Iowa Department of Human Services

Evaluation and Recommendation for Approval to Operate a Control Room

Name of Agency	
Address	
Phone Number	Date of Evaluation

Legal Reference	Explanation	Yes	No	NA (policy in place)
115.7(1) (only)	The control room is used for treatment purposes only.	☐	☐	☐
115.7(1) (only)	The facility was approved for use of a control room before the room was used.	☐	☐	☐
115.7(2) or 105.10	The facility has written policies which:			
115.7(2)“a” or 105.10(1)“a”	• Specify the types of behavior which may result in control room placement.	☐	☐	☐
115.7(2)“b” or 105.10(1)“b”	• Delineate the staff members who may authorize its use as well as procedures for notification of supervisory personnel.	☐	☐	☐
115.7(2)“c” or 105.10(1)“c”	• Require documentation in writing of the types of behaviors leading to control room placement and the conditions that will allow the child to return to the living unit. The child is informed of these conditions.	☐	☐	☐
115.7(2)“d” (only)	Limit the use of the control room to one of the following circumstances: • The child’s care plan includes and explains how this use of the control room fits into the treatment plan for the child. • A one-time placement in an emergency without a care plan outlining the rationale for its use. (The second placement of a child in the control room must be outlined in the case plan.)	☐	☐	☐
115.7(3) or 105.10(2)	The control room is designed to ensure a physically safe environment with:	☐	☐	☐
115.7(3)“a” or 105.10(2)“a”	• All switches controlling the lights and ventilation outside the room.	☐	☐	☐
115.7(3)“b” or 105.10(2)“b”	• Allowance for observation of the child at all times.	☐	☐	☐
115.7(3)“c” or 105.10(2)“c”	• Protected recessed ceiling lights.	☐	☐	☐

Legal Reference	Explanation	Yes	No	NA (policy in place)
115.7(3)“d” or 105.10(2)“e”	• No electrical outlets in the room.	☐	☐	☐
115.7(3)“f” or 105.10(2)“g”	• Any window secured and protected in a manner to prevent harm to the child.	☐	☐	☐
105.10(2)“f” (only)	• All doors, ceilings, and walls constructed of such strength and materials as to prevent damage to the extent that no harm could come to the child.	☐	☐	☐
115.7(3)“g” (only)	• A minimum of 54 square feet in floor space with at least a 7-foot ceiling.	☐	☐	☐
105.10(2)“h” (only)	• A minimum of 6 feet by 9 feet with at least a 7½-foot ceiling.	☐	☐	☐
115.7(4) or 105.10(3)	The control room is used only when a less restrictive alternative to quiet or allow the child to gain control has failed and, for comprehensive residential facilities only, when it is in the care plan.	☐	☐	☐
115.7(4)“a” or 105.10(3)“a”	No more than one child is in the control room at any one time.	☐	☐	☐
115.7(4)“b” or 105.10(3)“b”	There are provisions for visual observation of the child at all times, regardless of the child’s position in the room.	☐	☐	☐
115.7(4)“c” or 105.10(3)“c”	The control room is checked thoroughly for safety and the absence of contraband before placing the child in the room.	☐	☐	☐
115.7(4)“d” or 105.10(3)“d”	The child is thoroughly checked before placement in the control room and all potentially injurious objects removed including shoes, belts, and pocket items.	☐	☐	☐
115.7(4)“d” or 105.10(3)“d”	The staff member placing the child in the room documents each check.	☐	☐	☐
115.7(4)“e” or 105.10(3)“e”	The child is provided sufficient clothing to meet seasonal needs. All clothing and underwear is not removed.	☐	☐	☐
115.7(4)“f” or 105.10(3)“f”	A staff member shall always be positioned outside of the control room. VIsual and auditory observations of the child's behavior and condition shall be recorded at five-minute intervals, and a complete written report shall be documented in the child's file by the end of the staff person's work shift.	☐	☐	☐
115.7(4)“g” or 105.10(3)“g”	A child remains in the control room longer than one hour only with consultation and approval from the supervisor.	☐	☐	☐

Legal Reference	Explanation	Yes	No	NA (policy in place)
115.7(4)“g” or 105.10(3)“g”	The time in the control room, the reasons for the control, and the reasons for the extension of time are entered in the child’s case record.	☐	☐	☐
	Use of the control room for a total of more than 12 hours in any 24 hour period occurs only after authorization of the psychiatrist or upon court order (for comprehensive residential facilities) or the referring worker or court (for juvenile detention and shelter homes).	☐	☐	☐
115.7(4)“g” or 105.10(3)“g”	No child remains in the control room for a period longer than 24 hours.	☐	☐	☐
115.7(4)“h” (only)	The child’s parent or guardian and the referring worker are made aware of the control room as part of the treatment program.	☐	☐	☐
105.10(3)“h” (only)	The child’s parents, referring worker, and child’s attorney are notified when the control room is used for more than a total of 30 minutes in a 24-hour period.	☐	☐	☐

I, _____, as executive director of _____ commit myself and the staff of this agency to adhere to the standards for use of a control room as found in 441 IAC 115.7(237) or 441 IAC 105.10(232) and specified in agency policies. Any change in these will be approved by the licensing authority before its enactment.

Signature of Executive Director	Date

Recommendation

☐ Approve the use of control room ☐ Disapprove the use of control room

Prepared By	Date

Decision

☐ Use of control room approved ☐ Use of control room disapproved

Decision Maker	Date