



Summer 2025

The Department of Behavioral Health and
Intellectual disAbility Services (DBHIDS)
Provider & Program Management (PPM) Unit

Summer Camp Guidelines for Participation

November 13, 2024

General Information and Eligibility Criteria

- The Madeline Moore Summer Camp Grant is offered by the Department of Behavioral Health and disAbility Services (DBHIDS) and administered by the Provider & Program Management (PPM) Unit.
- Camps must offer 75% recreational activity to participate. The grant cannot be applied to therapeutic camps, day care, or education enrichment camps.
- The grant offers up to \$400 to offset the cost of camp.
- Children must reside in Philadelphia and be receiving behavioral health services.
- Children must be between the ages of 6 to 17.

Personnel

Camps must maintain the following:

1. Current clearances for all staff. (Child abuse, FBI fingerprint, Criminal record check)
2. Written procedures for discipline of campers. Staff should be trained in these procedures.
3. Statement of personnel policies and practices. Staff should be trained in these policies.
4. Staff should have basic First Aid training.
5. We encourage Mental Health First Aid training for staff. Virtual trainings are available. This training can be found at <http://healthymindsphilly.org/mhfa>.

Safety Guidelines

1. Camp shall establish written emergency procedures that address evacuation of the camp in case of fire, disasters, serious accidents, illness or injury.
2. Camp shall inform each staff member of his/her duties in case of an emergency.
3. Camp shall ensure that security measures are in place and that facility is secured from unwelcomed visitors.
4. Camp shall report to PPM any significant incidents within 24 hours.

Facilities

1. Camp must take proper precautionary measures regarding hazardous areas, including fences and warning signs, to eliminate accidents.
2. Camp facility must remain sanitary to ensure a safe site for children.
3. Equipment used in the camp facilities must be of good quality as not to present risk of injury.

Application-Agreement

Participating camps sign an agreement with DBHIDS which includes but is not limited to the following:

1. Be ready to accept grant applications when DBHIDS begins to accept grant applications.
2. Understand that the grant approval letter is a guarantee of payment.
3. Agree to admit those children who have been approved for grant funding - even when payment has not yet been received.
4. Attendance sheets should be submitted no later than 2 weeks after camp has ended.
5. Refund grant funds for children who did not attend.

General Business Requirements Private Camps

The following documentation must be submitted through the Summer Camp web portal.

1. Signed Application/Agreement
2. Certificate of Occupancy or DHS Certificate of Compliance
3. Proof of Insurance (covering accidents, negligence and appropriate employee malpractice)
4. Established Emergency Protocol
5. Camp Brochure
6. Camper Registration Form
7. Request for W-9

General Business Requirements City of Philadelphia Camps

The following documentation must be submitted through the Summer Camp web portal.

1. Signed Application/Agreement
2. Established Emergency Protocol
3. Camp Brochure

Camp Brochure/Flyer

Must include the following:

- Camp name
- Site location(s)
- Encampment year
- Encampment dates
- Camp activities
- All applicable camp fees

Camper Registration Form

Must include the following:

1. Camp name
2. Current Year

Completing Grant Application

Complete the following fields

1. Enter camp name and address
2. Insert dates child will attend camp.
3. Enter all camp fees that are required for the child to attend camp.*
 - Fees entered must be listed on the brochure/flyer
4. Enter discounts or subsidies as a negative (-) in “*Other*” field.
5. All fields should equal the total cost of camp.
6. Camp director or designated camp staff must enter name and sign grant application.

*Grant fees can only be used to cover the cost of the camper. Fees to cover parent and/or support staff are not covered by the grant.

The signed grant application indicates the child is registered and has a spot at camp.

