

Camp Checklist

All Items will need to be complete before the annual license can be issued

Community User: Ensure community user has access to MDH YC Portal

Personnel Administrator: Ensure PA has CJIS (FBI & MD) and CPS background checks on file with MDH and has created an account with [myDHR/myMDThink](#).

Application: Ensure complete application is submitted with beginning date, ending date, workers comp information, etc.

Workers Comp: Ensure workers comp info is entered on the application or a copy of the policy is uploaded to the MDH YC portal. If the camp is not required to have workers comp, a Certificate of compliance should be obtained from the Maryland Workers' Compensation Commission and uploaded to the MDH YC Portal.

Outstanding Balance: Ensure that any outstanding balances are paid

Outstanding Violations: Ensure that outstanding violations have been addressed

Staff Documentation: Ensure the following staffing requirements are met and a copy is uploaded to the MDH YC Portal

- Health Supervisor with valid license (Physician, Certified Nurse practitioner, or Registered Nurse)
- First Aid Certified staff (2 minimum)
- CPR Certified staff (2 minimum)
- Medication Administration Certified staff (If applicable)
- Emergency Epinephrine Administration Certified staff (If applicable)

Plans and Procedure: Ensure the following plans and procedures are in place, training is properly documented, and a copy is uploaded to the MDH YC portal for review. Guidance documents for writing these can be found on the [MDH Most Requested Forms](#).

- Health and Medication Admin (**Signed Annually by Health Supervisor**)
- Emergency Procedures
- Child Abuse Prevention and Reporting
- Specialized Activities (If applicable)
- Trip includes walking field trips (If applicable)
- Transportation (If applicable)

Specialized Activity: Ensure that safety plan for specialized activity has been uploaded to the MDH YC Portal for review (If applicable)

Health Log: Ensure the health log is in bound composition style notebook or kept in a way so records cannot easily be falsified by altering, adding, or deleting information.

Forms: Ensure a version of the following forms are used, stored properly, and available for use when needed. Camp can use their own version or the [MDH version of these forms](#). Upload a copy of the template document to the MDH YC Portal

- Camper Health History
- Staff Health History
- Medication Administration Authorization
 - Documents what medication is brought to camp by the individual
- Medication Administration
 - Documents each time the medication is actually given to the individual
- Medication Final Disposition
 - Documents what happened to the remaining medication at the end of camp

Building Documentation: Ensure that Inspections and Forms from other agencies are uploaded to the MDH YC Portal

- Private Building
 - LHD form complete if onsite well and/or septic
 - Fire Marshal Inspection (**Annually**)
 - Use and Occupancy Approval (Note, if an older building and cannot get a new USE and Occupancy, then letters of approval from plumber, electrician, and zoning can be used)
- Government or School Building (owned and operated for more than 170 calendar days per year)
 - Building Safety Form

Permits from Other Agencies: Ensure that permits from other agencies are in good standing.

- LHD Food Service Facility (FSF) Permit (If prepare food onsite)
- LHD Approval for Summer Meals Program (If participate and not a licensed FSF)
- LHD Pool Permit (If pool onsite)

Alternative Accreditation: Ensure that a copy of the alternative accreditation is uploaded annually to the MDH YC Portal (If applicable)

- ACA (American camping association)
- BSA (Boy Scout of America)

Additional Camp Information: Complete "Additional Camp Information" in the MDH YC portal. The contact information from this page will be available to the Public in the MDH youth camp search. [MDH Youth Camp Search](#) (Optional)