applicable laws and regulations.

Effective Date: 07/16/2024
Expiration Date: 07/31/2025


Economic Development Coordinator
Department of Development & Compliance

Pure Hearts Group Home will be oriented toward Juvenile (Girl/youth). There will be counseling, medical and clinical services for each youth. Staff will be available 24 hrs around the clock.

Mary Flores
10/24/24



NOTES:

ADDRESS:
 113 JONQUIL ST
 DAYTON, OH 45417

FLOOR PLAN

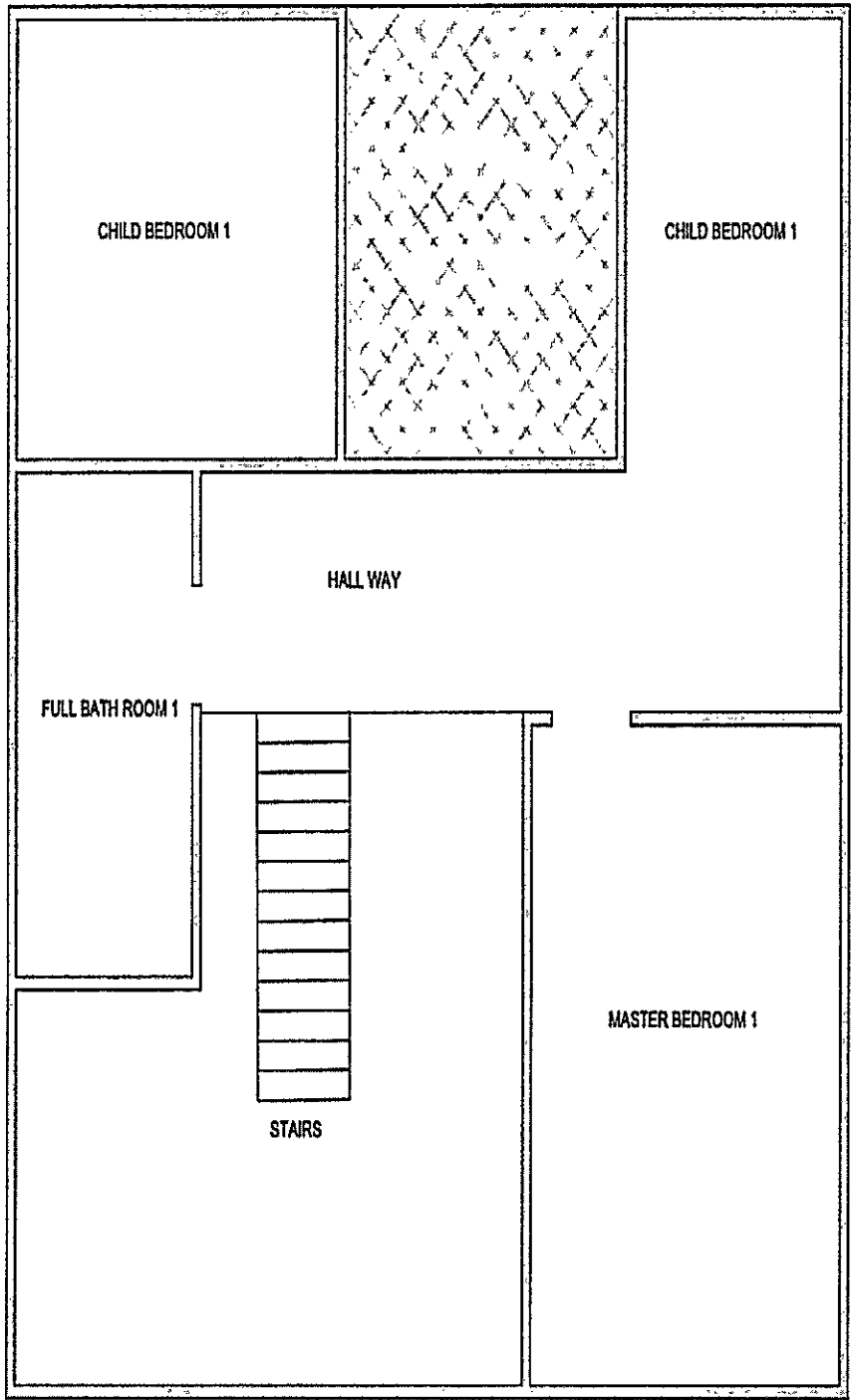
PARCEL ID: G27 16308 0120

LOT AREA: 0.12 ACRES

PLOT SIZE: 8.5' X 11'

DRAWING SCALE: 1"=10'





NOTES:

ADDRESS:
113 JONQUIL ST
DAYTON, OH 45417

FIRST FLOOR PLAN

PARCEL ID: G27 18308 0120

LOT AREA: 0.12 ACRES

PLOT SIZE: 8.5' X 11'

DRAWING SCALE: 1"=5'



Summary

PARID: G27 18306 0120
 PARCEL LOCATION: 113 JONQUIL ST

NBHD CODE: 85001000

1 of 1

Tax Year: 2023 ▾

Property Description

Tax Summary

Land

Payments List

Levy Distribution

New Levies

Special Assessments

Permits

Value History

Rental Registration

Sketch

Sales

Tax Detail

Pay Taxes

Property Photos

GIS Parcel Map

[Click here to view neighborhood map](#)

Actions

- Printable Summary
- Printable Version

Reports

Owner

Name
 FLOWERS MARY

Go

Mailing



Name FLOWERS MARY
 Mailing Address 113 JONQUIL AVE
 City, State, Zip DAYTON, OH 45417

Legal

Legal Description 223 MILITARY TERRACE SEC 1-A ABATEMENT
 Land Use Description R - SINGLE FAMILY DWELLING, PLATTED LOT
 Acres .124
 Deed
 Tax District Name JEFFERSON TWP-JEFFERSON LSD

Sales

Date	Sale Price	Deed Reference	Seller	Buyer
25-APR-22	\$59,000	202200028137	JEFFERSON RESIDENCE	FLOWERS MARY

Board of Revision

Tax Year	Case Number:	BTA/CPC	Result
2008	2857		BTA final decision
2011	2352		Decrease Value
2014	2279		Decrease Value
2019	0626		No Change in Value
2020	3649		Withdraw per owner

Values

	35%	100%
Land	690	1,980
Improvements	5,570	15,900
CAUV	0	0
Total	6,260	17,880

Building

Exterior Wall Material ALUMINUM/VINYL
 Building Style COLONIAL
 Number of Stories 2
 Year Built 2005
 Total Rms/Bedrms/Baths/Half Baths 6/4/2/
 Square Feet of Living Area 1,380
 Finished Basemt Living Area (Sq. Ft.) 0
 Rec Room (Sq. Ft.) 0
 Total Square Footage 1,380
 Basement FULL
 Central Heat/Air Cond CENTRAL HEAT WITH A/C
 Heating System Type HOT AIR
 Heating Fuel Type GAS
 Number of Fireplaces(Masonry)
 Number of Fireplaces(Prefab)

Current Year Special Assessments

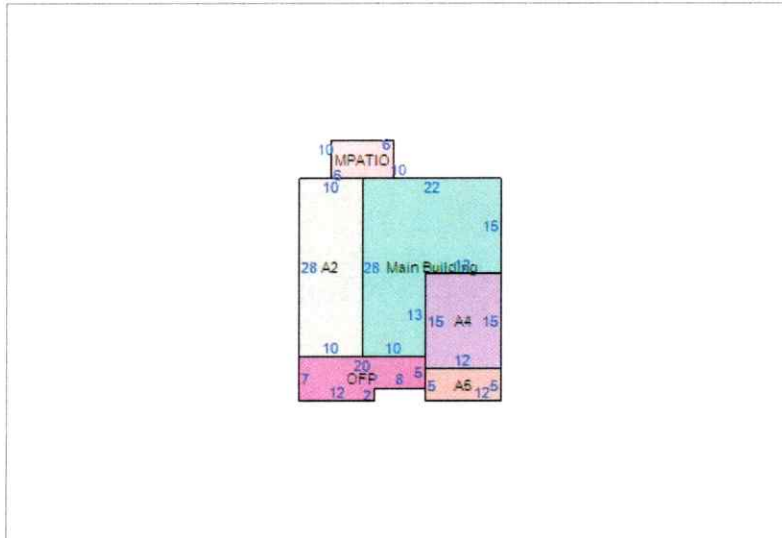
41100-MCD/AP MCD/AQUIFER PRES SUBD	\$1.00
21850-TR COL TRASH COLLECTION	\$243.76
11777-APC FEE	\$21.50
21200-LT. LIGHTING	\$50.25

Current Year Rollback Summary

Non Business Credit	-\$34.88
Owner Occupancy Credit	\$0.00
Homestead	\$0.00
Reduction Factor	-\$331.48

Tax Summary

Year	Prior Year	Prior Year Payments	1st Half	1st Half Payments	2nd Half	2nd Half Payments	Total Currently Due
2023	\$0.00	\$0.00	\$506.60	-\$506.60	\$211.59	\$0.00	\$211.59



Summary

PARID: G27 18306 0120
PARCEL LOCATION: 113 JONQUIL ST

NBHD CODE: 85001000

Property Description

Tax Summary

Land

Payments List

Levy Distribution

New Levies

Special Assessments

Permits

Value History

Rental Registration

Sketch

Sales

Tax Detail

Pay Taxes

Property Photos

GIS Parcel Map



G27 18306 0120

Nov/13/2018

1 of 4



Nov/13/2018 Front



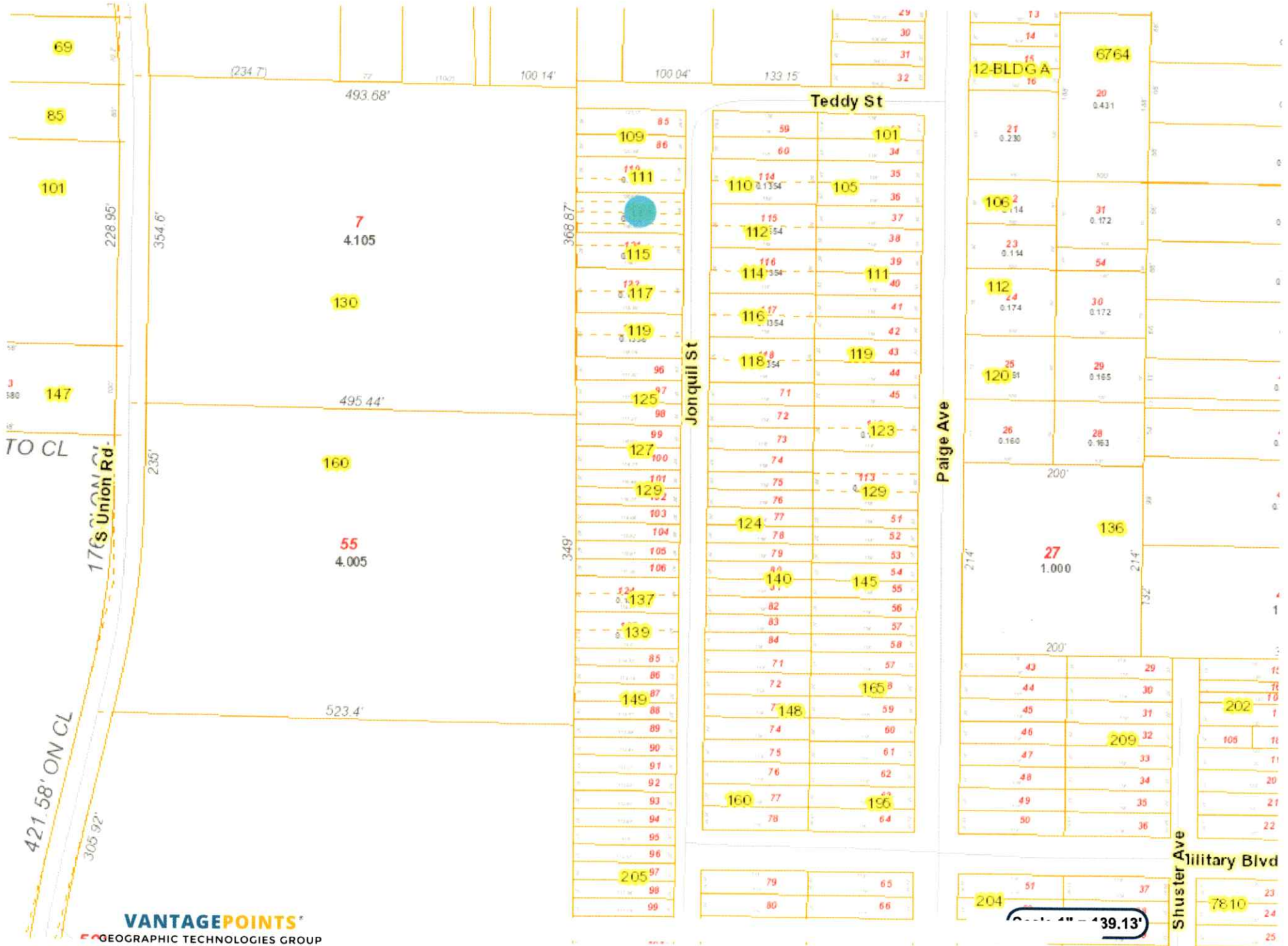
Nov/14/2012 Front



Sep/20/2007 Front



Aug/13/2001 Front



VANTAGEPOINTS
GEOGRAPHIC TECHNOLOGIES GROUP



Resident and Family Handbook

**113 Jonquil St
Dayton, Ohio 45417
(937) 825-3342**

Purpose Statement

The purpose of Pure Hearts Group Home LLC is to give young girls the tools to succeed in everyday life.

Mission

Empowering girls to make changes needed to live a successful life by teaching respect for all individuals, independence, integrity, morals, and good work ethic.

Our Staff

Pure Hearts Group Home LLC staff are specially trained to handle the complexities experienced by today's residents. Each staff member is required to complete mandatory training each year.

Core Values

- **KNOW AND LOVE YOURSELF SO YOU CAN MAKE AN UNDENIABLE MARK ON SOCIETY.**
- **RESPECT** - When respect is given, respect can be received. Remember the Golden Rule, "treat your neighbor as you want to be treated".
- **RESPONSIBILITY** - There are many things in life that require our attention. Accept those issues that only you are charged with handling.
- **EDUCATION** - Education is the path to success. Your educational endeavors will build an irreplaceable foundation for you to live a fruitful life.
- **HARD WORK** - Always be willing to work hard. Our mantra is "Work Hard, Play Hard" in that order.

Description of Functions

Pure Hearts Group Home LLC will house five residents ages 10-21 (please request admissions policy if needed) in a group home setting.

Program Description

Pure Hearts Group Home LLC is a place where residents, who may be facing challenges and need a safe and nurturing environment, can find support and guidance. Our goal is to create an atmosphere that feels like home, rather than an institution, ensuring the well-being and growth of our residents.

In our programs, we offer a structured environment that is tailored to the unique needs of each individual. We understand that everyone has different strengths and areas for improvement, so we focus on helping residents develop essential life skills and learn effective ways to handle conflicts.

Through engaging activities and interventions, we aim to assist our residents in acquiring, retaining, or improving their daily living skills. This includes tasks like personal hygiene, time management, organization, and effective communication. We strongly believe that by mastering these skills, our residents will be better prepared to navigate the challenges they may encounter in their lives and become productive members of society.

At Pure Hearts Group Home LLC, we emphasize positive and appropriate behavior. We provide consistent reinforcement and support to encourage residents to make choices that contribute to their personal growth and success. We believe that by creating a structured environment that promotes positivity, respect, and responsibility, our residents will be empowered to make positive changes in their lives and build a foundation for a brighter future.

We understand that the journey towards becoming a productive citizen can be challenging, but at Pure Hearts Group Home LLC, we are committed to supporting our residents every step of the way.

Visitation - Communication Policy

Pure Hearts Group Home LLC will ensure that arrangements for visitation and communication between the resident and family or friends are consistent with the case plan and

Visitation hours for all other guests will be subject to staff approval but typically:

- Weekdays between the hours of 5:30-7:00 pm
- Weekends and Holidays between the hours of 4:30-6:30 pm

All visitations will be arranged by the Administrator.

1. Pure Hearts Group Home LLC will allow the residents to send and receive mail. The facility adheres to relevant regulations and guidelines while maintaining a safe and secure environment. If there are concerns about suspicious mail, it may be necessary for the resident to open it in the presence of staff, following the procedures outlined in the resident's case plan and/or service plan and with the approval of the resident's guardian. Pure Hearts Group Home LLC staff will not open or read a resident's mail unless specified in the resident's case plan and/or service plan, and approved by the resident's guardian. Additionally, if contraband is suspected, a staff member may request the resident to open the mail in front of them and empty the package or envelope
2. Pure Hearts Group Home LLC, in accordance with the resident's service plan, will allow access to the telephone which will permit the resident to make and receive calls. No calls will be unreasonably denied, in accordance with the resident's service plan.
3. Pure Hearts Group Home LLC in accordance with the resident service plan provides privacy for visits and phone calls.

4. Pure Hearts Group Home LLC shall allow each resident to confer with their court appointed special advocate, caseworker, custodial agency worker, probation officer, attorney, and guardian ad litem, in private, no later than 24 hours after the request has been made by the resident.
5. Pure Hearts Group Home LLC shall designate space, which is not space in which residents live, to serve as an area for private discussion and counseling sessions between the residents and staff. This shall occur in the staff office.
6. Pure Hearts Group Home LLC will ensure that a resident who has access to electronic media (including internet, cell phones and email service), within or outside of the facility, while under the supervision of the agency staff, adheres to agency policy regarding digital devices.
7. Residents with disabilities shall have the opportunity to contact the state protection and advocacy organization.

ZERO TOLERANCE

- **Violence** (This includes but isn't limited to verbal assaults, fights, threats, self-destructive behavior (i.e: tattoos, eraser burns, suicide gestures, possession of weapons, etc.) and property destruction.)
- **Inappropriate sexual conduct**
- **Use or possession of drugs or alcohol, including inhalants**
- **Smoking**
- **Stealing**
- **Running away**
- **Any behavior that endangers or jeopardizes the residents, staff or program**

Note: Any of the above may result in removal from Pure Hearts Group Home LLC and/or criminal charges.

RESIDENTS ARE NOT ALLOWED TO HAVE THE FOLLOWING IN THEIR POSSESSION:

- Matches /Lighters
- Tobacco products
- Firearms
- Prescription or Over the Counter drugs (except as prescribed and administered by staff)
- Anything that can be considered a weapon
- Solvents or Aerosols
- Clothes, posters or music promoting alcohol, drugs, or violence
- E-Cigarettes

Resident and Family Complaint

We have a resident and family complaint process that is designed to assist the agency and staff with better service to residents placed at Pure Hearts Group Home LLC. Residents of Pure Hearts Group Home LLC, family and/or guardians can address concerns/complaints about Pure Hearts Group Home LLC practices or staff. Pure Hearts Group Home LLC is committed to ensuring that the resident's best interests are served while at the same time ensuring that all involved with the resident are treated with respect and dignity. Pure Hearts Group Home LLC wants to ensure that staff actions, in all cases, comply with policy.

A copy of the complaint procedure shall be given and explained to each resident and family upon admission to Pure Hearts Group Home LLC. Documentation of this shall be placed in each resident's file.

1. The resident or family will submit a written statement to the agency Administrator or Licensed Clinician. The resident or family will not have to submit the complaint to the staff member who is the subject of the complaint.
2. The complainant will be assured against retaliation by staff or by other residents. Once the complaint has been submitted, the Administrator and/or Licensed Clinician will assess if the person who the complaint has been filed against is a safety risk to the complainant. If so, a staff member will need to be present at all times to ensure that the complainant is safe. If the complaint is filed against a staff member, this staff member will need to be accompanied by an additional staff member to ensure the complainant is never left alone with the person they've submitted the complaint against, depending on the severity of the complaint the staff may be off work pending the investigation. Also, depending on the severeness of the complaint, the two will have to separate and cannot be in common areas alone.
3. The Administrator and/or Licensed Clinician will investigate the complaint. The investigation process will include taking statements from additional witnesses, reviewing camera footage, etc. Pure Hearts Group Home LLC will ensure that the complaint is reviewed and resolved by the administrator within 30 calendar days of the submission of the complaint.
4. The administrator and/or designee will receive any unresolved complaints. She will then make a decision on the complaint within 30 calendar days of the filing of the complaint.

5. If no judgment is made within 30 days, a written explanation of the reason why the complaint has not been resolved will be placed in the resident's record. Copies of all complaints and the resolutions will be placed in the resident's record.

Additional way to file a complaint:

- If a youth or family member of the youth believes that their original grievance/complaint was not resolved correctly by Pure Hearts then they may also make a complaint with the Ohio Youth Ombudsman.
- The Youth Ombudsman receives, reviews and investigates complaints from youth concerned about their care, placement, services or rights.
- The Ohio Youth Ombudsman can be reached at:
 - 1-877-OH-YOUTH (1-877-649-6884) or
 - Online at <https://youthandfamilyombudsmen.ohio.gov/youth/>.
 - Youth may file a complaint by calling the Ombudsman office or by completing a complaint form online.
- Pure Hearts will ensure that youths have private access to a telephone and/or computer to contact the Ohio Youth Ombudsman.

Roles and Responsibilities of Family in care and Treatment of the resident

Pure Hearts Group Home LLC' staff work together with families and encourage them to support the program and the decisions that are made by the program to ensure the safety of the residents as they are sometimes not easy decisions. We also ask parents/guardians to ensure that residents are following all rules that we have in place for them.

Parent/Guardian Responsibilities

1. Parents/Guardian is responsible to participate in service plan meetings, monthly discharge reviews (per QRTP requirement), and any services the resident is involved.
2. Parent/Guardian will sign a release of information for insurance card, medical and school.

Reporting Resident Abuse or Neglect

Pure Hearts Group Home LLC will report suspected abuse or neglect immediately to Montgomery County Children Service at 937-224-KIDS and/or to Law Enforcement and to The Ohio Department of Job and Family Services by calling 855-O-H-resident (855-642-4453).

Reporting allegations of abuse or neglect: Please contact Montgomery County Children's Services on any allegations of abuse and neglect at (937) 224-KIDS or Jefferson Twp Police Department at (937) 225-4357.

Foster Youth Bill of Rights

(A) No court, agency, resource caregiver, residential facility or any employee, volunteer, intern or subcontractor of an agency, court or residential facility is to in any way violate any of the following rights of residents:

- (1) The right to be free from physical, verbal, and emotional abuse and inhumane treatment.
- (2) The right to be protected from all forms of sexual abuse and exploitation.
- (3) The right to receive timely and consistent access to:
 - (a) Housing that is a clean and safe living environment, free of infestation and contaminants. This includes the right to enter their housing at any time during their placement.
 - (b) Food in accordance to rule 5101:2-7-06 or 5101:2-9-20 of the Administrative Code.
This includes the right to have other special considerations regarding food as a result of trauma included in their service and/or case plan.
 - (c) Clothing appropriate to the resident's age and gender identity. This includes the right to participate and provide input regarding the selection of their clothing.
- (4) The right to privacy and personal belongings.
- (5) The right to their own money. As age and developmentally appropriate, the right to earn their own money, open a bank account, and be provided guidance on how to save and spend money. For residents ages fourteen and older, this is to be addressed as a part of the residents independent living plan pursuant to rule 5101:2-42-19 of the Administrative Code.
- (6) The right to visitation and communication with parents, siblings, other family members, non-related kin, friends and significant others from whom they are living apart, in accordance with the resident's service or case plan. Unless restricted in the case plan or in accordance with paragraph (E) of this rule, the residents has the right to communicate with these persons in private.

(7) The right to contact their attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA) and guardian ad litem (GAL) as well as other professionals involved with the residents in private, within twenty-four hours of the request. Each of the phone numbers for these individuals and the recommending and custodial agency hotline is to be accessible to the residents.

(8) The right to have their opinions heard and be included when any decisions are being made affecting their lives. As age or developmentally appropriate, this includes the right to be invited to and prepared for meetings and court hearings including information about their permanency options.

(9) The right to receive timely, adequate, and appropriate medical care, dental services, vision care, and mental health services. This includes the right to have appointments scheduled and be transported to these appointments.

(10) The right to enjoy freedom of thought, conscience, and religion or to abstain from the practice of religion.

(11) The right to receive appropriate and reasonable guidance, support, and supervision from adults in their lives including parents, resource caregivers, agency staff, mentors, residents advisory boards, and others, as applicable.

(12) The right to participate in an appropriate educational program including the following:

(a) The right to provide their input regarding selection of schools consistent with the Every Student Succeeds Act (ESSA) 2015.

(b) The right to participate in educational and school related activities, without any barriers to access.

(c) For residents aged fourteen and older, the right to have access to information regarding vocational and post-secondary educational programs and financial assistance for post-secondary education.

(13) The right to life skills preparation pursuant to rule 5101:2-42-19 of the Administrative Code.

(14) The right to participate in age-appropriate extracurricular, enrichment, and social activities per section 2151.315 of the Ohio Revised Code.

(15) The right to protection against being discriminated against or harassed on the basis of race, sex, gender, gender identity, sexual orientation, disability, religion, color or national origin.

Frequently Asked Questions

Are all the rules important? Yes! Every rule is designed with you in mind. This handbook is designed to give you an excellent road map on how to stay out of trouble and prepare for success.

Who will take me to school? Pure Hearts Group Home LLC believes education is very important. The staff will always ensure that you arrive at school on time and show up prepared.

Can I talk to my family and friends? Yes, as long as your case plan and family or custodial agency does not disallow, there will be specially designed times each day for you to communicate with others outside of Pure Hearts Group Home LLC.

What time do we eat? The meal schedule is posted in the kitchen. In addition, there are snack times interwoven in the daily schedule that will be adjusted on weekends and summer breaks.

Do I have to do chores? Yes, it's everyone's responsibility to keep Pure Hearts Group Home LLC clean and safe. Most chores are completed on a buddy system and staff is always available to assist if needed.

