

CHILDREN, YOUTH AND TEEN PROGRAMS

Higher Headquarters Inspection Tool

I. Background of the Initiative

The Higher Headquarters Inspection Tool (HHIT) was developed as a result of the expressed desire from Headquarters Marine Corps (HQMC) to have a comprehensive standardized inspection tool for Children, Youth and Teen Programs (CYTP). In December 2003, a working group gathered to begin the necessary steps towards the development of a new Multidisciplinary Inspection Tool (MDT), simultaneously changes were being formulated to the HHIT. The intent of this initiative was to reflect the mission of CYTP, consolidate existing guidance, clarify roles and responsibilities, and standardize programs throughout the Marine Corps.

Due to the differences in focus between the MDT and the HHIT, the tools have some variance in program requirements. Not all MDT program requirements have an exact HHIT counterpart; however, both inspection tools cover the same fundamental concepts.

This project completes two years of coordination between HQMC and installation representatives, linking the MDT package with the HHIT. This tool moves the CYTP towards a process of continuous program improvement and provides the vehicles for achieving a higher level of quality that exemplifies best practices for CYTP worldwide.

II. Cultural Shift

The use of these new tools will bring about a cultural shift. The focus and organization of the new tools will provide opportunities for a full assessment of CYTP, identify the systems and components that are working well, and to identify areas of program improvement.

The overall goal for these tools is to demonstrate continued program improvement. This improvement will reflect a consistent and systematic approach to implementing quality across all program areas. It will require a shift in our expectation. The objective is not that any CYTP be green in 100 percent of the 175 program requirements but strive for improvement in the summary scores. As programs shift and change, so will their scores.

III. Higher Headquarters Inspection Tool Organization

The HHIT divides the program requirements into four major categories: Program Management, Risk Management, Resource Management, and Curriculum and Programming. These four categories are further divided into seventeen subcategories consisting of the 175 program requirements. The tool organization is as follows:

Program Management - Program Central Enrollment PM I, Records Management PM II, Customer Relations PM III, and Training PM IV.

Risk Management - Child Abuse Prevention Practices RM I, Inspections and Credentials RM II, Health Practices RM III, Fire Prevention Practices RM IV, and Safety Practices RM V.

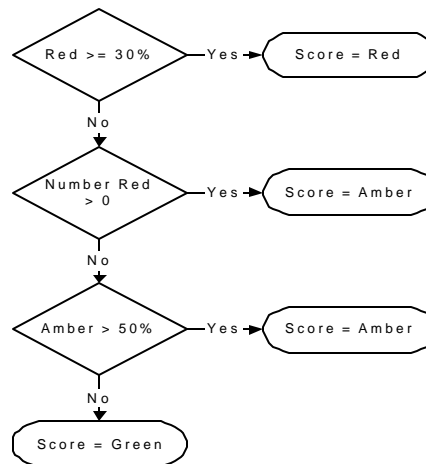
Resource Management - Fees RE I, Personnel and Compensation RE II, Cost Efficient Program Standards RE III, and Marketing/Partnerships RE IV.

Curriculum and Programming - Curriculum CPI, Materials CPII, Environments CPIII, and Interactions CP IV.

IV. Scoring Guidance

The scoring guidance below, established by the HQMC CYTP, demonstrates how the HHIT scores are calculated. As you follow the flowchart, you will see that it is a process of elimination. If the first criterion is met, then you stop and that is your score. If not, you go to the second criterion. If that is met, then you stop and that is your score, and so on until you meet a specific criteria.

Subcategory Roll-up: For each subcategory, the number of red, amber, and green scores are tallied and the overall score for that subcategory is determined. Inspectors should provide written comments on red and amber subcategories. Computations establishing overall scores are provided below.



The entire subcategory is Red:

If the percentage of *Red* program requirements within the subcategory is greater than or equal to 30%.

If this is true then **STOP**. This is your score - *Red*. If not, continue to the next criterion:

The entire subcategory is Amber:

If at least one program requirement within the subcategory is *Red* (assuming the criterion above was not met).

If this is true then **STOP**. This is your score - *Amber*. If not, continue to the next criterion:

The entire subcategory is Amber:

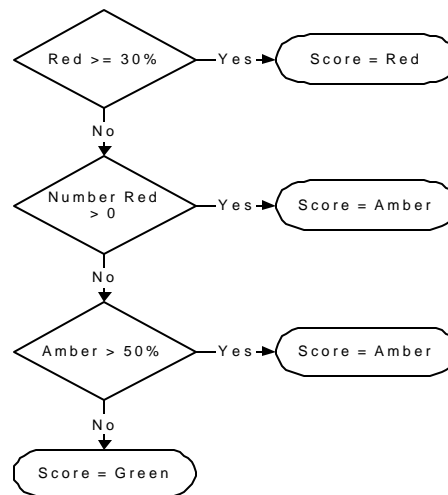
If the percentage of *Amber* program requirements within the subcategory is greater than 50% (assuming the criteria above were not met).

If this is true then **STOP**. This is your score - *Amber*. If not, continue to the next criterion:

The entire subcategory is Green:

If none of the criteria above are met the subcategory score is *Green*.

Category Roll-up: Guidelines for rolling up the overall category scores are provided below. Inspectors should provide written comments on red and amber categories.



The entire category is Red:

If the percentage of *Red* subcategories within the category is greater than or equal to 30%.

If this is true then **STOP**. This is your score - *Red*. If not, continue to the next criterion:

The entire category is Amber:

If at least one subcategory within the category is *Red* (assuming the criterion above was not met).

If this is true then **STOP**. This is your score - *Amber*. If not, continue to the next criterion:

The entire category is Amber:

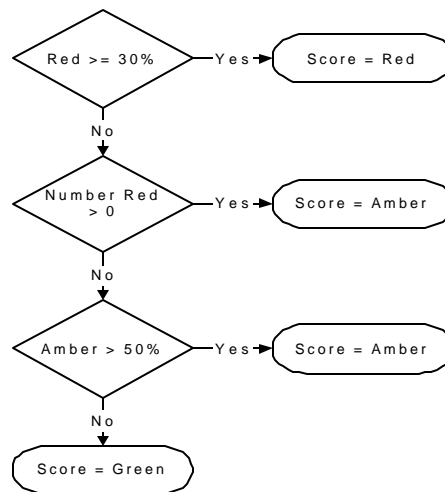
If the percentage of *Amber* subcategories within the category is greater than 50% (assuming the criteria above were not met).

If this is true then **STOP**. This is your score - *Amber*. If not, continue to the next criterion:

The entire category is Green:

If none of the criteria above are met the category score is *Green*.

CYTP Roll-up: Guidelines for rolling up the overall program score are provided below. Inspectors should provide written comments on a red or amber score.



The entire CYTP is *Red*:

If the percentage of *Red* categories within the CYTP is greater than or equal to 30%.

If this is true then **STOP**. This is your score - *Red*. If not, continue to the next criterion:

The entire CYTP is *Amber*:

If at least one category is *Red* within the CYTP (assuming the criterion above was not met).

If this is true then **STOP**. This is your score - *Amber*. If not, continue to the next criterion:

The entire CYTP is *Amber*:

If the percentage of *Amber* categories within the CYTP is greater than 50% (assuming the criteria above were not met).

If this is true then **STOP**. This is your score - *Amber*. If not, continue to the next criterion:

The entire CYTP is *Green*:

If none of the criteria above are met the CYTP score is *Green*.

Recording Scores: A HHIT scoring summary worksheet is provided as a resource to annotate program requirement scores. This worksheet will facilitate calculating the total number of scores by each color (red, amber, green or N/A). The inspection team lead will then be able to combine the four section scores into one overall CYTP score for the installation.