

ODJFS Policy: 5101:2-9-38	Policy Name: Community Engagement Plan for Residential Facilities	Commencement Date: 6/1/2015
ODJFS Rule: 5101:2-9-37		
Revision Date:	Board Approval Date: 7/28/2015 	Effective Date: 8/1/2015

## Community Engagement Plan for Residential Facilities

Reference: 5101: 2-9-38

### **POLICY:**

The Multi- County Juvenile Attention System ensures that each ODJFS licensed facility it operates provides and maintains updated information to the community regarding its programs and protocols for the community to contact the facility in order to communicate concerns or ask pertinent questions. Each facility Administrator is responsible for maintaining appropriate, timely communication with the community and ensure that the facility staffing team is properly trained in the procedure.

### **PROCEDURE:**

- (A) The New Philadelphia Group Home and Rogers CRC community engagement plan includes:
- (1) Protocols for the community to communicate concerns or other pertinent information directly to the facility Administrator.
- (a) A contact phone number for the facility administrator posted on the MCJAS website at: MCJAS.org. or

**New Philadelphia Girls Group Home**

135 2<sup>nd</sup> St NE

New Philadelphia, Ohio 44663

(330)343-0150

**Rogers CRC**

7221 St Rt. 7

Rogers, Ohio 44455

(330)227-3238

(b) The facility email address is [npggh100@mcjas.org](mailto:npggh100@mcjas.org) or [rgh100@mcjas.org](mailto:rgh100@mcjas.org)

(2) The NPGH and RCRC shall provide this information:

(a) Upon request to an individual.

(b) On the MCJAS.org website.

(3) At the time of such communication, the Staff working will secure the following information: date and time of contact, nature of the contact, and the name of the individual making contact. This Staff will then forward this information to the facility Administrator/Supervisor. The facility Administrator shall respond to a community request within seven business days

(B) The facility Administrator shall ensure staff are trained on the implementation of the community engagement plan and procedures for responding to incidents involving a child at the facility and neighbors or the police.

(1) Upon Board of Trustees approval:

(a) If staff have not completed orientation training, the community engagement plan training shall be completed prior to the completion of orientation training.

(b) If staff have completed orientation training, the facility shall ensure the staff are trained no later than sixty days after the community engagement plan is effective.

(2) If the training is conducted by an external provider, the training shall include a transfer of learning component.

(3) The transfer of learning component may include a pretest, a posttest, or a discussion following the training.