

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF LICENSING  
RESIDENTIAL SUPPORT  
RULES CHECKLIST

Licensing Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_

Director: \_\_\_\_\_

Address: \_\_\_\_\_

Licensed Capacity: \_\_\_\_\_ Number of Consumers Enrolled: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Fee: \_\_\_\_\_

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

COMPLIANCE REQUIREMENTS R501-22	Y E S	N O	N / A	CONT RACT	COMMENTS
The following is on file: 1. application 2. current staff information (org. chart, staff list) 3. background clearance screening form when required					
<b>R501-22-3. Definition.</b> Program meets the definition for residential support.					
<b>R501-22-4. Administration.</b> A. Program complies with R501-2, Core Standards.					
B. Program ensures that consumers receive direct service from an assigned worker or other appropriate staff.					
C. A list of current consumers is available and on-site at all times.					
<b>R501-22-5. Staffing.</b> A. Program has an employed manager responsible for the day to day resident supervision and operation of the facility. Responsibilities are clearly defined. If manager is absent there is a substitute to assume managerial responsibility as needed. If program serves adults, it is not required to provide 24-hour supervision except for domestic violence.				*	
B. Program makes arrangements for medical backup with a medical clinic or physician licensed to practice medicine in Utah.				*	
C. During normal staff hours, program has at least one person on duty who has completed and remains current in a certified first aid and CPR program.				*	
D. If program utilizes students and volunteers, it provides screening, training, and evaluation of volunteers. Volunteers providing care in domestic violence shelters, without a paid staff present, have direct communication access to designated staff at all times. Volunteers are informed verbally and in writing of program objectives and scope of service.				*	
<b>R501-22-6. Direct Service.</b> This section supersedes Core Standards, Section R501-2-8. A. Program consumer records contain the following: 1. name, address, telephone number, admission date, personal information as required by the program, 2. emergency information with names, address, and telephone numbers, 3. a statement indicating that the resident meets admission criteria, 4. description of presenting problems, 5. service plan and services provided, and referral arrangements as required by program, 6. discharge date, 7. signature of person or persons, or designee providing services, and 8. crisis intervention and incident reports.				*	

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B. Program's consumer service plan offers and documents as many life enhancement opportunities as are appropriate and reasonable.				*	
C. Domestic Violence Shelter action plans include the following: 1. a review of danger and lethality with victim and discussion of the level of the victim's risk of safety, 2. a review of safety plan with the victim, 3. a review of the procedure for a protective order and referral to appropriate agency or clerk of the court authorized to issue the protective order, and 4. a review of supportive services to include, but not limited to, medical, self sufficiency, day care, legal, financial, and housing assistance. Program facilitates connecting services to those resources as requested. Appropriate referrals are made, when indicated, and documented in the consumer record for victim treatment, psychiatric consultation, drug and alcohol treatment, or other allied services. 5. Domestic Violence Shelter staff completing action plans have at least a Bachelor's Degree in Behavioral Sciences.				*	
<b>R501-22-7. Physical Environment.</b> A. Physical Environment: Program provides written documentation of compliance with the following: 1. local zoning ordinances, 2. local business license requirements, 3. local building codes, 4. local fire safety regulations, 5. local health codes, and 6. local approval from appropriate government agency for new program services or increased consumer capacity.					
B. Building and Grounds 1. Program ensures that the appearance and cleanliness of the building and grounds are maintained. 2. Program takes reasonable measures to ensure a safe physical environment for consumers and staff.					
<b>R501-22-8. Physical Facility.</b> A. Live-in staff have separate living space with a private bathroom.					
B. Program has space to serve as an administrative office for records, secretarial work and bookkeeping.					
C. Space is provided for private and group counseling sessions.					
D. Bathrooms 1. There are separate bathrooms, including a toilet, lavatory, tub or shower, for males and females. These are maintained in good operating order and in a clean and safe condition. 2. Consumer to bathroom ratio is 10 to one. 3. Bathrooms accommodate consumers with physical disabilities, as required, 4. Bathrooms are maintained in good operating order and equipped with toilet paper, towels, and soap. 5. There are mirrors secured to the walls at convenient heights, 6. Bathrooms are placed to allow access without disturbing other residents during sleeping hours, 7. Bathrooms are ventilated by mechanical means or equipped with a screened window that opens. 8. Domestic Violence Shelter Bathrooms' a. family members share bathrooms, and b. If bathrooms are shared by more than one family or by children over the age of eight, parents or program staff ensure that privacy is protected.					