There is a place for everything: At Pure Hearts Group Home LLC there are places that you need to ask permission to go to (kitchen, outside, etc.), places that require you to be under staff supervision (outings, phone calls), and some places you are never allowed (other residents' rooms and the staff office without adult supervision). Remember it's your responsibility to stay in staff sight.

Keep Calm! If there is a problem that Pure Hearts Group Home LLC staff may need to deal with, just keep Calm! They may ask you to go to your room or leave the area. It's really important for you to follow these directions. This is a big safety issue for you and the other residents and staff at Pure Hearts Group Home LLC. If there is an emergency, just keep calm until the situation has been handled.

Our entire program and house are designed with YOU in mind!

Important Contacts:

Administrator: Akeiya Huddleston

Email: akeyiadh@gmail.com

Phone: (937) 334-5264

Director: Mary Flowers

Email: maryflowers3265@gmail.com

Phone: (937) 825-3342

Our administrator can assist you with any concerns you may have. You can reach our Administrator Monday - Friday between 9 a.m-7 p.m. If you have an emergency outside of the hours listed above, you can contact our direct line at **(937) 825-3342** 24/7. We have circulating staff members in the home at all times. While direct care staff may not be able to assist you with your concerns, they will be able to take a message and direct it to the appropriate staff member to assist you.

Thank you!

Dear Residents and Families,

We would like to confirm that every resident of Pure Hearts Group Home LLC has received and read the Resident and Family Handbook. We consider the Handbook to be an essential resource that provides important information about our facility, policies, procedures, and guidelines.

By thoroughly reading the Handbook, residents and their families gain a comprehensive understanding of the expectations, rights, and responsibilities within our community. It covers topics such as daily routines, safety measures, communication protocols, program descriptions, and more.

We strongly encourage residents and their families to review the Handbook carefully to ensure a clear understanding of our shared values and guidelines. It serves as a reference guide to help navigate their stay at Pure Hearts Group Home LLC effectively and make informed decisions.

We are dedicated to providing a safe, secure, and nurturing environment for all residents, and the Handbook plays a vital role in maintaining a cohesive and harmonious community. It is our commitment to ensure that every resident and their family have access to the information contained within the Handbook.

Please sign and return the attached acknowledgment form to confirm that you have read the Resident and Family Handbook in its entirety. If you have any questions or require further clarification, please do not hesitate to reach out to our staff, who will be more than happy to assist you.

Thank you for your cooperation and commitment to creating a positive and supportive living environment at Pure Hearts Group Home LLC.

Sincerely,

Akeiya Huddleston
Administrator
Pure Hearts Group Home LLC

Resident Name (Print)	Resident Name (Signature)	Date
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Staff Name (Print)	Staff Name (Signature)	Date
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JEFFERSON TOWNSHIP



LIBERTY

BZA 2025-015

BOARD OF ZONING APPEALS

APPLICATION COVER PAGE

Submission Date: 9-26-2025

Application for (select all that apply): Appeal Conditional Use Use Variance Variance(s)

Instructions

Complete this cover page and have it notarized. Submit the cover page along with the relevant application, required fee, and attachments to the Department of Development & Compliance c/o Board of Zoning Appeals 580 Calument Ln. Dayton, OH 45417.

This application should only be completed after a meeting with the Zoning Coordinator, receiving a written Zoning Administration Refusal, or Legal Notice of Violation. Applications that are not complete or are illegible will be returned to the applicant and will not be scheduled for public hearing. Incomplete applications shall be a basis for denial.

Submit a plot plan drawn to scale showing dimensions and location of lot and all structures existing and proposed (**6 copies on 8 1/2 x 11 inch paper**) A list of all the owners of property within and contiguous to (and directly across the street from) the property list must be submitted with the application. For conditional use, also submit a list of all property owners within 500 feet. If you have questions or would like to schedule an application interview, please call the Zoning Coordinator at (937) 262-3591 ext. 107.

Property Information

Property Address: 5300 Tucson Dr.
Street Address

Dayton OH 45417
City State ZIP Code

Parcel(s) ID Lot #: G27 24502 0030

Current Zoning District: R-3 District

Proposed Zoning Use:

If platted, name of Plat:

Type of Appeal: Conditional Use

Authorization to Visit Property

By signing below, the owner/applicant authorizes Township representatives to visit and photograph the property described in this application.

Applicant Information

Full Name/ Company: Havens Nest

Address: 6232 Melvin Ave
Street Address

Dayton OH 45417
City State ZIP Code

Phone: 937-301-2748

Email: info@havensnest.net

Owner Information (if different than Applicant)

Full Name/
Company: Augustine Robinson

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: 937-301-2748 Email: info@havensnest.net

Signature: Augustine Robinson Date: 9/26/25

Notarization

I hereby depose and say that the above statements and the statements contained in all exhibits transmitted herewith are true.

Applicant

Interest of Applicant

Augustine Robinson
Signature

Augustine Robinson
Printed Name

9/26/25
Date

Notary Public

Subscribed and sworn before me this 26 day of September, 2025

My commission expires on June 21st, 2028

Application for Board of Zoning Appeal Hearing: ALL Fees are NON-Refundable Regardless of The Case Outcome



Danielle Mosley
Notary Public, State of Ohio
My Commission Expires 06-21-2028

Danielle Mosley
Signature

SUMMARY FOR WEDNESDAY DECEMBER 17, 2025, BZA CASES

Summary – Case BZA 2025-015 – Havens Nest Group Home

Address: 5300 Tucson Drive, Dayton, Ohio 45417

Zoning: R-3 Single Family Residential

Request: Conditional Use approval for Residential Class 2 Facility (Group Home for 5 Juvenile Girls).

Application Date: 9/30/2025

Group Homes are allowed as a conditional use.

Spacing is 1500 feet minimum separation. The closest group home to this address is 1,541 feet from Fortman. If this group home is approved to open that will give the township 6 the township cap is 15 group homes. The group home must hold a valid Ohio MHAS license.

Based on the information available, the staff finds that the proposed Havens Nest Group Home at 5300 Tucson Drive is consistent with the intent and purpose of the Jefferson Township Zoning Code and the Group Home Policy (Resolution 25-083).

The applicant's proposal meets the Township's requirements for spacing, density, and licensing and operates within the allowed conditional use framework for the R-3 District. The facility's small scale—limited to five residents—and its 24/7 staff supervision indicate that it will function similarly to a large single-family household while maintaining necessary safety oversight.

Staff's confirmed with Captain Steele at the Sheriff's Department no evidence that existing group homes in Jefferson Township have created unusual public safety burdens, and the Township's new compliance and fee structure provides a clear system of accountability and enforcement.

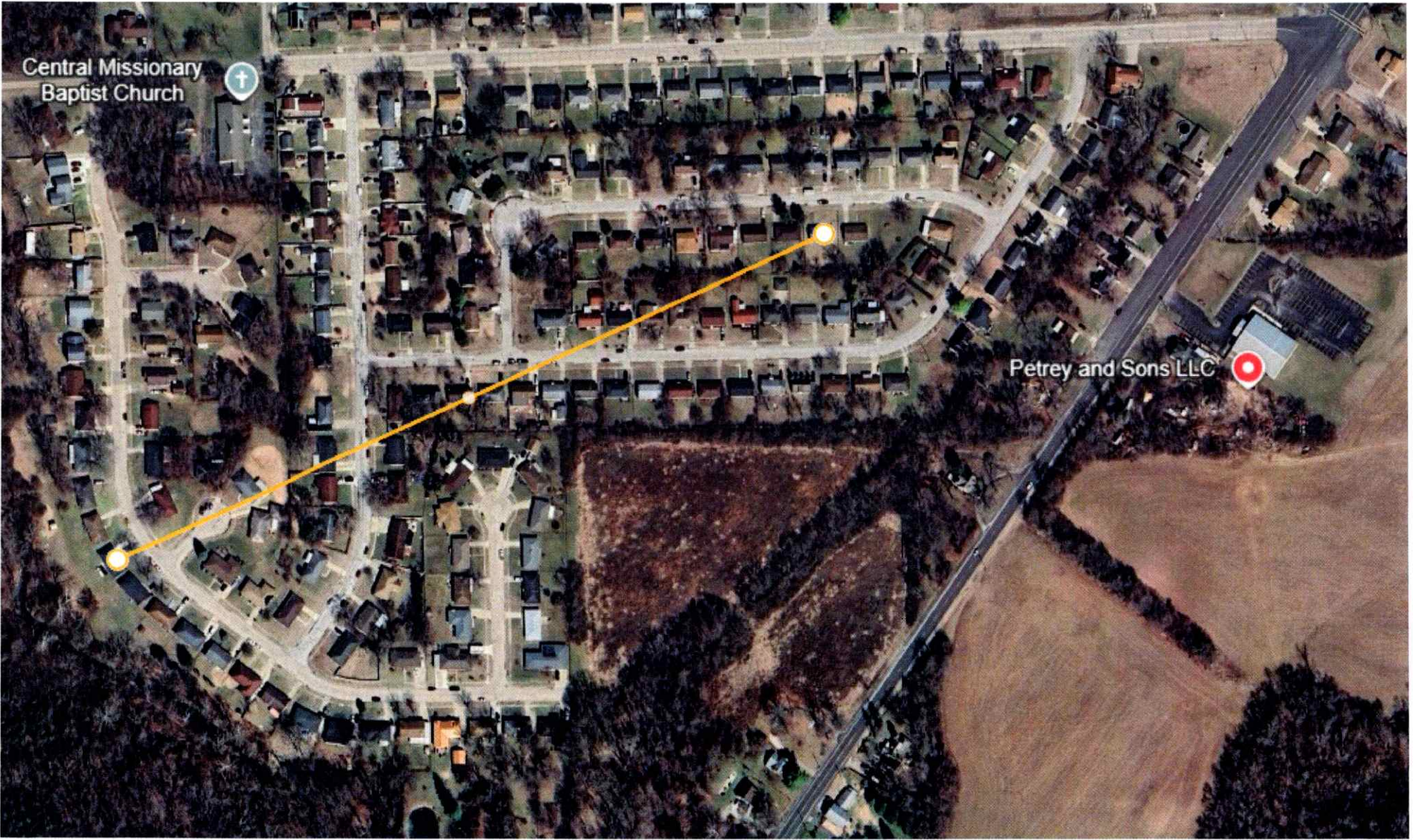
The recommended conditions will ensure that the use remains compatible with its residential surroundings while allowing the Township to monitor performance annually. These safeguards, coupled with State of Ohio licensure and inspection, provide a comprehensive oversight framework that protects both residents and the neighborhood.

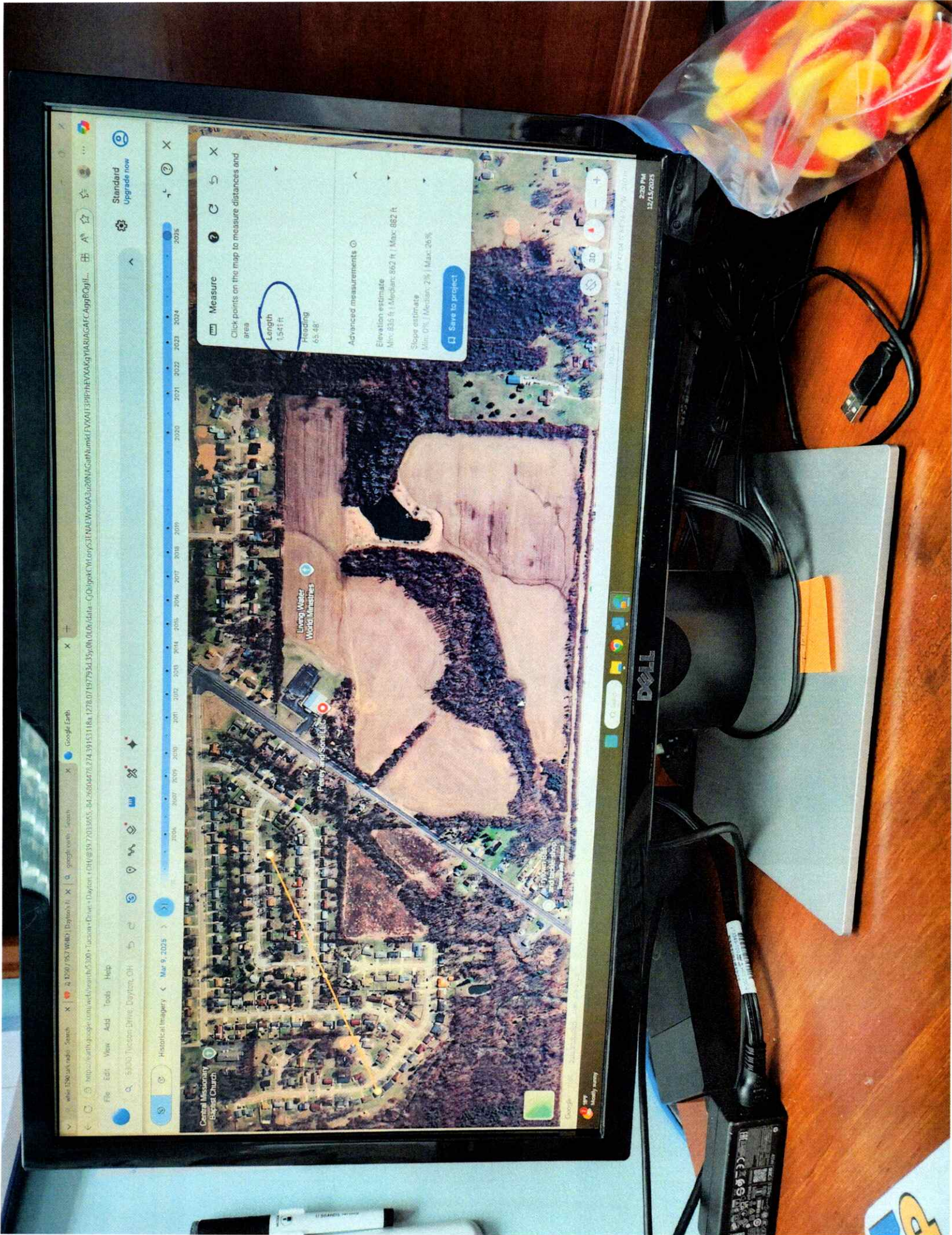


5300 Tucson Drive, Dayton, OH



Historical Imagery < Mar 9, 2025 >





Google Earth

Standard Upgrade now

Measure

Click points on the map to measure distances and area

Length
1.54 ft

Heading
65.48°

Advanced measurements

Elevation estimate

Min: 835 ft | Median: 862 ft | Max: 882 ft

Slope estimate

Min: 0% | Median: 2% | Max: 26%

Save to project

Living Water World Ministries

Living Water World Ministries

Central Masonry Baptist Church

Historical Imagery

Max 9, 2025

DELL

12:29 PM
12/14/2025

Jefferson Township Board of Zoning Appeals

Staff Report – Case BZA 2025-015

Applicant: Havens Nest (Augustine Robinson)

Owner: Terese Barker

Property: 5300 Tucson Drive, Dayton, Ohio 45417

Parcel ID: G27 24502 0030

Zoning District: R-3 Single-Family Residential District

Request: Conditional Use approval for a Group Home for five (5) juvenile Girls, ages 13-19.

BZA Case Date(s): November 20, 2025

I. Background

- This case was referred to the Board of Zoning Appeals under 602 of Jefferson Township Zoning Code, which requires conditional use review for Residential care facilities in R-3 districts. The applicant proposes establishing a Juvenile Group Home.
- Facility will serve five girls, offering accommodation and personal care services such as supervision, meal preparation, housekeeping, medication management, and coordination without side healthcare providers.
- The property is zoned R-3 Single Family Residential, where such facilities may be considered as conditional uses subject to BZA Review.
- The homeowner is Terese Barker and will lease to Heavens Nest for operation on a juvenile group home.

II. What is a Juvenile Group Home Facility?

A juvenile group home facility is a structured residential setting designed to provide care and supervision for young people who cannot remain in their family homes. These facilities typically house between 5 to 15 residents, offering a safe and supportive environment for troubled teens to work through their issues and behaviors. They often provide 24-hour supervision, therapy, and opportunities for schooling to help young individuals develop and reduce their involvement with the juvenile justice system.

Key features:

- Provides room, meals, supervision, and assistance with daily living (bathing, dressing, medication management).
- Residents may have physical disabilities, developmental disabilities, mental health needs, or age-related limitations.
- Staff are trained to supervise, monitor well-being, and respond to emergencies

- Facilities are licensed by the State of Ohio and accredited through the Joint Commission.
- They are designed to look and function like a home in a neighborhood, not like an institution

III. Applicable Zoning Provisions

- §602 – R-3 District: Group homes are allowed as conditional uses.
- §304 – Powers of the BZA: BZA may approve, deny, or approve with conditions.
- §406.05 – Conditions & Safeguards: BZA may attach conditions to minimize neighborhood impacts (traffic, parking, hours, supervision).
- §304(F) – Expiration: Permits expire if not commenced within one year unless extended

IV. Policy Context

1. Permanent Standards Established by Resolution 25-083 (Resolution 25-083, adopted July 2, 2025)

- Sets permanent rules for group homes:
 - **Spacing:** 1,500 feet minimum separation.
 - **Township Cap:** 15 total homes.
 - **Supervision:** 24/7 awake staff, 1:4 staff ratio.
 - **Safety/Security:** Cameras, alarms, curfews, law enforcement notification.
 - **Licensing:** Must hold a valid OhioMHAS license.
 - **Fees:**
 - a) Initial Application Fee: \$500
 - b) Annual License Renewal: \$250
 - c) 3-Year Renewal Review: \$750
 - d) Late Fee: \$50
 - e) Failure to pay fees may result in the denial or revocation of the permit.

2. Application fee due with the conditional use request.
3. Annual renewal fee required for continued operation.
4. Fees fund Township compliance reviews, inspections, and enforcement.

- Adoption of this resolution lifted the moratorium and now provides the framework for evaluating new applications, including Ivy League Care.

2. Moratorium (Resolution 25-062, adopted May 7, 2025)

- Temporarily paused new applications.
- **Superseded by Resolution 25-083 (July 2, 2025).**

Together, these provisions ensure that group homes are licensed, supervised, and financially accountable to the Township through annual fees and compliance reviews.

V. Existing Group Homes in Jefferson Township

1. 5042 Lounsbury Dr. – New Compassions LLC (since 2010)
2. 113 Jonquil St. – Pure Heart Group Home (since 2024) – Listed on the OhioMHA
3. 3804 Frytown Rd. – Second Mental Retardation (since 1999)
4. 17 Davenport Ave. – A & B Sisterhood (since 2024)
5. 129 Colgate Ave. – House of Legacy (since 2025)
6. 5038 Fortman Dr. – Ivy League Care (since 2025) – Seeking OhioMHA License

Analysis:

- With Heavens Nest Group Home, there would be 7 total group homes in the Township (below the 15-home cap).
- Spacing and density requirements must still be confirmed by staff through mapping and census tract review.

These facilities are distributed throughout the Township, preventing concentration in any single neighborhood and aligning with the spacing intent of the Group Home Policy.

VI. Staff Analysis

1. Site and Neighborhood Fit
 - The property is a single-family home in an R-3 neighborhood.
 - A facility for five residents with 24/7 staff supervision will look and function much like any other house on the street, but with more consistent staff presence.
 - Parking must be carefully managed so it does not spill onto the street.

The existing dwelling meets the minimum lot area and setback requirements of the R-3 district.

2. Traffic and Parking

- A home with five residents will generate traffic comparable to a large family household.
- Staff shifts may add some daily trips, but this is not expected to exceed neighborhood capacity.
- Condition: limit parking to driveway/garage spaces.

A five-resident facility with shift staff typically produces between 6–8 vehicle trips per day, consistent with a medium-sized household.

3. Spacing

- Township rules require:

- o At least 1,500 feet between group homes.

Oversight and Safety

- The operator must hold a valid OhioMHAS license, which brings state inspections and oversight.
- Township can add local conditions for safety and neighborhood compatibility (staff contact info, annual review).

In addition to OhioMHAS oversight, the Township's annual compliance review will verify staffing ratios, licensure, security measures, and maintenance of fees.

5. Community Concerns

- Likely concerns: parking, safety, and whether the home will change the neighborhood character.
- Staff believe conditions can address these concerns while respecting the applicant's right to operate under zoning and state law.
- To address common concerns about whether group homes place added demand on public safety, staff reviewed the **Sheriff's Department monthly reports for January–August 2025**.
 - **Findings:**
 - No incidents were directly linked to existing group homes in Jefferson Township.
 - Calls for service were primarily related to traffic enforcement, crashes, theft, property crimes, animal complaints, and environmental issues (dumping, junk vehicles).
 - A few juvenile-related incidents (e.g., child safety, medical calls, dog bites) were noted, but none tied to licensed residential care facilities.
 - **Analysis:**
 - Based on available data, **group homes have not created unusual burdens** on law enforcement compared to other residential properties.
 - The Township's new Group Home Policy strengthens safeguards by requiring **24/7 awake staff, security measures, and annual compliance reviews**, further reducing the likelihood of Sheriff's calls.
 - Staff will continue to monitor Sheriff's reports annually as part of the compliance review process for all licensed group homes.

Continued coordination between Township staff and the Sheriff's Office will remain part of each annual review.

VI. Questions for the Board

1. Does the facility comply with the 1,500-foot spacing rule?
2. Should the Board impose conditions on parking to prevent overflow onto the street?
3. What neighborhood communication tools (e.g., staff contact info, compliance reviews) would help reassure residents?

4. Is a one-year approval with annual review the best way to balance oversight and fairness?
5. Does the Board find that the proposed facility meets the intent of Resolution 25-083 by maintaining safety, supervision, and spacing requirements?

VII. Options for the Board

1. **Deny** – if spacing rules are not met.
2. **Approve** as requested – if compliant.
3. **Approve with conditions** (Staff Recommendation):
 - o **Maximum Occupancy:** The facility shall not exceed five (5) residents.
 - o **Licensure Requirement:** Zoning approval is contingent upon maintaining a valid and current OhioMHAS license prior to occupancy. The operator shall notify the Township Zoning Department of any changes to ownership, license status, or operation.
 - o **Spacing and Density Compliance:** The property must comply with all Township spacing requirements and the fifteen (15) home cap for licensed residential facilities.
 - o **Parking:** All parking shall be confined to the driveway or garage. Staff parking on public streets is strictly prohibited.
 - o **Emergency Contact:** The operator shall provide a 24/7 staff emergency contact to both the Township and adjacent neighbors.
 - o **Annual Review:** The facility shall be subject to an annual compliance review by the Township to confirm continued licensure and adherence to all Township zoning regulations.
 - o The operator shall maintain payment of all required Township group home fees (initial, annual, and renewal) as a condition of continued operation.
 - o Failure to comply with these conditions or with Township policy may result in suspension or revocation of the conditional use permit.

Conclusion:

Based on the information available, the staff finds that the proposed Havens Nest Group Home at 5300 Tucson Drive is consistent with the intent and purpose of the Jefferson Township Zoning Code and the Group Home Policy (Resolution 25-083).

The applicant's proposal meets the Township's requirements for spacing, density, and licensing and operates within the allowed conditional use framework for the R-3 District.

The facility's small scale—limited to five residents—and its 24/7 staff supervision indicate that it will function similarly to a large single-family household while maintaining necessary safety oversight.

Staff's review of Sheriff's Department reports (January–August 2025) revealed no evidence that existing group homes in Jefferson Township have created unusual public safety burdens, and the Township's new compliance and fee structure provides a clear system of accountability and enforcement.

The recommended conditions will ensure that the use remains compatible with its residential surroundings while allowing the Township to monitor performance annually. These safeguards, coupled with State of Ohio licensure and inspection, provide a comprehensive oversight framework that protects both residents and the neighborhood.

