

Plan Name	Community Engagement Plan
Applicable to:	All stakeholders
Location	Policies and Procedures Manual
Effective Date	May 5, 1998
Date(s) of Revision	December 29, 2022; January 6, 2020; June 30, 2015
Legal and Other References	Ohio Administrative Code (OAC) 5101:2-9-38

K.E.L.L.Y. Youth Services, Inc. (“KYS”) will follow the Community Engagement Plan (“Plan”) outlined below which includes protocols to be used by the community to communicate concerns or other pertinent information regarding KYS’s facilities:

1. Contact Phone Number for KYS: The KYS administrative office is open Monday – Friday 9am - 5pm. An individual may call (513) 761-0700 to express any concerns and/or obtain pertinent information about KYS’s residential facility. The KYS administrative assistant will take the call and relay all information to the KYS Administrator and/or Executive Director within 24 hours. A member of the KYS executive staff will respond to concerns within two business days.
2. KYS Email Address: An individual can send concerns or obtain any pertinent information about KYS’s residential facility to the Administrator at administrator@kysinc.com or to the Executive Director at director@kysinc.com. The Administrator/and or Executive Director will respond via email within two (2) business days.
3. Pursuant to OAC 5101:2-9-38, KYS will provide all applicable information outlined in Sections 1 and 2 herein as follows:
 - a. Upon request by an individual, the Administrator or Executive Director will provide all applicable information to an individual or community leader within two business days.
 - b. Via the KYS company website at www.kellyyouthservices.com. Requests for additional information can be made via website and responses to such requests will be provided by executive staff member with two business days.
4. KYS staff are trained on the implementation of this Plan and procedures for responding to incidents involving a client at a KYS facility and neighbors or the police.

Authorizing Signatures

Chairman, Board of Directors Andie Armstead Date 12/29/2022 | 11:04 AM PST

CEO Joe Kelly Date 12/29/2022 | 10:49 AM PST