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Health Inspection Program Procedure for Youth Camp Child Abuse Complaints

May 29, 2024

This summary describes how, in the Maine Department of Health and Human Services Office of Child and Family Services (OCFS) Children's Licensing and Investigation Services Out of Home Investigation Team's (OOH), investigation of youth camp child abuse complaints, will coordinate with the youth camp licensing agency, Maine CDC/Health Inspection Program. This work, in accordance with 22 MRS § 4099-L(2)(C), is intended to determine whether any applicable licensing violations occurred in association with the child abuse complaint.

DHHS Office Duties, Roles, and Responsibilities – Standard Operating Procedure

A. Office of Child and Family Services (OCFS) - Out of Home Investigation Team (OOH) will:

- Notify Maine CDC/HIP of a youth camp child abuse or neglect complaint by sending an email of the Child Protective Intake Report to Maine CDC/HIP after OCFS has performed an initial review of the youth camp child abuse/neglect complaint and determined that it will not assign the complaint to its OOH Team. OCFS will send the intake report to Maine CDC/HIP Program Manager and Supervisor within one to three days of this review and determination.
- Forward both the Intake Report and the OOH Investigation Report, including the investigation summary, to Maine CDC/HIP Supervisor and Program Manager upon completion of the OOH investigation, in accordance with 22 MRS § 4099-L.
- Include in the Investigation summary and any indicated or substantiated findings of abuse/neglect, if applicable.

B. Maine Center for Disease Control & Prevention - Health Inspection Program (HIP) will:

- Upon receipt, through the Maine CDC HIP Supervisor or HIP Program Manager forward the OCFS youth camp child abuse/neglect complaint information by encrypted email to the appropriate HIP inspector for follow-up.
- Follow HIP's Standard Operating Procedure for Abuse and Neglect, Special Investigation Procedures. This process does not include investigating specific abuse allegations. Maine CDC/HIP's role is to determine if any youth camp rule violations occurred that relate to the complaint.
- Contact the youth camp owner or director via email with questions for licensing compliance pertaining to 10-144 CMR Ch. 208 section 6 and 22 MRS, Chapter 1071 to ensure that the camp complies with the Youth Camp Rule (10-144 CMR Ch 208) and mandated reporter training.
- Inspectors conduct follow-up work within 30 days of receipt of the complaint, even if the complaint was received off-season.
- Review responses received from the youth camp to determine any licensing violations.
- Document findings and licensing determinations in accordance with Maine CDC/HIP protocols.
- Close the case in accordance with the conclusion of the HIP inspector's action items, which include notifying both the HIP Supervisor and the Maine CDC/HIP Program Manager of results
- Notify the youth camp by email that the case is closed.