Prepared for the Jefferson Township Board of Zoning Appeals

Date: [November 20, 2025]

Prepared by: [Karen Kayler Title: Zoning & Development Coordinator]

Summary

PARID: G27 24502 0030
 PARCEL LOCATION: 5300 TUCSON DR

NBHD CODE: 85002000

Record Navigator

1 of 1

Tax Year: 2024 ▾

Property Description

Tax Summary

Land

Payments List

Levy Distribution

New Levies

Special Assessments

Permits

Value History

Rental Registration

Sketch

Sales

Tax Detail

Pay Taxes

Property Photos

GIS Parcel Map

Actions

- Printable Summary
- Printable Version

Reports

[Click here to view neighborhood map](#)

Owner

Name
 BARKER TERESE M

Mailing

Name BARKER TERESE M
 Mailing Address 5300 TUCSON DR
 City, State, Zip DAYTON, OH 45417 2252

Legal

Legal Description 30 WESTERN HGTS 2
 Land Use Description R - SINGLE FAMILY DWELLING, PLATTED LOT
 Acres 0
 Deed DEED-06-101326
 Tax District Name JEFFERSON TWP-JEFFERSON LSD

Sales

Date	Sale Price	Deed Reference	Seller	Buyer
04-OCT-93	\$41,300			
30-OCT-06	\$57,200	200600101326	BARKER BEVERLY J AND	BARKER TERESE M

Values

	35%	100%
Land	6,460	18,460
Improvements	22,280	63,670
CAUV	0	0
Total	28,740	82,130

Building

Exterior Wall Material BRICK
 Building Style RANCH
 Number of Stories 1
 Year Built 1963
 Total Rms/Bedrms/Baths/Half Baths 5/3/1/0
 Square Feet of Living Area 1,026
 Finished Basemt Living Area (Sq. Ft.) 0
 Rec Room (Sq. Ft.) 0
 Total Square Footage 1,026
 Basement FULL
 Central Heat/Air Cond CENTRAL HEAT
 Heating System Type
 Heating Fuel Type GAS
 Number of Fireplaces(Masonry) 0
 Number of Fireplaces(Prefab)

Current Year Special Assessments

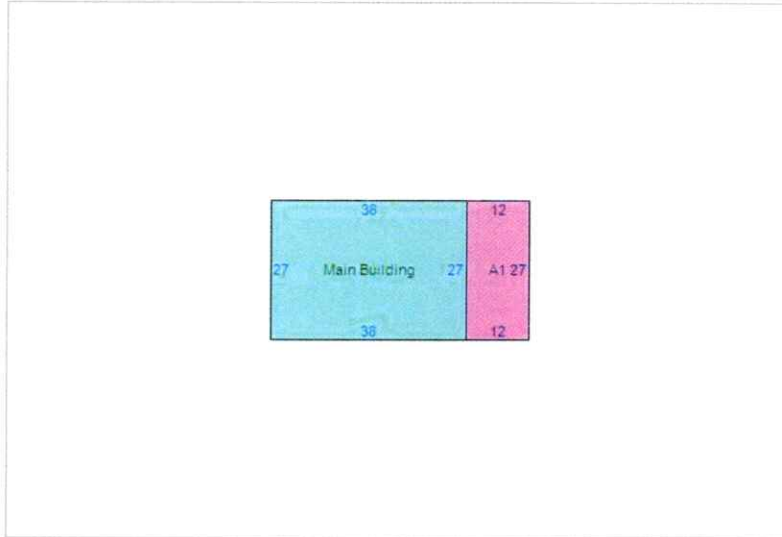
41100-MCD/AP MCD/AQUIFER PRES SUBD	\$1.00
11777-APC FEE	\$21.50
21850-TR COL TRASH COLLECTION	\$249.04

Current Year Rollback Summary

Non Business Credit	-\$159.70
Owner Occupancy Credit	-\$39.96
Homestead	\$0.00
Reduction Factor	-\$1,526.88

Tax Summary

Year	Prior Year	Prior Year Payments	1st Half	1st Half Payments	2nd Half	2nd Half Payments	Total Currently Due
2024	\$0.00	\$0.00	\$1,238.43	-\$1,238.43	\$938.14	-\$938.14	\$0.00



PARID: G27 24502 0030
PARCEL LOCATION: 5300 TUCSON DR

NBHD CODE: 85002000

Summary

Property Description

Tax Summary

Land

Payments List

Levy Distribution

New Levies

Special Assessments

Permits

Value History

Rental Registration

Sketch

Sales

Tax Detail

Pay Taxes

Property Photos

GIS Parcel Map



Oct/24/2018 Front



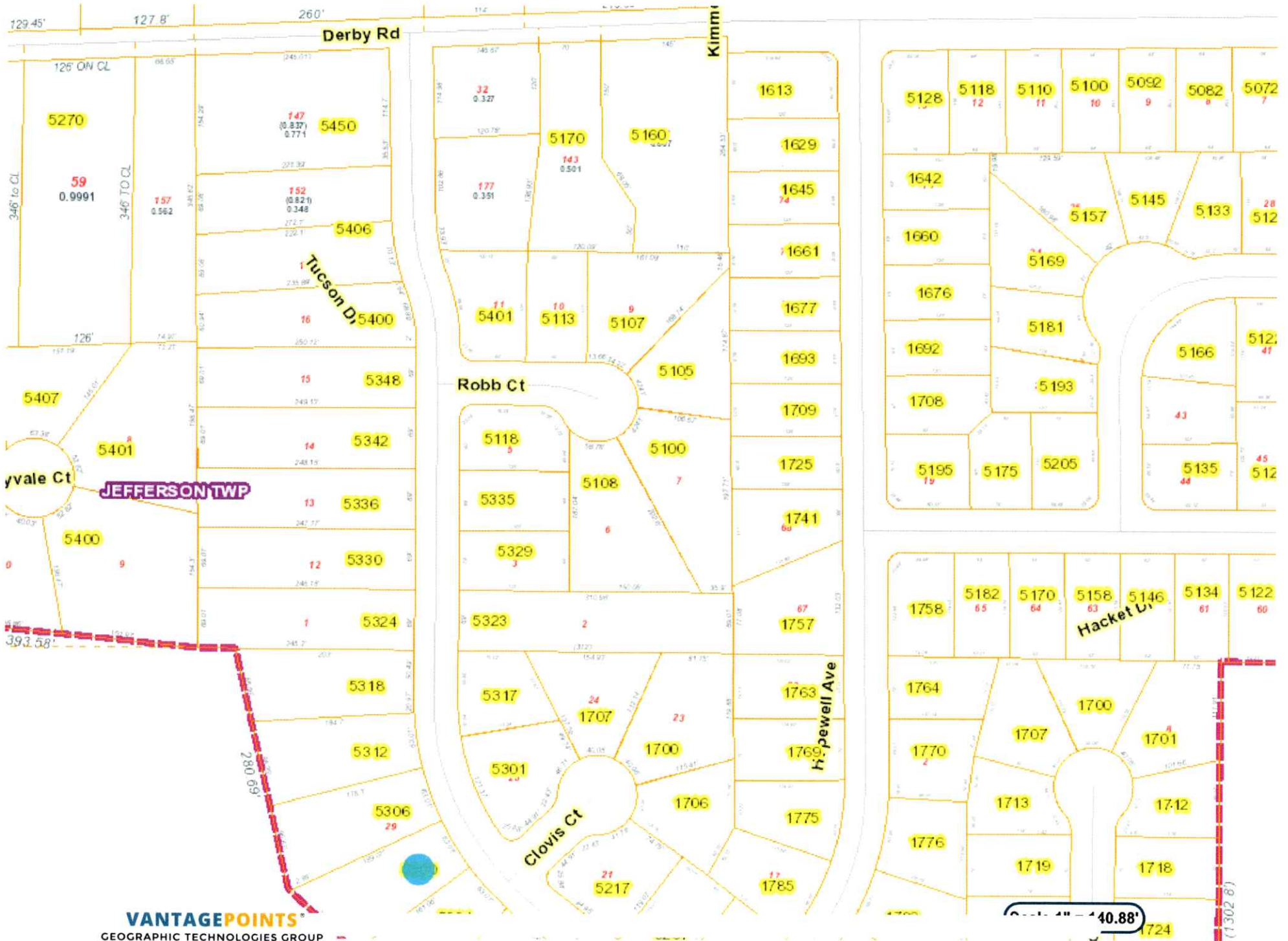
Nov/19/2012 Front



Jan/04/2001 Front



Sep/20/2007 Front



Questions for Havens Nest Group Home

1. What qualifications do you have? Bachelors in psychology, group home license from the State of Ohio, Accreditation through Joint Commission.

With the strain of resources already limited, how would your group home be self-sufficient? The county in which the youth comes from pays the group home for the care of the youth.

2. How would you give back to our community? We have an annual Spring Clean-Up; would you and your residents be committed to helping the beautification of our community? The youth will help neighbors with yard work, trash, groceries etc. Yes, we would be more than willing to contribute to the Spring Clean to help keep the community beautiful.

3. What is your longest stay? 10 months

4. What is your shortest stay of a resident? 3 weeks

5. How do you address safety concerns for residents around you? Explain to them our security systems, contact info to owner/administrator, give a copy of community engagement plan.

6. What is your staff-to-resident ratio? 1:5

7. What medical services are available on-site? On-call nurse and licensed social worker. All employees are CPR certified

8. Is care assessed on an ongoing basis? Yes, girls are supervised 24hrs a day.

9. Is someone trained to administer medication? Yes, all employees are MARS trained.

10. How long has the current administration been in place? 1 year

11. Is there a frequent staff turnover? No, longest employee 1 year, shortest 6 months

12. What training does the staff receive? CPR, de-escalation, MARS training, trauma training

13. Will staff arrange activities? Yes, during the school year the youth has outings every other weekend, during the summer, every weekend.

14. Can residents come and go at will? No, unless they have unsupervised time.

15. Can personal visitors come and go at will? No, the only visitor that will come are caseworkers.

16. Are there safety locks on the doors and windows? Yes, all doors and windows will have locks and alarms on them.

17. Are there security and fire safety systems? Yes, there is a security system with cameras and alarms. There will also be smoke/carbon monoxide detectors and fire extinguishers, exit maps in every room, also well as fire drills monthly.

18. Are exits well marked? Yes, there will be exit signs above every exit.

19. How are room changes, and roommate concerns addressed?

20. Are the residents actively participating in life around them? Yes, they go to school, engage in therapy, after school activities, visitation with families.

21. Are the residents treated with dignity and respect? Yes, all residents are always treated with respect.

22. What is the appearance of the residents? Residents are neat and clean.

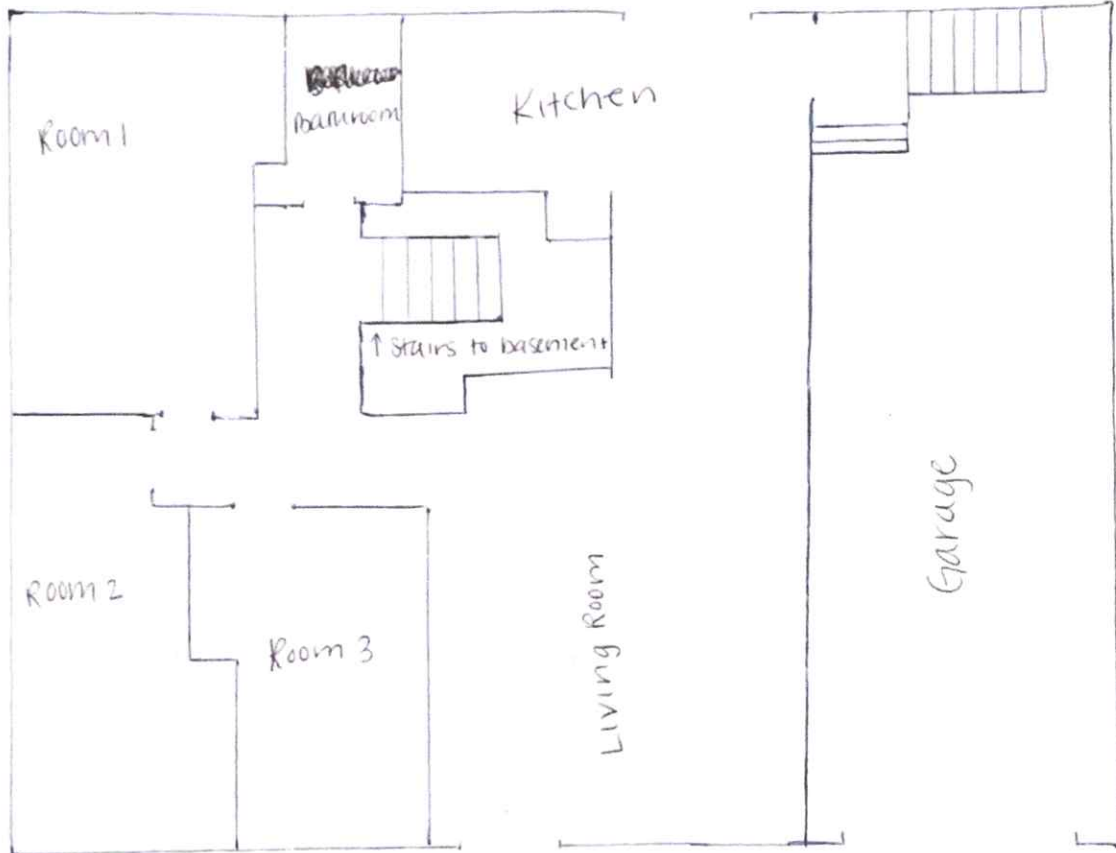
23. Do any residents have a history of violent or other problem behaviors? Some of the children will come with aggressive behaviors.

24. How are these situations handled by staff? De-escalate the situation by isolating the residents from what's triggering, talk to them, offer to speak with clinical staff, give them time to decompress.

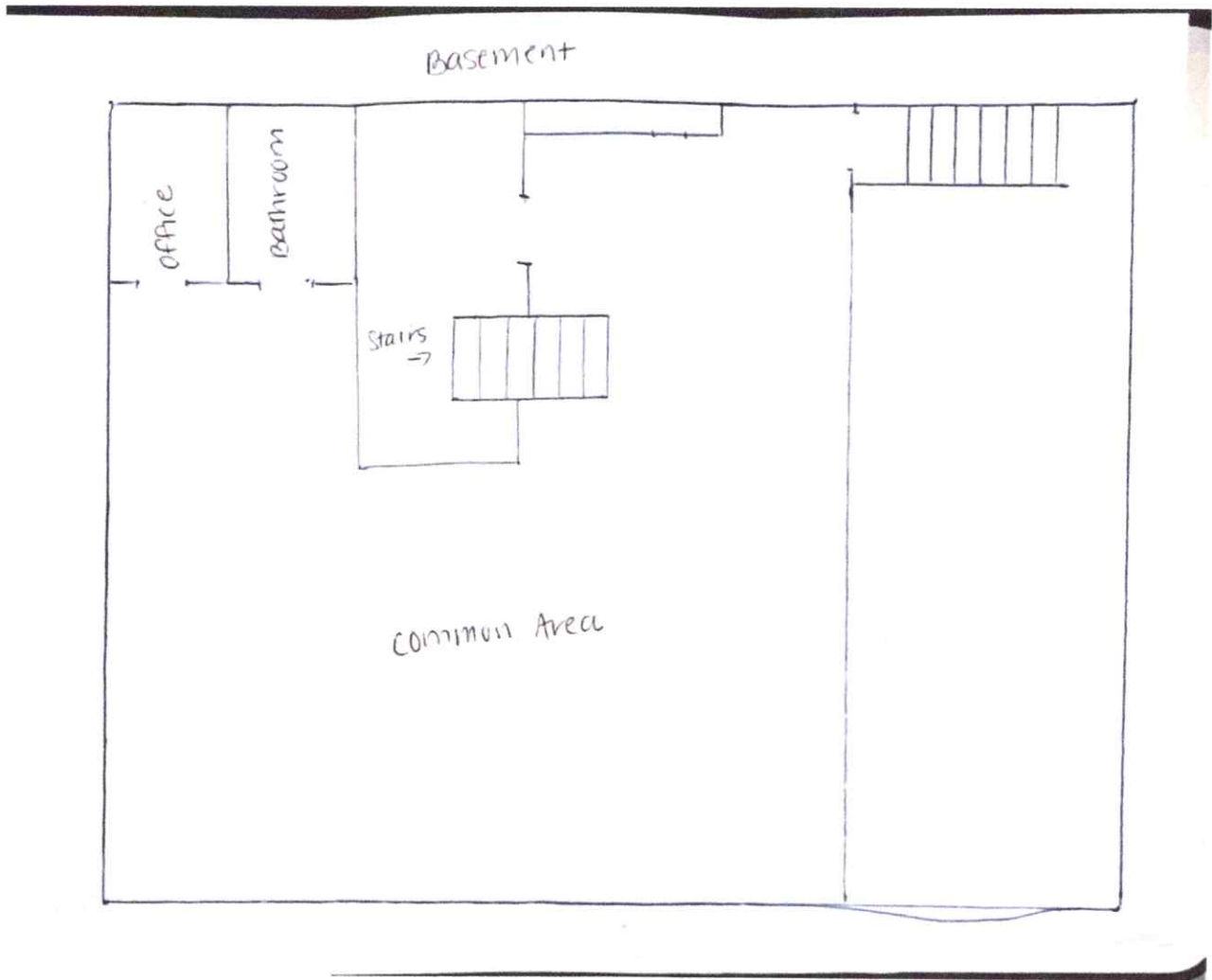
These questions were answered by Augustine Robinson - Owner/Operator of

Havens Nest Group Home. 10/29/2025

Floor Plan - upstairs



Floor Plan - Down Stairs





Haven's Nest Group Home

Administrator Augustine Robinson
House Manager Shatasha Tolliver



About Us

We are a residential group home for adolescent girls between the ages of 13-18. We take pride in making a difference and making sure that we are assisting in their mental and emotional health.

Contact Us

Phone

937-301-2748

937-813-1159

Email

Info@havensnest.net

Address

6232 Melvin Ave
Dayton, Ohio 45417

- Safe and Secure
- 24/7 Supervision
- Family Environment
- Caring Staff



Haven's Nest
6232 Melvin Ave
Dayton, Oh 45417

Phone:9373012748
Email:info@havensnest.net

Administrator: Augustine Robinson (also point of contact for referrals)
Phone: 9373012748
Email: info@havensnest.net

Clinical Director: Kenyatta Robinson
Phone:9378380169
Email: kenyattarobinson30@yahoo.com

House Manager: Shatasha Tolliver
Phone: 7255008111
Email: tollivershatasha@gmail.com

Havens Nest DOES accept after-hours placement, Augustine Robinson will be point of contact.

We are accredited through Joint Commission.

We are QRTP compliant.

Havens Nest DOES NOT accept fire starters and sexual predators.

The youth will attend ~~Frotwood-Madison~~ Schools.

Haven's Nest has 4 beds. *Jefferson*

Haven's Nest is a group home setting.

Mission Statement

HAVEN'S NEST is dedicated to aiding in the mental, physical, and spiritual wellbeing of female youth ages 13 to 17 by creating a safe, educational, and nurturing environment.

Vision

Provide safety, permanency, mental stability, and education for all youth placed in the care of HAVEN'S NEST by providing mental health counseling and offering a comprehensive, liberating training curriculum that will include teaching responsible roles, money management, job search techniques, educational activities, college and career planning, and supervised independent living.

Hours of Service:

HAVEN'S NEST is a group home that is open 24 hours a day, 7 days a week, year-round.

Group Home Services:

Youth served by HAVEN'S NEST attend school and extracurricular activities, while maintaining continuous access to group home services, such as transportation to and from medical and foster care-related appointments, on a continuous and daily basis.

Foster group home services are based on accepted practices in the field and incorporate current research, evidence-based best clinical and education practice, relevant guidelines and policies, and/or expert professional consensus. As with other aspects of treatment at HAVEN'S NEST, the persons served (and their families/custodial agencies, and other stakeholders) are active participants in the treatment planning process.

As part of their foster group home services, each youth is provided case management including a treatment plan rooted in the youth's individual childcare agreement, mental and behavioral assessments, and independent living plan; as well as their strengths, needs, abilities, and individual preferences.

Group home services are supported by the in-house case manager, on-call RN, and staff (youth workers) who provide around-the-clock care and support for the youth in the home. Our team is composed of competent and experienced individuals whose lives speak to the empowerment of the foster care population.

These individuals receive initial and ongoing training and assessment, including but not limited to:

- CPR and First Aid,
- Medication Safety,
- Crisis Intervention and Prevention (CPI),
- Ethics of Practice,

**State of Ohio
Department of Job and Family Services**

**Mike DeWine
Governor**

This is to Certify that

**Haven's Nest LLC
6232 Melvin Avenue
Dayton, Ohio 45417
Initial Certification - S-0000006310**

Has been inspected pursuant to Chapter 5103, of the Ohio Revised Code and applicable Ohio Administrative Code rules.
The specific functions which the agency is certified to perform are listed below and explained in detail in the accompanying letter.

Functions:

To operate a Group Home(s)

Qualified Residential Treatment Program Compliant July 15, 2024

This certificate is effective from July 15, 2024, to July 14, 2026



ADMISSION POLICY

Youth who are in the state's custody, youth needing placement from juvenile court or direct placement are referred to Haven's Nest LLC by a county children services agency.

Haven's Nest LLC home accepts female youth ages 13-17. Haven's Nest LLC will not accept a youth as a new placement if they are 18 or over. If they have already been placed in the facility and turn 18, they will be allowed to stay if:

1. They are expected to graduate prior to their 19th birthday.

Haven's Nest LLC accepts youth in the custody of Montgomery County Children Services, surrounding county children services agencies or direct placement.

Haven's Nest LLC cannot accept children with:

- Permanent physical non-ambulatory disability
- Younger than 13 years of age
- Primary chemical dependency diagnosis
- Appropriate for acute hospitalization.
- Need for specialized or intensive medical care (e.g., brittle diabetes, eating disorders, and detoxification).
- Suicidal or homicidal plan with intent to act up on it.
- History of sexual behaviors that represents a potential risk to others.
- Fire setting behaviors that have occurred recently (within the last 6 months and put people or property at serious risk and is an immediate concern).
- Adaptive functioning skills such that the youth would be unable to meaningfully participate in and thus benefit from the program.

Haven's Nest LLC reserves the right to meet all prospective placements (including emergency placements) prior to acceptance to ensure an appropriate and efficient level of care can be provided.

Haven's Nest LLC group home will not exceed certified occupancy of five females.

Within twenty-four (24) hours of admission, residents will be assigned a staff member of Haven's Nest LLC – Resident Leader, House Manager, and/or Administrator who will:

- Review rules, policies, procedures of the home
- Review consequences for rule violations
- Discuss emergency evacuation procedures.
- Provide a copy of Haven's Nest LLC group home Resident and Family handbook.

Any religious and or cultural values that the youth would like to partake in are highly encouraged with the expectation that they are respectful of other youths' religious, non-religious or cultural values.

Mission Statement

HAVEN'S NEST is dedicated to aiding in the mental, physical, and spiritual wellbeing of female youth ages 13 to 17 by creating a safe, educational, and nurturing environment.

Vision

Provide safety, permanency, mental stability, and education for all youth placed in the care of HAVEN'S NEST by providing mental health counseling and offering a comprehensive, liberating training curriculum that will include teaching responsible roles, money management, job search techniques, educational activities, college and career planning, and supervised independent living.

Hours of Service:

HAVEN'S NEST is a group home that is open 24 hours a day, 7 days a week, year-round.

Group Home Services:

Youth served by HAVEN'S NEST attend school and extracurricular activities, while maintaining continuous access to group home services, such as transportation to and from medical and foster care-related appointments, on a continuous and daily basis.

Foster group home services are based on accepted practices in the field and incorporate current research, evidence-based best clinical and education practice, relevant guidelines and policies, and/or expert professional consensus. As with other aspects of treatment at HAVEN'S NEST, the persons served (and their families/custodial agencies, and other stakeholders) are active participants in the treatment planning process.

As part of their foster group home services, each youth is provided case management including a treatment plan rooted in the youth's individual childcare agreement, mental and behavioral assessments, and independent living plan; as well as their strengths, needs, abilities, and individual preferences.

Group home services are supported by the in-house case manager, on-call RN, and staff (youth workers) who provide around-the-clock care and support for the youth in the home. Our team is composed of competent and experienced individuals whose lives speak to the empowerment of the foster care population.

These individuals receive initial and ongoing training and assessment, including but not limited to:

- CPR and First Aid,
- Medication Safety,
- Crisis Intervention and Prevention (CPI),
- Ethics of Practice,
- Promoting Normalcy,
- Principles and Practices of Resident Care,
- Emergency and Safety Procedures,
- State Code and Applicable Functions of the Agency,
- Independent Living Plans,
- Responding to Incidents,
- Diversity, Inclusion, and Trauma



September 23, 2025

Augustine Robinson,
owner/Admin
Haven's Nest
6232 Melvin Avenue,
Dayton, OH 45417

Joint Commission ID #: 701701
Program: Behavioral Health Care and Human Services
Accreditation Activity: 60-day Evidence of Standards
Compliance
Accreditation Activity Completed : 9/23/2025

Dear Ms. Robinson:

I am pleased to share The Joint Commission's accreditation decision of Accredited for all services surveyed following your recent survey. For all services surveyed under the applicable manuals below, you have been **ACCREDITED**.

- **Comprehensive Accreditation Manual for Behavioral Health Care and Human Services**

This accreditation award represents your commitment to upholding the highest standards of healthcare quality and safety for your patients, workforce and community. We share that commitment and value the collaboration between our organizations so that all people experience the safest, highest quality, best value healthcare across all settings.

This accreditation cycle is effective beginning September 6, 2025 and is customarily valid for up to 36 months, although, The Joint Commission may, in certain situations, shorten the duration of the cycle.

Knowing the power of the Gold Seal in inspiring confidence and trust in your community, we provide resources so that you can promote your accreditation decision. You can find information and tips in the "Publicity Kit" link located on your secure extranet site, The Joint Commission Connect.

To recognize your commitment and achievement to quality, The Joint Commission will update your accreditation decision on the Find Accredited Organizations page of our [website](#). Congratulations on your accomplishment.

Sincerely,

Ken Grubbs, DNP, MBA, RN
Executive Vice President and Chief Nursing Officer
Division of Accreditation and Certification Operations

Joint Commission Certification

Joint Commission certification evaluates clinical programs, providing a standardized framework that reduces variation and risk. Expert reviewers work with organizations to improve care quality across the continuum.

A Higher Standard of Service

Joint Commission certifications are designed to assess clinical programs across the continuum of care. Certification focuses on specific programs or services that an organization provides and evaluates the quality and safety of care provided in these specialized areas. Joint Commission-accredited health care organizations may seek certification for care and services provided for virtually any chronic disease or condition.

Like accreditation, certification requires an evaluation by Joint Commission to assess compliance with the certification standards. An organization that achieves Joint Commission certification receives *The Gold Seal of Approval*[®], our internationally recognized mark of quality.

A Symbol of Excellence in Health Care Certification

Joint Commission certifications are designed to assess clinical programs across the continuum of care. Certification focuses on specific programs or services that an organization provides (such as stroke care, cardiac care, orthopedic services, etc.) and evaluate the quality and safety of care provided in these specialized areas.

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Joint Commission-accredited health care organizations may seek certification for care and services provided for virtually any chronic disease or condition. In addition, non-accredited organizations that provide disease-specific services can be eligible for certification if Joint Commission accreditation is not available for that specific clinical setting (for example, disease management companies and health plans with disease management services). For some select certifications a non-accredited hospital can apply for certification if they are part of a hospital that is compliant with applicable federal laws, including Medicare Conditions of Participation.

