

OPERATIONS MANUAL	PAGE 1 OF 2
Chapter: HEALTH CARE SERVICES	Effective Date: 07/14/2006
Subject: WELLNESS PROGRAM	Last Revised: 9/12/2022

Consolidated Youth Services (CYS) has established the following goals as part of a Wellness Policy to serve as a guideline to promote health and to fight childhood obesity:

GOAL I: NUTRITION EDUCATION: All CYS residential programs assure the residents are provided nutrition education as part of the physical fitness program

IMPLEMENTATION:

- 1) Residents will be provided nutrition education monthly as part of the physical fitness program
- 2) Residential staff will document nutrition training provided to residents.
- 3) An outline of nutrition education provided shall be submitted to the Quality Assurance Manager monthly

MONITORING:

The food service manager review copies of education sessions held to assure education provided includes appropriate information.

GOAL II-PHYSICAL ACTIVITY: All CYS residential programs provide residents with a minimum of 30 minutes of aerobic exercise as part of the established daily schedule Monday through Friday.

IMPLEMENTATION:

- 1) Each residential facility shall include at least 30 minutes of staff lead aerobic exercise in the daily schedule Monday through Friday.

MONITORING:

Facility Director assures the daily activity schedule, including physical activities session, is followed

GOAL III- PHYSICAL FITNESS: The physical fitness of all residents is assessed at intake and periodically while the youth is a resident of the program.

IMPLEMENTATION:

- 1) Each youth shall be assessed for appropriate body weight as part of the intake screening completed by the case work staff or medical staff.
- 2) Any youth who is not within appropriate weight and height ranges for his/her age will receive individual guidance from health services and/or case management staff
- 3) Residents will be referred for further assessment if it is determined that there is a need for a physician's services to address health problems including obesity.
- 4) Residents are evaluated monthly in areas of physical fitness by recording the number of jumping jacks, sit-ups, and push-ups completed.

MONITORING: Case managers review the intake completed and assure necessary referrals have been made. The Facility Director assures staff conduct the monthly physical fitness evaluation.

GOAL IV- PROMOTION OF GOOD EATING HABITS: CYS encourages good eating habits of all residents through incorporating healthy foods in menu planning and by limitation of availability of competitive foods. Residents are provided on-going information related to healthy meal choices. Menus will incorporate whole grain foods, fresh fruits and vegetables, and limit excess sodium, fats, and sugars.

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IMPLEMENTATION:

- 1) All Breakfast and lunch meals follow the Food Based nutrition guidelines of the USDA including all requirements for whole grains, fruits, and vegetables and limiting portion sizes, fat content, and number of fried foods and eliminating trans-fats from the diet.
- 2) The Food Services manager receives on-going training to assure foods are purchased that help provide nutritious meals that meet the USDA guidelines.
- 3) No food or beverage, except for the Breakfast and Lunch menu as posted at the facility, may be given, or otherwise provided to a resident of a CYS facility between 8 AM and 2 PM Sunday through Saturday.
- 4) No food or beverage may be sold at the CYS residential facilities by the CYS facility or by any outside vendor.
- 5) Residents will receive information and information will be posted on the benefits of choosing low fat/low sugar foods, whole grains, and green and red vegetables.

MONITORING: The Food Services Director visits the cafeteria during mealtimes and reviews food production sheets to assure the posted menu has been followed. The Facility Director monitors daily operations to assure no food is provided to residents other than that on the planned menus from 8 AM- 2 PM.

GOAL V- CYS SHALL INVOLVE RESIDENTS, STAFF, BOARD MEMBERS, AND PARENTS (WHEN POSSIBLE) IN THE DEVELOPMENT OF WELLNESS POLICY AND FOOD SERVICE OPERATIONS

IMPLEMENTATION:

- 1) The Youth Advisory Board at the residential facility assess the food service program monthly and provides input regarding food choices
- 2) The cooks at the residential facility provide on-going feedback related to the food service operations including manner of preparation of foods and food choices
- 3) The staff and residents complete an annual food service survey which allows them the opportunity to evaluate the food services and make recommendations.
- 4) The Board of Directors assists in the development and approval of the Wellness Policy and procedure

MONITORING:

The comments of the Youth Advisory Board gathered by agency quality assurance are documented monthly and presented to the agency's Executive Director. The agency's quality assurance staff conduct an annual food service evaluation with staff and residents and a written summary provided to the Executive Director. The annual food service survey responses are compiled by the Quality Assurance Manager and a report provided to the Executive Director for review and recommendations.

Policy updates and revisions- are communicated to the public, clients, and employees of CYS

IMPLEMENTATION:

1. The Board of Directors reviews and revises annually policy related to the Food Service operations including this Wellness policy.
2. All updates to policy are made in the policy manual located in the admissions and administrative office and is made available to the public and all staff.

Progress assessment of the Wellness Policy- compliance and effectiveness will be conducted annually to determine what progress has been made

IMPLEMENTATION:

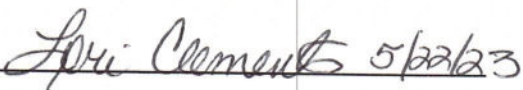
1. The Contracts and Quality Assurance Director will review each of the goals and present a report annually for the previous fiscal year
2. If goals are not being attained, then implementation plans will be revised based on the suggestions of the quality assurance program manager.

LOCAL WELLNESS POLICY REPORTING FORM

School/RCCI: Agreement #: R3	Principal/Administrator: Lori Clements
Address: 4220 Stadium Blvd. Jonesboro, AR 72404	
Contact Person Preparing Wellness Policy Form: Kerri Bangert	Phone: 870-972-1110
Nutrition and Physical Activity Wellness Committee Members – List Members and Category of Representation	
Category	Name
NSLP Manager/Contact Person Name:	Kerri Bangert
Parent Name:	
Student Name	Student Rep. Serves on Committee as well as included in monthly youth advisory meetings
Local Education Agency Name	Rhonda Harvey
School Administration Name	Lori Clements
Public Community Name	Nancy Crumbaugh
Other Staff Name	Candy Smith, Facility Director Helen Nelson, Teacher
Other Staff Name	Shelia Bailey, NSLP Manager
Date Reviewed/Revised	5/22/2023

*Do not list student name. Under name column add student representative serves on the committee

*Policy is reviewed and assed annually.

 5/22/23

Executive Director/School Administrator

 5/22/2023

Dir. of Contracts & Quality Assurance
NSLP Manager