

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Juvenile Housing  
**Subject:** Sleeping Areas  
**Policy:** 2C-01  
**Page:** 1 of 2  
**Standard(s):** ACA-3-JCRF-2C-01  
**Issue Date:** 1/2002  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**I. Policy:** Each sleeping room has, at a minimum the following:

- A. Some degree of privacy for the juvenile;
- B. Thirty-five (35) square feet of unencumbered space per occupant; sleeping area partitions are required if more than four (4) people are in one (1) sleeping area;
- C. Access to toilets and a wash basin with hot and cold running water twenty-four(24) hours a day;
- D. A bed, mattress, pillow, desk chair or stool, and adequate storage space;
- E. Natural Light; and,
- F. Temperatures that are appropriate to summer and winter comfort zones.

Unencumbered space is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space is no less than seven (7) feet. All fixtures must be in operational position.

**II. Definitions**

- A. Operable: Capable of being used or operated: able to function.
- B. Toilet: An apparatus consisting of a porcelain bowl fitted with a seat and flushing devise used for the disposal of bodily wastes.

**III. Procedure**

**A. Building Code**

1. The facility will conform to all applicable State and Local Building Codes and Local Zoning Ordinances.
2. The facility is located in the municipality of New Lebanon, Ohio within the Montgomery County limits.
3. The facility conforms to all applicable zoning ordinances.

**B. Individual Resident Bedrooms**

1. There are forty-six (46) resident bed rooms measuring ten (10) feet by seven (7) feet. Total square footage is equivalent to seventy (70) sq. ft.
2. There are four (4) resident bed rooms, for ADA compliance, measuring ten (10) feet by nine (9) feet. Total square footage is equivalent to ninety (90) sq. ft.
3. All resident room is equipped with a window providing natural light.

**C. Furnishings**

1. All resident rooms are equipped with the following:
  - i. Built-in bed foundation;
  - ii. Mattress;

- iii. Pillow;
- iv. Built-in shelving;
- v. Desk: One desk from the following
  - 1. Standard desk(s) measuring three (3) feet by two (2) feet.
  - 2. Large desk(s) measuring four (4) feet by two (2) feet six (6) inches.
- vi. Seating: One seating option from the following
  - 1. Chair
  - 2. Stool

#### **D. Unencumbered Space**

- 1. Minimum unencumbered in standard room with large desk is equivalent to 42.3 sq. ft.
- 2. Maximum unencumbered in large room with large desk is equivalent to 62 sq. ft.

#### **E. Temperature Control**

- 1. Temperatures are controlled through the air handler systems computer located in the Maintenance Mechanical Room, and controlled by the Maintenance staff member.

#### **F. Toilets**

- 1. Toilets are located on the same floor as the sleeping rooms and are situated to allow direct access.
- 2. Toilets are maintained with the following juvenile ratio on the Treatment Unit, as follows:
  - i. Bay Unit: Three (3) operable toilets per 10 juveniles.
  - ii. Dock Unit: Three (3) operable toilets per 15 juveniles.
  - iii. Pier Unit: Three (3) operable toilets per 15 juveniles.
  - iv. Harbor Unit: Two (2) operable toilets per 10 juveniles.
- 3. All Treatment Living Units have one (1) handicap accessible restroom.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Juvenile Housing  
**Subject:** Dayrooms  
**Policy:** 2C-02  
**Page(s):** 1 of 1  
**Standard(s):** ACA-3-JCRF-2C-02  
**Issue Date:** 1/2002  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**I. Policy:** It is written, policy, procedure and practice that living rooms with space for varied activities are available.

**II. Definitions:**

- A. Dayroom: The main area of each living unit where juveniles are able to participate in group activities and interaction.
- B. Living Unit: An area of the facility, which is, comprised of the room(s) in which youth sleep, a day room, bathroom, and laundry area.

**III. Procedure**

- A. Dayrooms at CAS provide the following square footage of space per juvenile, exclusive of the offices and bathrooms:
  - 1. Bay Unit – approximately 138 sq. ft. per youth.
  - 2. Dock Unit – approximately 90 sq. ft. per youth
  - 3. Pier Unit- approximately 91 sq. ft. per youth
  - 4. Harbor Unit – approximately 106 sq. ft. per youth
- B. Dayrooms are situated immediately adjacent to youth sleeping rooms but are separated by a floor to ceiling wall and secure door.
- C. Leisure activity equipment, such as tables, books, games, and television, are made available for the youth in each dayroom.
- D. The day room provides adequate space and comfortable seating for group treatment/educational activities. Seating is available to accommodate all residents living on the unit.
- E. Furnishings in each dayroom are consistent with the security needs of the facility.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Juvenile Housing  
**Subject:** Furnishings  
**Policy:** 2C-03  
**Pages:** 1 of 2  
**Standard(s):** ACA-3-JCRF-2C-03  
**Issue Date:** Jan 2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**I. Policy:** Written policy, procedure, and practice provide that the facility permits juveniles to decorate their living and sleeping quarters with personal possessions. Regulations concerning the rules are available to all juveniles and staff. These rules are reviewed annually and revised , if indicated.

**II. Definitions:**

A. Living Quarters: The dayroom of each treatment Living Unit.

**III. Procedure**

**A. Orientation to Rules and Expectations**

1. Upon admission, each resident receives a copy of the Resident and Parent Handbook of which is designed to inform the residents and parent/guardian of the program.
2. This handbook includes services, rules and regulations, progressive discipline, consequences for rule infractions, and expectations of our residents.
3. Program rules and regulations pertaining to the residents are posted on each treatment unit.
4. Rules of conduct are written in common terminology for the resident and parent/guardian.
5. When a literacy problem or communication problem exists, a staff member assists the resident in understanding the material.
6. Intake staff will review & discuss CAS Rules and Regulations newly admitted resident(s) and parent(s)/guardian(s). All parties sign the following forms indicating acknowledgement of. The signed original forms are maintained within the residents permanent case file:
  - a. Receipt & Acceptance of Handbook Regulations

B. Unit Living Quarters: Units may be decorated with Life-Skills materials, such as:

1. Therapeutic / Treatment Related Materials
  - a. Seasonal or Holiday Themes
  - b. Group Sponsored Arts and Craft Projects

**2. Unit Sleeping Rooms:**

a. Juveniles are permitted to decorate their rooms with personal drawings; poems; art work; pictures of family and friends; greeting cards; etc.

**b. Items permitted in unit bedrooms:**

- i. Youth may a Bible or Other Religious Book;
- ii. Two (2) books (library book or from teacher);
- iii. Youth treatment and educational materials (treatment group, school, etc);
- iv. Supervisor Approved letters; and
- v. Youth are permitted to have appropriate pictures (i.e., pictures and/or personal art work)

- c. Prohibited Decorations: Prohibited decorations for all Unit dayrooms and sleeping rooms include, but are not limited to:
  - i. Sexually inappropriate materials or items.
  - ii. Ethnically inappropriate materials or items.
  - iii. Gang related material or items.
  - iv. Antisocial / Criminal themes or items
  - v. Alcohol, drug, tobacco related themes or items.
  - vi. Inappropriate writing, sayings, slang, mottos, and pictures.
  - vii. Pictures of current or former residents;
  - viii. Personal hygiene items;
  - ix. Magnets

C. Staff Discretion: If a decoration is determined to be inappropriate by a staff member, that staff member may remove the decoration and forward to the Youth Specialist Supervisor for a final decision.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Juvenile Housing  
**Subject:** Toilets  
**Policy:** 2C-04  
**Page(s):** 1 of 1  
**Standard(s):** ACA-3-JCRF-2C-04  
**Issue Date:** Jan 2002  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