Who We Certify

To be eligible for Joint Commission certification, a program must:

- Be in the United States, or operated by the US government or under a charter of the U.S. Congress.
- Be provided within a Joint Commission accredited organization (for most certifications).
 - Certifications that do not require an organization to be accredited by The Joint Commission include:
 - Comprehensive Stroke Center
 - Thrombectomy-Capable Stroke Center
 - Primary Stroke Center
 - Acute Stroke Ready Hospital
 - Comprehensive Cardiac Center
 - Advanced Heart Failure
 - Primary Heart Attack Center
 - Acute Heart Attack Ready
 - Ventricular Assist Device
 - Lung Volume Reduction Surgery
 - Advanced Certification in Spine Surgery
 - Advanced Total Hip and Knee Replacement
- Have served a designated minimum number of patients.
- Use a standardized method of delivering clinical care based on clinical practice guidelines and/or evidence-based practice.
- Use performance measurement to improve its performance over time.

These are general eligibility requirements. Some certifications may have additional criteria. For more detailed eligibility information, you may purchase the comprehensive certification standards manual. Alternatively, we offer free 90-day trial access to *E-dition*[®], the electronic standards manual.

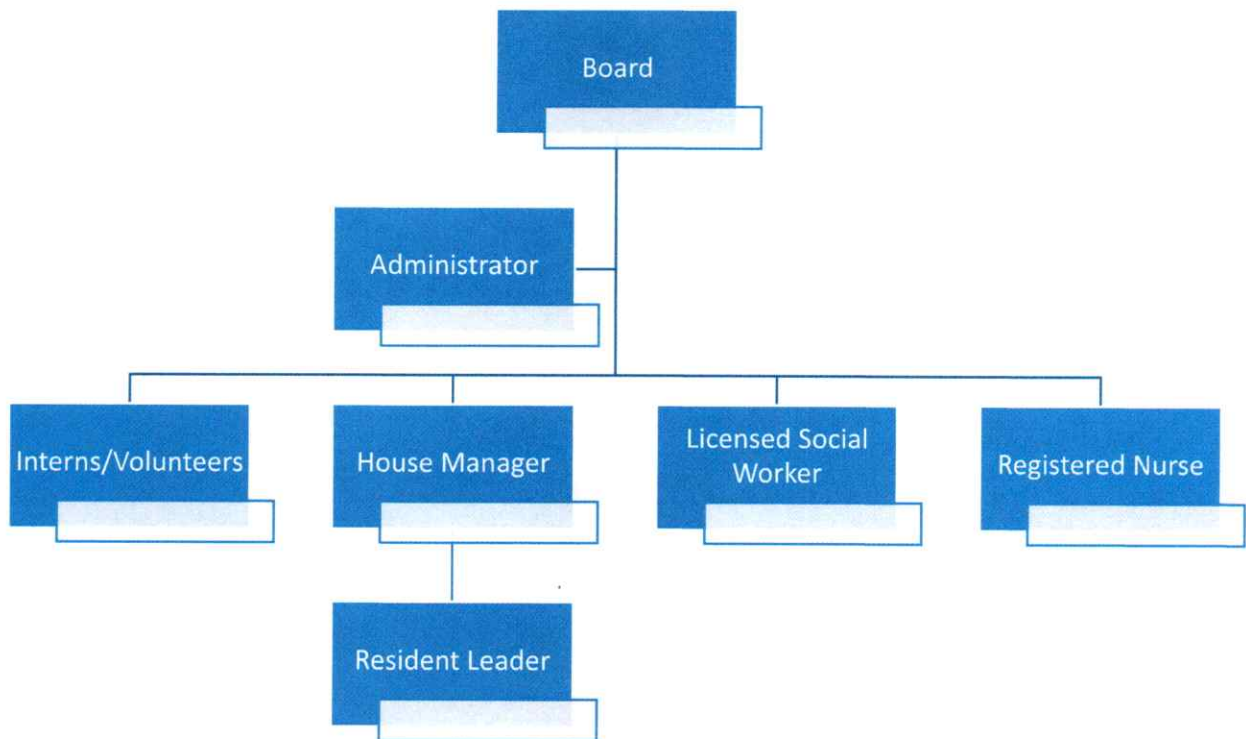


**5300 Tucson Dr
Dayton, Ohio 45417
(937) 301-2748**

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HAVEN'S NEST ORGANIZATIONAL CHART



OVERVIEW

These Policies and procedures are designed to promote understanding between the board of directors and the personnel of HAVENS NEST (hereto referred to as HAVENS NEST). HAVENS NEST Board of Directors (hereto referred to as the Board) is responsible for establishing and maintaining these policies and procedures. They are to be reviewed each year by the Board and any amendments to HAVENS NEST policies and procedures must be approved by the Board.

Mission Statement

HAVEN'S NEST is dedicated to aiding in the mental, physical, and spiritual wellbeing of female youth ages 13 to 17 by creating a safe, educational, and nurturing environment.

Vision

Provide safety, permanency, mental stability, and education for all youth placed in the care of HAVEN'S NEST by providing mental health counseling and offering a comprehensive, liberating training curriculum that will include teaching responsible roles, money management, job search techniques, educational activities, college and career planning, and supervised independent living.

Hours of Service:

HAVEN'S NEST is a group home that is open 24 hours a day, 7 days a week, year-round.

Group Home Services:

Youth served by HAVEN'S NEST attend school and extracurricular activities, while maintaining continuous access to group home services, such as transportation to and from medical and foster care-related appointments, on a continuous and daily basis.

Foster group home services are based on accepted practices in the field and incorporate current research, evidence-based best clinical and education practice, relevant guidelines and policies, and/or expert professional consensus. As with other aspects of treatment at HAVEN'S NEST, the persons served (and their families/custodial agencies, and other stakeholders) are active participants in the treatment planning process.

As part of their foster group home services, each youth is provided case management including a treatment plan rooted in the youth's individual childcare agreement, mental and behavioral assessments, and independent living plan; as well as their strengths, needs, abilities, and individual preferences.

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ADMISSION POLICY

Youth who are in the state's foster system and who need a home placement are referred to HAVENS NEST by a county children services agency or placement agency.

HAVENS NEST home accepts children ages 13-18. HAVENS NEST will not accept a youth as a new placement if they are 18 or over. If they have already been placed in the facility and turn 18, they will be allowed to stay if:

1. They are expected to graduate prior to their 19th birthday.

HAVENS NEST accepts residents in the custody of Montgomery County Children Services or surrounding county agencies or by court order.

HAVENS NEST group home operates on a no-ejection-rejection basis, twenty-four (24) hours per day, and seven (7) days per week. For safety reasons, it may, at times, be necessary to utilize the police, or inpatient mental health treatment on behalf of a resident, or others working or living in the home. These situations may result in the resident being removed from HAVENS NEST group home.

HAVENS NEST cannot accept children with:

- Permanent physical non-ambulatory disability
- Younger than 12 years of age and older than 18 years of age
- Primary chemical dependency diagnosis
- Appropriate for acute hospitalization.
- Need for specialized or intensive medical care (e.g., brittle diabetes, eating disorders, and detoxification).
- Suicidal or homicidal plan with intent to act up on it.
- History of sexual behaviors that represents a potential risk to others.
- Fire setting behaviors that have occurred recently (within the last 6 months and put people or property at serious risk and is an immediate concern).
- Adapting functioning skills such that the individual would be unable to meaningfully participate in and thus benefit from the program.

Havens Nest reserves the right to meet all prospective placements prior to acceptance to ensure an appropriate and efficient level of care can be provided.

Havens Nest group home will not exceed certified occupancy.

Within twenty-four (24) hours of admission, residents will be assigned a direct care staff member who will:

- Review rules, policies, procedures of the home
- Review consequences for rule violations
- Discuss emergency evacuation procedures.
- Provide a copy of Haven's Nest group home handbook.

Any religious and or cultural values that the child/children would like to partake in is highly encouraged with the expectation that they are respectful of others time and space.

ALCOLHOL, TOBACCO, AND TOBACCO PRODUCTS POLICY

HAVENS NEST allows smoking only in an outdoor designated area. The designated smoking is in the back of the facility on the patio and has a proper smoking waste receptacle for collection of waste. Smokers must be 18 years old or older.

HAVENS NEST requires all employees who engage in smoking to wash their hands when they re-enter the facility.

HAVENS NEST prohibits smoking or use of tobacco products in the presence of children of the facility. This includes, but is not limited, in any HAVENS NEST vehicles used to transport resident children or potential resident children.

HAVENS NEST policies states that the agency shall not use alcohol or tobacco products to influence or control the behavior of a child. HAVENS NEST employees shall not engage in the use of alcohol during work hours. Tobacco products may be used during work hours only as described above.

DISCIPLINE POLICY

Disciplinary policy and procedures will be explained to each resident and member of staff and a copy made available to persons or agencies placing a resident in HAVENS NEST group home.

HAVENS NEST prohibits all cruel and unusual punishment and practices including but not limited to:

- Physical punishment such as spanking, padding, punching, shaking, biting or roughly handling a resident.
- Physical strenuous work of exercise, when used solely as a means of punishment.
- Forcing a resident to maintain an uncomfortable position, or to continuously repeat physical movements when used solely as a means of punishment.
- Verbal abuse, including swearing, direct at resident or derogatory remarks about a resident's family race, religion or cultural background.
- The denial of shelter, clothing, bedding or restroom facilities.
- The use of threat of physical restraint as a means of punishment.
- The use of chemical restraint.
- The use of medical restraint.

Staff working for the first time with troubled adolescents must be aware that many residents may use verbal and body language that is defensive in an effort to self-protect. Until HAVENS NEST staff has established a positive rapport, they must be aware that even a simple question may be regarded with suspicion and/or fear by some residents.

It is imperative that staff realize that a resident's angry outburst and/or refusal to comply should not be taken personally. Rather, a reflection of the resident's history and environment. Staff response should be calm, consistent and respectful in return to the type of behavior the resident is exhibiting.

If a child should become out of control and pose a threat to themselves or others and cannot be redirected by verbal cues, the police will be contacted.

In the event of perceived or actual physical harm to a child, to protect that child, another child or employee, HAVENS NEST staff will utilize minimal and appropriate restraint until first responders arrive.

Time out, in a place designated for reflection by the resident can be used. These are time limited and used for the residents to reflect on the behavior and feelings. This is then processed with the resident; with exploration of things, they could have done differently. The assignment of journaling can be used.

The resident can lose privileges. Staff will be provided a list of interventions used by the facility. Each resident's service plan will include behavioral interventions that are recommended based on the individual's background and issues.

RESTRAINT POLICY

HAVENS NEST does not permit restraints. In the event a child cannot be de-escalated, law enforcement will be called.

Staff Training

HAVENS NEST will conduct mandatory training in de-escalation. De-escalation techniques are listed in the Behavior Intervention Policy under "Behavior Intervention" in addition to those techniques, HAVENS NEST staff also respects a resident's personal space, will keep their tone and body language neutral to avoid triggering the resident that is already upset, avoid overreaching and attempt to verbally direct the child to a location that doesn't have an audience.

Documentation

Staff will document de-escalation on a critical incident report.

Distribution

HAVENS NEST will notify the youth's parents/legal guardian, the youth's juvenile justice specialist and, where appropriate, the youth's probation officer and/or care management organization caseworker within 24 hours. HAVENS NEST will provide a copy of the incident report to the youth's parents/guardian/custodian by the next business day.

BEHAVIOR INTERVENTION POLICY

Only those persons who are administrators or employees with direct care responsibilities of HAVENS NEST, will give discipline. All restrictions given will have proper documentation of the conditions and the reasons for the restriction. This includes documenting the termination and/or restriction of the child's rights in that child's record.

If the child is given restrictions, the staff will inform the resident of the conditions and reasons for the restriction or termination of rights; provide written documentation summarizing the conditions and reasons for the restriction or termination of the child's rights; when a restriction of a child's rights affects another individual, inform the individual, as appropriate, of the conditions of and reasons for the actions.

When setting consequences and behavior intervention for negative behavior in our children, the following guidelines should be considered:

- The behavior intervention and consequences should be specific
- The behavior intervention and consequences should be concrete

- The behavior consequence should not be philosophical (you will love me, respect me etc.)
- The behavior consequence should be related to the behavior
- The severity of the consequences should be equal to or similar to the behavior
- The consequence is one you can control by having the ability to follow through with it

The following are five behavior intervention practices that will be used at HAVENS NEST. These are descriptions of behavior intervention procedures (interventions that are the least intrusive and least disruptive to the child, positive behavioral interventions, catch them being good, Loss of privileges time out and contracting) or combination of procedures that will be enforced. Included are operational details of the interventions themselves and a definition of each behavior intervention.

- "Catch them being good": catching children being good and commenting on this enhances the child's sense of worth and gives them attention at positive times rather than negative. It also models, for other children, that attention is tied to positive behaviors and choices rather than with negative. It can be used individually or as a group technique.
- Loss of privilege is one specific consequence that can be used with a resident displaying out of control behavior. By removing a privilege, a child may otherwise have enjoyed, it provides a manner for the adult to reinforce that this behavior was inappropriate. Often it is assumed that certain activities are rights when they are a privilege (i.e., television viewing, going places unescorted, going on trips, etc.)
- Time-out: is an adult chosen intervention that occurs for a specific amount of time. Time-out involves the resident not being able to take part in the present activity and generally sitting/ standing quietly for a period of time. The length of time-out should vary with the child's chronological age and developmental levels. Staff should periodically check in on resident while they are engaged in a time-out. Time-out generally occurs in a specific area where it should not become a power struggle whether the child sits or stands as long as they remain in the specified area.
- Contracting: Contracts are individual agreements made with a resident that if he or she engages in a certain behavior they will receive a certain reward. Contracts should not be the primary method used to elicit new behaviors and generally need Administrator approval. High-priced items should not be chosen as reinforcers.

In the event there is a contraindicator for a specific resident, or residents with disabilities for any of the above behavior interventions, HAVENS NEST staff will follow the instructions of the professional documenting the contra-indicator.

Residents who need to be escorted from the group home immediately, local law enforcement will be contacted.

HAVENS NEST will strive to have all youth within the same level of functioning as one another. Contraindicators given from licensed health care professional, licensed practitioner of behavioral science, as well as input from the legal custodian/guardians will be used when disciplining youth. Youth coming to the facility with disabilities, will be evaluated on a case-by-case basis for appropriate behavior techniques.

Description of Credentials of the personnel:

- Designing: Licensed Social Worker, Licensed Certified Health Care Professional, Administrator, and/or Designee.
- Approving: License Social Worker, Licensed Certified Health Care Professional, Administrator, and/or Designee.
- Implementing: Licensed Social Worker, trained staff of HAVENS NEST who possess a high school diploma or GED.
- Monitoring: Licensed Social Worker, Administrator, and/or Designee.
- Supervising the implementation of the behavior interventions: Administrator and/or Designee

DISCHARGE POLICY

In conjunction with the custodial public child service agencies, Havens Nest advocates for permanency for all resident youth.

Resident youth will have planned discharges for the following reasons:

- Reunification with guardian/families
- Being placed in foster care
- Aging out of facility
- Transitioning to independent living

Resident youth may be subject to unplanned discharge not in accordance with a child's service plan for the following reasons:

- The resident has been assessed by a mental health practitioner and is in need of a higher level of care setting, such as a psychiatric facility.
- The resident has been removed by law enforcement officials due to committing a criminal act.

- The resident is not following the program or demonstrates disruptive behavior.
- The resident is violent towards staff and other residents.
- Resident continuously destroys others property.

With both planned and unplanned discharges, a written discharge summary will be required with the following information:

- The reason for discharge.
- A summary of the child's adjustments and results of placement.
- A brief summary of medical records including dental, optical and therapeutic services provided to the resident.
- Current prescriptions, nonprescription medications and allergies.
- The name and relationship of person to whom the child was released.
- New location of child.
- Any recommendation for ongoing treatment.

This information will be completed in RTIS no later than ten days of the youth being discharged. A copy of the discharge summary will be maintained within the child's record and a copy will be provided to the custodial agency which placed the child, the parent, guardian or custodian in case of direct placement.

DISCHARGE PROCEDURE

The discharge process begins once a resident is accepted into the group home. Upon the initial assessment of the resident the LSW and Administrator will review this process and it will be reviewed during each service plan done with the LSW.

When a child is discharged from HAVENS NEST, a discharge summary shall be prepared. A copy of the discharge summary shall be maintained in the child's file as prescribed in the administrative code and a copy shall be provided no later than 10 days after the discharge summary is completed to the custodial agency which placed the child, or the parent/guardian, or custodian in the case of the direct placement.

The Discharge Summary shall include the following:

- Reason for Discharge
- Summary of Child's adjustment and results of placements
- A brief summary of the medical, dental, optical, and therapeutic services, which are provided to the child.
- A list of the current prescription and nonprescription medications and any allergies to medications for the child.
- The name and official title or relationship of the person to whom the child was released.
- New Location

- Any recommendations for ongoing treatment, including the identification of service providers whenever possible.

If the resident must be removed due to an emergency situation the agency will contact the custodial agency and inform them of the situation. HAVENS NEST will keep youth until other living arrangements have been made by the custodial agency. If the youth is AWOL from the program the bed space will not be held. If the youth returns from being AWOL, we will have a meeting with the custodial agency to determine if it's best for the youth to return to the group home.

ACCESSIBILITY OF ADMINISTRATOR

The Administrator or a full-time employee that has authorization to make administrative decisions will be available at all times to the staff at HAVENS NEST and the ODJFS representatives. In the case of an emergency, a list of full-time staff and their phone numbers will be posted in the office of HAVENS NEST group home in the order they should be called. The above-mentioned list will illustrate a chain of command that will assure staff and others access at all times to an individual who is authorized to make administrative decisions. HAVENS NEST will ensure ODJFS is always provided with updated contact information for the Administrator.

MAINTENANCE OF RECORDS

It is the policy of Havens Nest employees to respect and maintain the confidentiality regarding the access, maintenance, security and disposal of information including Personnel, Residents, and administrative records.

General internal business affairs of Havens Nest should be maintained private and confidential. Information designated as confidential is to be administered and/or discussed with no one outside Havens Nest.

Havens Nest administrator is responsible for coordinating the security and maintenance of confidential information including Personnel Records, Resident's Records, and Administrative Records.

- Maintenance of confidential information will be maintained and secured in a locked file cabinet. Access is only allowed by the administrator. Employees are prohibited from attempting to obtain confidential information they have not received access authorization. If the administrator is not present the board president will be assigned the designee to access records.
- Disposal of confidential information will be determined and made by the administrator

PERSONNEL / ADMINISTRATIVE RECORDS

The Administrator of Havens Nest will be responsible for the setup and maintenance of all files for residents, staff, contractors, etc. The Administrator will be responsible and make sure all employee personnel files are kept up to date, accurate, include required information such as hiring information, payroll, training, etc.

Employees have access to their own records and may review, add, and correct information when necessary and appropriate, in accordance with program administrator and applicable Ohio law.

Employees have the responsibility to keep their personnel records up to date and to notify Havens Nest administrator in writing of any changes.

- Personnel records will be maintained and secured in a locked file cabinet. Employees are prohibited from attempting to obtain personnel information for which they have not received access authorization.
- Documents such as "write-ups," critical incident reports, and evaluations shall only be accessed by program administrator.
- Personnel records must be maintained a minimum of five years after termination of employment
- Disposal of personnel information will be determined and made by program administrator

Havens Nest's administrator is solely responsible for the management and security of all Administrative Records which may include but not limited to board meeting minutes, agency expenses, invoices, and licensure.

- Administrative records will be maintained and secured in a locked file cabinet. Access is only allowed by administrator.
- Disposal of administrative information will be determined and made by program administrator. Administrative records must be maintained for a minimum of five years after termination.

RESIDENTS RECORDS

- The Administrator will be responsible and make sure all resident files are kept up to date, accurate, and include all required information such as ICCA, service plans, medication logs, incident reports, etc.
- Employees will not disclose any information about any resident or resident's family presently in care, or who have been in care to anyone except other staff members or those

persons specifically approved by Havens Nest's administrator/coordinator. No case information is to be released by telephone to anyone, except for authorized funding and county custodian.

- Pertinent educational materials may be released to appropriate school officials. Information about a child, their background, past treatment, relationships with family, problem behaviors, etc. must be cleared with Havens Nest administrator prior to releasing such information to school personnel.
- All documents and written material relating to a resident or a resident's family will be released only to authorized persons with the appropriate Release of Information (ROI) form properly signed.
- Laptops, desktops, and all media screens must safeguard all materials against observance.
- All paper files are to be kept in locked cabinets and drawers.
- Employees authorized to have access to confidential information are responsible for its security and may be required to sign nondisclosure agreements. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization.
- Resident's records must be maintained a minimum of five years after discharging from Havens Nest.
- All records will be disposed of by a paper shredder by Havens Nest administrator
- Employees violating this policy will be subject to discipline, including termination, and may be subject to legal action when applicable.

BOARD AND ADMINISTRATIVE RECORDS

- The Administrator and Board President will have access to the board and administrative records at all times.
- The Administrator will be responsible for maintaining board records.
- Board records will be locked in a file cabinet at all times.
- All records are available for review upon request with the exception of Executive Session minutes. Executive Session minutes are confidential and only privy to Board Members.
- Records of Board meetings are held indefinitely. Never to be destroyed.

PAYROLL, TAXES, PER DIEM RECORDS

- The Administrator and Board will have access to these records.
- The Administrator will be responsible for maintaining these records.
- All of the above records are available for review upon request by approved persons and agencies.
- Records will be held for at least five years.

CONFIDENTIALITY

Confidential information concerning a child and the child's family shall only be accessible to staff of Havens Nest, referring placement agencies (with a signed release) and staff approved by Administration. Staff will not discuss any of the youth's information in accordance with this policy. A release of information must be signed by both a child and legal guardian or family member when applicable before any type of information will be given to the requesting party. Havens Nest will comply with all procedures regarding disseminating information to a Child Fatality Review Board. Requested confidential information shall be approved through the administrator or House Manager.

OHIO REVISED CODE

307.627 Accessing confidential information.

(A)

Notwithstanding section 3701.243 and any other section of the revised code pertaining to confidentiality, any individuals or families; law enforcement agency; or other public or private entity that provided services to a child whose death is being reviewed by a Child Fatality Review Board, on the request of the board, shall submit to the review board a summary sheet of the information. With a respect to the request made to the health care entity, the summary sheet shall contain only information available and reasonably drawn from the child's record created by the health care entity. On the request of the review board, an individual or entity may, at the individual or entity's discretion, make additional information, documents, or reports available to the review board. For the purpose of the review, the review board shall have access to the confidential information provided to the review board under this division or division (H) (4) of section 2151.421 of the Revised Code, each member of the review board shall preserve the confidentiality of that information.

(B)

Not with standing division (A) of this section, no person, entity, law enforcement agency, or prospecting attorney shall provide any information regarding a death of a child to a child fatality review board while an investigation of the death or prosecution of a person for causing the death is pending unless the prosecuting attorney has agreed pursuant to section 307.625 of the Revised Code to allow review of the death.

Our residents and other parties with whom we do business entrust Havens Nest with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he/adolescent should first check with his/their House Manager.

Employees violating this policy will be subject to discipline, including termination, and may be subject to legal action when applicable.

HUMAN RESEARCH PROJECTS

It is the policy of Havens Nest not to allow residents to participate in human research projects, fund raising and/or publicity activities without the prior informed written consent of the parent, guardian or legal custodian, and the resident, according to the resident's age and functioning level.

PERSONNEL POLICIES AND PROCEDURES

Screening & Access to Services

HAVENS NEST process of screening and assessment is designed to maximize opportunities for the persons served to gain access to the agency's programs and services. Each person served is actively involved in, and has a significant role in, the assessment process. Assessments are conducted in a manner that identifies the strengths, needs, abilities, and preferences of each person served. Assessment data is gathered through various means including face-to-face contact, or from external resources.

Recruitment and Hiring

All vacant positions will be filled through a call for resumes. HAVENS NEST will utilize a diverse method of recruitment, when necessary, in order to attract the most qualified applicant. The following list addresses some of the potential methods of recruitment:

- Posting positions on Internet-based recruiting sites
- Social media postings (Facebook, Instagram etc.)
- Public service announcements on radio, TV
- Announcements in church bulletins and community organizations
- Personnel recruitment by staff at civic and / or service organizations
- Announcements on bulletin boards at local restaurants
- Personal recruitment by other staff members
- Development of flyers and brochures that can be distributed in the community

Each position at HAVENS NEST has a minimum, midpoint and maximum salary.

Screening

All staff, volunteers, and college interns, who will have direct services with residents, must pass the 5101:2-5-09(L) & 5101:2-5-09.1 BCI and FBI criminal background checks. HAVENS NEST screening process shall adhere to all guidelines provided in OAC 5101:2-5-09 Personnel and prohibited convictions for employment. Any person hired after October 29, 1993, as administrator, childcare staff, caseworker, or in any other position responsible for a child's care in out-of-home care shall not have been convicted of or pleaded guilty to any of the offenses listed in paragraph (I) of OAC rule 5101:2-5-09 except as provided in paragraph (H) of rule 5101:2-5-09.

Employees

All individuals hired as employees must meet minimum requirements as stated in each job description. All resumes will be reviewed to determine appropriateness of skills and education for any position available. Individuals with skills and education that match the position will be contacted for an interview. An interview will be conducted with the Administrator and any other HAVENS NEST employee or Board member the Administrator deems necessary. The Administrator will select potential candidates for employment based on their qualifications and interview results.

For all potential candidates for employment that will have direct contact with HAVENS NEST residents, the Administrator will obtain at least two references, written notes or verbal references regarding potential candidates from persons not related to candidate.

****The following must be successfully completed prior to a position being offered****

- Applicant to fill out application.
- Interview conducted by the Administrator:
 - If applicant is selected to move forward after the interview process, then the following documents below are required.
 - 3 Professional References (excludes family members)
 - Completed ODJFS Medical Form (ODJFS 01390)
 - National Sex Offender Registry Search
 - BCI Background Check
 - Proof of Residency – 5 years (only for OSAPS Check)
 - FBI Background Check
 - Alleged Child Perpetrator Check through the State of Ohio
 - Signed copy of job description
 - Education requirement includes: Copies of all diplomas, degrees certifications and all licensures held.
 - Copy of Driver's License, MVR (Moving Violation Report), and Social Security Card.
 - Proof of Auto Insurance
 - CPR Certification
 - First Aid Certification

****CPR and First Aid training can be combined with training if employee does not have it upon being hired.****

The Board of HAVENS NEST is committed to the concept to offer equal employment opportunities in the operation of the agency as required by law and in compliance with the Americans with Disabilities Act. A continuous effort will be made to achieve genuine equal employment opportunity to all qualified persons regardless of sex, race, creed, religion, sexual orientation, pregnancy, age, color, national origin, gender

identity, physical or mental disability, veteran status, marital status, political affiliation or other characteristics protected by law.

