

UTAH DEPARTMENT OF HUMAN SERVICES
OFFICE OF LICENSING
ADULT FOSTER CARE
RULES CHECKLIST

Licensing Staff: _____ Date: _____

Provider: _____

Address: _____

Licensed Capacity: _____ Number of Consumers Enrolled: _____

Provider Signature: _____

* Effective May 4, 1998, (62A-2-106) Divisions will enforce the following Rules for licensees under contract.

COMPLIANCE REQUIREMENTS	Y E S	N O	N / A	CONT RACT	COMMENTS
R501-17					
R501-17. Adult Foster Care Standards. The following is on file: 1. Application 2. CBS Clearances					
R501-17-3. Authority. Adult foster care home has contracted with the Division of Aging and Adult Services, hereinafter referred to as DAAS.					
R501-17-5. Adult Foster Care Provider and Family Requirements. A. Personal characteristics of adult foster care provider and family are, at a minimum ,as following: 1. Provider is in good health, and able to provide physical and emotional care to the consumer. a. Provider has a physical examination by a medical practitioner at initial licensing. b. Provider self-certifies his or her personal physical condition annually. 2. Provider is an emotionally stable and responsible person 21 years of age or older. Provider is a legally married couple. Provider is a single individual. 3. Provider has sufficient income to maintain the family and does not depend solely on the foster care payment. 4. Provider is not a DAAS employee. In emergency situations an employee may provide care with approval of the DAAS Regional Director. 5. Provider follows Office rules and DAAS rules and works cooperatively with the Office, DAAS, State, Court, and law enforcement officials. 6. Provider has read, signed and follows the current Department Provider Code of Conduct. 7. Provider complies with the requirements of R501-14 and R501-18.				*	
B. Family Composition and Consumer Placement: 1. The number, ages, and gender of persons in the home have been taken into account as they may be affected by or have an affect upon the consumer. 2. Provider has no more than six children, including the provider's children under 18 years of age, living in the home. 3. No more than two children under two years of age, reside in the foster home, including natural children. 4. No more than three unrelated adults are placed in the home. Composition may be flexible and considers the needs of each adult and the family or provider. 5. No other programs providing care for children, youth or adults operate out of the home.					*
R501-17-6. Physical Aspects of Home. A. The adult foster home is located where school, church, recreation, and other community facilities are available or accessible through arranged transportation.					*

COMPLIANCE REQUIREMENTS R501-17	Y E S	N O	N / A	CONT RACT	COMMENTS
B. The physical facilities of the adult foster home are clean, in good repair, and provide for normal comforts in accordance with accepted community standards.					
C. The adult foster home is free from health and fire hazards. 1. The adult foster home has at least one smoke detector on each floor. 2. The adult foster home has at least one approved fire extinguisher. The extinguisher is serviced annually. 3. The adult foster home has at least one adequately supplied first aid kit.					
D. There is sufficient bedroom space in accordance with the following: 1. rooms are not shared by consumers of the opposite sex, and 2. each consumer has his or her own bed none of which are portable. Beds are solidly constructed, and provided with clean linens at least weekly r when soiled. 3. Bedrooms have a source of natural light, and are ventilated by mechanical means or equipped with a screened window that opens. 4. Closet and dresser space is provided within the bedroom for the consumer's personal possessions and for a reasonable degree of privacy.					
E. Building and grounds: 1. There is adequate indoor and outdoor space for recreational activities. 2. All indoor and outdoor areas are maintained in a safe and sanitary condition. 3. Areas determined to be unsafe, including steep grades, cliffs, open pits, swimming pools, high voltage boosters, or high-speed roads, are fenced off or have natural barriers.					
F. Equipment: 1. All furniture and equipment is maintained in a safe and sanitary condition. 2. Furniture and equipment is of sufficient quantity, variety, and quality to meet individual consumer needs.					
R501-17-7. Nutrition.					
A. Daily meals and snacks meet the component, quality, and quantity of the Recommended Daily Allowance for adults.					
B. Provider provides for specialized diet needs as required by the consumer.				*	
C. Sanitary drinking water is available at all times.					
R501-17-8. Emergency Plans					
A. Provider has a written plan of action for emergencies and disasters to include the following: 1. evacuation with a pre-arranged site for relocation, 2. transportation and relocation of consumers when necessary, 3. supervision of consumers after evacuation or relocation, and 4. notification of appropriate authorities.					
B. Provider has a written plan for medical emergencies with arrangements for medical transportation and care.					
C. In case of emergency the provider notifies the emergency contact person or appropriate authorities.					
D. Provider notifies the consumer's physician and DHS worker of any accidents or injuries, which require medical treatment.				*	
E. Other non-medical emergencies are reported to the appropriate authorities.					
F. Provider immediately reports any serious illness, injury or death of a consumer to the DAAS Regional office.				*	

