

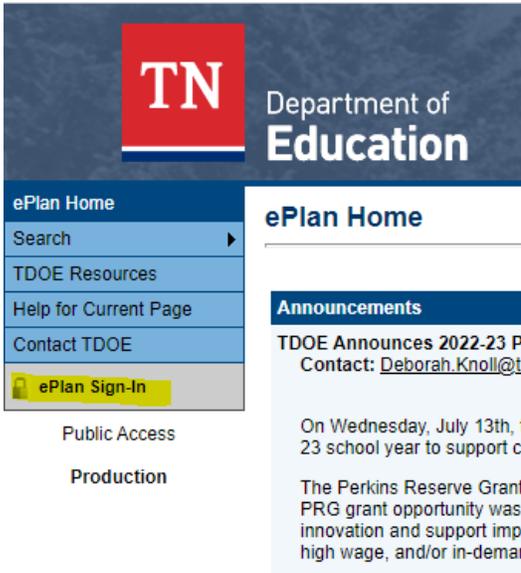
# Out-of-State Residential Mental Health Facilities Application

## Step-by-Step Guide to ePlan Submission

### Step 1:

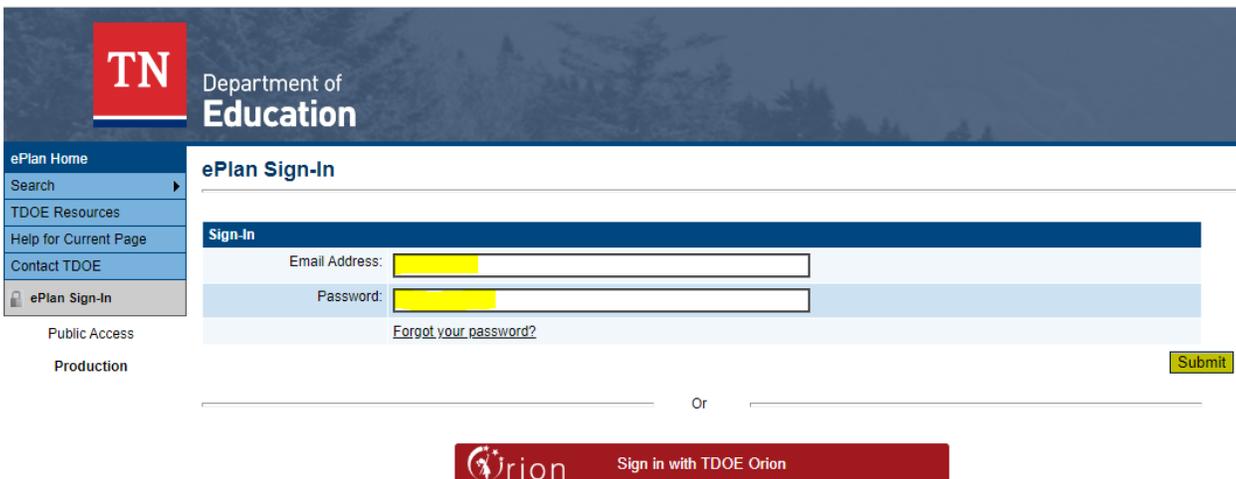
Log onto ePlan using the link below.

<https://eplan.tn.gov/>



The screenshot shows the ePlan Home page. At the top left is the TN Department of Education logo. Below it is a navigation menu with items: ePlan Home, Search, TDOE Resources, Help for Current Page, Contact TDOE, and ePlan Sign-In (highlighted in yellow). Below the menu are links for Public Access and Production. The main content area is titled 'ePlan Home' and features an 'Announcements' section. The announcement is titled 'TDOE Announces 2022-23 P' with contact information 'Contact: [Deborah.Knoll@t](mailto:Deborah.Knoll@t)'. The text below the announcement is partially visible: 'On Wednesday, July 13th, 23 school year to support c' and 'The Perkins Reserve Grant PRG grant opportunity was innovation and support imp high wage, and/or in-demar'.

Use the credentials given by the ePlan platform to Sign-In to your secure account.



The screenshot shows the ePlan Sign-In page. At the top left is the TN Department of Education logo. Below it is a navigation menu with items: ePlan Home, Search, TDOE Resources, Help for Current Page, Contact TDOE, and ePlan Sign-In (highlighted in yellow). Below the menu are links for Public Access and Production. The main content area is titled 'ePlan Sign-In' and features a 'Sign-In' section with two input fields: 'Email Address:' and 'Password:'. Below the password field is a link for 'Forgot your password?'. A yellow 'Submit' button is located at the bottom right of the sign-in form. Below the sign-in form is a horizontal line with 'Or' in the center. At the bottom is a red button with the Orion logo and the text 'Sign in with TDOE Orion'.