After employment has been granted the employee must notify HAVENS NEST within 24 hours of any criminal charge that takes place. If the charges result in a conviction, the employee shall notify their supervisor within 24 hours of the conviction. Failure of the employee to provide the notification of conviction of any criminal offense within 24 hours of the conviction shall result in the immediate dismissal from employment.

Also, if either of the following is found to be true for those that will, or do, work with children: the individual's alleged perpetrator results show a finding of substantiated abuse or neglect within the last ten years, or the individual is listed on the national sex offender public website the individual is not eligible for employment.

Once selected and the individual has successfully navigated the above process and is hired HAVENS NEST will provide each employee with at least:

- 20 hours of structured and formalized training, including an orientation session, during the first 30 days of employment.
- 40 hours total training hours are required before working unsupervised.
- 52 total training hours within the 1st year of employment.

This training can be conducted outside the group home. Regular on-going duties such as casework supervision and consultation will not be counted towards the new employees' training hours.

Following the completion of the first year of employment, each staff member will receive at least 24 hours of structured and formalized training annually. Regular, ongoing duties will not be counted toward training requirements. Also – Trauma informed training must be completed each year.

Orientation and Training

All staff, volunteers and college interns will receive orientation, training, and will be assigned a supervisor during the screening process of new employment.

Staff Member Training

New staff orientation is provided on all general, and employment policies and procedures of HAVENS NEST within 14 working days of hire. New staff will not provide services to any resident without supervision until trained to ensure they are equipped to provide the services required of them. Staff will be offered additional training throughout their tour of duty with HAVENS NEST as it is deemed necessary by local, state and federal guidelines, performance

evaluations and/or based on the judgment made by the immediate supervisor or the Administrator.

New staff will receive a minimum of twenty hours of orientation within the first thirty days after the date of hire. Staff will receive an additional thirty-two hours of training during the first year of employment.

If the employee does not possess First Aid and CPR certification, we will provide the training free of charge to the employee within 6 months of hire. Staff must complete a physical before or during training but before first unsupervised shift.

Initial orientation of new staff will include, but not be limited to:

- (1) Familiarization of the emergency and safety procedures.
- (2) Principles and practices of resident care.
- (3) Administrative structure, procedures, and overall program goals.
- (4) Appropriate techniques of behavior management.
- (5) Techniques and methodologies of crisis management including acceptable physical restraint.
- (6) Familiarization of the employee with the discipline policy restrictions.
- (7) Procedures for reporting suspected child abuse or neglect.
- (8) Emergency medical plan.
- (9) Universal precautions.
- (10) Independent living
- (11) Community engagement plan
- (12) Responding to incidents
- (13) A review of chapter 5101:2-9 of the OAC as applicable to functions of the agency
- (14) The reasonable and prudent parent standard

A copy of the training plan is kept in the employee's personnel file. Regular staff meetings are scheduled for the purpose of providing continuous education and distributing information necessary to perform job responsibilities. These meetings will be held in person and or via Zoom.

Employees shall notify the House Manager prior to the scheduled meeting time if unable to attend.

Excused Absences – Prior notification of absence based on the attendance policy

Unexcused Absences – No prior notification of absence based on the attendance policy

Staff who do not attend scheduled meetings or “make up” meetings within the current month will be replaced on the staff schedule (placed on inactive status) until they are able to thoroughly review the information from the meeting.

Three **unexcused** absences annually will be subject to probation, suspension, and/or termination.

Additionally, staff will complete at least 20 hours of training annually on topics specific to the provision of care, treatment and services.

Composition of HAVENS NEST Workforce (Employment Status Classification)

Work Hours

All full-time employees are classified as salaried or hourly workers. All House Managers and Youth Workers will be fulltime employees.

Administrative Assistant Mon—Fri 8 am-5pm

House Managers and Youth Workers are full time at 80 hours per pay period. Full time employees are expected to work 3 days in the first week of the pay period with 4 days off. The second week of the pay period they will work 4 days and have 3 days off. The shifts worked will be either 8:00a-8:00p or 8:00p to 8:00a.

Part time shifts will be offered to cover weekends and holidays. Employees are considered part time if they work 24 hours or less in a pay period.

Employee Compensation, Evaluations, and Promotions

Compensation

Each new hire's salary will be based on the following criteria: 1) base salary for the designated position and 2) previous related job experience. The base salary for the designated position will be offered to any individual who meets the minimum criteria. Previous related job experience will result in adjustments to the salary offered and will be calculated as follows:

- For each year of related experience, the salary will be increased by 3%.
- Related experience for any candidate will be calculated for both pre and post masters' experience.
- With evidence of related special training or certification relevant to any position, the salary may be adjusted at the Administrator's discretion up to 5%.

Pay Period and Pay Day

All employees will be paid every two weeks covering a two-week period ending 5 business days before pay day. Checks will be available and distributed by the Executive Director by 10:00 Friday morning.

Salary Increases

All salary increases will be based on funds available for salary increases as projected by the Administrator and in the fiscal year budget plan. All salary increases will be effective on the first day of the first full (bi-weekly) pay period of the fiscal year beginning in January.

Promotions

Promotions to a position with greater responsibility will result in a pay increase. The pay increase will be determined by the ADMINISTRATOR. The Agency will post all position openings in house for one week. If the position isn't filled after a week, the position will then go through the normal recruitment procedures. HAVENS NEST will promote from within if the staff member meets the qualifications.

Evaluations

Each employee will receive a written annual evaluation performed by the Administrator or House Manager. Results of the evaluation must be shared with the employee. Employees who meet or exceed expectations may be eligible for a salary increase, if one is available.

Employee Benefits

Medical Benefits

HAVENS NEST does not offer medical benefits.

Vacation Time

HAVENS NEST does not offer vacation time.

Resignation of Employment

At the point of resignation, at least two weeks' notice of termination is required so that all shifts can be properly covered. Each employee must submit a letter of resignation to the Administrator explaining the reason for leaving if the employee would like to be considered for rehire. Failure to give proper notice will result in an employee not being eligible for rehire.

Disciplinary Actions

Disciplinary action must be administered by the Administrator or Acting Administration.

The Progressive disciplinary policy consists of:

- A. **Verbal Counseling with Documentation:** Minor infractions will result in verbal counseling, an important process where the employee and Administrator identify problem area(s) and determine methods of correcting the problem. Verbal counseling will be documented in writing and is to be signed by the employee. A copy is to be given to the employee and the original is to be maintained in the personnel file. Documentation will be expunged from Personnel files 12 months from the date of the infraction, unless further progressive disciplinary action would occur.

- B. Written Reprimand:** Written reprimands will be issued for more serious infractions or after prior Verbal Counseling sessions which result in no discernible progress in problematic behavior by the employee. The Administrator is to counsel with the employee and explain to the employee exactly what actions are necessary to avoid further disciplinary action. The written reprimand is to be signed by the employee. A copy is to be given to the employee and the original to be filled in the personnel file. If no further disciplinary problems arise for any reason for the next twelve months, the written reprimand will be expunged.
- C. Suspension:** A serious infraction or repeated offenses may warrant a three-day suspension without pay. Suspensions are to be documented in the same manner as written reprimands and will remain in the employee's file. If no further disciplinary actions occur for a period of twelve months from the date of documentation, the file will be expunged. All suspensions will be discussed with legal counsel prior to employee counseling and suspension.
- D. Discharge:** An employee may be discharged for a serious infraction (as listed below), a combination of concurrent infractions, or for repeated infractions. In all cases of discharge, legal counsel will be consulted prior to discharge decisions. The Disciplinary Action Schedule will be consulted to determine the level of discipline for all infractions. An employee with pending disciplinary action who has received previous disciplinary actions in the last twelve months will receive: 1) the next higher level of disciplinary action than the previous level received, or 2) the appropriate disciplinary action from the Disciplinary Action Schedule, whichever is the higher level of disciplinary action.

All written documentation of disciplinary action should include:

- Date, time, and place of incident,
- Description of incident,
- Reason why incident adversely impacts the agency,
- Disciplinary action to be taken,
- Consequence of further incident or occurrence of the unacceptable performance and/or behavior pattern,
- Suggested corrective action and / or remedy.
- Signature and title of the Director

Employee Grievance

It is the intent of HAVENS NEST to treat all employees in a fair, impartial, and consistent manner. We recognize, however, that an employee may, on occasion, feel they have a work-related grievance. HAVENS NEST firmly believes in the value of each employee and is therefore committed to providing all employees the opportunity to freely discuss the situation or incident in which they believe unfair treatment has been received.

Employees are encouraged to ask questions and resolve problems with the individual involved prior to beginning a formal grievance. If any situation cannot be resolved, the formal grievance process must be initiated within 7 working days of the occurrence. Correspondence concerning a grievance will not become a part of the employee's personnel file, nor will it be considered relevant to the annual performance evaluation.

The following outlines the process for submitting a formal grievance:

1. Submit a formal complaint in writing to the Executive Director within 7 days of the date that the act which is the subject of the grievance occurred. You must either hand deliver or mail via certified mail the complaint to the Executive Director. The complaint, at a minimum, must contain:
 - a. Your full name.
 - b. Your position.
 - c. Date of the incident.
 - d. Date you submit the complaint.
 - e. Thoroughly explain the full nature of the complaint. Include any necessary documentation to support your complaint.
 - f. Thoroughly describe what resolution you are seeking.
 - g. Be sure to sign your letter/complaint.
2. The complaint will be reviewed by the Executive Director and, whereas he will do his best to provide a response in 2 days, a response will be sent in writing to you within at least 10 days of receiving the complaint. Because we strive to provide a high level of youth care, we will make every effort to resolve any issues that are not frivolous or without merit. Please understand that the initial response may not provide for final resolution of the problem but will notify you of continued investigation and/or actions being taken regarding the complaint.
3. If the complaint is of such nature that it cannot be resolved by the Executive Director, it will be referred to the Board of Directors.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
5. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. The hearing will be conducted by the Board of Directors. Any member of the Board who is the subject of the grievance must recuse him or herself from the hearing. The hearing will be informal with the employees presenting his/her case followed by the Board's response. The Board will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the Board will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. The Executive Director shall consider the report and either accept, reject, or modify the recommendations of the Board.

VOLUNTEERS AND INTERNS

Volunteers

HAVENS NEST is open to providing volunteers work experience to interested individuals. The volunteer work will be completed under the direction and supervision of trained and experienced HAVENS NEST personnel. Overall supervision will be provided by either the administrator or another staff member as assigned. Experience necessary is a combination of education, High School diploma or higher, and a minimum of one (1) year experience in the field.

Volunteers will provide HAVENS NEST, with:

- a resume.
- an application form to be provided by HAVENS NEST.
- three references (unrelated).
- BCI test and FBI check.
- signed statement of confidentiality.

The volunteer will receive a copy of the policy for volunteers and sign a statement agreeing to the provisions stipulated in the policy.

College Interns

HAVENS NEST recognizes the ongoing need for college and university interns/ students to complete professional practicum's and/or internships under the direction of appropriately trained and experienced staff in a work environment that will provide opportunity to the Interns/student to experience various phases for on-the-job training experience.

HAVENS NEST will provide training opportunities to Interns / Students who will agree to and meet the following policy requirements.

HAVENS NEST will adhere to the following guidelines when forming a working relationship with Interns / Students. Interns / students will be accepted and recruited to work in independent living with Youth Care Workers. All Interns / students will be interviewed by the Administrator in a manner like that of employees.

Screening, orientation, and training of college interns will be done by the Administrator or House Manager. Training and Supervising will be done by Youth Worker and/or House Manager.

Interview

The purpose of the interview is to ensure any interns / students is to determine the following:

- Capable of working with this population
- Not intimidated by resident (or resident on probation)

- Interested in working with residents for a valid reason.

Source of Interns and Students

Interns/ students may also be work study Interns/students from Wright State University, University of Dayton or Sinclair Community College.

All Interns / students must meet the following requirements:

- 1) The Intern/student will agree to observe only and at no time take an active role in any of the agency functions. The Interns/ students will sign a form agreeing to this.
- 2) The Intern/student will supply HAVENS NEST with a copy of the syllabus of their course outlining the requirements of class and the expectations of the Agency.
- 3) The Intern/student will sign a statement of confidentiality.
- 4) The Intern/student will supply HAVENS NEST with resume.
- 5) The intern/student must pass a BCI and FBI criminal background check.

An Intern/student will not be subject to unlawful discrimination based on race, color, religion, disability, age, gender, and national origin.

After placement has been granted the volunteer/intern must notify HAVENS NEST within 24 hours of any criminal charge that takes place. If the charges result in a conviction, the volunteer/intern shall notify their supervisor within 24 hours of the conviction. Failure to provide the notification of conviction of any criminal offense within 24 hours of the conviction shall result in the immediate dismissal from Havens Nest.

Also, if either of the following is found to be true for those that will, or do, work with children: the individual's alleged perpetrator results show a finding of substantiated abuse or neglect within the last ten years, or the individual is listed on the national sex offender public website the individual is not eligible for employment.

All offers, assignments for employment and salary determinations will be made by the Administrator.

JOB DESCRIPTIONS

Administrator

The administrator is responsible for the overall management of Haven's Nest Group Home which consists of managing property sites, financial responsibilities, food requirements, transportation, treatment and services. He or she will establish program policies and functions including selection of staff and services. Our Administrator will establish the program's day to day operations which include school, work, life skills, development, treatment, entertainment, and involvement throughout the community. He/she will work directly with Children Services, Foster Care, and The Department of Youth Services serving as a community provider as well as liaison for establishing an appropriate placement for youth.

Essential Duties and Responsibilities:

- Monitor budget and expenditures of Haven's Nest Group Home
- Oversee all maintenance of group home property.
- Monitor safety program.
- Monitors the compliance of program operations to governing regulatory standards.
- Conduct weekly supervisory meetings.
- Serves as program liaison with referring agencies and program staff primarily during the client intake and discharge phase.
- Partner with House Manager and Haven's Nest Group Home Executive Board in the recruitment, appointment, evaluation, promotion and discharge of employees.
- Schedule work assignments as needed.
- Delegate assignments to group home staff members as needed in order to ensure effective program operations.
- Perform other duties and special projects as assigned.
- Execute and provide direction of daily operations.
- Hire and may have to dismiss staff at times.
- Sets daily agenda in the group home, outlining residents' activities and when they occur.
- Conduct staff training.
- Make sure the group home follows ODJFS guidelines (Ohio Department Job and Family Services).
- The Administrator acts as a liaison between the agency and the parents or guardians.
- Ensures residents are scheduled and transported to doctors, or any other off-site appointments.
- Administrator is responsible for everything that occurs in the group home.
- Make sure group home staff has all necessary information regarding residents.
- Represent the organization at community activities to enhance the organization's community profile.
- Operational planning and management.
- Ensures that sound bookkeeping and accounting are followed.
- Provide support to the board by preparing meeting agendas and supporting materials.

- Ensures that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities board.
- Commit to all necessary training provided:
 - For QRTP Trauma Model the administrator will be trained in OOC: Trauma Informed Approaches through eBased Academy to cover the requirements of ODJFS on the Acceptance & Commitment Therapy model.

Licensed Social Worker

The Licensed Social Worker is responsible for services and assistance to improve the social and psychological functioning at the highest level of competence for children and their families (when authorized) and to maximize the resident's well-being and the academic functioning of the children. The Social worker may have to address issues youth may have in school such as misbehavior and truancy. The Licensed Social Worker is a liaison between the residential home and residents and works in the areas of direct practice; advocacy; policy; program development; program evaluation; research; supervision; education and administration in an effort to improve the social and psychological functioning of youth and families in a variety of settings. Being on call at all times to ensure that the agency's policies, procedures, and programs are delivered appropriately is an integral part of this position. Promoting a Family atmosphere in the home/homes is also essential. Other duties may be assigned, as necessary.

Essential Duties and Responsibilities:

- Assists in pre-admission and admission process with youth; aids youth in adjusting to residential home placement.
- Interviews residents and families to obtain relevant past and present adjustments, behavior, and lifestyle.
- Document progress and updates plans of care at time of admission.
- Assists in handling and accepting placement through one-on-one counseling and group work.
- Ascertains potential and develops discharge plans when clients are admitted.
- Arranges for post discharge services and follow-up care.
- Assesses emotional, financial, spiritual, educational, and social needs of residents; ensures those needs are provided by the facility or through the use of outside agencies.
- Acts as resident/family advocate and ensure the resident is knowledgeable in and exercises his/her rights.
- Responsible for organizing and conduction of Family Counsel Meeting and maintaining minutes of the meeting.
- Maintains effective communication with residents, families, healthcare professionals and facility staff.

- Interviews clients individually, in families, or in groups, assessing their situation, capabilities, and problems, to determine what services are required to meet their needs.
- Serve as liaison between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts, to help children who face problems such as disabilities, abuse, poverty, etc.
- Maintain case history records and prepare reports.
- Counsel students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, diagnosing residents' problems and arranging for needed services.
- Arrange for medical, psychiatric, and other tests that may disclose cause of difficulties and indicate remedial measures.
- Attend staff meetings.
- Handle emergency situations appropriately and utilize crisis interventions when necessary (according to HAVEN'S NEST GROUP HOME and ODJFS policies/procedures)
- Follow individual treatment plans consistently.

Licensed/Registered Nurse

The Licensed/Register Nurse is responsible for reviewing resident's records and specifically reviewing and identifying any potential medical issues in addition to medication review. The Licensed/Register nurse will encompass providing pre-screening to newly assigned residents. The Licensed/Register nurse shall interface with the Licensed/Register Social Worker regarding standards of nursing practice, integration into the group home and comprehensive completion of resident service plans and all monthly agency reports as required. The Licensed/Register nurse shall be responsible for remaining current in relevant areas of youth health matters and medications.

Essential Duties and Responsibilities:

- Assists in pre-admission and admission process with youth; aids youth in adjusting to residential home placement.
- Available and on call 24 hours a day and 7 days a week
- Conducts annual physical examinations of the residents and complete health evaluations.
- Records any symptoms of illness for each resident and monitors health concerns or changes.
- Coordinates care with other health care providers and specialists.
- Works with Licensed/Register social worker for residents' discharge planning or transitioning back to family.
- Document progress and updates plans of care at time of admission.
- Maintains effective communication with residents, families, healthcare professionals and facility staff.

- Maintain medical records and prepare reports as needed.
- Assist in training staff in medication administration, promoting health and disease prevention, and residents on personal hygiene.
- Attend staff meetings.
- Attend all training courses required.
- Handle emergency situations appropriately and utilize crisis interventions when necessary (according to HAVEN'S NEST GROUP HOME and ODJFS policies/procedures)
- Follow individual treatment plans consistently.

House Manager

The House Manager for Haven's Nest Group Home is responsible for the overall program of the group home. He/she is responsible for the management of the daily care and supervision of staff and youth in residence. He/she will collaborate with the Resident Leader to create daily and weekly schedules that include school, work, life skills development, therapy (individual/group), recreation, leisure and food planning and preparation. Our House manager will demonstrate great leadership. He/she will diligently use every opportunity to evaluate, coach and build self-confidence within the youth and Resident Leader. He/she will exude positive energy and optimism, always encouraging a "can-do" and "winning" attitude while serving as a role model and mentor for the youth.

Duties Include, but not limited to:

- Oversee the program.
- Supervise daily living routines within the resident to ensure basic life, educational and emotional needs are being provided.
- Arrange transportation of children as needed to school, church, recreation, and other assigned destinations.
- Enforce behavioral boundaries established in the home.
- Plan the use of children's leisure time to provide educational, recreational, spiritual, and culturally diverse activities.
- Maintain contact with case workers to keep them updated on children's progress.
- Plan arrangements for resident's appointments including transportation.
- Training of Resident Leader.
- Organize service plan meeting.
- Prepare meals as directed or assist youth in cooking and preparation of meals.
- Assume responsibility to make sure that program residence is clean, safe, and kept in pristine condition. (Organize house maintenance as needed).
- Dispense all medications as directed per prescriptions and provide transportation of residents to medical appointments or hospital in an emergency.
- Ensure medication logs and other necessary paperwork are completed in a timely manner.
- Ensure that youth living in the home receives the best possible care.

- Develop a plan of care to prepare them to release them to their families.
- Work with healthcare and psychology professionals, administrator, staff at resident, teachers, and in some cases, families.
- Coordinate series such as healthcare counseling and education.
- Meet regularly with staff and residents.
- Discuss activities the residents are engaged in and what progress they are making on items outlined in their plan.
- Keep all necessary records, monthly, weekly, reports and incident reports updated and accurate as required by policy.
- Attendance of team meetings, staff meetings, in-service trainings and other meetings as requested by the Administrator.
- Any other responsibilities as assigned by the Administrator.
- Commit to all necessary training provided:
 - For QRTP Trauma Model the house manager will be trained in OOC: Trauma Informed Approaches through eBased Academy to cover the requirements of ODJFS on the Acceptance & Commitment Therapy model.

Resident Leader

The Resident Leader is responsible for the daily direct care and supervision of youth in residence. He/she will demonstrate great leadership. He/she will diligently use every opportunity to evaluate, coach, and self-confidence within the youth. He or she will exude positive energy and optimism, always encouraging a “can-do” and winning attitude while serving as a role model and mentor for the youth.

Duties Include but not limited to:

- Ensure that youth’s basic life, educational and emotional needs are provided.
- Act as an integral part of team planning and the implementation of the treatment designed for each resident.
- Assist in maintaining a healthy, positive environment for the youth by acting in a mature manner, while being a positive role model.
- Provide information of resident performance in a professional, record keeping manner, documentation of behavior, shift checklist, fire drills and resident’s whereabouts.
- Assist in the maintenance of the physical house either directly or in the supervision of the residents to reflect a well-kept home like facility.
- Prepare meals as directed or assist youth in cooking and preparation of meals.
- Assist in transporting residents to appointments or other activities.
- Supervise and document the location of youth 24/7. This includes doing itinerary checks.
- Keep confidential all information received or documented on all youth. Discussion with non-employees and other residents is prohibited.
- Maintain the security of all office/storage areas and the home routinely.

- Dispense all medications as directed per prescription and provide transportation of youth to medical appointments or hospital in case of an emergency.
- Keep all necessary records, monthly, weekly reports and incident reports updated and accurate as required by policy.
- Attendance at team meetings, staff meetings, in-service training, and other meetings as requested by the Administrator.
- At any time, assume additional responsibilities that are supported of Haven's Nest Group Home
- Commit to all necessary training provided:
 - For QRTP Trauma Model the Resident Leader will be trained in OOC: Trauma Informed Approaches through eBased Academy to cover the requirements of ODJFS on the Acceptance & Commitment Therapy model.

ASSURANCE OF RESIDENT CIVIL RIGHTS

HAVENS NEST will not discriminate against residents on the basis of race, color, religion, sex, military status, national origin, disability, age, or ancestry.

DISASTER PREPAREDNESS PLAN

Disaster Procedures

- 1) An evacuation plan will be clearly posted on each floor in case of any emergency.
- 2) HAVENS NEST, in consultation with state or local fire personnel, will develop and implement a calendar of periodic fire drills and emergency evacuations.
 - a. A log of all such drills or evacuations shall be maintained.
 - b. The evacuation plan shall be approved by the fire inspector and clearly posted on each floor so that all residents, staff or volunteers may easily see it.
 - c. Fire drills shall occur at least once each month or in accordance with the calendar of periodic drills developed with fire personnel.
 - d. Records of drills will be kept on file for two years.
- 3) If a fire or other non-tornado emergency disaster occurs at night, residents on the first floor will exit down the hallway to the nearest exit located in the front of the building or on the side of the building and go across the street from the house. If possible, shoes and robes must be worn. If a tornado occurs, all resident and staff members need to gather in the hallway or in the bathroom.
- 4) The staff person in charge will call 911.
- 5) The staff at the home shall be trained in properly reporting a fire and in evacuation of the building.
 - a. In the event of a fire, all staff members shall assure that all residents are evacuated.
 - b. If possible, the staff member in charge will salvage the quick Retrieval Date binder as they are evacuating the Home.
- 6) All staff members and residents are to meet across the street in front of the home.
- 7) Once emergency personnel have arrived and all medical needs if any have been addressed, the staff member in charge will notify the residents' parent(s) or legal guardian(s) of the events and status of each resident. This information is found in Quick Retrieval Data binder.
- 8) All phones will display the fire, police and emergency squad numbers. The Home's Administrator will also maintain a list of resident's names and emergency contact information.

- 9) There shall be fire extinguishers placed on each floor as in accordance with the local fire inspection regulations. The extinguishers shall be inspected regularly and kept charged and filed at all times. In the event of a fire, the staff person in charge must call 911 immediately even if the alarm system isn't activated.
- 10) Fire exits (doors, hallways and stairs) shall be kept well lighted, clean, and ready for instant use.

Emergency Planning and Preparedness

TORNADO/SEVERE STORMS

If severe weather and/or tornado shall occur, all staff shall alert HAVENS NEST in regards to these weather conditions.

Staff will closely monitor the radio, television or other media for further weather alerts (advisory).

If Tornado Warning Issued:

- Any staff who are aware of the warning shall notify staff on duty
- On duty staff will instruct/assist all residents to proceed to the hall quietly.
- Residents will remain quiet at all times, residents will go to the basement with appropriate supplies such as the Quick Retrieval Data binder, phone, radio, flashlights and enough food to last the duration of the warning and sitting in the proper position with their head in their laps against the wall.
- No Residents should be left in bedrooms and doors should remain closed until notice of the warning has been lifted.
- After Residents are in their designated area and there is adequate coverage, a staff member will then check the Home to make sure all doors are closed, all appliances are off and some windows on each side of the Home are open.
- The staff person in charge will cancel all appointments and similar obligations and attempts to reschedule.
- The Executive Director and residents' parent(s) legal guardian will be notified.

