



VERMONT

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DEPARTMENT FOR CHILDREN AND FAMILIES
Family Services Division
Woodside Juvenile Rehabilitation Center

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Subject:	Head Counts	Page 1 of 2
Approved:	Jay Simons, Director 	Effective: 4/23/2018
Supersedes	Woodside Policy and Procedure 515	Dated: 12/01

Purpose

Head counts are performed at periodic intervals to ensure that the location of all residents is known at all times.

Policy

Frequency and Circumstances

The front desk operator will facilitate a facility headcount at the following times every day and record it in the front desk log book:

0730, 1130, 1530, 1800, 2020, 2300, 0300

Head Counts in Facility

Head counts are performed by unit staff:

- Before residents move from one part of the building to another (e.g., unit to dining room, recreation yard, gymnasium; dining room to unit; gymnasium to unit; fire drills, etc.).
- At any other time at the discretion of a supervisor.

Staff should only document the residents that are actually present and are observed for the headcount. The front desk operator will verify the headcount when they are contacted by other staff who are monitoring residents in other areas of the facility.

The time and results of head counts conducted inside the facility are documented in unit log book. If the headcount is not correct, staff will notify the on-duty Operations Supervisor immediately.

Head Counts Off-site

On field trips and work crews prior to leaving the building and periodically throughout the activity, including any time there is movement from one location to another. One staff member will be designated to be responsible for ensuring that head counts are performed at all indicated times. Those counts will be called into the Woodside Front Desk.



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Should residents be out of the facility for a field trip or work crew during headcount and the transporting staff fail to contact the facility, the Desk Operator will contact the transporting staff via cell phone to obtain a headcount.

If the headcount is not correct, staff will notify the on-duty Operations Supervisor immediately.