- I. **Policy:** The facility has, at a minimum, one operable toilet for every eight juveniles. Urinals may be substituted for up to one-half of the toilets in all-male facilities.
- II. **Definitions**
  - a. Living Unit: An area of the facility of which is comprised of the room(s) juvenile sleep, a day room, bathroom, and laundry area.
  - b. Operable: Capable of being used or operated: able to function.
  - c. Toilet: An apparatus consisting of a porcelain bowl fitted with a seat and flushing devise used for the disposal of bodily wastes.
- III. **Procedure**
  - A. Toilets are maintained with the following juvenile ratio on the Treatment Unit, as follows:
    1. Bay Unit: Three (3) operable toilets per 10 juveniles.
    2. Dock Unit: Three (3) operable toilets per 15 juveniles.
    3. Pier Unit: Three (3) operable toilets per 15 juveniles.
    4. Harbor Unit: Two (2) operable toilets per 10 juveniles.
  - B. Toilets are located on the same floor as the sleeping rooms and are situated to allow direct access. All bathrooms are for individual use only.
  - C. All Living Units have one (1) handicap accessible restroom.
  - D. Maintenance of Toilets
    1. The Program Manager will monitor compliance through Unit Inspection Reports.
    2. Any toilet that becomes inoperable will be fixed and restored to service expeditiously by the CAS Maintenance Staff.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Juvenile Housing  
**Subject:** Showers  
**Policy:** 2C-05  
**Pages:** 1 of 1  
**Standard(s):** ACA-3-JCRF-2C-05  
**Revised:** August 1995  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**I. Policy:** Juveniles have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one (1) shower for every eight (8) juveniles, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100- degrees Fahrenheit to 120-degrees Fahrenheit to ensure the safety of juveniles and to promote hygienic practices.

### II. Procedure

**A. Showers are maintained with the following juvenile ratio on the Treatment Unit, as follows:**

1. Bay Unit: Three (3) operable showers per 10 juveniles.
2. Dock Unit: Three (3) operable showers per 15 juveniles.
3. Pier Unit: Three (3) operable showers per 15 juveniles.
4. Harbor Unit: Two (2) operable showers per 10 juveniles.

**B. Showers are located on the same floor as the sleeping rooms and are situated to allow direct access. Showers are conducted individually.**

C. All Treatment Living Units have one (1) handicap accessible restroom.

**D. Monthly Monitoring of Shower Temperatures**

1. Program Manager or designee will test the temperature of the showers on a monthly basis.
2. Program Manager or designee will turn water tap on in one bathroom on each unit and let it run for 2 minutes.
3. Program Manager or designee will fill a cup with hot water.
4. Using thermometer, scan the water filled cup, to examine the temperature of the water.
5. The temperature of the water will be recorded on the "Water Temperature Measurements on Units" form.

**E. Maintenance of Showers**

1. The Program Manager will monitor compliance through Unit Inspection Reports.
2. Water Temperature below 100 degrees or in excess of 120 degrees will be serviced by Maintenance Staff.
3. Any shower that becomes inoperable will be fixed and restored to service expeditiously by the Maintenance Staff.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Juvenile Housing  
**Subject:** Wash Basins  
**Policy:** 2C-06  
**Page(s):** 1 of 1  
**Standard(s):** ACA-3-JCRF-2C-06  
**Issue Date:** 12/2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

- I. Policy:** It is the policy, procedure, and practice of CAS to maintain, at a minimum, one (1) operable Wash Basin with hot and cold running water for every eight (8) juveniles in placement.

The Program Manager, under the direct supervision of the Director, will monitor procedural compliance.

**II. Definitions**

- A. Operable: Capable of being used or operated; able to function.
- B. Wash Basin: Also know as a sink. Used for the process of collection of water for the cleaning of face, body parts, hand washing and brushing of teeth.

**III. Procedure**

- A. Wash basins are maintained with the following juvenile ratio on the living units, as follows:
1. Bay Unit: Three (3) operable wash basins per 10 juveniles.
  2. Dock Unit: Three (3) operable wash basins per 15 juveniles.
  3. Pier Unit: Three (3) operable wash basins per 15 juveniles.
  4. Harbor Unit: Two (2) operable wash basins per 10 juveniles.
- B. Wash basins are located on the same floor as the sleeping rooms and are situated to allow direct access.
- C. All living units have one (1) handicap accessible restroom.
- D. Maintenance of Wash Basins
1. The Program Manager will monitor compliance through Unit Inspection Reports.
  2. Any wash basin that becomes inoperable will be fixed and restored to service expeditiously by the CAS Maintenance Staff.



# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Juvenile Housing  
**Subject:** Laundry  
**Policy:** 2C-07  
**Page(s):** 1 of 1  
**Standard(s):** ACA-3-JCRF-2C-07  
**Issue Date:** 12/2001  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

- I. **Policy:** It is the policy, procedure, and practice of the Center for Adolescent Services to provide at least one (1) industrial operable washer and one (1) industrial operable dryer for all youth within the facility.