Completing Grant Application

CAMP INFORMATION	
Name of camp	Camp Funtastic
Camp street address	111 New Avenue
City, State, Zip	Phila, Pa 19122
Camp contact person	John Johnson
Camp phone #	215-999-5555
Camp fax #	215-999-5551
E-mail address	JJ@funtastic.com
List dates child will attend camp	
Encampment Dates:	From 6/27/24 To 7/30/24
Breakdown of Fees (Fees must be listed on brochure.)	
\$ 0	Membership fee
\$ 0 25	Registration fee
\$ 0 75 (\$375)	Fee: Weekly <u>Session</u> Entire camp fee (circle one)
0 5	Number of weeks/sessions (If fee reflects entire camp fee, leave blank)
\$ 0 10	T-shirt
\$ 0 75	Trips
\$ 0	Transportation
\$ 0	Meals
\$ 0 100 (5 sessions)	Before care
\$ 0	After care
\$ 0 -90	Other, please specify: We Help Kids Subsidy
\$ 0 495	Total cost of camp
\$ 0 400	Amount being requested
\$ 95	Balance Due

up to a maximum \$400.

List the number of weeks or sessions. If fee is for entire summer, no entry is needed.

Circle what applies based on fees listed on flyer.

Enter as (-) for discount or subsidy or fee as listed on flyer.

Identify the subsidy or fee.

Approvals, Payments, Attendance Sheets, Incident Reporting

1. PPM processes grant applications through June.
2. The grant approval letter is your camp's guarantee of payment.
3. Payments are issued between June through August.
4. View all approvals via the Summer Camp portal.
5. Attendance sheets will be emailed with names of all approved campers.
6. Completed attendance sheets should be returned no later than 2 weeks after camp has ended.
7. Complete the Incident Report within 24 hours and submit via email when a problem occurs involving a grant recipient.

Summer Camp Portal

Online Access

<https://dbhidsapps.phila.gov/SCCamp/SummerCamp/Account/LogOn>

Pre-logon page

- Participation Guidelines
- Registration/User Instructions
- Register/Logon

Homepage

- Important updates from DBHIDS
- Add sites and users
- DBHIDS Agreement
- Request for W9
- Significant Incident Report
- View status of applications

Registration

1. **New registrations** complete the initial online registration form, PPM will see you as a New camp.
 - Camp Site Profile: Enter information for your first site. Additional sites can be added later.
 - Camp Business Office Profile (Optional): Enter information for your business office, if applicable.

Wait for an email response stating that your camp has been marked Pending. The email will contain a link for you to create a password.

2. **Returning camps** will be in Pending status. Review, manage, and add any new sites. Add or delete users.

Send an email to SummerCamp when changes are completed.

For Security purposes generic emails will not be accepted as the username. Shared access is not supported.

Examples: SunshineCamp@gmail.com - not acceptable
John.Smith@SunshineCamp.org – acceptable

Note: DBHIDS is a HIPAA reporting department of the City of Philadelphia. Unauthorized access to the camp portal is prohibited.

Camp Management

Super Admin can

- Create new sites
- Add additional Super Admins
- Add Users
- See data for all camp sites
- See grant applications for all camp sites
- Upload documents for all sites

Super Admin is responsible for adding authorized users. Users who no longer need access must be deleted. **Each user should be added with a unique email address. Shared access is not supported.**

User can

- View data for assigned camp site(s)
- See grant applications for assigned camp site(s)
- Upload documents for assigned site(s)

Upload Documents

Add required documents using the dropdown menus.

Documents must be in **PDF** format and less than 5MB in size. Use the accurate label.

1. Choose the *Attachment Type*.
2. Select *Choose File* to upload the document.
3. Choose the *Attach* button at the bottom.

For date sensitive documents, enter the expiration date (Insurance Certificate, DHS Compliance).

Multiple pages must be saved into one document.

Three document types can be attached at a time. To attach additional documents, repeat the steps.

Grant Submission Start Date

Anticipated start date for
submitting grant applications is
February 3, 2025.

Contact Us

Email

SummerCamp_DBHIDS@phila.gov


Phone Numbers

Carol Chase 215-685-4746

Cherise Suttles 215-685-4740

Online Portal

<https://dbhidsapps.phila.gov/SCCamp/SummerCamp/Account/LogOn>

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Thank you for attending.

Provider & Program Management (PPM) Unit