

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
Definitions

**Chapter:**  
10

**Effective Date:**  
10/25/1999

**Revision Date:**

**Policy Number:**  
10-109-004

**Executive Director**

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. The following words and terms, when used in this policy manual, have the following meanings, unless the context clearly indicates otherwise:

**Child** – An individual who meets one of the following conditions:

- Is under 18 years of age.
- Is under 21 years of age and committed an act of delinquency before reaching 18 years of age and remains under the jurisdiction of the juvenile court.
- Was adjudicated dependent before reaching 18 years of age and while engaged in instruction or treatment, requests the court to retain jurisdiction until the instruction or treatment is completed, but a child may not remain in a course of instruction or treatment past 21 years of age.
- Has mental retardation, a mental illness or a serious emotional disturbance, with a transfer plan to move to an adult setting by 21 years of age.

**Child day treatment center (facility)** – A premise or part thereof, operated for a portion of a 24- hour day in which alternative education, intervention or support programs are provided to one or more children to prevent a child's placement in a more restrictive setting or to facilitate a child's reunification with his family. A child day treatment center does not include:

- Mental health outpatient or partial hospitalization facility.
- Drug and alcohol outpatient facility.

- Keystone facilities that provide only aftercare services provided after regular hours of education.

**Child residential facility (facility)** – A premise or part thereof, operated in a 24-hour living setting in which care is provided for one or more children who are not relatives of Keystone’s operator, except as provided in 3800.3 (relating to exemptions).

**Department** – The Department of Public Welfare of the Commonwealth

**Fire Safety Expert** – A local department, fire protection engineer, Commonwealth certified fire protection instructor, college instructor in fire science, county or Commonwealth fire school, volunteer person trained and certified by a county or Commonwealth fire school or an insurance company loss control representative.

**ISP** – Individual Service Plan – A written document for each child describing the child’s care and treatment needs.

**Mobile program** – A residential program that provides services in a variety of settings that do not occupy a stationary site.

**Outdoor program**- A residential program where children sleep outdoors or in structures intended for an outdoor experience, where the primary program focus is on outdoor experiences.

**Relative** – A parent, child, child’s guardian, individual with legal custody, stepparent, stepchild, grandparent, grandchild, sibling, half-sibling, aunt, uncle, niece, nephew or spouse.

**Secure care** – Care provided in a 24-hour living setting to one or more children who are delinquent or alleged delinquent, from which voluntary egress is prohibited through one of the following mechanisms:

- Egress from the building or a portion of the building is prohibited through internal locks within the building or exterior locks.
- Egress from the premises is prohibited through secure fencing around the perimeter of the building.

**Secure detention** – A type of secure care located in a temporary 24-hour living setting, in which one or more delinquent or alleged delinquent children are detained, generally in a pre-adjudication status.

**Transitional living residence** – A home or living unit for fewer than five children, who are 16years of age or older, with or without their own children, who are all able to live in a semi-independent living setting. A child’s own children are counted to determine the maximum number of four children per transitional living residence.

**Applicability to specific facility types** – Except as otherwise provided, all sections of this policy manual apply to the Keystone facility within the scope of this policy manual.

**DISCUSSION:**