A procedure shall be established on each living unit for the provision of a juvenile laundry schedule that allows ample time for each juvenile to conduct weekly washing of personal laundry and bedding.

The Program Manager, under the direct supervision of the Director, will monitor procedural compliance.

II. **Definitions**

- A. Operable: Capable of being used or operated: able to function.
- B. Laundry equipment: Machinery used to launder, wash and dry, clothing or materials.
- C. Industrial equipment: Forty (40) pound capacity washer and dryer.

III. **Procedure**

- A. CAS will maintain one (1) industrial capacity washer and one (1) industrial capacity dryer within the facility.
- B. The washer and dryer are located in the designated laundry area and is operated by staff.
- C. A resident laundry schedule shall be developed within the facility to provide each resident with an clean and fresh clothing.
- D. Maintenance of Laundry Equipment
1. The washer and dryer will be fixed and restored expeditiously in collaboration with the maintenance staff in determining if equipment can be serviced in-house or will require the use of an outside contractor.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Juvenile Housing  
**Subject(s):** Housing of Disabled Juveniles  
**Policy:** 2C-08  
**Page:** 1 of 3  
**Standards:** ACA 3-JCRF-2C-08  
**Revised:** August 1995  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**I. Policy:** Juveniles with disabilities are housed in a manner that provides for their safety and security. Housing used by juveniles with disabilities is designed for their use and provides integration with other juveniles. Programs and services are accessible to juveniles with disabilities who reside in the facility.

### II. Definitions

- A. American with Disabilities Act (ADA) of 1990: Recognizes and protects the civil rights of people with disabilities. Regulations issued under the different titles by various Federal agencies set requirements and establish enforcement procedures. Titles II and III of the ADA maintains accessibility guidelines for buildings, facilities, and transit vehicles. The building guidelines cover places of public accommodation, commercial facilities, and State and local government facilities.
- B. Appropriately Trained Individual: A staff member that has been trained to work with disabled youth in areas such as self-care, Braille reading, sign language, etc.
- C. Basic Life Functions: Activities performed during everyday living such as, but not limited to, hygiene/grooming, socialization, mobility, communication, etc.
- D. Disability: A physical or mental impairment that substantially limits one or more of the major life activities of an individual

### III. Description

#### A. Sleeping Quarters: Bedrooms

- Each living unit is equipped with one (1) handicap accessible room that meets the minimum 32' inch door ADA standard.
- Juveniles in wheelchairs shall be housed in the specified handicap accessible room on each living unit.

#### B. Dayrooms: Furnishings

- Dayrooms vary from 90 square feet to 138 square feet, of which provides ample space for disabled youth accessibility.
- Activity tables have spacing for wheelchair accessibility and removable chairs for wheelchair placement.

### **C. Restrooms: Toilets, Washbasins, Showers and Bathing Facilities**

1. Each living unit has a designated ADA restroom.
2. One male unit and one female unit are equipped with showers with a lowered water spout and controls for easy accessibility. Controls are located approximately 39" from the floor.
3. Grab bars are 36" above floor level which falls in the 33-36" ADA requirement.
4. Wash basins are 34" high which meets the exact ADA requirement.
5. Faucet (sink) controls are 36" from the floor, of which meets the maximum 44" ADA requirement.
6. Toilet paper holders are 26" above floor level, of which meets the minimum 19" ADA requirement.
7. Toilets are 18" high, of which falls in the 17-19" requirement.
8. Electronic hand dryers are 53" above floor level, of which meets the minimum 40" requirement.

### **D. Other Common Elements**

1. Braille room identification is included on room signage. Signage is posted on the outside of all rooms.
2. Water fountain spouts are approximately 34" from the floor, of which meets the maximum 36" ADA requirement.
3. Unit Staff Offices are equipped with accessible telephone facilities.
4. Other areas of the facility are also accessible to youth with disabilities. Areas include, but are not limited to visitation/dining area, gymnasium, administrative area, intake area, medical area, classrooms, etc. Area doorways meet the minimum 32" clearance.

