


2060 DAILY CENSUS	
Chapter: Sununu Youth Services Center	Section: Safety and Security
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: May 1, 2010 Scheduled Review Date: _____
	William W. Fenniman, DJJS Director
Related Statute(s): RSA 621 and RSA 621-A Related Admin Rule(s): _____ Related Federal Regulation(s): _____	Related Form(s): Unit Resident Daily Movement Report Bridges' Screen(s) and Attachment(s): _____

It is essential to have a system for physically counting residents and strict accountability for residents assigned to activities outside the SYSC building and furloughs.

Purpose

The purpose of this policy is to establish the procedure for the daily census.

Policy

- I. Physical Count: A Physical Count shall be conducted as least three times each day and shall be done in the following manner:
 - A. The Supervisor of third shift shall receive the Unit Resident Daily Movement Report from the Unit Manager or designee. The Supervisor shall review and reconcile the report with the Resident Board in the Supervisor's Office. A new Daily Unit Resident Movement Report shall be completed for the following day. The Supervisor shall issue the new Daily Unit Resident Movement Report to the third shift Youth Counselors.
 1. Third shift Youth Counselors shall take the Daily Unit Resident Movement Report and complete a physical count of all residents within their unit.
 2. Third shift Youth Counselors shall perform the physical count from outside the resident's rooms unless a resident cannot be seen from outside the room. Then they shall enter the room to ensure the resident is present.
 3. The third shift Youth Counselors shall notify the Supervisor immediately of any discrepancy in the Daily Unit Resident Movement Report and physical count. The Supervisor shall ensure any discrepancy is resolved.
 - B. The Unit Manager or designee shall ensure two additional physical counts of all residents in the unit occur each day. The physical counts shall be documented on the Daily Unit Resident Movement Reports. Any discrepancy between the physical count and the Daily Unit Resident Movement Report shall be resolved. If it cannot be resolved then the Supervisor shall be notified immediately. The Supervisor shall ensure the discrepancy is resolved.
- II. Census Distribution: The daily Unit Resident Movement Report shall be submitted by 8:00 a.m. each day (the previous day's report). The Daily Unit Resident Movement Report shall be copied by the Administrative Assistant and distributed to the appropriate support personnel.

- III. Count Discrepancy: Any time a discrepancy between the Daily Unit Resident Movement Report and a physical count the Supervisor or designee shall work with the affected residential unit to resolve the discrepancy. If the discrepancy cannot be resolved then the Bureau Chief or Facility Administrator shall be notified.