**Step 2:**

Find “Data and Information” and click once.

ePlan Home

Search

Reports

Inbox

Planning

Monitoring

Funding

**Data and Information**

Reimbursement Requests

Project Summary

LEA Document Library

Address Book

TDOE Resources

Help for Current Page

Contact TDOE

ePlan Sign Out

### ePlan Home

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026

**This is the TEST site. Please be sure to complete your work in the LIVE site.**

#### Associated Organizations

Organization Number
GA-IHYV

#### Announcements

**Summer Learning ePlan Application Workshop (5/22/2025)**

For those who are new to completing the summer learning ePlan application, the one-hour workshop on May 15. The workshop recording can be found [here](#). In: Learning application in ePlan can be found on page 12 of the [Technical Applic](#)

**FY25 Homeless Immunization (5/8/2025)**

The Tennessee Department of Education (TDOE) is required to report annually enrolled in public schools without immunization or proof of immunization and th these children to be immunized or to obtain immunization records.

The 2024-25 Homeless Immunization report will be completed in ePlan. The re

**Step 3:**

The Data and Information page will appear. Make sure the Fiscal Year is “2026” and click the Residential Mental Health Facilities link:

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.**

2026 Active

Data and Information	Revision	Status	Status Date
Residential Mental Health Facilities	0	Not Started	6/2/2025

**Step 4:**

Once your facility page has loaded, click “Draft Started”.

**This is the TEST site. Please be sure to complete your work on the LIVE site.**

Status: Not Started

Change Status To: **Draft Started**

[View Change Log](#)

You will be asked to “confirm” the change once the page reloads.

## Status Change Confirmation

Tennessee State Board of Education (986) State Special School - FY 2023 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

You are about to change the status of this Data and Information to Draft Started. Click Confirm to change the status.

[Confirm](#) [Cancel](#)

Then, the system will return the user to the “Sections” page to begin.

### Step 5:

From the sections page, click “Purpose and Definitions.”

#### Residential Mental Health Facilities Sections

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Status: Draft Started

Change Status To: LEA Residential Mental Health Facilities Director Draft Completed

[View Change Log](#)

Description (View Sections Only View All Pages)
All
<input type="checkbox"/> History Log
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<input type="checkbox"/> Residential Mental Health Facilities
<a href="#">Purpose and Definitions</a>
<a href="#">Approval of Out-Of-State Facilities</a>
<a href="#">Student Admission</a>
<a href="#">Facility Approval Documents (Updated Nov. 2024)</a>
<a href="#">Student Admission Related Documents</a>
<input type="checkbox"/> Checklist
<a href="#">Residential Mental Health Facilities Checklist</a>
All

[Return](#)

Read this entire page. **\*No action is needed on this page**

Once the user has read this entire page, hover the cursor over the “Go To” button and a menu will pop-up. Navigate down until “Sections” is highlighted in dark blue and then click to return to the Sections page to proceed.

Tennessee State Board of Education (986) State Special School - FY

This is the TEST site. Please be sure to complete your work on the I

<a href="#">Go To</a>	▶ Current Page	
	Next Page	
	Previous Page	
<a href="#">Purpose</a>	<b>Sections</b>	statute
The purpose of this app	<a href="#">History Log</a>	▶
<a href="#">Definitions</a>	<a href="#">Residential Mental Health Facilities</a>	▶

## Step 6:

### Click "Approval of Out-of-State Facilities".

#### Residential Mental Health Facilities Sections

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Status: Draft Started

Change Status To: [LEA Residential Mental Health Facilities Director Draft Completed](#)

[View Change Log](#)

Description ( View Sections Only View All Pages )
All
<b>History Log</b>
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<b>Residential Mental Health Facilities</b>
<a href="#">Purpose and Definitions</a>
<a href="#">Approval of Out-Of-State Facilities</a>
<a href="#">Student Admission</a>
<a href="#">Facility Approval Documents (Updated Nov. 2024)</a>
<a href="#">Student Admission Related Documents</a>
<b>Checklist</b>
<a href="#">Residential Mental Health Facilities Checklist</a>
All

Read the guidelines for approval for Out-of-State Facilities, then check that the facility agrees.

