



Youth Camp Pre-Licensing Process

Youth camps applying for a new license, whether a new facility, camp, transfer of ownership, or physical relocation of an existing facility, must have a pre-licensing inspection prior to the issuance of a license, as required by Chapter 141 of the Texas Health & Safety Code <http://www.statutes.legis.state.tx.us/Docs/HS/pdf/HS.141.pdf>.

§ 141.004(b) On receiving a license application, the department shall inspect the applicant's facilities, operations, and premises and shall issue a license to each applicant who will operate a youth camp in accordance with this chapter and rules adopted under this chapter.

Inspection of a youth camp is required to verify that the operation meets applicable health and safety regulations, rules and standards. All camps are subject to random unannounced inspections during the camping season, in addition to pre-licensing inspections.

Scope: This process applies to applications for all new licenses:

- New, never before licensed camps
- Camps with a change of owner/operator
- Camps with a change of physical location

Process:

1. Licensing receives and identifies applications for new licenses.
2. Licensing creates an application and an inspection file in the Regulatory Automation System (RAS).
3. Licensing determines which youth camps can receive a desk-review pre-licensing inspection and which youth camps require an on-site inspection.
4. Licensing informs applicant that either:
 - a. a desk-review pre-licensing inspection is required and gives the applicant a Youth Camp Pre-licensing Inspection Questionnaire (Enclosure 1) to complete and send back to Licensing. Licensing enters "Desk Audit" under the camp information screen in RAS and notifies the Policy, Standards, and Quality Assurance Unit (PSQA) that the camp will be completing a desk-review pre-licensing inspection; or
 - b. an on-site inspection is required and provides the applicant with contact information if their inspection is not scheduled/completed at least three weeks prior to camp operation.

Desk-Review Inspections

5. Upon receipt of a completed Youth Camp Pre-licensing Inspection Questionnaire, Licensing forwards it to PSQA.
6. PSQA performs the desk-review of the pre-licensing inspection using the Youth Camp desk-review checklist and immediately notifies Licensing of pass/fail status.

7. PSQA notifies applicant that the youth camp has failed the desk-review within 24 hours of completing the review and provides a list of corrective actions required with a timeline for providing those corrections.
8. Upon receipt of the requested corrections to desk-review deficiencies PSQA completes the desk-review and notifies Licensing of the application's status.
9. PSQA completes and closes the inspection module in RAS.
10. Continue at step 24 below.

On-site Inspections

11. No later than April 15th of each year, PSQA generates a list from RAS of complete applications of youth camps that must receive an on-site pre-licensing inspection and provides the information to the Regional contacts. After April 15th, the Regional inspectors are responsible for checking for new camps utilizing the RAS portal.
12. The Regions review the list and schedule the inspections beginning in May.
13. The Regions must notify PSQA by May 1st if they will be unable to complete all of the pre-licensing inspections.
14. PSQA assigns Central Office staff to conduct any inspections the Regions have not scheduled.
15. Regional staff and Central Office staff conduct on-site pre-licensing inspections beginning in May.
16. The inspections include and document activities as follows:
 - a. For Residential Youth Camps and Day Youth Camps with an available facility, a facility inspection, policy and procedure review, and records review are conducted.
 - b. Deficiencies are designated with an X and fully documented in the narrative section of the inspection report.
 - c. If an item cannot be inspected or verified at the time of inspection, the inspector ensures that the youth camp has specific plans for achieving compliance with the rules prior to operation. These items are marked with a "P" (Plan in place) and the information is documented on the inspection report. (For example, if the camp has not yet done criminal background checks for all personnel due to the timing, the owner/operator must have a method in place for conducting the criminal background checks, i.e. which company will conduct them.)
17. The inspector reviews the inspection report and deficiencies with the camp owner/operator.
18. Inspection reports are signed and dated by the inspector and the camp owner/operator.
19. If deficiencies are noted, the inspector gives the camp a Deficiency Notice (Enclosure 2). The DSHS copy of the Deficiency Notice is signed and dated by the camp owner/operator.
20. Inspectors fax a copy of the inspection report and the signed Deficiency Notice, if applicable, to PSQA (512-834-6770) within 2 days after the inspection.
21. Owners/operators submit a Corrective Action Plan (CAP) for all noted deficiencies to DSHS PSQA for review.
22. PSQA reviews the CAP within 10 days of receipt and if approved, notifies Licensing that the pre-licensing inspection is completed and satisfactory. PSQA completes and closes the inspection module in RAS if the inspection had no deficiencies or the CAP was approved.
23. PSQA notifies Licensing of the satisfactory inspection.
24. Licensing approves the license and issues the license to the youth camp.
25. Licensing sends rapid verification to the youth camp of license approval upon request for those cases where the camp needs verification faster than by mail delivery.
26. If PSQA determines the CAP is not sufficient, PSQA sends immediate notification of an unsatisfactory CAP to the owner/operator by fax, email, or phone, requesting more information and/or giving reasons for the unsatisfactory review. If an acceptable CAP is received, the process proceeds from step 22 above.