## **IV. Procedure**

### **1. American Disabilities Acts (ADA) Standards**

- a. The facility accepts individuals with disabilities and provides for their housing and use of facility resources by meeting American Disabilities Acts (ADA) Standards.
  - i. Housing includes, but is not limited to sleeping quarters (bedrooms), furnishings, dayrooms, toilets, washbasins, showers/bathing facilities, and other common elements.
  - ii. Program and service areas include, but are not limited to, exercise and recreation areas, visiting rooms, laundry facilities. Private counseling spaces, group meeting rooms, dining rooms, telephone facilities, admission and intake areas, and administrative areas, where appropriate.

- b. The facility also provides education, equipment and facilities, and the support necessary for youth with disabilities to perform self-care and personal hygiene in a reasonably private environment.
- c. Appropriately trained staff shall be assigned to assist disabled youth who cannot otherwise perform basic life functions.

## 2. Program and Services

- a. In the event a handicap juvenile is ordered to placement, the Management team will assess the need for services and what would be required to house and provide acceptable programming for the juvenile.
- b. Director may contract with a home health care agency, health department, or other local health and/or service agency for limited or extensive assistance.
- c. Both staff and/or contract personnel will provide education equipment and facilities, along with the support necessary for the juvenile to perform self-care and personal hygiene in a reasonably private environment.
  - i. When appropriate, a handicap juvenile may be transported to a qualified educational facility while in placement.
- d. Nurse will orient youth to the necessities for personal hygiene and provide assistance when needed.
- e. The Nurse will train staff members to aid in assisting disabled juveniles.
- f. The Nurse is also responsible for aiding in the assistance of disabled juveniles.

## 3. Programming for Disabled Youth

### a. Treatment Programming

- 1. Programming for a disabled juvenile will be outlined in the juvenile's Personal Program Plan and subsequent thirty (30) day review(s). The plan will provide for complete integration with other juveniles during programming and services.

### b. Recreation & Exercise

- 1. A recreation schedule shall be developed to meet the juvenile's needs while maintaining complete integration with other juveniles.

### c. Counseling

- 1. Private counseling spaces, (i.e., unit offices, staff counseling offices, etc.), are available for youth. Private counseling space will be afforded to disabled juveniles.
- 2. Group meeting rooms, (i.e., dining room, unit day rooms, etc.), are available for youth. Group meeting space will be afforded to disabled juveniles.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Juvenile Housing  
**Subject(s):** Assistance of Appropriately Trained Staff  
**Policy:** 2C-09  
**Page:** 1 of 2  
**Standards:** ACA 3-JCRF-2C-09  
**Issue:** January 2002  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

**I. Policy:** Written policy procedure, and practice provide for the assignment of appropriately trained individuals to assist disabled juvenile who cannot otherwise perform basic life functions.

### II. Definitions

- A. American with Disabilities Act (ADA) of 1990: Recognizes and protects the civil rights of people with disabilities. Regulations issued under the different titles by various Federal agencies set requirements and establish enforcement procedures. Titles II and III of the ADA maintains accessibility guidelines for buildings, facilities, and transit vehicles. The building guidelines cover places of public accommodation, commercial facilities, and State and local government facilities.
- B. Appropriately Trained Individual: A staff member, volunteer, or agency that provides assistance to disabled youth.
- C. Basic Life Functions: Activities performed during everyday living such as, but not limited to, hygiene/grooming, socialization, mobility, communication, etc.
- D. Disability: A physical or mental impairment that substantially limits one or more of the major life activities of an individual.

### III. Procedure

- A. American Disabilities Acts (ADA) Standards
  - 1. The facility accepts individuals with disabilities and provides for their housing and use of facility resources by meeting American Disabilities Acts (ADA) Standards.
    - a. Housing includes, but is not limited to sleeping quarters (bedrooms), furnishings, dayrooms, toilets, washbasins, showers/bathing facilities, and other common elements.
    - b. Program and service areas include, but are not limited to, exercise and recreation areas, visiting rooms, laundry facilities. Private counseling spaces, group meeting rooms, dining rooms, telephone facilities, admission and intake areas, and administrative areas, where appropriate.
  - 2. The facility provides education, equipment and facilities, and the support necessary for youth with disabilities to perform self-care and personal hygiene in a reasonably private environment.
- B. Appropriately Trained Staff