CHEMICAL SPILLS

Aim to ensure that, should a chemical be spilled in the service, that it is cleaned up immediately in a safe manner.

PROCEDURE

- Remove person served from the area.
- Contain the spill. Ensure that it is cleaned up thoroughly and promptly.
- Approach with care when cleaning. Some chemicals may lack color or odors but may still be dangerous. Never assume a chemical is harmless.
- Use the manufacturer's recommendations to clean up the spill appropriately.
- Decontaminate any equipment or clothing associated with the spill.
- Dispose of any equipment should the spill have made it unsafe for further use.
- Reflect on procedures to analyze how this incident occurred and how the incident could be prevented in the future.

BOMB THREAT

In case of a bomb threat all staff and residents will proceed one block east to the corner of Iona Ave and Lorimer Dr.

- Youth will remain at this destination until an "All Clear" has been given by local authorities.
- The staff conducting evacuation should behave in a calm and secure manner so as not to promote panic.
- Staff will contact Local Police Department. If there is a suspicious package found, the staff is trained to quickly and efficiently clear the area and notify the authorities. Again, youth will remain in the designated area until an "All Clear" has been given from local authorities.

EVACUATION PLAN

- 1) Upon evacuation, residents will be secured at the nearest housing site for the local American Red Cross, the nearest hotel or affiliate organization of HAVENS NEST.
- 2) The residents' custodial agency will be notified if the evacuation involves more than 8 hours. The location of the resident's temporary housing, telephone numbers, and names of approved persons shall be given to the residents' custodial agency. On duty staff will remain with the residents until arrangements have been secured.
 - A. Staff will notify all on duty staff, residents and guests that the home is being evacuated.
 - B. Call 911 immediately.

- C. Evacuate the home.
- D. Staff will make certain that all people in the restrooms, offices, bedrooms, etc. are aware of the emergency and exit the home.
- E. The group home does not care for youth who are non-ambulatory. Youth with an emotional handicap will be identified by staff on duty and be directed to the designated area identified by staff.
- F. Individuals will walk to the corner of the block (a safe distance from the home).
- G. Staff will take a head count.
- H. Staff will notify the administrative staff.
- I. Staff will complete a critical incident report.

Anytime a resident is evacuated from HAVENS NEST facilities it is considered a Critical Incident and a report needs to be completed within 24 hours of evacuation

Loss of Utilities

Flashlights can be located in the Staff Office for use during power outages. Batteries should be checked once per week to verify that they are operating properly. Extra batteries will be kept in the Staff Office and supply room.

Procedure and/or Process:

- 1) In the event of a power failure, remain calm.
- 2) Should there not be sufficient light available, flashlights are located where the first aid equipment is stored in the building.
- 3) Utilize a flashlight provided for safe egress and to assist persons served to the lighted area, if necessary. If emergency lighting is not available, in hallway areas, continue to utilize a flashlight.
- 4) If using a computer, turn it off to prevent damage due to power surges, prior to leaving your work area.
- 5) The Executive Director or designee will check circuit breakers and the main breaker panel and, if the power outage is not attributed to the internal system, will call the local utility company to report the outage.
- 6) If it is deemed necessary to evacuate the building by a supervisor, lock all exit doors to the facility.
- 7) When utilities have been restored:
 - a. Ensure breaker switches are in the on position.

- b. Re-boot computers.
- c. Switch off any emergency power supply that may be in use, if applicable.
- d. Check vital equipment to ensure it is working and not damaged.
- e. Check refrigerator/freezers for spoiled food and dispose of it.
- f. Follow the Incident Reporting Procedures for reporting the event.

MEDICAL EMERGENCY PLAN

IN CASE OF MEDICAL EMERGENCY THESE ARE LIST OF NUMBERS

- FIRE- DIAL 911
- EMERGENCY SQUAD- DIAL 911
- DAYTON POLICE DEPARTMENT – DIAL 911 (937) 225-6451
- POISON CONTROL – 911 (937) 224-4227
- NON-EMERGENCY FOR DAYTON POLICE DEPT- (937) 333-2677
- FIRST AID KITS WILL BE KEPT IN ADMINISTRATORS' OFFICE UNDER LOCK AND KEY

If there is a medical emergency, staff will have all youth go to one area away from the emergency in house and 911 will be called. Staff will contact the Administrator, House Manager and Nurse and they will either come to home or meet at hospital. One of the three will remain with the residents at the home and one will remain with the resident at the hospital. Havens Nest staff will remain with the child at all times. If staff cannot locate administrator or house manager or nurse all children will go to the hospital in agency vehicle and remain there until other staff can relieve them.

First aid kits are located in the following areas:

- The office of Havens Nest
- Havens Nest Kitchen
- Each residential facility owned vehicle

In case of illness, youth will be isolated away from other children

- Contact House Manager/Administrator/Nurse
- Take Temperature
- Contact Physician if needed
- Staff will administer medication as needed
- Staff will provide basic first aid as needed
- House Manager/Administrator/Nurse will transport child to urgent care or hospital if determined by symptoms.

If there is excessive vomiting and diarrhea, fever over normal temperature 98.6 that can't be reasonably managed, discuss with House Manager/Administrator/Nurse possible visit to urgent care or if not immediate in manner, making appointment with physician.

RECREATION AND LEISURE ACTIVITIES AND EQUIPMENT

HAVENS NEST will make available recreational equipment and activities sufficient to implement its recreational program. All recreational equipment necessary for the implement of a recreation program will be maintained in a safe and usable condition at the facility.

HAVENS NEST will make available appropriate leisure time equipment in each home. At a minimum, this equipment will include books, games and activity equipment (basketball, board games etc.). All equipment will be age and developmentally appropriate.

Damage to any equipment or supplies should be reported to the Executive Director. Questions, ideas or suggestions about the recreation program can be forwarded to the Executive Director. Proper supervision during recreational outing must be always maintained, with at least one (1) staff for every five (5) residents.

HAVENS NEST will permit resident to swim only when a certified lifeguard, trained in lifesaving and water safety, is present. Supervised plan activities will vary and may include, but not be limited to skating, movies, swimming, sport games, etc.

Recreational or Group Activity Procedures

- 1) A monthly recreation schedule is posted at the beginning of each month. The schedule is subject to change in order to allow more flexibility to suit individual needs.
- 2) The Executive Director or other designated staff is assigned to implement activities that must meet the needs of each child.
- 3) Recreational and enrichment activities are optional, at staff discretion.
- 4) Any major changes concerning recreation must be approved by the Executive Director.
- 5) When denying recreation privileges; this can only be done with the approval of the Executive Director.
- 6) If any outing for a resident is restricted because of safety and security issues, in-home recreations option (i.e., card games, magazines, etc.) must be provided.

Pursuant to OAC 5101:2-5-08 and in conjunction with HAVENS NEST Article of Incorporation, there shall be in place a Board of Directors (the Board) whose responsibilities include, but are not limited to, the following:

- 1) Selecting the Executive Director of HAVENS NEST.
- 2) Reviewing the effectiveness of HAVENS NEST Executive Director in writing on an annual basis.
- 3) Ensuring HAVENS NEST is compliant with requirements of Chapters 5101:2-1, 5101:2-5, 5101:2-7, 5101:2-9, 5101:2-33, 5101:2-38, 5101:2-39, 5101:2-42, 5101:2-47,

5101:2-48 and 5101:2-53 of the Administrative Code as applicable to the PCPA's or PNA's certified functions.

- 4) Reviewing, approving and monitoring a written annual budget for HAVENS NEST.
 - a) Such a budget shall ensure funding to provide services relevant to all certified functions and detail anticipated income and expenditures.
 - b) The budget will be approved on an annual basis.
- 5) Authorizing, reviewing and submitting to ODJFS an audit, if one is required pursuant to rule 5101:2-5-04 of the Administrative Code.
- 6) Establishing written, general policies and procedures.
 - a) Such policies and procedures shall be relevant to HAVENS NEST certified functions.
 - b) A review of HAVENS NEST policies and procedures will be conducted by the Board on an annual basis.

QRTP POLICY

Haven's Nest will use the Acceptance & Commitment Therapy (ACT) model as our trauma informed model.

The goal of the ACT model is to increase psychological flexibility or the ability to enter the present moment more fully and either change or persist in behavior when doing so serves valued ends.

The core principles of the ACT model are:

- Values - what matter most to you in your life
- Committed Action - doing the things that bring value to your life
- Acceptance - embracing all your experiences positive and negative.
- Defusion - stand back from yourself in an objective way.
- Contact with Present Moment - emphasis on living in the here and now.
- Self in Context - in touch with your deep sense of self.

Haven's Nest clinical staff (LSW) will be educated and trained on the ACT (Acceptance & Commitment Therapy) Model through Pesi. The course taken will be – Acceptance & Commitment Therapy (ACT) Proficiency Course: Master the Core Components & Skills of ACT Across Diagnoses - [Acceptance & Commitment Therapy \(ACT\) Proficiency Course: Master the Core Components & Skills of ACT \(pesi.com\)](https://www.pesi.com/courses/acceptance-and-commitment-therapy-act-proficiency-course-master-the-core-components-and-skills-of-act)

Haven's Nest employees, volunteers, interns, and the nurse will receive trauma training on the 7 competencies via eBased Academy with the following course OOC: Trauma Informed Approaches.

The Trauma Informed Approaches course focuses on SAMHSA's four R's concept of trauma informed care: Realize, Recognize, Respond, and Resist along with the 7 Competencies:

1. Impact of trauma
2. Responding to children's traumatic stress
3. Demonstrate how to identify trauma related needs of children and families.
4. Identify strategies to enhance well-being and resiliency.
5. Understanding how cultural factors influence trauma.
6. Understand secondary traumatic stress and impact on providers.
7. Reduce the use of seclusion and restraint.

All employees, volunteers, interns, and clinical staff will be trained in trauma-informed training within the first 30-days of hire and annually thereafter.

If Haven's Nest adds staff other than those with clinical responsibilities, those staff members will receive trauma training on the 7 competencies by taking the following course through eBased Academy - OOC: Trauma Informed Approaches. They will also receive ACT training also throughout the year from the clinical staff (LSW).

A certificate of completion of the trauma-informed training will be documented in each employee's, volunteers, interns and independent contractor's personnel file.

Haven's Nest has a licensed/registered nurse and licensed social worker who will:

- Provide care for the residents within the scope of their practice as defined by the law.
- Are available 24 hours a day and 7 days a week.
- Are accessible on-site or face-to-face via interactive video conferencing to meet the clinical and medical needs of the residents.

Family Engagement:

- Family will be engaged and contacted on the resident's safety and development needs.
- Haven's Nest will facilitate regular contact between the resident and family, including siblings.
- Family and permanent connections are invited to treatment and discharge planning discussions. This includes accommodating families who may not be able to attend by offering virtual means, video conferencing or telephone call.
- Actively involve and support families with a resident in our facility by providing transportation and on-on-one activities between the resident and family members as appropriate to resident's treatment.
- Haven's Nest will provide outreach for resident and family during and after the resident has been discharged from the facility.
- The Administrator will document all correspondences and engagements attended by family members including siblings and put in the resident's file.

Discharge Planning:

- Discharge planning begins no later than the next business day after a resident has been admitted to the group home. Haven's Nest will contact the custodian/custodial agency to initiate discharge planning for the resident.
- Participants of the discharge planning meeting will include family members, permanent connections and other participants deemed appropriate by the custodian and Haven's Nest. All participants will be given the opportunity to provide feedback before the discharge plan is updated.
- The discharge plan will be developed within 30-days of placement and will be reviewed every 30-days after, and during each service plan review.
- A discharge plan will be developed to prepare a resident for discharge from Haven's Nest into a family-based setting. Aftercare services will be included in the discharge plan.
- Discharge planning meetings and the discharge plan will be documented using the Residential Treatment Information System (RTIS). A copy will also be in the resident's record.
- Haven's Nest will document in writing that the discharge plan has been provided to all participants involved prior to the resident being discharged. Information in the discharge plan will include information on how to access additional supports from the agency and community providers including contact information and steps required to access each provider. Aftercare support will be provided for six months to each resident and explained during the discharge planning process.

Aftercare:

- Haven's Nest will keep in touch and monitor the needs of the residents up to six months of their discharge from the group home even if the resident has reached the age of emancipation. Haven's Nest will contact the resident and family monthly to provide support, promote and maintain engagement, and to regularly evaluate the family's needs. Monthly contact may be in-person, through interactive videoconferencing, or via phone or other electronic means.
- Aftercare support will be provided within the youth or family's community as appropriate to promote the continuity of care for the resident.
- Aftercare supports will be individualized and driven by the youth, the caregivers, and the family as appropriate.
- Haven's Nest will coordinate engagement with any applicable community providers serving the youth or family. Haven's Nest will be available to the community providers for ongoing consultation and will document the consultation in writing, including who will be responsible for the consultation. Aftercare documentation will be documented in RTIS.

- Haven's Nest will provide the family and caregiver with information needed to help in the treatment and welfare of resident after discharge.
- The LSW/Administrator will document all aftercare information/monitoring and put in each resident's file.
- Aftercare activities will be documented in the resident's file.

Community Engagement Plan

Any person or entity with concerns or other pertinent information regarding Havens Nest is encouraged to contact Havens Nest through the following channels.

HAVENS NEST

Agency Primary Contact Information

Administrator: Augustine Robinson
Phone number: 937-367-9070
Email: havensnestllc@gmail.com

HAVENS NEST

Agency Alternate Contact Information

Name: Kenyatta Robinson
Phone number: 937-838-0169

HAVENS NEST

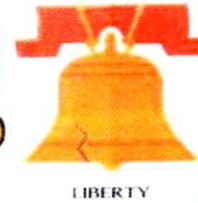
General Information

Address: 6232 Melvin Ave

Phone:
Email: havensnestllc@gmail.com

- All community concerns, requests or information received will be directed to the Administrator, who will respond within 10 business days.
- HAVENS NEST Agency will fully cooperate with any law enforcement investigations, as directed by the law enforcement agency.
- In the event that the Administrator or designee is the subject of a complaint or is unable to respond to the communication, the HAVENS NEST Board President will respond.
- HAVENS NEST will provide a copy of this Community Engagement Plan to any individual upon request.

JEFFERSON TOWNSHIP



*\$500.00 Fee
Non-Refundable*

BOARD OF ZONING APPEALS

APPLICATION COVER PAGE

Submission Date: _____

Application for (select all that apply): Appeal Conditional Use Use Variance Variance(s)

Instructions

Complete this cover page and have it notarized. Submit the cover page along with the relevant application, required fee, and attachments to the Department of Development & Compliance c/o Board of Zoning Appeals 580 Calument Ln. Dayton, OH 45417.

This application should only be completed after a meeting with the Zoning Coordinator, receiving a written Zoning Administration Refusal, or Legal Notice of Violation. Applications that are not complete or are illegible will be returned to the applicant and will not be scheduled for public hearing. Incomplete applications shall be a basis for denial.

Submit a plot plan drawn to scale showing dimensions and location of lot and all structures existing and proposed (**6 copies on 8 1/2 x 11 inch paper**) A list of all the owners of property within and contiguous to (and directly across the street from) the property list must be submitted with the application. For conditional use, also submit a list of all property owners within 500 feet. If you have questions or would like to schedule an application interview, please call the Zoning Coordinator at (937) 262-3591 ext. 107.

Property Information

Property Address: ~~9635 Huffman Rd.~~ **S. DIAMOND Mill Rd - Huffman Rd**

Street Address

Farmersville

OH

45325

City

State

ZIP Code

Parcel(s) ID Lot #: **G27-016070029**

Current Zoning District: **Rural Agricultural**

Proposed Zoning Use: **Agricultural**

If platted, name of Plat: _____

Type of Appeal: **CUP**

Authorization to Visit Property

By signing below, the owner/applicant authorizes Township representatives to visit and photograph the property described in this application.

Applicant Information

Full Name/ Company: **Dirt For Dollars LLC**

Address: **7088 Tippecanoe rd.**

Street Address

Apartment/Unit #

Canfield

OH

44406

City

State

ZIP Code

Phone: **719-675-0714** Email: **Sales@dirtyfordollars.land**

Owner Information (if different than Applicant)

Full Name/
Company: Richard Mears

Address: 3475 Diamond Mill rd
Street Address Apartment/Unit #

Germantown OH 45327
City State ZIP Code

Phone: 937-668-6313 Email: rmears41@gmail.com

Signature: Richard Mears Date: 2/10/2026

Notarization

I hereby depose and say that the above statements and the statements contained in all exhibits transmitted herewith are true.

Applicant

Developer

Interest of Applicant

Marcus Rodholm

Signature

Marcus Rodholm

Printed Name

2/10/2026

Date

Notary Public

Subscribed and sworn before me this 10 day of February, 2026

My commission expires on 01/17/, 2027

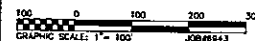
Application for Board of Zoning Appeal Hearing: ALL Fees are NON-Refundable Regardless of The Case Outcome

Nicolette Hall
Notary Public, State of New Jersey
My Commission Expires 01/17/2027

Nicolette Hall
Signature

Nicolette Hall 50182507
Revised 04/2024

BEARINGS BASED ON THE CENTERLINE OF HUFFMAN ROAD (S 89°42'02"W) AS SHOWN ON SURVEY VOLUME 2013, PAGE 0115



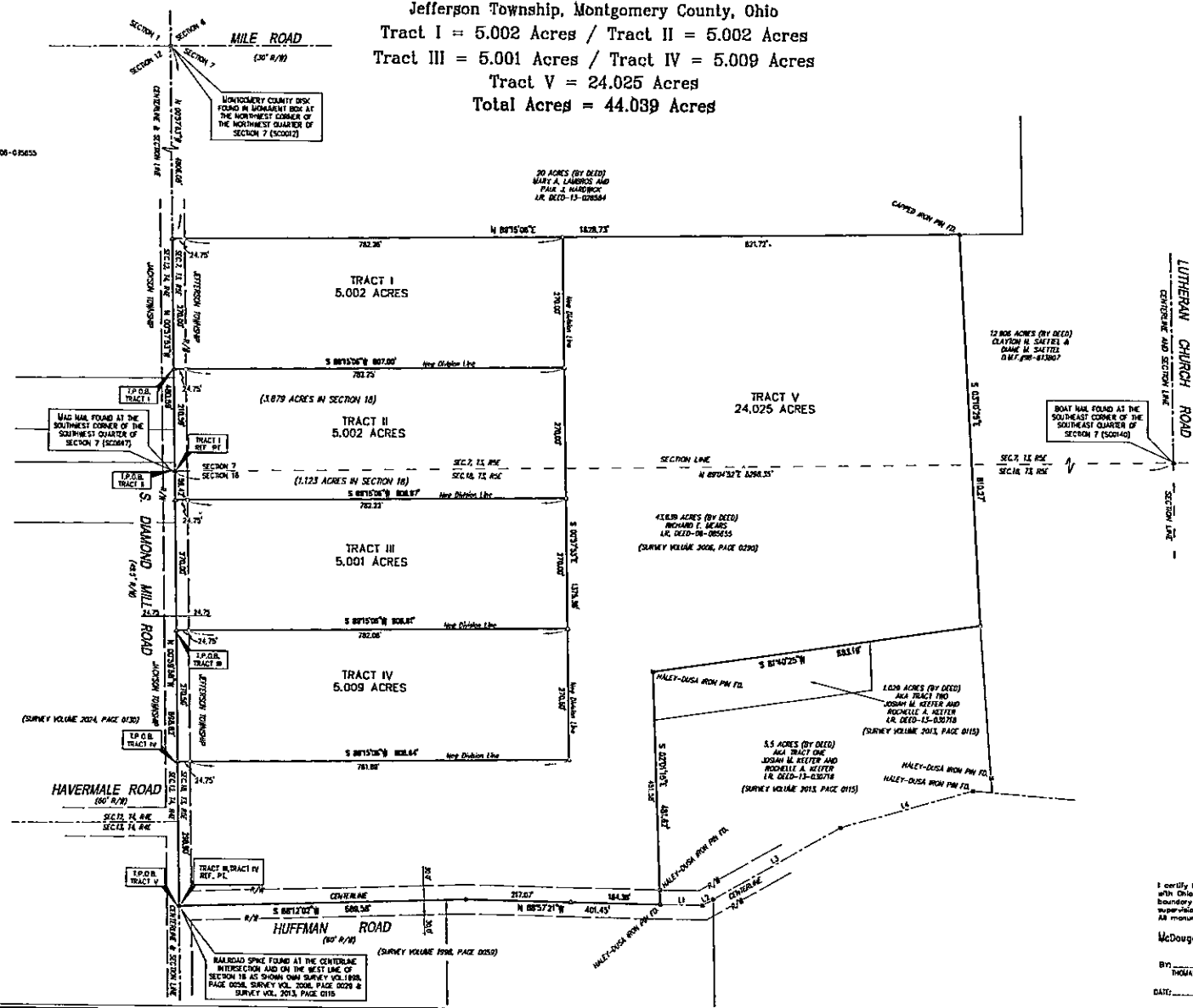
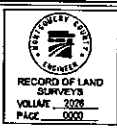
- MONUMENT LEGEND**
- Indicates 5/8" iron pin set
 - Indicates 5/8" iron pin set
 - Indicates iron pipe found
 - ▲ Indicates iron nail found (unless otherwise noted)
 - △ Indicates iron nail set
 - Indicates concrete monument found
 - Indicates Railroad Spike found
 - × Indicates Sorbit set

REFERENCES
DEED: 43.89 ACRES (BY DEED) - RICHARD E. BEANS / LR DEED-06-03655

Diamond Mill Road - Huffman Road

Section 7 & 18, Town 3, Range 5 East
Jefferson Township, Montgomery County, Ohio

Tract I = 5.002 Acres / Tract II = 5.002 Acres
Tract III = 5.001 Acres / Tract IV = 5.009 Acres
Tract V = 24.025 Acres
Total Acres = 44.039 Acres



- SURVEY NOTES:**
1. ALL DEED, SURVEY AND PLAN RECORDS SHOWN HEREON WERE USED IN THE PERFORMANCE OF THIS SURVEY.
 2. LINES OF OCCUPATION (WHERE EXISTING) IN GENERAL AGREE WITH PROPERTY LINES.
 3. ALL MONUMENTATION FOUND IN GOOD CONDITION UNLESS NOTED OTHERWISE.
 4. IRON PINS SET ARE 30" ± 5/8" REBAR WITH PLASTIC CAP STAMPED "MARSH 7735"
 5. SURVEY PREPARED IN THE ABSENCE OF A COMPLETE AND UP TO DATE TITLE REPORT.

Prepared by
McDougall - Marsh
Land Surveyors
2000 State Street, Columbus, Ohio 43261
614.947.2990 • info@mcmarsh.com
www.mcmarsh.com

I certify that this plot of survey was prepared in accordance with Ohio Administrative Code Chapter 4733-17 standards for boundary surveys. Plot of Survey was made under my direct supervision and based on actual field survey in January 2020. All monumentation is to be set as shown.

McDougall - Marsh Land Surveyors

By: **THOMAS K. MARSH, P.S. No.7735**

Date: _____



Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, Dayton, OH 45422-1280
 (937) 225-4428 • www.phdmc.org



January 20, 2026

RICHARD MEARS
 3475 DIAMOND MILL RD
 GERMANTOWN, OH 45327

RE: Lot Split
 9635 HUFFMAN RD
 JEFFERSON TWP

Lot #	Acreage	Property Use
1	5.002 acre(s)	BUILDABLE
2	5.002 acre(s)	BUILDABLE
3	5.001 acre(s)	BUILDABLE
4	5.009 acre(s)	BUILDABLE
5	5.424 acre(s)	BUILDABLE
6	18.601 acre(s)	BUILDABLE

Dear RICHARD MEARS,

Public Health – Dayton & Montgomery County staff has reviewed the plat of survey plan prepared by DIRT FOR DOLLARS / MCDOUGALL & MARSH.

The soil report from Clear Creek Environmental indicated the soils are suitable for an onsite sewage treatment system for the above-described property on the 5.002 tract of Lot 1. The size of house (number of bedrooms) and type of onsite sewage treatment system are determined by the onsite sewage treatment system designer.

The soil report from Clear Creek Environmental indicated the soils are suitable for an onsite sewage treatment system for the above-described property on the 5.002 tract of Lot 2. The size of house (number of bedrooms) and type of onsite sewage treatment system are determined by the onsite sewage treatment system designer.

The soil report from Clear Creek Environmental indicated the soils are suitable for an onsite sewage treatment system for the above-described property on the 5.001 tract of Lot 3. The size of house (number of bedrooms) and type of onsite sewage treatment system are determined by the onsite sewage treatment system designer.

The soil report from Clear Creek Environmental indicated the soils are suitable for an onsite sewage treatment system for the above-described property on the 5.009 tract of Lot 4. The size of house (number of bedrooms) and type of onsite sewage treatment system are determined by the onsite sewage treatment system designer.

The soil report from Clear Creek Environmental indicated the soils are suitable for an onsite sewage treatment system for the above-described property on the 5.424 tract of Lot 5. The size of house (number of bedrooms) and type of onsite sewage treatment system are determined by the onsite sewage treatment system designer.

The soil report from Clear Creek Environmental indicated the soils are suitable for an onsite sewage treatment system for the above-described property on the 18.601 tract of Lot 6. The size of house (number of bedrooms) and type of onsite sewage treatment system are determined by the onsite sewage treatment system designer.

Public Health – Dayton & Montgomery County has no objections to the proposed lot splits. A HSTS designer will need to create a sanitation plot plan and submit the plan through Public Health – Dayton & Montgomery County private water and sewage staff for a formal site review of each property.

If you have any questions, please contact this office at (937) 225-4943.