Approval of Out-Of-State Facilities (Applicants may apply for initial approval throughout the calendar year)

\* The facility agrees to the following:

1. An Applicant shall complete and submit the Standard Initial Application Form in accordance with the Department's application process. Applicants may apply for initial approval throughout the calendar year.	(a) The Department shall make a determination and notify the Applicant of initial approval or denial within thirty (30) business days of receipt of a completed Standard Initial Application Form.
2. Applicants shall submit documentation <i>in the related documents</i> to support that the Facility meets the following requirements:	(a) Operates in Alabama, Arkansas, Georgia, Kentucky, Mississippi, Missouri, North Carolina, or Virginia; (b) Complies with all applicable health and safety laws, regulations, and codes of the state and locality in which the Facility is located; (c) Serves at least fifteen (15) Tennessee students per School Year. The number of Tennessee students served shall be based on student enrollment from the School Year immediately preceding the School Year in which the Applicant seeks to receive approval. The number of Tennessee students served shall be determined using a Duplicated Count; (d) All teachers at the Facility are licensed by the educator licensing authority of the state in which the Facility is located; (e) Has at least one (1) teacher with an endorsement in special education or a certification that the Department determines equivalent to an endorsement in special education in Tennessee based on similar training and experience requirements to provide special education and related services to admitted Students; and (f) Provides a minimum of sixteen and one-half (16 1/2) hours per week of educational instructional services to Students, unless the Student's IEP provides otherwise. (g) The Applicant's educational programs or instructional services meet the same requirements as a Category I-Special Purpose School, as applicable, pursuant to State Board of Education Rules Chapter 0520-07-02.
3. An approved out-of-state Facility shall reapply annually to the Department for continued approval in order to remain eligible to receive LEA funds for the length of an admitted Student's stay. To reapply, a Facility shall complete and submit the Standard Renewal Application Form in accordance with the Department's procedures no later than one (1) calendar year from the date of initial or last renewal approval.	1. The Department may request additional documentation from the Applicant to make a determination whether or not the Applicant's educational programs or instructional services meet the same requirements as a Category I-Special Purpose School, as applicable. Additional documentation includes, but is not limited to, documentation of teacher licensure and evaluations, employee background checks, parent and teacher handbooks, school calendar, examples of teacher and student daily schedules, and documentation of curriculum used. (a) The Department shall make a determination and notification to the Applicant of approval or denial within thirty (30) business days of receipt of the completed Standard Renewal Application Form.

\* The Facility has ordered and administered state achievement and End-of-Course assessments to current students to help them stay on track for graduation per TN requirements.

Also, read the question at the bottom of the page that pertains to TN testing requirements for graduation. Select "Agree" or "Disagree" from the drop-down menu.

Hover the cursor over the "Go To" button and a menu will pop-up. Navigate down until "Sections" is highlighted in dark blue and then click to return to the Sections page to proceed.

Tennessee State Board of Education (986) State Special School - FY

This is the TEST site. Please be sure to complete your work on the I

<b>Go To</b>	Current Page	
	Next Page	
	Previous Page	
<b>Purpose</b>	<b>Sections</b>	statute
The purpose of this app	History Log	
<b>Definitions</b>	Residential Mental Health Facilities	

## Step 7:

### Click "Student Admission".

#### Residential Mental Health Facilities Sections

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Status: Draft Started

Change Status To: [LEA Residential Mental Health Facilities Director Draft Completed](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
History Log	
	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
Residential Mental Health Facilities	
	<a href="#">Purpose and Definitions</a>
	<a href="#">Approval of Out-Of-State Facilities</a>
	<a href="#">Student Admission</a>
	<a href="#">Facility Approval Documents (Updated Nov. 2024)</a>
	<a href="#">Student Admission Related Documents</a>
Checklist	
	<a href="#">Residential Mental Health Facilities Checklist</a>
All	

[Return](#)

For this page, each individual student will be identified by their student ID. Enter the admission date. Enter the discharge date, if applicable. The user will also have to check that they have collected and uploaded the following documents into "related documents section" in ePlan.

- Admission Evidence
- Student Enrollment

The facility will also have to choose to agree/disagree for the last two questions in this section for each student.

\*Click "Add Row" to add an additional row for each student.

TDOE Facility Approval Date -  
To be completed by TDOE Staff during review.