COMPLIANCE REQUIREMENTS R501-17	Y E S	N O	N / A	CONT RACT	COMMENTS
R501-17-9. Infectious Disease. A. Provider has policies and procedures designed to prevent or control infectious and communicable diseases in the home.					
B. Provider receives training in the control of infectious diseases that meet Department of Health criteria.					
R501-17-10. Medication. A. Consumers are responsible for administering their own medication.				*	
B. All adult household members responsible for medications keep them in a safe and proper place					
C. Medication is not discontinued without the approval of the physician. Unusual reactions or side effects are reported to the physician.				*	
D. Medication is not used for behavior management or restraint unless prescribed by a physician with notification to the DAAS worker.				*	
R501-17—Transportation. A. Provider provides or arranges necessary transportation.					
B. Transportation is provided according to state safety requirements.					
C. Drivers of vehicles have a valid Utah driver license and observe Utah State driving regulations.					
D. Transportation is provided in vehicles, which have current registration and safety inspection.					
E. There is a means of transportation in case of emergency.					
F. Each vehicle is equipped with an adequately supplied first aid kit and an emergency list which has the names of occupants and the name, telephone number and address of the provider.					
R501-17-12. Behavior Management. A. Provider provides appropriate supervision at all times.				*	
B. Provider does not use, nor permit the use of corporal punishment, physical or chemical restraint, infliction of bodily harm or discomfort, deprivation of meals, refuse rest or visits with family, humiliating or frightening methods to control the behavior of consumers.				*	
C. Provider informs the DAAS worker of any extreme or repeated behavioral problems.				*	
R501-17-13. Consumer Rights in Adult Foster Care. A. A description of the consumer's rights and responsibilities is provided and explained when the adult is admitted to the home. When appropriate, the consumer is informed verbally and in writing of this policy to his or her understanding.				*	
B. Provider adheres to the following: 1. allows the consumer to eat meals with the family, and allows the consumer to eat the same food as the family unless the consumer has a special prescribed diet, 2. allows the consumer to participate in family activities, 3. protects privacy of information, 4. does not make copies of consumer records, 5. explains consumer responsibilities, including household tasks, privileges, and rules of conduct, 6. does not allow discrimination, 7. treats the consumer with dignity, 8. allows consumer the right to communicate with family, attorney, physician, clergyman, and other, except where documented to be clinically contraindicated, 9. has a list of people whose visitation rights have been restricted by legal guardian or DAAS worker, 10. allows consumer the right to send and receive mail, and 11. allows the consumer to manage his or her own fiscal affairs, unless the consumer has an approved representative, i.e., conservator to assist them with the management of his or her money.				* * * * * * * * * * *	

COMPLIANCE REQUIREMENTS R501-17	Y E S	N O	N / A	CON T R A C T	COMMENTS
R501-017-14. Record Keeping. A. The provider maintains the following: <ol style="list-style-type: none"> 1. current license certificate, 2. copy of contracts with DAAS, 3. medical report, Form ASP19, and 4. documentation of training. 					
B. The provider maintains a file for each consumer, to include the following: <ol style="list-style-type: none"> 1. biographical information including a current emergency contact name and telephone number, 2. documentation of each consumer to include the following: <ol style="list-style-type: none"> a. physical, visual, and dental examinations, b. emergencies requiring medical treatment, c. medication, when applicable, and d. record of significant expenditures for the consumer. 				* * * * *	