

**UTAH DEPARTMENT OF HUMAN SERVICES
OFFICE OF LICENSING
SOCIAL DETOXIFICATION
RULES CHECKLIST**

Licensing Staff: _____ Date: _____

Program: _____

Director: _____

Address: _____

Maximum Licensed Capacity: _____ Number of Consumers Enrolled: _____

Provider Signature: _____ Fee Charged: _____

*Effective May 4, 1998, (62A-2-106) For programs contracted to a DHS Division listed in 62A-1-105, these rules will be reviewed by contract monitors in coordination with the Office of Licensing.

COMPLIANCE REEQUIREMENTS	Y	N	N	CONT	COMMENTS
R501-11	E	O	/	RACT	
S			A		
The following is on file: 1. Application 2. Current staff information (org. chart, staff list) 3. Background clearance screening form when required.					
R501-11-4. Administration					
A. Program complies with R501-2, Core Rules.					
B. A current list of enrollment of all registered consumers is on-site at all times.					
R501-11-5. Staffing.					
A. Program has an employed manager who is responsible for the day-to-day consumer supervision and operation of the facility. Responsibilities of the manager are clearly defined. When manager is absent there is a substitute available.					
B. Professional staff include at least one of the following individuals who have received training to work with substance abusers: 1. a licensed physician, or consulting licensed physician, or 2. a licensed mental health therapist, or consulting licensed mental health therapist, or 3. a licensed psychologist, or consulting licensed psychologist, and 4. a licensed substance abuse counselor, or unlicensed staff who work with substance abusers are supervised by a licensed clinical professional.				*	
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C. Program has a staff person trained, by a certified instructor, in standard first aid and CPR, on duty with consumers at all times. Training is updated as required by the certifying agency.					
R501-11-6. Direct Service					
Program service records contain the following:					
A. name, address, telephone number, admission date,					
B. emergency information with names, addresses, telephone number of a preferred individual and next of kin. Services will not be refused if a person is too intoxicated to provide accurate and detailed emergency information. The program shall obtain thorough information as soon as the client is able to report, and				*	
C. statement indicating consumer meets admission criteria.					
R501-11-7. Physical Environment.					
A. The program shall maintain appropriate documentation of compliance with the following items as applicable: 1. local zoning ordinances, for "I" occupancies only, 2. local business license, 3. local building codes, 4. local fire safety regulations, and 5. local health codes.					
B. The program shall provide written approval from the appropriate local government agency for new program services or increased consumer capacity.					

COMPLIANCE REQUIREMENTS R501-11	Y E S	N O	N / A	CONT RACT	COMMENTS
<p>C. Building and Grounds</p> <ol style="list-style-type: none"> 1. The program shall insure that the appearance and cleanliness of the building and grounds are maintained. 2. The program shall take reasonable measures to ensure a safe physical environment for consumers and staff. 					
<p>R501-11-8. Physical Facility.</p> <p>A. Staff Quarters: A 24 hour live-in staff shall have a separate living space with a private bathroom.</p>					
<p>B. The program shall have space to serve as an administrative office for records, secretarial work and bookkeeping.</p>					
<p>C. Sleeping Space.</p> <ol style="list-style-type: none"> 1. Large rooms may be used as dormitory style bedrooms. 2. Minimum of 50 square feet per consumer is provided in a multiple occupant bedroom. Storage space not counted. 3. Minimum of 70 square feet per consumer is provided in a single occupant bedroom. Storage space is not counted. 4. Sleeping areas have a source of natural light, and are ventilated by mechanical means or equipped with a screened window that opens 5. There shall be an escape window for each sleeping room unless there are two ways to exit the room. 6. Each bed, none of which shall be portable, shall be solidly constructed and be provided with clean linens after each consumer stay and at least weekly. 7. Sleeping quarters serving male and female consumers are structurally separated. 					
<p>D. Bathrooms</p> <ol style="list-style-type: none"> 1. Bathrooms meet a minimum ratio of one toilet, one lavatory, one tub or shower for each eight residents. These are maintained in good operating order and in a clean and safe condition. 2. Toilets and baths or showers allow for consumer privacy. They also accommodate consumers with physical disabilities, as required. 3. Bathroom mirrors are secured to the walls at convenient heights. 4. Bathrooms are properly equipped with toilet paper, towels, soap and other items required for personal hygiene. 5. Bathrooms are ventilated by mechanical means or equipped with a screened window that opens. 					
<p>R501-11-9. Equipment</p> <p>A. Furniture and equipment shall be of sufficient quantity, variety and quality to meet program and consumer needs.</p>					
<p>B. All furniture and equipment shall be maintained in a clean and safe condition.</p>					
<p>R501-11-10. Laundry Service.</p> <p>A. Programs which provide for common laundry of linens and clothing shall provide containers for soiled laundry separate from storage for clean linens and clothing.</p>					
<p>B. Laundry appliances shall be maintained in good operating order and in a clean and safe condition.</p>					
<p>R501-11-11. Food Service.</p> <p>A. One person shall be responsible for food service. If this person is not a professionally qualified dietician, annual consultation with a qualified dietician shall be obtained.</p>					
<p>B. The person responsible for food service shall 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 nutrition counseling where indicated.</p>					
<p>C. Kitchens shall have clean and safe operational equipment for the preparation, storage, serving and clean up of all meals.</p>					
<p>R501-11-12. Medication.</p> <p>A. The program shall have locked storage for medications.</p>					

COMPLIANCE REQUIREMENTS R501-11	Y E S	N O	N / A	CONT RACT	COMMENTS
B. The program shall have locked storage for hazardous chemical and materials according to the direction of the local fire authorities. Any flammable or hazardous chemicals or materials shall be stored in appropriate well-ventilated storage area.					
C. The program shall have designated qualified staff, who shall be responsible to: 1. administer or supervise medication, 2. supervise self-medication, 3. record medication, including time and dosage, according to prescription, and 4. record effects of medication.					
R501-11-13. Specialized Services.					
A. The program shall not admit those who are currently experiences convulsion, in shock, delirium tremens, in a coma, or unconscious.					
B. The program shall complete a preliminary screening at the time an individual presents for service to determine appropriateness for social model detox. The intake evaluation is completed within seven days.					
C. Consumers shall demonstrate recent evidence of a Tuberculosis screening or be tested for Tuberculosis within one week. Clients who exhibit signs of possible active Tuberculosis will be screened immediately with assistance from the local health department. Health department recommendations will be followed. Program staff will be tested every six months.					
D. Once the client has completed the acute detox period as demonstrated by reasonable physical and psychological stability, case managers will conduct an evaluation to determine the treatment referral.					