State ID - Provide the State ID assigned to the student in EIS	Admission Date	Discharge Date	Admission Evidence - Evidence that the student is admitted to the out-of-state Facility under a signed, written order of a Qualified Physician, the order being based upon both medical necessity and the most appropriate medical services for the student. Upload a copy of the signed written order of a qualified Physician in related documents.	Student Enrollment - Evidence that the student admitted to the residential mental health facility was enrolled in and attended a public school in this state immediately preceding the student's admission to the facility, and the student's parents or legal guardians are residents of this state at the time of the student's admission to the facility. Upload a copy of the student's enrollment in related documents.	TN Facilities - There were no facilities in Tennessee with the Capacity to deliver the appropriate mental health treatment to the student at the time the student is admitted to the out-of-state Facility.	Physician Attestation Form - The facility understands that an LEA may require a Physician Attestation Form to be submitted to the LEA prior to the disbursement of funds to the out-of-state Facility	TDOE Approval Status - To be completed by TDOE Staff during review.	TDOE Comments - To be completed by TDOE Staff during review.
<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="text"/>

Hover the cursor over the "Go To" button and a menu will pop-up. Navigate down until "Sections" is highlighted in dark blue and then click to return to the Sections page to proceed.

Tennessee State Board of Education (986) State Special School - FY

This is the TEST site. Please be sure to complete your work on the LIVE site.

<b>Go To</b>	Current Page	
	Next Page	
	Previous Page	
<b>Purpose</b>	<b>Sections</b>	
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<b>Definitions</b>	Residential Mental Health Facilities	

### Step 8:

Click "Facility Approval Related Documents (Updated Nov. 2024)."

#### Residential Mental Health Facilities Sections

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Status: Draft Started

Change Status To: [LEA Residential Mental Health Facilities Director Draft Completed](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
<input type="checkbox"/> History Log	
<a href="#">History Log</a>	
<a href="#">Create Comment</a>	
<input type="checkbox"/> Residential Mental Health Facilities	
<a href="#">Purpose and Definitions</a>	
<a href="#">Approval of Out-Of-State Facilities</a>	
<a href="#">Student Admission</a>	
<a href="#">Facility Approval Documents (Updated Nov. 2024)</a>	
<a href="#">Student Admission Related Documents</a>	
<input type="checkbox"/> Checklist	
<a href="#">Residential Mental Health Facilities Checklist</a>	
All	

[Return](#)

On this page, the user will upload all relevant documentation pertaining to the facility.

For each item, click “Upload New” on the appropriate line. Please name the files according to the area referenced.

**Facility Approval Documents (Updated Nov. 2024)**

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Go To 

Required Documents		
Type	Document Template	Document/Link
(RMH) Fire Safety Inspection Report [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(RMH) Health inspection report of food-service area (if the school is cooking and serving food, but unnecessary if food is catered) [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(RMH) School Handbook and/or Separate Policies [Upload at least 1 document(s)]	<a href="#">List of Required Policies</a>	<a href="#">Upload New</a>
(RMH) Active teaching licenses for all teachers, including at least one endorsed in Special Education [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(RMH) Procedures for Evaluating Teachers and Principals [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(RMH) Identification of the curriculum, by grade level [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(RMH) Graduation requirements (middle and high school only) [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(RMH) Transcript template or evidence of software program purchased for this purpose (middle and high school only) [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(RMH) Employee non-discrimination policy (to comply with state and federal laws) [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(RMH) School operational calendar – clearly identifying student instructional days, abbreviated days, holidays, professional development, and PT conferences, as applicable. [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(RMH) Student/teacher daily schedules (must meet minimum requirement of 6.5 instructional hours) [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(RMH) Accreditation certificate, if applicable [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>

\*For example, a file for “Fire Safety Inspection Report” could be named “Fire Marshal Report”.

**Facility Approval Documents (Updated Nov. 2024)**

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Go To 

Required Documents		
Type	Document Template	Document/Link
(RMH) Fire Safety Inspection Report [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a> <a href="#">Update</a>   <a href="#">Delete</a>  <a href="#">Fire Marshal Report</a>
(RMH) Health inspection report of food-service area (if the school is cooking and serving food, but unnecessary if food is catered) [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>

Once a document is uploaded, the name will appear to the right, as well as the options to “Update” or “Delete” the existing file.

Also, there will be an option to upload more documents without overwriting the existing document by clicking “Upload New” again.

\*ALL documents are required. If an upload is left blank, the application will have errors and cannot be submitted for approval.

Once all uploads are complete, hover the cursor over the “Go To” button and a menu will pop-up. Navigate down until “Sections” is highlighted in dark blue and then click to return to the Sections page to proceed.

