

Camp Representatives' Tasks 2019

CATEGORY	TASKS	DEADLINE
STAFF: Tasks involving the hiring of staff and scheduling of clinicians	Post "Job Announcement" document in your facility that is posted on the camp webpage on www.ycseonline.org .	ASAP
	Disseminate application information posted on the camp webpage on www.ycseonline.org and support applicants in completing these required documents: <ol style="list-style-type: none"> a. Job Application Forms (instructions and application) b. Copy of driver's license. c. Employee Health History d. Affidavit of Criminal History Status e. Training Requirements f. Character Reference Check (for new applicants only) Other useful documents for staff to review: Explanation of Camp Pay, Job Descriptions and Staff Preparations posted on the camp webpage on www.ycseonline.org .	ASAP
	Review and approve staff applications and support staff in submitting their applications to Andrew Beckford (North) and Aaron Clark (South) in timely manner.	4/19
	Review "Employment Options for Staff During Camp" form posted on the camp webpage on www.ycseonline.org .	5/3
	Receive email from Andrew Beckford identifying staff hired, and not hired, for camp.	5/17
	Receive email from Jennifer Flores identifying the clinicians' schedule at camp.	5/17
	Support covering clinicians in fulfilling paperwork (Affidavit, Character Check, Health History, t-shirt size, cell phone number) and orientation requirements.	5/17
	Send Kathy Grosso the "Employment Plans During Camp" form posted on the camp webpage on www.ycseonline.org , and ask her to populate the form and email this populated form back to you.	5/20
	Complete "Employment Plans during Camp". North sends to Laurie Levin; South send to Phil DeFalco and cc: Laurie Levin.	6/14
	Ensure Camp Clinicians attend orientation	6/3
	Support staff in setting up interviews, completing contracts and fulfilling necessary training, meeting and orientation requirements.	On-going
	Contact Owen Broomes, Andrew Beckford or Aaron Clark if any camp staff has been suspended, discharged or has experienced any other serious event, before camp.	On-going
ADMINISTRATIVE: Tasks involving payroll, laundry, vehicles, supplies, transportation,	Confirm with Vickie Liendo the plans for transporting campers (YCS vehicle or bus rental and times) on the first and last days of camp.	5/3
	Provide Vickie Liendo with a copy of the contract to transport campers/staff to and from camp along with the liability insurance from the transportation company.	5/17
	Confirm with Earl Hogan the vehicles going to camp and make any necessary vehicle repairs.	6/3
	Coordinate, with Andrew Beckford, the plans to transport staff to camp	6/3
	Coordinate, with Andrew Beckford, the plans to transport clothing and bedding to camp.	6/3
	Complete the "Site Contact List" form posted on the camp webpage on www.ycseonline.org and email the word documents to vliendo@ycs.org	6/3
	Confirm compliance with Vickie Liendo with the directions on "Items to Bring on Day One" document posted on the camp webpage on www.ycseonline.org .	6/3
	Have payroll person discuss payroll procedures with Vickie utilizing the "Payroll Instructions" document posted on the camp webpage on www.ycseonline.org .	6/7
	Confirm with Earl Hogan that a second set of keys have been made for each vehicle going to camp and that the gas card will be included with paperwork in each vehicle.	6/7
	Provide Vickie Liendo with copies of drivers' licenses and CDLs transporting campers to and from camp – from both the transportation company and YCS.	6/7

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CAMPERS: Tasks involving individual campers	Revise and send either English or Spanish version of “Letter to Parents-day camp” or “Letter to Parents-residential” along with “Adventure Activity Permission Slip” , posted on the camp webpage on www.ycseonline.org to parents/guardians	4/15
	Revise and send the “Letter to DCP&P” posted on the camp webpage on www.ycseonline.org to DCP&P, CMO, 3 rd party clinical services, and/or other involved parties.	4/15
	Follow directions on “Camper Preparations” document posted on the camp webpage on www.ycseonline.org .	4/19
	Review the “File Naming Procedures” document posted on camp webpage on www.ycseonline.org .	4/19
	Ensure that clinicians meet with residents and explain activities and document in progress notes.	5/10
	Complete the “Adventure Activity Consent Form” posted on the camp webpage on www.ycseonline.org , scan and email the pdf file to vliendo@ycs.org .	6/3
	Complete, with up-to-date-information, the “Camper Behavioral Information” Form posted on the camp webpage on www.ycseonline.org and email the word document file to vliendo@ycs.org .	6/3
	Provide Emergency Plans for consumers to Andrew Beckford (Estell Manor only).	6/3
	Complete the “Clothing Checklist” posted on the camp webpage on www.ycseonline.org . Place checklist in with child’s clothes and email to vliendo@ycs.org .	Any day until camp.
SITE: Tasks involving all campers as a group	Begin T-Shirt Design Contest. Follow instructions in flyer emailed to you as well as posted on the camp webpage on www.ycseonline.org .	ASAP
	Send T-Shirt designs to Andrew Beckford (use only pencil and write child’s first initial and last name and site on the back of each entry)	4/19
	Complete the initial “List of Campers” Form posted on the camp webpage on www.ycseonline.org and email the word document to the Andrew Beckford at abeckford@ycs.org .	4/15
	Update the “List of Campers” form every Monday and within 24 hours after an intake or discharge, email revised “List of Campers Form” word document to the Andrew Beckford at abeckford@ycs.org .	Every Monday after 4/15
	If the winner of the t-shirt design contest is a resident at your site, obtain permission slip from Andrew Beckford for the guardian of winner to sign and send completed permission slip back to Andrew Beckford.	5/10
	Disseminate t-shirt design participation certificates, and monetary prize, if applicable, sent from Andrew Beckford, to the children.	5/24
	Complete the site information forms posted on the camp webpage on www.ycseonline.org and email the word documents to vliendo@ycs.org . a. Birthday Form b. Medical and Non-Medical Appointments Form c. Tiered Campers’ Form d. Authorization to Consent and Publish	6/3
	Avoid, when possible, scheduling intakes, discharges, therapy sessions and DCP&P visits during camp.	On-going
Phone numbers	Owen Broomes (201) 407-4279 Andrew Beckford (201) 452-2643 Aaron Clark (201) 341-6289 Vickie Liendo (201) 343-8803 Laurie Levin (201) 646-9784 Kathy Grosso (973) 672-7372 Jennifer Flores (201) 646-9784 Deanna DeStefano (201) 306-4127	