Respectfully submitted,



Chloe Hammock REHS #3741
Private Water and Sewage Treatment System Programs
Bureau of Special Services

CC: ARLAND DILLENBURG, 305 S SMALLEY ST, SHAWANO, WI 54166



JeffersonRegionalWATERAuthority
P.O. Box 369 • Miamisburg, OH 45343
(937) 866-0002 • FAX (937) 866-3315
www.jrwa.org



To Whom It May Concern:

In regard to Dirt for Dollars LLC and the properties near the intersection of Huffman Rd and South Diamond Mill:

Jefferson Regional Water Authority has a water main on both above named roads meeting at this intersection and can provide a water source to be tapped into for these properties.

Thank you,

Aimee Taylor
Office Manager

**ARTICLE 6
RURAL AGRICULTURE (RA) DISTRICT**

Section 600 PURPOSE

The Rural Agricultural (RA) zoning district is established for the following purposes:

- i. To protect active farming enterprises from incompatible non-farm development whose effects would be detrimental to the continued future of the farming industry,
- ii. To protect land best suited for agricultural use, as well as the Township's natural resources, from the detrimental effects resulting from the scattered encroachment of urban uses;
- iii. To protect and preserve areas of prime agricultural and agricultural related uses

Section 601 PRINCIPAL PERMITTED USES

- A. The following uses are principally permitted in an RA zoned district:
1. Agriculture and associated accessory buildings, and structures, including the principle dwelling unit, on lots greater than 40 acres.
 2. Single family homes on not less than 10 acres
 3. Publically owned and operated buildings and facilities
 4. The keeping of horses provided a minimum of one (1) acre of land is provided for each horse kept and all appropriate health department and agriculture department regulations are met
 5. The seasonal sale of produce, and other plants (including Christmas Trees) raised on the premises

Section 602 CONDITIONAL PERMITTED USES

- A. The following uses are conditionally permitted in an RA zoned district:
1. Agriculture and associated buildings and structures on lots of at least one (1) acre and less than forty (40) acres.
 2. The seasonal sale of produce, and other plants, not raised on the premises, provided that any structure ordinarily used for the sale of produce and plants raised on the premises.
 3. Agricultural services which includes commercial activity that primarily serves the farming community, including but not limited to, tractor and farm implement sales, welding shops, grain elevators, doctor and dentist office, saw sharpening, farming machinery and repair including automobiles and trucks, and grocery stores. The BZA shall make a determination that such uses are needed and appropriate. Provided they are located a minimum of 100 feet from any neighboring dwelling unit or Residential zoned district. Agricultural Services shall not include any solid waste "facility" as that term is defined in Ohio Revised Code 3734, including, but not limited to sanitary landfills, construction and demolition debris landfills, and composting facilities.

4. Cemeteries, including the office, crematorium, mausoleum, and other buildings necessary for the operation of a cemetery.
5. Riding Academy and Stable on at least ten (10) acres.
6. Agricultural Based Meeting Halls
7. Schools, includes Colleges and Universities and Technical/Trade School
8. Wind Turbines and Solar Panels
9. Home Occupations

Section 603 SINGLE FAMILY RESIDENTIAL NON-FARM LOTS

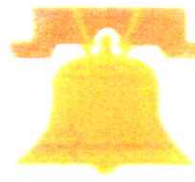
- A. The area divided into small non-farm lots shall not exceed 6 percent of the existing parcel, as of _____, provided that the remaining parcel complies with the minimum lot standards
- B. The minimum lot area shall be two (2) acres, with the minimum road frontage of 200 feet on a public road
- C. Consistent with ORC Section 519.14 and the Jefferson Township Zoning Resolution Section _____, the Board of Zoning Appeals (BZA) may permit less road frontage, smaller lot size, and adjust the setback requirement, if the applicant demonstrates that due to special conditions of the land, the proposed lot(s) can better be designed to protect the prime farmland.
- D. In cases where the proposed residential does not front on an existing right-of-way, the BZA may permit development of not more than five (5) lots, using a private drive with a minimum right-of way of fifty (50) feet in width, and a minimum pavement of eighteen (18) feet in width.
- E. Dead-end drives shall not exceed one-thousand (1,000) feet in length, shall include a turn-around with a minimum radius of 38.5 feet.
- F. All residential lots shall be approved by the Public Health-Dayton & Montgomery County, in regard to the suitability of the lot for an on-site sewage disposal system or access to a public sewage disposal system. Such approval shall be submitted with the application, before the BZA may approve the lot-split.
- G. The applicant shall provide evidence of the availability of sufficient potable water in both quantity and quality. Such evidence shall be submitted with the application, before the BZA may approve the lot-split
- H. The dwelling and lot shall be located on the least productive farmland wherever practical

Section 604 DEVELOPEMENT STANDARDS

The following development standards shall apply to uses in a RA zoning district:

- | | |
|------------------------------|--------------------|
| A. Principle Building Height | 40-foot minimum |
| B. Lot Area | 40 acres' minimum |
| C. Lot Frontage | 600-foot minimum |
| D. Front Yard Depth | 50-foot minimum |
| E. Side Yard Depth | 50 feet, each side |
| F. Rear Yard Depth | 50-foot minimum |

JEFFERSON TOWNSHIP



LIBERTY

BZA 2026-002

BOARD OF ZONING APPEALS

APPLICATION COVER PAGE

Submission Date: 2/12/26

Application for (select all that apply): Appeal Conditional Use Use Variance Variance(s)

Instructions

Complete this cover page and have it notarized. Submit the cover page along with the relevant application, required fee, and attachments to the Department of Development & Compliance c/o Board of Zoning Appeals, 580 Calumet Ln Dayton, OH 45417.

This application should only be completed after a meeting with the Zoning Coordinator, receiving a written Zoning Administration Refusal, or Legal Notice of Violation. Applications that are not complete or are illegible will be returned to the applicant and will not be scheduled for public hearing. Incomplete applications shall be a basis for denial.

Submit a plot plan drawn to scale showing dimensions and location of lot and all structures existing and proposed (**6 copies on 8 1/2 x 11 inch paper**) A list of all the owners of property within and contiguous to (and directly across the street from) the property list must be submitted with the application. For conditional use, also submit a list of all property owners within 500 feet. If you have questions or would like to schedule an application interview, please call the Zoning Coordinator at (937) 262-3591 ext. 107.

Property Information

Property Address: 1038 Rossiter
Street Address

Dayton
City

OH
State

45417
ZIP Code

Parcel(s) ID / Lot #: G27 18215 0026

R-3 Single Family Residential

Current Zoning District: R-3 District

Proposed Zoning Use

If platted, name of Plat:

Type of Appeal: Conditional Use

Authorization to Visit Property

By signing below, the owner/applicant authorizes Township representatives to visit and photograph the property described in this application

Applicant Information

Full Name/ Company: HVS Hands Inc. (Alicia Wright)

Address: 116 Gettysburg Ave, Dayton OH 45417
Street Address Apartment/Unit #

Dayton
City

OH
State

45417
ZIP Code

Phone: 937 677 8217

Email: AWright@hvs.com

Owner Information (if different than Applicant)

Full Name/ Company: OKINBIA INVESTMENT PROPERTIES LLC

Address: 7804 Country View Lane, Brookville, Ohio 45309

Phone: [blank] Email: [blank] Signature: [blank] Date: [blank]

Notarization

I hereby depose and say that the above statements and the statements contained in all exhibits transmitted herewith are true

Applicant

Alicia Wright

Interest of Applicant

Zoning

Signature

Alicia Wright

Printed Name

Alicia Wright

Date

2-12-26

Notary Public

Subscribed and sworn before me this 19th day of February, 2026

My commission expires on 21st February, 2028

Application for Board of Zoning Appeal Hearing. ALL Fees are NON-Refundable Regardless of The Case Outcome



Katina Y Johnson, Notary Public, State of Ohio, My Commission Expires: February 21, 2028

Katina Y Johnson Signature

Summary

PARID: G27 18215 0026
 PARCEL LOCATION: 1038 ROSSITER DR

NBHD CODE: 85002000

Report Navigator

1 of 1

Tax Year: 2025 ▾

Property Description

Tax Summary

Land

Payments List

Levy Distribution

New Levies

Special Assessments

Permits

Value History

Rental Registration

Sketch

Sales

Tax Detail

Pay Taxes

Property Photos

GIS Parcel Map

Actions

- Printable Summary
- Printable Version

Reports

[Click here to view neighborhood map](#)

Owner

Name
 OKINBIA INVESTMENT PROPERTIES LLC

Mailing

Name OKINBIA INVESTMENT PROPERTIES LLC
 Mailing Address 7804 COUNTRY VIEW LANE
 City, State, Zip BROOKVILLE, OH 45309

Legal

Legal Description 26 LIBERTY HTS SEC 1

Land Use Description R - RESIDENTIAL, VACANT LAND, LOT
 Acres 0
 Deed
 Tax District Name JEFFERSON TWP-JEFFERSON LSD

Sales

Date	Sale Price	Deed Reference	Setler	Buyer
07-MAY-99			FREEMAN BARBARA JEAN MARIE	FREEMAN BERNARD AND MARIE
18-NOV-04	\$42,100	SF/D-04-130965	FREEMAN BERNARD AND	SYL RESOURCES LLC
19-NOV-04		200400131514	SYL RESOURCES LLC	BALLARD SYLVESTER J
12-JUN-13		201300041680	BALLARD SYLVESTER J	TURNAROUND MANAGEMENT LLC
25-JUL-14		201400039885	TURNAROUND MANAGEMENT LLC	BALLARD SYLVESTER J
24-SEP-14		201400050556	BALLARD SYLVESTER J	FIRST SOUTHWESTERN FINANCIAL
24-SEP-14		201400050557	FIRST SOUTHWESTERN FINANCIAL	PENN REAL ESTATE INC
24-NOV-15	\$9,000	201500065579	PENN REAL ESTATE INC	GELENALAN LLC
22-DEC-16	\$9,850	201600072111	GELENALAN LLC	LOAN TREE INVESTMENTS LLC
01-MAR-18	\$31,500	201800011414	LOAN TREE INVESTMENTS LLC	BLACK RHINO GROUP LLC
29-MAY-18	\$1,000	201800030925	BLACK RHINO GROUP LLC	JS ESTATES LLC
24-MAY-24	\$1,000	202400028001	JS ESTATES LLC	OKINBIA INVESTMENT PROPERTIES LLC

Board of Revision

Tax Year	Case Number	BTA/CPC	Result
2008	5712	BTA08 SB INV	Decrease Value
2012	2589		Decrease Value

Values

	35%	100%
Land	6,460	18,460
Improvements	0	0
CAUV	0	0

Total

6,460

18,460

Current Year Special Assessments

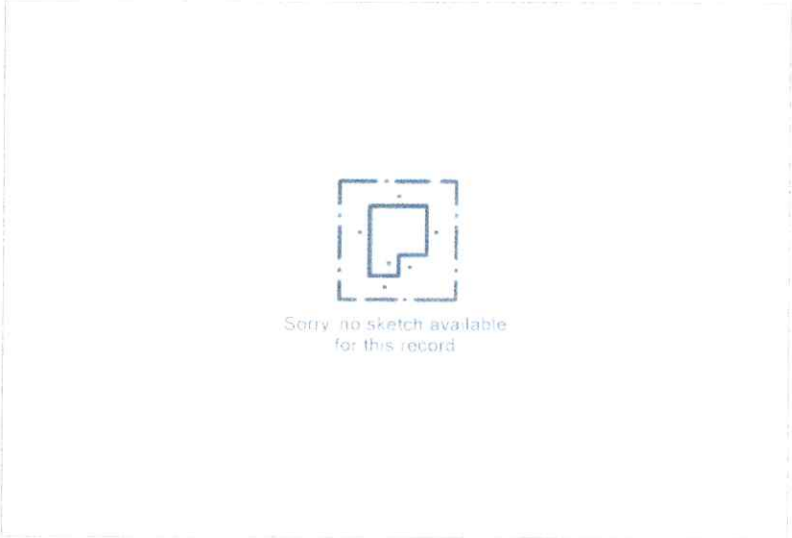
21200-LT. LIGHTING	\$50.25
41100-MCD/AP MCD/AQUIFER PRES SUBD	\$1.00

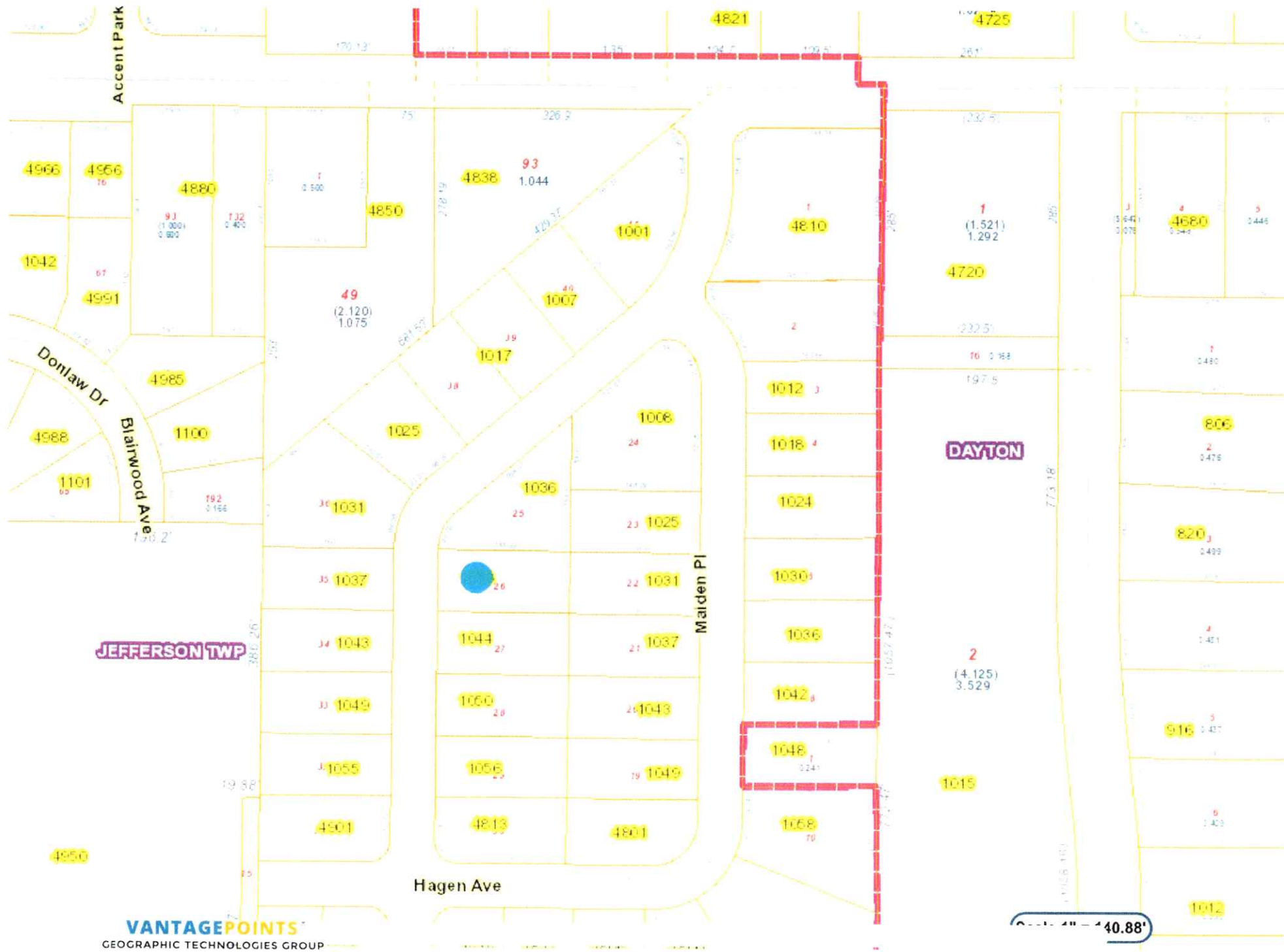
Current Year Rollback Summary

Non Business Credit	-\$35.86
Owner Occupancy Credit	\$0.00
Homestead	\$0.00
Reduction Factor	-\$343.76

Tax Summary

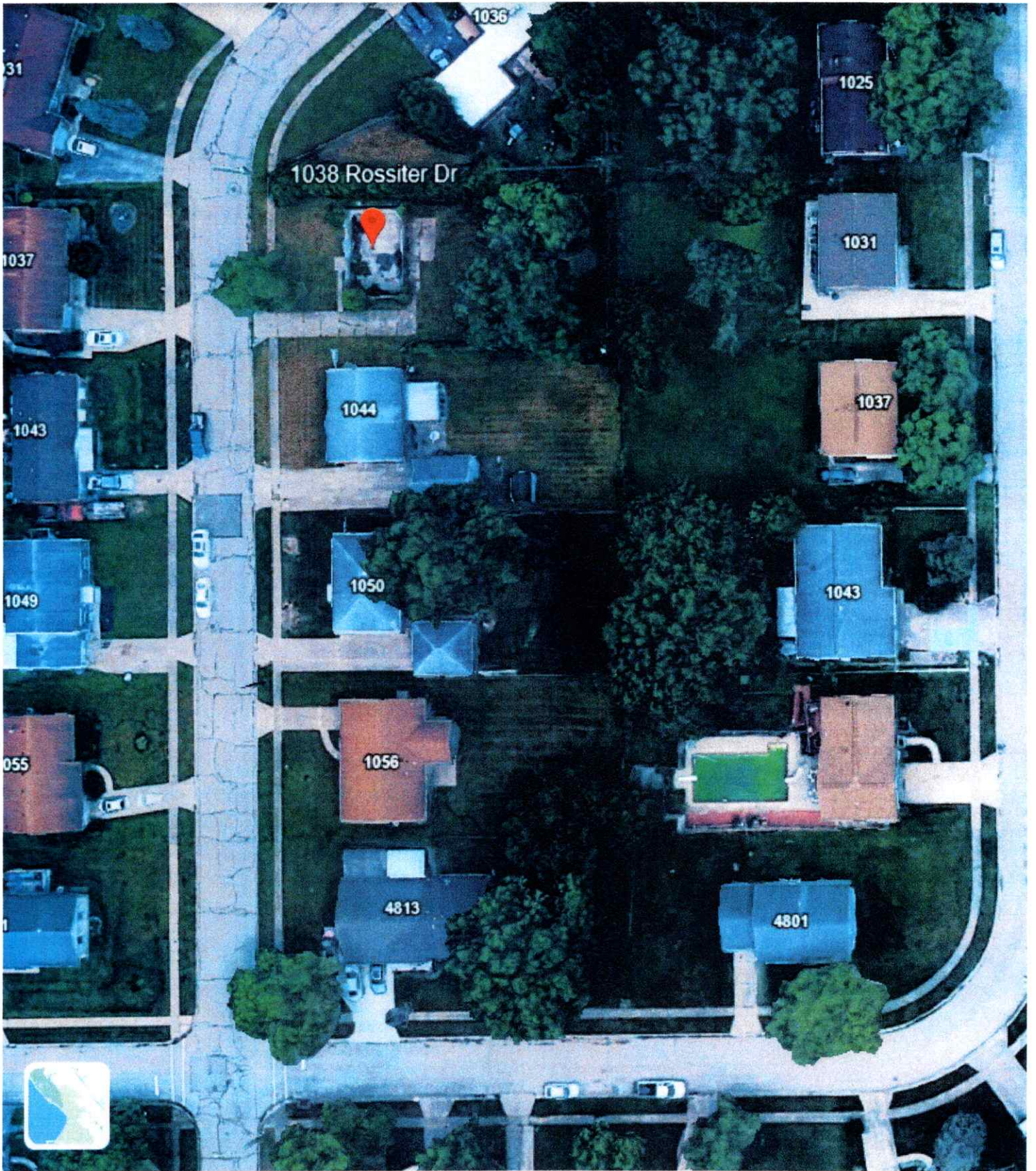
Year	Final 2nd	Final 2nd	1st Half	1st Half	2nd Half	2nd Half	Total
	Paym	Paym	Paym	Paym	Paym	Paym	Paym
2025	\$0.00	\$0.00	\$263.87	\$0.00	\$212.62	\$0.00	\$476.49







1038 Rossiter Drive, Dayton, OH



STATE OF OHIO CERTIFICATE

Ohio Secretary of State, Jon Husted
3955312

It is hereby certified that the Secretary of State of Ohio has custody of the business records for
HYS HANDS: HOUSING YOUTH SERVICES

and, that said business records show the filing and recording of:

Document(s)

DOMESTIC NONPROFIT CORP - ARTICLES

Effective Date: 10/31/2016

Document No(s):

201630503816



United States of America
State of Ohio
Office of the Secretary of State

Witness my hand and the seal of the
Secretary of State at Columbus, Ohio this
2nd day of November, A.D. 2016.

Jon Husted

Ohio Secretary of State

Discipline Policy

HYS Hands prohibits the use of prone restraint. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face down position for an extended period of time. Prone restraint includes physical or mechanical restraint.

Distribution

HYS Hands will notify the youth's parents/legal guardian, the youth's juvenile justice specialist and, where appropriate, the youth's probation officer and/or care management organization caseworker within 24 hours. HYS Hands will provide a copy of the incident report to the youth's parents/guardian/custodian by the next business day.



TM

HOUSING & YOUTH SERVICES

Resident Handbook

REVISED: January 22, 2024

Frequently Asked Questions

Are all the rules important? Yes, Yes and Yes! Every rule is designed with you in mind. This handbook is designed to give you an excellent road map on how to stay out of trouble and prepare for success.

Who will take me to school? HYS Hands believes education is very important. The staff will always ensure that you arrive at school on time and show up prepared.

Can I talk to my family and friends? Yes, as long as your case plan and family or custodial agency does not disallow, there will be specially designed times each day for you to communicate with others outside of HYS Hands.

What time do we eat? The meals schedule is posted in the kitchen. In addition, there are snack times interwoven in the daily schedule that will be adjusted on weekends and summer breaks.

Do I have to do chores? Yes, it's everyone's responsibility to keep HYS Hands clean and safe. Most chores are completed on a buddy system and staff is always available to assist if needed.

There is a place for everything: At HYS HANDS there are places that you need to ask permission to go to (kitchen, outside, etc.), places that you have to be under staff supervision (outings, phone calls), and some places you are never allowed (other residents' rooms and the staff office). We make it easy for you in the beginning. For the first two weeks, you need to be in staff supervision. While we are getting to know you and laying a basic foundation of trust, we need to know where you are at all times during this period. It's your responsibility to stay in staff sight, so make sure that staff knows where you are.

Keep Calm! If there is a problem that HYS HANDS staff may need to deal with, just keep Calm! They may ask you to go to your room, or leave the area. It's really important for you to follow these directions. This is a big safety issue for you and the other residents and staff at HYS HANDS. If there is an emergency, just keep calm until the situation has been handled.

This entire program and house was designed for YOU!

Important Contacts

Administrator: Alicia Wright
Email: Awrightrn@yahoo.com
Phone: (937) 677-8217

House Manager: Qiana Norvell
Email: qiananorvell@yahoo.com
Phone: (937) 529-6220

The above Staff Members can assist you with any concerns you may have. You can reach the Administrator and/ or House Manager Monday - Friday between 8a.m and 7 p.m. If you have an emergency outside of the hours listed above, you can contact our direct line at (937) 522-0152 24 hours 7 days a week. We have circulating staff members in the home at all times. While Child Care Workers may not be able to assist you with your concerns, they will be able to take a message and direct it to the appropriate staff member to assist you.

Thank you!



HYS Hands Resident and Family Handbook

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Purpose Statement

The name of the organization is HYS Hands II and the location is 116 S. Gettysburg Avenue, Dayton, Ohio 45417. HYS Hands is to provide a non-institutional, safe, secure and nurturing environment for "at risk" adolescent males who are in need of placement. We provide a structured environment, with a range of programs for male adolescents. These programs and interventions are individually tailored to assist with the acquisition, retention or improvement of daily living and conflict resolution skills. With acquiring these skills, the residents of HYS Hands will become productive citizens. We provide a structured environment and reinforce behavior that is positive and appropriate.

The purpose and function of the organization is to provide 24/7 consistent services to adolescent boy's ages 11 to 21 through comprehensive services and activities within a safe and friendly environment. At full census, the program will house five boys at any given time. The program will be a certified and licensed residential group home. The program will facilitate recreational activities and clinical support based on individual case plans. There will be four employees at any given time Administrator, House Manager and 2 Child Care Workers. At least one employee at all times will be on duty at the house. Schedules will be posted each week. Youth will be placed in the care of the home through the Department of Juvenile Justice, Children Services and other like agencies and/or directly from parents/guardians.

Mission

HYS Hands is a full service group home that attends to the day-to-day needs of adolescent males between the ages of 11-21. Our services encompass comprehensive skilled medical care for children coping with physical and mental childhood illnesses. We believe that children who are in HYS Hands are in a safe, healthy and productive environment.

Vision

HYS Hands is a nationally re-known specialized care facility that creates and improves residential institutions for displaced males of all ages.

Our Staff

HYS Hands' staff are specially trained to handle the complexities experienced by today's youth. Each staff member is required to complete mandatory training each year.

Core Values

Know and love thine self so you can make an indelible mark on society.

RESPECT

RESPONSIBILITY

EDUCATION

HARD WORK

- **Respect** – When respect is given, respect can be received. Remember the “Golden Rule”, Treat your neighbors as you want to be treated.
- **Responsibility** – There are many things in life that require our attention. Accept those issues that only you are charged with handling. Responsibility is spelled with 14 letters but every day it will be required far greater times.
- **Education** – Education is the path to success. Your educational endeavors will build an irreplaceable foundation for you to live a fruitful life.
- **Hard Work** – Always be willing to work hard. Your life mantra should be “Work Hard, Play Hard” in that order.