COMPLIANCE REQUIREMENTS R501-22	Y E S	N O	N / A	CONT RACT	COMMENTS
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<p>E. Sleeping Accommodations</p> <ol style="list-style-type: none"> <li>1. A minimum of 60 square feet per consumer is provided in a multiple occupant bedroom and 80 square feet in a single occupant bedroom. Storage space is not counted.</li> <li>2. Sleeping areas have a source of natural light, and are ventilated by mechanical means or equipped with a screened window that opens.</li> <li>3. Each bed, none of which are portable, are solidly constructed and are provided with clean linens after each consumer stay and at least weekly.</li> <li>4. Sleeping quarters serving male and female residents are structurally separated</li> <li>5. Consumers are allowed to decorate and personalize bedrooms with respect for other residents and property.</li> <li>6. For Domestic Violence Shelters, Family Support Centers and children's shelters, the following applies:               <ol style="list-style-type: none"> <li>a. A minimum of 40 square feet per consumer is provided in a multiple occupant bedroom. Storage space is not counted. The use of one crib for children under two years of age is not counted in the square foot requirement as long as it does not inhibit access to and from the room.</li> <li>b. Roll away and hide-a-beds are used as long as the consumer square foot requirement is maintained.</li> <li>c. Family members are allowed to share bedrooms. If bedrooms are shared by more than one family, parents or program staff make appropriate arrangements to ensure privacy is protected.</li> </ol> </li> </ol>					
<p>F. Equipment</p> <ol style="list-style-type: none"> <li>1. Furniture and equipment are of sufficient quantity, variety, and quality to meet program and consumer needs.</li> <li>2. All furniture and equipment are maintained in a clean and safe condition.</li> </ol>					
<p>G. Storage.</p> <ol style="list-style-type: none"> <li>1. Program has locked storage for medications.</li> <li>2. Program has locked storage for hazardous chemicals and materials, according to the direction of the local fire authority.</li> <li>3. Any weapons brought into the facility are secured in a locked storage area or removed from the premises.</li> </ol>					
<p>H. Laundry Service</p> <ol style="list-style-type: none"> <li>1. If program permits consumers to do their own laundry, it provides equipment and supplies for washing, drying and ironing.</li> <li>2. If program provides for common laundry of linens and clothing, it provides containers for soiled laundry separate from storage for clean linens and clothing.</li> <li>3. Laundry appliances are maintained in good operating order and in a clean and safe condition.</li> </ol>					
<p><b>R501-22-9. Food Service.</b></p> <p>A. One staff person is responsible for food service. If this person is not a professionally qualified dietitian, regularly scheduled consultation with a professionally qualified dietitian is obtained. Meals served are from dietitian-approved menus.</p>					
<p>B. Staff responsible for food service maintain a current list of consumers with special nutritional needs, record in the consumer's service record information relating to special nutritional needs and provide for nutritional counseling where indicated.</p>					
<p>C. Program establishes and posts kitchen rules and privileges according to consumer needs.</p>					
<p>D. Consumers present in the facility for four or more consecutive hours are provided nutritious food.</p>					
<p>E. Meals may be prepared at the facility or catered.</p>					

COMPLIANCE REQUIREMENTS R501-22	Y E S	N O	N / A	CONT RACT	COMMENTS
F. Kitchens have clean, safe operational equipment for the preparation, storage, serving, and clean up of all meals.					
G. Adequate dining space is provided for consumers. Dining space is maintained in a clean and safe condition.					
H. If meals are prepared by consumers, there is a written policy to include the following: 1. rules of kitchen privileges, 2. menu planning and procedures, 3. nutritional and sanitation requirements, and 4. schedule of responsibilities.					
<b>R501-22-10. Specialized Services for Substance Abuse.</b>					
A. Program does not admit anyone who is currently experiencing convulsions, in shock, delirium tremens, in a coma or unconscious.					
B. Before admission, consumers are tested for Tuberculosis. Both consumers and staff are tested annually or as directed by the local health requirements.					
<b>R501-22-11. Specialized Services for Programs Serving Children.</b>					
A. Program provides clean and safe age appropriate toys for children.					
B. Program provides an outdoor play area enclosed with a five-foot safety fence.					
C. Only custodial parents, legal guardian, or persons designated in writing are allowed to remove any child from the program.					
D. Program provides adequate staff to supervise children at all times.				*	
<b>R501-22-12. Specialized Services for Domestic Violence Shelters.</b>					
A. Program provides clean and safe age appropriate toys for children.					
B. Program provides an outdoor play area enclosed with a five-foot safety fence.					
C. Program provides and documents the following information both verbally and in writing to the consumer: Shelter rules, reason for termination, and confidentiality issues.					
D. Parents are responsible for supervising their children while at the shelter. If parents are required to be away from the shelter or involved in shelter activities without their children, they arrange for appropriate childcare services.				*	