1. The disabled juvenile's needs for services will be assessed on an individual basis to determine the services needed during placement.
2. The Director will contract with a home health care agency, health department, or other local health and/or service agency for limited or extensive assistance, if necessary.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Juvenile Housing  
**Subject(s):** Housing Disabled Youth  
Necessities for Self-Care and Personal Hygiene  
**Policy:** 2C-10  
**Page:** 1 of 3  
**Standards:** ACA 3-JCRF-2C-10  
**Issue Date:** August 2002  
**Reviewed:** September 2020, April 2021, August 2022  
**Authorized by:** William Shaffer, Director

I. **Policy:** Written policy, procedure, and practice provide education, equipment, facilities, and the support necessary for juveniles with disabilities to perform self-care and personal hygiene in a reasonably private environment.

### II. Definitions

- A. American with Disabilities Act (ADA) of 1990: Recognizes and protects the civil rights of people with disabilities. Regulations issued under the different titles by various Federal agencies set requirements and establish enforcement procedures. Titles II and III of the ADA maintains accessibility guidelines for buildings, facilities, and transit vehicles. The building guidelines cover places of public accommodation, commercial facilities, and State and local government facilities.
- B. Appropriately Trained Individual: A staff member, volunteer, or agency that provides assistance to disabled youth.
- C. Basic Life Functions: Activities performed during everyday living such as, but not limited to, hygiene/grooming, socialization, mobility, communication, etc.
- D. Disability: A physical or mental impairment that substantially limits one or more of the major life activities of an individual
- E. Reasonably Private Environment: A reasonably private environment will vary, depending on individual and institutional circumstances, but is one which will maintain the dignity of the disabled person in light of that person's disability.

### III. Description

#### A. Sleeping Quarters: Bedrooms

1. Each living unit is equipped with one (1) handicap accessible room that meets the minimum 32' inch door ADA standard.
2. Juveniles in wheelchairs shall be housed in the specified handicap accessible room on each living unit.

## **B. Dayrooms: Furnishings**

1. Dayrooms vary from 90 square feet to 138 square feet, of which provides ample space for disabled youth accessibility.
2. Activity tables have spacing for wheelchair accessibility and removable chairs for wheelchair placement.

## **C. Restrooms: Toilets, Washbasins, Showers and Bathing Facilities**

1. One (1) male unit and one (1) female living unit has a designated ADA restroom.
2. One male unit and one female unit are equipped with a shower with a lowered water spout and controls for easy accessibility. Controls are located approximately 39" from the floor.
3. Grab bars are 36" above floor level which falls in the 33-36" ADA requirement.
4. Wash basins are 34" high which meets the exact ADA requirement.
5. Faucet (sink) controls are 36" from the floor, of which meets the maximum 44" ADA requirement.
6. Toilet paper holders are 26" above floor level, of which meets the minimum 19" ADA requirement.
7. Toilets are 18" high, of which falls in the 17-19" requirement.
8. Electronic hand dryers are 53" above floor level, of which meets the minimum 40" requirement.

## **D. Other Common Elements**

1. Water fountain spouts are approximately 34" from the floor, of which meets the maximum 36" ADA requirement.

## **IV. Procedure**

### **1. American Disabilities Acts (ADA) Standards**

- a. CAS accepts individuals with disabilities and provides for their housing and use of facility resources by meeting American Disabilities Acts (ADA) Standards.
  - i. Housing includes, but is not limited to sleeping quarters (bedrooms), furnishings, dayrooms, toilets, washbasins, showers/bathing facilities, and other common elements.
  - ii. Program and service areas include, but are not limited to, exercise and recreation areas, visiting rooms, laundry facilities. Private counseling spaces, group meeting rooms, dining rooms, telephone facilities, admission and intake areas, and administrative areas, where appropriate.
- b. The facility provides education, equipment and facilities, and the support necessary for youth with disabilities to perform self-care and personal hygiene in a reasonably private environment.
- c. Appropriately trained staff shall be assigned to assist disabled youth who cannot otherwise perform basic life functions.

### **2. Appropriately Trained Staff**

- a. The disabled juvenile's needs for services will be assessed on an individual basis to determine the services needed during placement.
- b. The Director will contract with a home health care agency, health department, or other local health and/or service agency for limited or extensive assistance, if necessary.