What to know about your new house:

- ✓ 24-hour staff
- ✓ We accept boys ages 11 to 21
- ✓ HYS Hands was incorporated in 2016
- ✓ Your new home can accept and care for 5 boys
- ✓ Lengths of stay vary based on individual needs
- ✓ Boys who reside at HYS Hands are in need of a safe home
- ✓ Our boys are referred by government, private and public agencies

Visitation- Communication Policy

HYS Hands will ensure that arrangements for visitation and communication between the child and family or friends are consistent with the case plan and such arrangements are documented in the service plan.

Visitation will be on Saturday between the hours of 10:00 a.m. – 2:00 p.m. and will be arranged by the Administrator.

1. The group home shall allow the youth to send and receive mail. If the mail is suspicious it may be required to be opened in front of the staff.
1. The group home in accordance with the resident service plan, will allow a child access to the telephone which will permit the youth to make and receive calls, which shall not be unreasonably denied.
2. The group home in accordance with the youth service plan provides privacy for visits and phone calls.
3. The group home shall allow each resident to confer with their court appointed special advocate, caseworker, custodial agency worker, probation officer, attorney, and guardian ad litem, in private, no later than 24 hours after the request has been made by the child.
4. The Group home shall designate space, which is not space in which residents live, to serve as an area for private discussion and counseling sessions between the children and staff.
5. The group home will ensure that a child who has access to electronic media, within or outside of the facility while under the supervision of the agency staff, which may include internet, cell phones and email service, adheres to agency policy regarding communication.
6. Children with disabilities shall have the opportunity to contact the state protection and advocacy organization. 5101:2-9-16(E)

Ohio Administrative Code allows a child to send and receive mail in accordance with paragraph (A)(3) of rule 5101:2-9-16 of the administrative code and shall be subject only to the HYS HANDS rules regarding contraband and directives from the child's legal custodian when such rules and directives do not conflict with federal postal regulations. HYS HANDS staff shall not open or read a child's mail unless specified in the child's case plan and/ or service plan and approved by the child's custodian. A residential facility may require the child to open mail in front of a staff person if contraband is suspected and empty the package or envelope.

AW
5

Description of Functions

HYS Hands will house 7 males ages 11-21 in a group home setting.

Program Descriptions

HYS Hands is to provide a non-institutional, safe, secure and nurturing environment for “at risk” adolescent males who are in need of placement. We provide a structured environment, with a range of programs for male adolescents. These programs and interventions are individually tailored to assist with the acquisition, retention or improvement of daily living and conflict resolution skills. With acquiring these skills, the residents of HYS Hands will become productive citizens. We provide a structured environment and reinforce behavior that is positive and appropriate.

Services

Groups

HYS Hands will provide group sessions for our residents. Some groups are based upon individual need, while others are general groups that promote healthy daily living skills. Our groups will include activities, demonstrations, role plays, conflict resolution techniques, as well as peer mediation.

Education

Tutoring, encouraging youth to complete education, providing incentives and rewards for honor roll, good behavior and perfect attendance, etc. and building a strong rapport with residents’ academic institutions is a high priority at HYS Hands.

Life Skills

Life skills empower residents to interact with their environment as independently as possible (interpersonal and intrapersonal skills). Life Skills are necessary to allow an individual to become a contributing member of society. By using these skills youth will develop a sense of dignity and worthiness that permits them to problem solve actively and effectively in any number of situations. Life skills show responsibility in life situations. These skills are necessary for an individual to manage their own personal affairs. HYS Hands will teach its’ residents about money management, basic cooking skills, understanding hygiene care, organizing time, exploring personal identity, maintaining an aesthetically pleasing and clean environment, resume writing, interview skills, budget planning and banking, etc. Many skills will be acquired through a tailored mentoring program.

Family Relationships

HYS Hands will discuss how to understand family relationships, discuss what are some family/relationship issues residents often encounter, and how their own personal behaviors could improve family relationships.

Recreation and Activities

Recreational activities may include: local movie theaters, YMCA facilities, recreational facilities, bowling, roller skating, softball, basketball, fishing, swimming, board games, family oriented video games, card games and many other prearranged outings. Planned outings and field trips (*educational, historical and cultural enrichment*) are scheduled throughout the year.

Zero Tolerance

****Violence.** This includes verbal assaults, fights, threats, self-destructive behavior (For ex. tattoos, eraser burns, suicide gestures, possession of weapons, etc.) and property destruction.

- Inappropriate sexual conduct
- Use or possession of drugs or alcohol, including inhalants
- Stealing
- Runaway
- Any behavior that endangers or jeopardizes the residents, staff or program

Note: Any of the above may result in removal from the Group Home and/or criminal charges.

YOU ARE NOT ALLOWED TO HAVE THE FOLLOWING IN YOUR POSSESSION:

- ✓ Matches /Lighters
- ✓ Tobacco products
- ✓ Firearms
- ✓ Prescription or Over the Counter drugs (except as prescribed and administered by staff)
- ✓ Anything that can be considered a weapon
- ✓ Solvents or Aerosols
- ✓ Money (Staff will keep any money)
- ✓ Clothes, posters or music promoting alcohol, drugs, or violence
- ✓ E-Cigarettes

**RESIDENTS ARE NOT ALLOWED TO SMOKE
OR POSSESS ANY TOBACCO PRODUCTS**

Expectations

Treatments:

1. We expect you to assist in the development of your service plan and to follow the plan.
2. We expect you to participate in group sessions.
3. We expect you to take personal responsibility for your own actions and feelings.
4. We expect you to keep all information concerning other residents of HYS Hands confidential.

SCHOOL:

1. You are required to attend school and follow school rules.
2. We expect you to earn passing grades and bring home weekly progress reports.
3. We expect you to stay on school grounds at all times during school hours.
4. We expect you to use study time wisely.
5. We expect you to choose appropriate peers as approved by the HYS HANDS staff, social service worker, court, probation agent, and/or parent or guardian.

APPEARANCE:

1. We expect you to keep yourself clean, your clothes neat, and your appearance respectable.
2. We expect your behavior to match your appearance (clean, neat, and respectable).
3. Be polite. NO inappropriate language or gestures.
4. No nose rings, bellybutton rings, facial-piercings, etc.

HOUSEKEEPING - CHORES/RESPONSIBILITIES:

1. We expect you to follow the daily schedule. You will have a weekly chore, a night to cook, yard work to do, a room to keep clean and laundry to do.
2. We expect you to clean up after yourself.
3. We expect you to keep all food and drinks in kitchen and dining area of the house.
4. We expect you to stay out of the hallway, the garage, and the vehicles unless you have staff permission to be there.
5. We expect you to stay in your room after lights out.
6. We expect you to use only your own belongings. NO borrowing, trading, buying, selling, etc. without staff consent.
7. We expect you to only use the phone with our permission. NEVER answer the phone. All calls are limited to 15 minutes. If long distance, you will need to call collect or purchase a calling card.

FOOD HANDLING

When working in the kitchen:

1. ALWAYS wash your hands before handling food.
2. NEVER defrost food outside of the refrigerator.
3. NEVER let cooked food sit out for more than 2 hours.
4. Do NOT pick at body parts while cooking. (Hair, nose, etc.)
5. Be SURE all food is cooked at proper temperature.
6. Never put big containers of hot food in the refrigerator. Spread it out into several smaller containers.

REMEMBER: PEOPLE CAUSE FOOD POISONING, NOT THE FOOD!

Regulations for Residents

House Rules

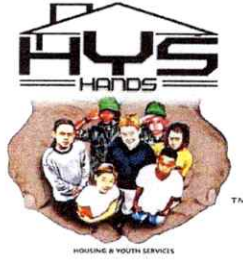
House rules are established to create boundaries in a safe, therapeutic environment for the residents of HYS Hands.

PROCEDURES

House rules are reviewed and discussed during the intake process at the home by the Child Care Worker or designee. The adolescent signs and dates the house rules indicating their understanding.

1. Residents are required to abide by the rules, regulations and policies of HYS Hands, which are mandated by local, state and federal laws.
2. Residents are required and expected to treat all staff, residents and themselves with courtesy and respect.
3. Residents are to follow the daily schedule.
4. Home is kept clean and neat.
5. Residents must participate in monthly fire/tornado drills.
6. Residents are required to participate in group home residential meetings, as well as group interventions/activities, unless otherwise indicated by staff of HYS HANDS.
7. Residents must be compliant with treatment plans, probation provisions and doctor's orders; case plans (if applicable). All documentation from these entities must be communicated and reported to HYS Hands administration for records.
8. As indicated prior, HYS Hands is a "zero-tolerant, drug/smoke/alcohol free" facility. There are no exceptions.
9. Sexual activity is prohibited on the premises of HYS Hands.
10. Theft of property of HYS Hands, as well as other residents is prohibited.
11. Residents are required to take medication as instructed (if applicable). To discontinue medication would require proper documentation from a physician.
12. Residents are required to attend school (public, vocational, training courses, alternative). Cutting class is prohibited. HYS Hands reserves the right to follow up with school attendance, as well as academic progress.
13. Residents are required to abide by the group home curfew. No exceptions. No residents are permitted to leave the premises after curfew hours without permission of House Manager.
14. Residents are required to abide by the group rules for "non-residential" guest in the group home.

15. No residents are permitted in unauthorized areas within the group home without permission from administration or House Manager (ex: office, other resident's rooms, outside grounds).
16. Fighting is not tolerated nor permitted at HYS Hands.
17. Food and beverages are designated to the dining area at HYS Hands. No exceptions, unless otherwise permitted by House Manager or Child Care Worker.
18. Residents are required to keep their rooms clean. No exceptions.
19. Residents are trained to do chores by HYS Hands staff. All residents are required to comply with the chore schedule/agenda. No exceptions.
20. Residents of HYS Hands are required to engage in physical activity. No exceptions unless otherwise stated by House Manager or doctor's order.
21. Residents are encouraged to eat what has been provided as a meal, unless there are limitations based upon food allergies (doctor's note) and/or religious preferences. (Residents who have money have the option of buying nutritious choice foods, to substitute what HYS Hands is providing).
22. Residents are required to eat at designated mealtimes. No exceptions, unless otherwise permitted by House Manager or Child Care Worker.
23. Residents of HYS Hands are encouraged to have healthy hygiene lifestyles. Showers or baths are required daily. Depending on the need, hair is washed either once a day or once a week. Proper hygiene products are to be used and not to be shared with other residents. Teeth/tongue are brushed after every meal at HYS Hands (Staff has the right to assist residents with appropriate hygiene skills). Barber shop appointments (if applicable) are made 2 weeks in advance in order to provide appropriate transportation as well as monitoring "where-a-bouts" of HYS Hands residents.
24. All extra-curricular activities must be reported to staff in advance (in order to be submitted to group home calendar), and then approved by HYS Hands House Manager. House Manager reserves the right to reject any activity without giving cause.



Week Day Schedule

TIME	DAYS
	Sunday – Thursday
6:00 a.m. - 7:30 a.m.	Wake Up Call Breakfast Morning Chores Personal Grooming
7:30 a.m. - 3:00 pm	School
3:00 p.m. - 4:00 p.m.	Snack and Relax
4:00 p.m. - 5:30 p.m.	Academic Enrichment (homework and tutoring) Visitations
5:30 p.m. – 7:00 p.m.	Free Time Visitations Meal Prep
7:00 p.m. - 7:30 p.m.	Dinner
7:30 p.m. – 8:30 p.m.	Evening Chores Shower Bath Time
8:30 p.m. - 9:30 p.m.	Family Hour
9:30 p.m. - 10:00 p.m.	Chores School Prep Evening Snack
10:00 p.m.	Lights Out Monday –Thursday

HYS Hands staff have the liberty of making schedules changes. All changes are documented.

Weekend and Holiday Schedule Week Day Schedule

TIME	DAYS
	Friday, Saturdays and Holidays
9-10 a.m.	Wake Up Call Breakfast Personal Grooming
10 a.m. – 10:45 a.m.	House Chores
10:45-11:30	HYS Hands House Meeting
11:30 a.m. - 12:00 p.m.	Lunch Prep Academic Enrichment
12:00 p.m. – 12:30 p.m.	Lunch
12:30 p.m. - 1:30 p.m.	Academic Enrichment
1:30 p.m. – 2:30 p.m.	Structured Group Activity Afternoon Snack
2:30 p.m. - 4:30 p.m.	Community Service
4:30 p.m. - 6:30 p.m.	Visitation Evening Snack
6:30-7:00	Dinner Meal Prep
7:00-7:30	Dinner
7:30-8 :30	Chores Personal Hygiene
8:30-9:30	Family Hour
9:30-11:00	Unstructured Leisure
11:00 p.m.	Lights Out Fridays, Saturdays and Holidays (Non-school Nights)

HYS Hands staff have the liberty of making schedules changes. All changes are documented.

Chore Description

Kitchen part I: Bleach counters, clean refrigerator inside and out, clean stove, clean microwave, and refill all ice cube trays.

Kitchen part II: Clean and organize pantry, clean heater and wall behind garbage, outside of dishwasher and oven, sweep and mop floor, clean baseboard along walls, clean windows (window seals and windows), toaster, coffee pot, and wooden board behind sink, scrub sink with cleaning spray, check cabinets and walls.

Living Room: Sweep along baseboard of the room, vacuum carpet and hallway, clean windows (window seals and windows), dust, water all plants as needed, move furniture and vacuum floor, vacuum upholstery, clean mirror, organize book shelf, check walls for spot cleaning.

Bathroom: Clean and disinfect everything! Clean mirror, empty trash, clean out drawers, clean baseboard along walls, sweep and mop.

Laundry Area: Dust and wipe down washer and dryer.

Bedroom: Make up your bed daily as soon as you get out of it. Linen is to be washed weekly on your laundry day. Sweep along baseboard of the room, vacuum carpet, clean windows (window seals and windows), dust and check walls for spot cleaning.

Linen Day: All clothes folded neatly, closet neat, two sheets, comforter, and pillow with case on all beds. Each boy is responsible for their own laundry. Dates and times will be posted weekly for laundry care.

Child Care Staff will check all chores and organize cleaning supplies box and monitor trash disposal outdoors.

Bedroom Maintenance

- Your bedroom will have two or three beds that are either bunked or separate. Usually you will have a roommate. Room changes happen on a regular basis depending on the dynamics of the boys.
- Dresser/Closet: You will get your own area for clothing storage.
- Items not allowed in rooms: Money, food, stamps, calling card, I.D., items made from glass, hygiene products (except deodorant, hairbrush, toothbrush and toothpaste), nail polish, permanent markers, notes between peers.
- Items not allowed at all: weapons, cell phones, drugs, cigarettes including e-cigs or any other tobacco products.
- Extra/Off-Season Clothes Bins: The remainder of a boys' clothing is stored in bins that are stored in designated areas of the house or storage area. Residents can switch out stuff with their primary.
- The door to your room is to be kept open at all times. The door may only be shut briefly to change clothes. Please say "changing" so the staff will know why the door is shut.

Report any property of HYS Hands that is broke, malfunctioning or not in working order as soon as it is observed.

Room Expectations

1. Rooms are expected to be tidy at all times.
2. You and your roommate share the responsibility of keeping your room clean. Your room is expected to be clean before you are allowed your daily privileges or to go on activities.
3. Rooms will be checked daily for cleanliness and occasionally rooms will be searched for contraband. **You will be present in the case of all room searches.**
4. Pictures on walls - pictures are only allowed on the cork board in the rooms. Attaching things to the bed frames, closet doors or walls is not allowed. Please consult with staff about placement of pictures for display.
5. Hang items only from the bar in the closet.
6. Nothing should be hanging from the light, curtain rod, door, etc.

Hygiene

1. Each boy is expected to shower, brush teeth, and put on clean clothes daily.
2. Boys are not allowed to get new piercings or tattoos while in the program. This includes while on a visit with parents or guardians. If a certain piercing becomes infected, it will have to be removed. Re-opening a piercing is also not allowed.

Hair Care

- Residents can pay to have their hair done in a professional salon or on a home visit.
- Peers are not allowed to cut each other's hair.

Hair Color

Residents may color their hair while on home visits or in the community. Residents cannot color their hair at the home due to health concerns and damage to HYS HANDS property and/or the septic system.

Hygiene products

Basic hygiene products are provided by HYS Hands. When you need a new product, you may hand in the empty container for a new one. If you would prefer a different brand of one of the products, you may buy it or have your family send you the preferred product instead or ask staff for a substitute brand of your choice. We expect that residents will not be wasteful or hoard hygiene products. Hygiene products must be kept in the hygiene closet. The only exceptions are hairbrush, deodorant, toothpaste and toothbrush; these items may be kept in your bedroom. Each boy will have their own organizer with their own personal hygiene products.

Housing and Ground



House: The house is a two-story home. You are not allowed in the hallways and can't be hanging out in the doorway. The bathroom area and the hallway are not places to hang. Boys are not allowed to be in each other's rooms or stand in the doorways of rooms that aren't their own.

Dining Area: This is where all the meals are eaten. The dining area can get really loud so we ask that everyone use quiet voices. Also, be courteous and allow people to finish conversing. Do not talk with your food in your mouth.

Yard: Residents are encouraged to play outside, but must first ask for permission to be outside and be where staff can see you. Any time you leave the house, be sure to sign out!

Office: Residents must be supervised in the office and must have permission to go to the office. If you would like to speak to a staff, they have to give permission for you to come into the office.

Kitchen:

- Residents must ask permission to enter the kitchen, refrigerator and cabinets.
- Personal servings of pop, juice or water (beverages) are not allowed out of the kitchen area once it has been opened.

The daily schedule and house rules regulate the day to day living routine of HYS Hands. It may probably seem like there are lots of rules (because there are). These rules are designed to provide a consistent structure and safe environment for you and to teach individual and group responsibility. Residents are expected to follow the rules and routines. We believe that rules and daily routines provide the structure and consistency that we all need in order to develop healthy daily living routines, incorporation and acceptance of limitation, and a self-initiated level of responsibility. Our goal is to ultimately teach residents that not only should you do something because it's a rule and you might get in trouble, but because it's the right thing to do.

Child and Family Complaint

Child and Family complaint is to assist the agency and staff. Children of HYS HANDS, family and/or guardian can address concerns/ complaints about HYS Hands practices or staff. HYS Hands is committed to ensuring that the child's best interests are served while at the same time ensuring that all involved with the child are treated with respect and dignity. HYS Hands wants to ensure that staff actions in all cases comply with policy.

A copy of the complaint procedure shall be given and explained to each child and family upon admission to HYS Hands. Documentation of this shall be placed in each resident's file.

1. The child or family will not have to submit the complaint to the staff member who is the subject of the complaint.
2. The complainant will be assured against retaliation by staff or by other children.
3. The group home will ensure that the complaint is reviewed and resolved by the administrator within 30 calendar days of the submission of the complaint.
4. The administrator and/or designee will receive any unresolved complaints. She will then make a decision on the complaint within 30 calendar days of the filing of the complaint.
5. If no judgment is made within 30 days, a written explanation of the reason why the complaint has not been resolved will be placed in the child's record. Copies of all complaints and the resolutions will be placed in the child's record.

If the complaint has not been resolved or handled, please contact the Ohio Youth Ombudsman at 1-877-649-6884 or online at <http://youthandfamilyombudsman.ohio.gov/youth/>. You may file a complaint by calling the Ombudsman's office or by completing a complaint form online. HYS Hands will ensure that residents have private access to a telephone and/or a computer to contact the Ohio Youth Ombudsman.

<https://odjfs2.my.site.com/YFOForms/s/youthintakeform>

Roles and Responsibilities of Family in care and Treatment of the child

HYS Hands staff work together with families and encourage them to support the program and the decisions that are made by the program to ensure the safety of the youth as they are sometimes not easy decisions. We also ask parents/ custodians to ensure that youth are following all rules that we have in place for them.

Parent/Guardian Responsibilities

1. Parent/Guardian is responsible to participate in service plan meetings.
2. Parent/Guardian will sign a release of information for insurance card, medical and school.

Protection of Child's Civil Rights

Children not only have rights to health, nutrition and education, they have rights to protection, freedom from violence and exploitation, and to “a safe and supportive environment.”

This protection is against unlawful discrimination regardless of race, gender, sexual orientation, gender identity, national origin, religion, disability, color, ethnicity, or other characteristics.

HYS Hands ensures that all children are treated equal.

Reporting Child Abuse or Neglect

HYS Hands will report suspected abuse or neglect immediately to Montgomery County Children's Service at 937-224-KIDS and/or by Law Enforcement and to The Ohio Department of Job and Family Services by calling 855-O-H-CHILD (855-642-4453).

We will provide the following information upon complaint:

1. The name and address of the child we suspect is being abused or neglected
2. The age of the child
3. The name and address of the parents or caretakers
4. The name of the person we suspect is abusing or neglecting the child and the address if available
5. The reason we suspect the child is being abuse and neglected
6. Any other information which may be helpful to the investigation.

Reporting allegation of abuse or neglect: Please contact Montgomery County Children's Services on any allegations of abuse and neglect at (937) 224-KIDS

People in certain professions are mandated reporters, meaning they are required by law to report suspected abuse of neglect. Mandated reporters include:

- Healthcare professionals
- Teachers and school employees
- Children Services agents
- Social workers
- Lawyers and agents of The Court
- Therapists
- Clergy
- **Child Care Workers**

Medical and Dental Emergency Procedures

Emergency information is kept on file at HYS Hands. In the case of illness or injury this information will be used to notify guardians, of the child's status. If your child is injured while at the facility, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact the guardian or the doctor you have chosen to treat the child. In all cases, an injury report is completed and a copy is given to the parents/guardians as well as the Department of Social Services.

Authorization for emergency treatment must be signed at the time of enrollment/intake to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment she needs.

It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents/guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- ✓ A phone call to 911 is made.
- ✓ Child's parents/guardian (or emergency contacts) are called.
- ✓ Child is separated from the other children and appropriately cared for.
- ✓ Parents/guardians, provider, or ambulance takes the child and health records to the doctor or hospital.

Child's Rights

- ✓ The right to be free from physical, verbal, and emotional abuse and inhumane treatment.
- ✓ The right to be protected from all forms of sexual abuse and exploitation.
- ✓ The right to receive timely and consistent access to:
 - (a) Housing that is a clean and safe living environment, free of infestation and contaminants. This includes the right to enter their housing at any time during their placement.
 - (b) Food in accordance with rule 5101:2-7-06 or 5101:2-9-20 of the Administrative Code. This includes the right to have other special considerations regarding food as a result of trauma included in their service and/or case plan.
 - (c) Clothing appropriate to the child's age and gender identity. This includes the right to participate and provide input regarding the selection of their clothing.
- ✓ The right to privacy and personal belongings.
- ✓ The right to their own money. As age and developmentally appropriate, the right to earn their own money, open a bank account, and be provided guidance on how to save and spend money. For youth aged fourteen and older, this is to be addressed as a part of the youth independent living plan pursuant to rule 5101:2-42-19 of the Administrative Code.
- ✓ The right to visitation and communication with parents, siblings, other family members, non-related kin, friends and significant others from whom they are living apart, in accordance with the child's service or case plan. Unless restricted in the case plan or in accordance with paragraph (E) of this rule, the youth have the right to communicate with these persons in private.
- ✓ The right to contact their attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA) and guardian ad litem (GAL) as well as other professionals involved with the youth in private, within twenty-four hours of the request. Each of the phone numbers for these individuals and the recommending and custodial agency hotline is to be accessible to the youth.
- ✓ The right to have their opinions heard and be included when any decisions are being made affecting their lives. As age or developmentally appropriate, this includes the right to be invited to and prepared for meetings and court hearings including information about their permanency options.
- ✓ The right to receive timely, adequate, and appropriate medical care, dental services, vision care, and mental health services. This includes the right to have appointments scheduled and be transported to these appointments.
- ✓ The right to enjoy freedom of thought, conscience, and religion or to abstain from the practice of religion.

- ✓ The right to receive appropriate and reasonable guidance, support, and supervision from adults in their lives including parents, resource caregivers, agency staff, mentors, youth advisory boards, and others, as applicable.
- ✓ The right to participate in an appropriate educational program including the following:
 - (a) The right to provide their input regarding selection of schools consistent with the Every Student Succeeds Act (ESSA) 2015.
 - (b) The right to participate in educational and school related activities, without any barriers to access.
 - (c) For youth aged fourteen and older, the right to have access to information regarding vocational and post-secondary educational programs and financial assistance for post- secondary education.
- ✓ The right to life skills preparation pursuant to rule 5101:2-42-19 of the Administrative Code.
- ✓ The right to participate in age-appropriate extracurricular, enrichment, and social activities per section 2151.315 of the Ohio Revised Code.
- ✓ The right to protection against being discriminated against or harassed on the basis of race, sex, gender, gender identity, sexual orientation, disability, religion, color or national origin.
- ✓ The right to be taught to fulfill appropriate responsibilities to herself and to others.

Digital Device Policy

At HYS Hands, we realize that we are living in a digital age. Hence, we recognize the importance that young people put on social media and digital devices. The following rules should be considered, if you enter HYS Hands with a digital networking device or acquire one during your residence here:

SCREEN FREE Zones

Mealtimes

1 Hour prior to bedtime

Group Activities

Family Hour

Study Time

- ☺ Phones and Personal Devices are not permitted in the kitchen during meal times or in bedrooms 1 hour prior to bedtime.
- ☺ All interactions on phones and personal devices should be age appropriate.
- ☺ Co-viewing should always be welcomed from adults supervising at HYS Hands.
- ☺ HYS Hands is not responsible for lost or stolen devices.
- ☺ All devices should be given to staff for office charging at least 1 hour prior to bedtimes.
- ☺ There is a zero tolerance for bullying and any acts of bullying will result in immediate confiscation of a device for the maximum time of 5 days.
- ☺ Vulgarity, profanity, and/ or any sexual materials will result in device restriction. Further details regarding device restriction are below.

Inappropriate use of any digital device can result in a loss of privilege to use the device for a period of 1 to 5 days. The staff and administration at HYS Hands reserves the right to enact consequences based on the number of offenses, nature of the offense and resident's willingness to accept responsibility.

Phones should not be taken to school unless otherwise stated in the Resident Handbook.