



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 521 SOCIAL SERVICES INSPECTIONS

POLICY: Social Services may request an inspection of a residence under North Dakota Century Code chapter 50-25.1.

PROCEDURE:

1. Social Services may contact the Environmental Health Division and request to be inspected. A date will be scheduled for the inspection. At minimum representatives from both Social Services and Environmental Health will be present for the inspection.
2. Upon arrival at the residence, identify yourself to the resident.
3. Conduct inspection to determine compliance with health standards using the Social Service Letter template.
 - a. Utilize proper equipment to aid in the inspection process.
 - b. During the inspection focus on factors involved in infection and the transmission of disease such as, lavatory services, sanitary practices, infestations, access to running water, connection to septic system, and handling of rubbish.
4. Prepare a letter from the Social Services Letter template outlaying the findings from the inspection, including photographs taken. Send the letter to the Social Services office that requested the inspection.
5. Make follow-up inspections and visits as indicated. Follow the above listed procedure for any necessary follow-up inspections.
6. Log the appropriate information into CVHD Complaint Log located under Environmental Health on the CVHD shared drive.
7. Retain the original copy of the letter under the Incident Letters folder located under Environmental Health on the CVHD shared drive.