27. If PSQA does not receive an acceptable CAP before the camp's scheduled opening date, then PSQA notifies Regional staff to conduct a follow-up inspection during the stated dates of operation to determine if the camp is operating without a license.
28. Subsequent to the follow-up inspection, an ERC is held to determine possible enforcement steps.



www.dshs.state.tx.us
 In Texas Only: (800) 572-5548
 Local (512) 834-6600
 Fax: 512-834-6614

Youth Camp Pre-licensing Inspection Questionnaire

Please complete the following questions and provide or attach any additional information requested. Email or fax the information to:

Environmental and Sanitation Licensing Group
 Email: Youthcamps.reg@dshs.state.tx.us
 Fax: 512-834-6614

Camp Name & Location Information			
Camp Name	Camp Phone #		
Camp Physical Location Address (DO NOT USE A PO BOX)			
City	State	Zip	County

1. Name and qualifications of the on-site director:

2. Maximum number of campers per session: _____
3. Minimum number of counselors per session: _____
4. List all hazardous activities at the camp:

5. Name(s) of specialist and qualifications for conducting hazardous activities:

6. List or attach an index of all subjects covered in your personnel policies and practices:

7. How do you ascertain the character and integrity of each staff member:

8. How do you conduct criminal conviction and sex offender background checks:

9. Which sexual abuse and child molestation awareness training and examination program do you use (Name and approval number: YC00-0000):

10. What is the source of potable water provided to the campers:

11. How many toilet and urinal facilities are available to the campers (male/female total each):

12. How will solid wastes be disposed of at the camp location:

13. What is the source of food provided to the campers:

14. Who is the on-call physician for the youth camp:

15. Name and qualifications of the Camp Health Officer:

16. Describe the first aid area and list equipment/supplies in the first aid area:

17. How will you isolate a camper with a communicable disease:

18. List all emergency plans or procedures to be implemented at the camp:

19. How will you store and dispense prescription medication to campers:

20. How (hard copy or electronic) and where will all required documentation be kept at the camp:

Signature: _____	Title: _____
Name: _____ (Please print)	Date: _____
Telephone: _____	Email: _____



Department of State Health Services

P.O. Box 149347
Austin, Texas 78714-9347
PHONE (512) 834-6788 FAX (512) 834-6707
<http://www.dshs.state.tx.us/>

DSHS Use Only:

Reviewed By:

Approved Date:

Deficiency Notice

FACILITY NAME:

OWNER NAME:

PHONE:

PHYSICAL ADDRESS:

ZIP CODE:

CITY:

COUNTY:

COUNTY ID#:

Facility Type:

Child Care Public Lodging Public Playground Public Pool Public School Youth Camp Other

Your operation has been found to be in non-compliance with applicable health and sanitation laws, rules and/or standards as documented in an inspection conducted by the Department of State Health Services (DSHS). The inspection report details the conditions found to be in non-compliance.

Please submit a **Corrective Action Plan (CAP)** to DSHS within 10 working days after the receipt of this notice or the date of the inspection, whichever is later, detailing your plan to come into compliance. The CAP is a specific written plan, including a timeline, which explains how you will correct each deficiency noted in the inspection report. Documentation supporting the CAP can include a narrative, photos, and/or receipts. Not all corrective actions need be completed at the time of the CAP submission; however, a timeline for completion for those deficiencies is required.

Please submit your CAP within 10 working days to:

Mail: Texas Department of State Health Services
Public Health Sanitation & Consumer Product Safety Group
P O Box 149347, Mail Code 1987
Austin TX 78714-9347

Fax: 512-834-6707

Email: PHSCPS@dshs.state.tx.us

Please call the DSHS Public Health Sanitation & Consumer Product Safety Group at (512) 834-6788 if you have questions or need additional information. Failure to correct deficiencies may result in further action, including but not limited to nonrenewal of your license or escalated enforcement as allowed by law.

Facility Representative: (signature)	DSHS Inspector: (signature)
Printed Name:	Printed Name:
Title:	Title:
Date:	Date: