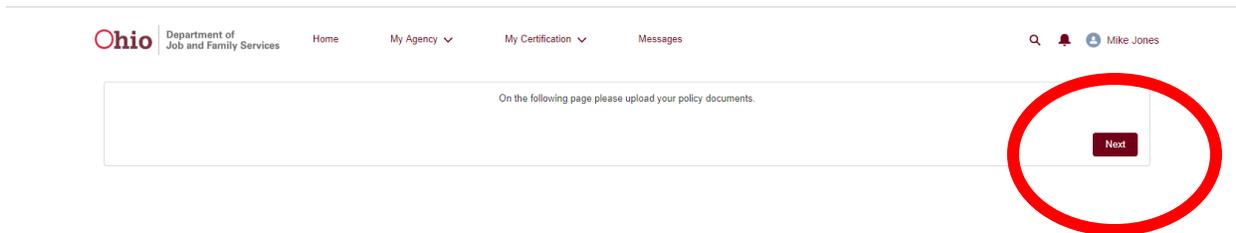


1. Log in and Click on Policy Revisions



2. Click the Next Button

Policies, Plans and Documents

After uploading your documents, please provide the most recent revision date for all policies and plans, as applicable. If your agency's policies are housed within one large document or manual, please identify which policy revisions may be found in the attached document, by checking the appropriate title and indicating the correct revision date(s)

Upload Files

Upload documents for all policies listed below. **Required**

Required Policies/Documents

- Discipline Policy 5101.2-5-13(A)(1)
- Notifying Caregiver or Recommending Agency that Child is Available for Adoption Policy 5101.2-5-13(A)(7)
- Behavior Intervention Policy 5101.2-5-13(A)(14)
- Use of Alcohol and Tobacco Policy 5101.2-5-13(A)(15)
- Residential Facility Admission Policy 5101.2-5-13(A)(16)
- Discharge Policy 5101.2-5-13(A)(17)
- Access to Administrator Policy 5101.2-5-13(A)(18)
- Human Research Projects Policy 5101.2-5-13(A)(21)
- Use of Volunteers and College Interns Policy 5101.2-5-13(A)(23)
- Assurance of Child's Civil Rights Policy 5101.2-5-13(A)(24)
- Non-Discrimination Requirements for Foster Care And Adoptive Placements Policy 5101.2-5-13(A)(25)
- Standards of Conduct Regarding MEPA and Title VI Policy 5101.2-5-13(A)(26)
- Complaint Process Policy 5101.2-5-13(A)(27)
- Notification to Custodial Agency Of Incidents Policy 5101.2-5-13(A)(28)
- Private, Non-Profit Therapeutic Wilderness Camp (PNTWC) Policies 5101.2-5-13(A)(30)
- Food Service License 5101.2-9-30(A) 5101.2-9-40(R)(6)
- Disaster Preparedness Plan 5101.2-5-13.1
- Approved Emergency/Disaster Evacuation Plan 5101.2-9-07(A)
- Medical Emergency Plan 5101.2-9-09(A)

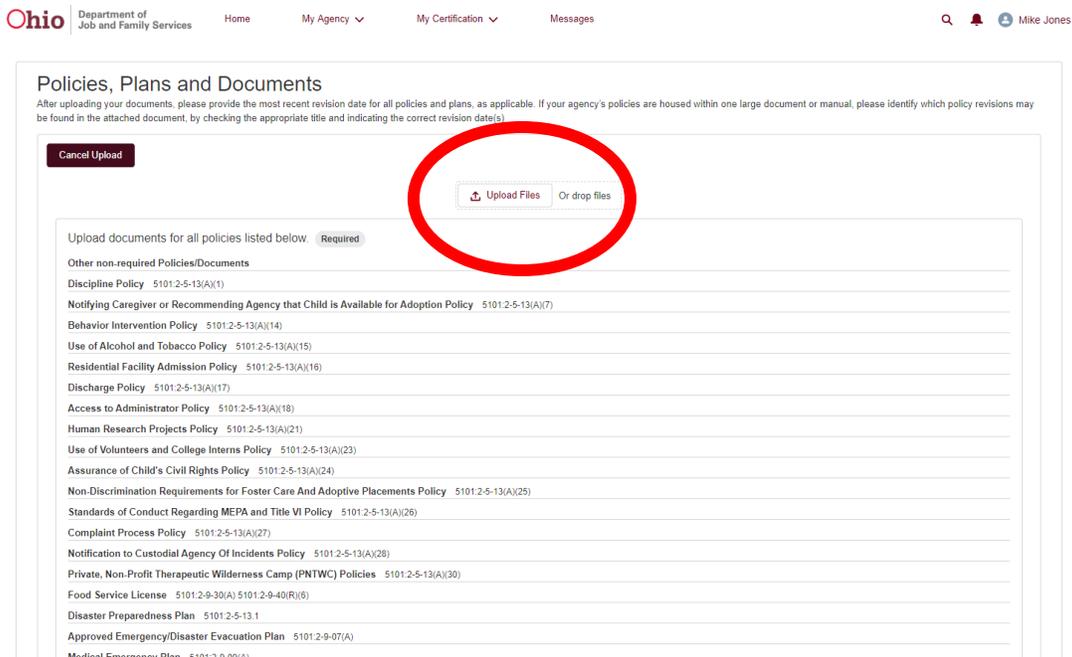
- Supervision Plan for Group Activities 5101.2-9-18(C)
- Community Engagement Plan 14336.54306
- Table of Organization 5101.2-5-08(F)
- Mission Statement 5101.2-5-08(I)
- Articles of Incorporation and any Amendments 5101.2-5-08(C)
- Description of Programs 5101.2-5-08(I)
- Job Descriptions 5101.2-5-09(A)
- Administrator Qualifications 5101.2-5-09 (C)
- Approved Variances Pursuant to 5101.2-5-10 43815.54306
- Approval for Well Water Test 5101.2-9-04(D)
- Approved Fire Inspection 5101.2-9-08(A)
- Farming Conforms to Regulations 5101.2-9-20(E)
- Resident and Family Handbook 5101.2-9-15(A)
- Map of Private, Non-profit, Therapeutic Wilderness Camp (PNTWC) 5101.2-9-40(C)

Completed Uploads

Previous

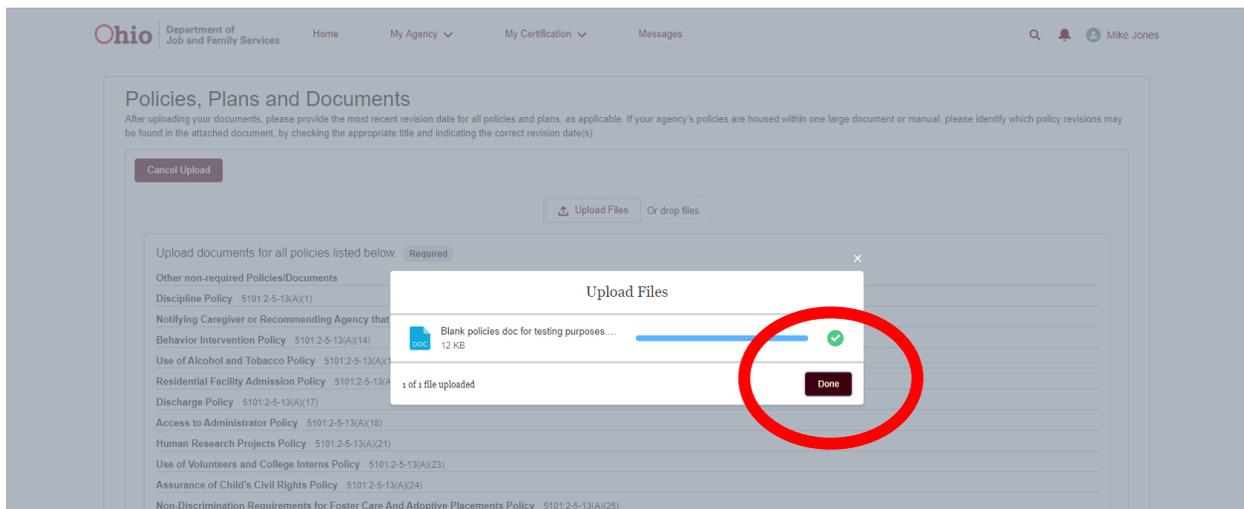
Next

3. Click on the Upload Files button



4. Click the upload files button and locate the documents on your computer where you had saved them.

NOTE- You likely have more than one file for these requirements (one for each of the required checks for each applicable position) so before uploading you can save the multiple files into a zipped folder and then upload the zipped folder.

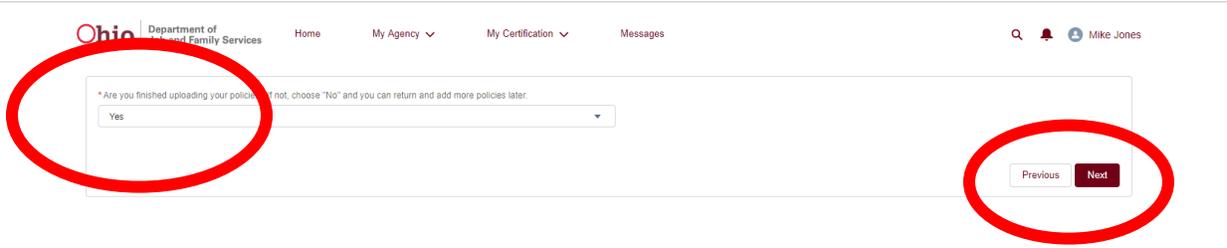


5. Click the Done button

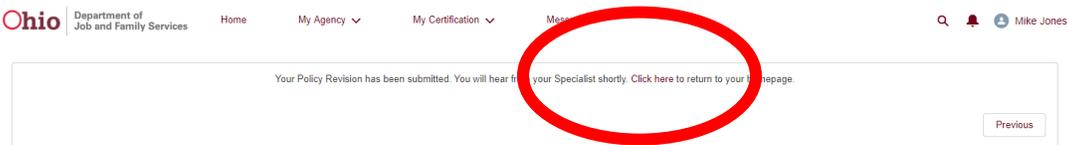
6. Scroll through the list of policies shown and find Administrator Qualifications. Click the box with the plus sign in it so it will then link your uploaded file to this policy requirement.
7. Enter a revision date. This can be the current date or the date the checks were completed.
8. Then Click the Save Upload button.

NOTE- If you have another file to upload, complete steps 3 through 8 for each document you wish to upload. When you are finished, proceed to step 9.

9. Scroll down to the bottom of the page and you should see something similar to what is circled above with the file you uploaded (at the bottom of the page). Click the Next button.



10. Answer this question "Yes" and then click the next button.



You should then see this page and your submission is complete. Do NOT click the previous button. You can click the "click here" hyperlink if desired.