Tennessee State Board of Education (986) State Special School - FY

This is the TEST site. Please be sure to complete your work on the l

Go To  Current Page  
Next Page  
Previous Page  
**Sections**  
History Log  statute  
Residential Mental Health Facilities 

Purpose  
The purpose of this appl

Definitions

## Step 9:

### Click “Student Admission Related Documents.”

#### Residential Mental Health Facilities Sections

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Status: Draft Started

Change Status To: [LEA Residential Mental Health Facilities Director Draft Completed](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )
All
<input type="checkbox"/> History Log
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<input type="checkbox"/> Residential Mental Health Facilities
<a href="#">Purpose and Definitions</a>
<a href="#">Approval of Out-Of-State Facilities</a>
<a href="#">Student Admission</a>
<a href="#">Facility Approval Documents (Updated Nov. 2024)</a>
<a href="#">Student Admission Related Documents</a>
<input type="checkbox"/> Checklist
<a href="#">Residential Mental Health Facilities Checklist</a>
All

[Return](#)

On this page, the user will upload all relevant documentation pertaining to students.

For each item, click “Upload New” on the appropriate line. Please name the files according to the student ID and the area they address.

\*For example, a file for “Qualified Physician Written Order” could be named “ID ##### Physician Order”.

#### Student Admission Related Documents

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Required Documents		
Type	Document Template	Document/Link
Qualified Physician Written Order (Upload at least 1 document(s))	N/A	<a href="#">Upload New</a> <a href="#">[Update]</a>   <a href="#">[Delete]</a>   <a href="#">ID 540321 Physician Order</a>
Student Enrollment Evidence (Upload at least 1 document(s))	N/A	<a href="#">Upload New</a>

Once a document is uploaded, the name will appear to the right, as well as the options to “Update” or “Delete” the existing file.

Also, there will be an option to upload more documents without overwriting the existing document by clicking “Upload New” again.

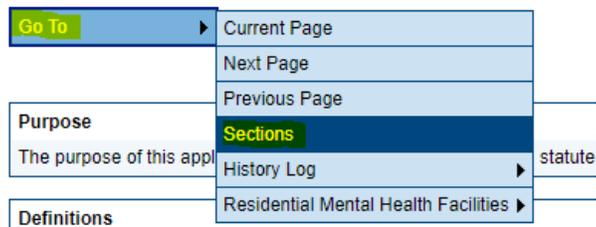
\*ALL documents are required. If an upload is left blank, the application will have errors and will not be able to be submitted for approval.

**NOTE: Please ensure the student IDs are accurate and match the students entered on the “Student Admission” page. If there are discrepancies, the application will be returned for revisions.**

Once all uploads are complete, hover the cursor over the “Go To” button and a menu will pop-up. Navigate down until “Sections” is highlighted in dark blue and then click to return to the Sections page to proceed.

Tennessee State Board of Education (986) State Special School - FY

This is the TEST site. Please be sure to complete your work on the LIVE site.



### Step 10:

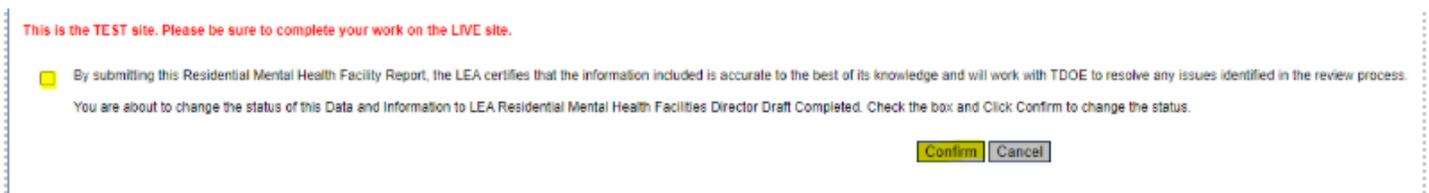
Once all information has been entered and all uploads are complete, the “LEA Residential Mental Health Facilities Director” will need to click “LEA Residential Mental Health Facilities Director Draft Completed” to send the application up for approval.

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Status: Draft Started

Change Status To: LEA Residential Mental Health Facilities Director Draft Completed

If all items are complete, the LEA Residential Mental Health Facilities Director will be asked to acknowledge and confirm the status change. Check the box and click “Confirm”. If this screen does not appear, skip to **Step 11**.



Once these steps are complete, the application will go to TDOE for review. The user does NOT need to complete Step 11.

The TDOE Residential Mental Health Facilities Consultant will review and return the application if there are corrections needed. If no corrections are needed, the application will be approved.

**\*NOTE: The ePlan system will NOT identify errors with file names, incorrect file uploads, incorrect student IDs, or missing information for individual students. Please ensure that the information entered is complete as these errors will cause a delay in approval and/or funding as the application will have to be returned, corrected, and resubmitted.**

## Step 11:

If there are missing components, the user will receive the following message.

### Status Change Confirmation

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Status cannot be changed. One or more validation errors exist. [Click here to view the errors.](#)

[Return](#)

Click to view the errors.

Click "Review" to be taken to the specific page to correct the error or click "Return To Sections Page" to review the pages from the main Sections page.

#### Validation Messages

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

[Return To Sections Page](#)

##### Residential Mental Health Facilities

Actions	Approval of Out-Of-State Facilities
<a href="#">Review</a>	Questions marked with an asterisk (*) require a response. <span style="float: right;">Error</span>
Actions	Facility Approval Documents (Updated Nov. 2024)
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) Fire Safety Inspection Report'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) Health inspection report of food-service area (if the school is cooking and serving food, but unnecessary if food is catered)'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) School Handbook and/or Separate Policies'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) Active teaching licenses for all teachers, including at least one endorsed in Special Education'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) Procedures for Evaluating Teachers and Principals'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) Identification of the curriculum, by grade level'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) Graduation requirements (middle and high school only)'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) Transcript template or evidence of software program purchased for this purpose (middle and high school only)'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) Employee non-discrimination policy (to comply with state and federal laws)'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) School operational calendar – clearly identifying student instructional days, abbreviated days, holidays, professional development, and PT conferences, as applicable.'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) Student/teacher daily schedules (must meet minimum requirement of 6.5 instructional hours)'. <span style="float: right;">Error</span>
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '(RMH) Accreditation certificate, if applicable'. <span style="float: right;">Error</span>
Actions	Student Admission Related Documents
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document 'Student Enrollment Evidence'. <span style="float: right;">Error</span>

[Return To Sections Page](#)

Once all errors have been cleared, return to the beginning of **Step 10** to submit.

Once the application has been submitted, the user will be notified once the department has reviewed the application. Comments from the department can be seen on Residential Mental Health Facilities Checklist page:

### Residential Mental Health Facilities Sections

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

Status: Draft Started

Change Status To: [LEA Residential Mental Health Facilities Director Draft Completed](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
[-] History Log	
History Log	
<a href="#">Create Comment</a>	
[-] Residential Mental Health Facilities	
<a href="#">Purpose and Definitions</a>	
<a href="#">Approval of Out-Of-State Facilities</a>	
<a href="#">Student Admission</a>	
<a href="#">Facility Approval Documents (Updated Nov 2024)</a>	
<a href="#">Student Admission Related Documents</a>	
[-] Checklist	
<a href="#">Residential Mental Health Facilities Checklist</a>	
All	

[Return](#)

When selected, the checklist will provide comprehensive feedback to the user.

### Residential Mental Health Facilities Checklist

Inner Harbour-Youth Villages (GA-IHYV) Non-LEA - FY 2026 - Residential Mental Health Facilities - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 2 2025 8:14AM.

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General Checklist Comment	
No comments have been made at this time	
Checklist Description ( <a href="#">Collapse All</a> <a href="#">Expand All</a> )	
[-] 1. Health and Safety Inspection Reports	Not Reviewed
1.01 Health and Safety Inspection Reports	
[-] 2. School Handbook and Policies	Not Reviewed
2.01 Hours of Operation;	
2.02 Health and Immunization Policies, including required vaccinations and exemptions policy;	
2.03 Enrollment and Attendance Policies, including kindergarten enrollment requirements and determinations of excused or unexcused absences;	
2.04 Testing Policy (with identification of chosen nationally standardized tests for 3rd - 11th grades, as appropriate)	
2.05 Graduation Requirements Policy (high school only);	
2.06 Student Permanent Records Retention Policy;	
2.07 Progress Report Policy;	
2.08 Promotion and Retention Policy;	
2.09 Student-Teacher Ratio and Class Size Information (including maximum);	
2.10 Non-Discrimination Policy (to comply with state and federal laws, as applicable)	
2.11 Provision or policy explaining requirements for criminal history record checks for any person, including contractors, having direct contact with students.	

### Revisions and updates

Revisions and updates will follow the same steps as the original application for corrections and/or adding new students. Please refer to the relevant section to review the steps for entering information. The revisions and updates will also be submitted as detailed in Step 10 and/or 11 of this guide.