

**DEPARTMENT OF HUMAN SERVICES  
OFFICE OF LICENSING  
THERAPEUTIC SCHOOLS  
RULES CHECKLIST**

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

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

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

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

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

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

**This document is a checklist created for use by the Office of Licensing. It is not an interpretation or modification of the Rules. It summarizes the licensor's review at the time of this scheduled on site inspection. Refer to R501-15 for the complete Rule.**

<b>R501-15 Therapeutic Schools</b>	<b>Y E S</b>	<b>N O</b>	<b>N / A</b>	<b>CONT RACT</b>	<b>COMMENTS</b>
<p><b>R501-1-2. License procedure.</b> The Program has submitted the following: 1. Application 2. Fee 3. Current staff information (org chart, staff list) 4. Background clearance screening form when required</p>					
<p><b>R501-15-2. Definition.</b> Program meets definition of a Therapeutic School. 62A-2-101.(32). Therapeutic school means a residential group living facility for four or more individuals that are not related to the owner of the facility, or the primary service provider of the facility, that serves students who have a history of failing to function at home, in a public school, or in a nonresidential private school and that offers room and board and an academic education integrated with specialized structure and supervision, or services or treatment related to a disability, emotional development, behavior development, familial development, or social development.</p>					
<p><b>R501-15-3. Legal Requirements.</b> 1. The program complies with R501-15 and:     (a). R495-876 Provider Code of Conduct,     (b). R501-2, Core rules,     (c). R501-14, Criminal Background Screening,     (d). R710-4, Buildings under the jurisdiction of the State Fire Prevention Board.     (e). R710-9, Fire prevention Board,     (f). Other applicable state and federal laws. 2. (a). R501-19, If the program offers residential treatment services.     (b) R501-16 If the program offers intermediate secure care services.</p>					
<p><b>R501-15-4. Administration Requirements.</b> 1. The program has a current policy and procedure manual that includes:     (a) admission criteria and procedures, which includes:         (i) A student may not attend a therapeutic school unless there is presented to the school a certificate of immunization from a licensed physician or authorized representative of the state or local health department stating that the student has received immunization against communicable diseases as required by Utah Administrative Rule 396-100, unless exempted as provided in Section 53A-11-302; and         (ii) client admission, exclusion, and expulsion criteria described in subsection 501-15-4.B.1.</p>					

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<p>(b) quarterly client needs evaluation and assessment procedures;</p> <p>(c) behavior management training requirements;</p> <p>(d) methods for compliance with each section of this R501-15;</p> <p>(e) an emergency transportation plan, describing how the program shall safely transport each client to the client's legal guardian within 48 hours;</p> <p>(f) an emergency response plan, describing how the program shall safely care for each client in the event of severe weather, a fire, natural disaster, significant criminal activity, major medical incident, prolonged power outage, or other emergency; and</p> <p>(g) methods for compliance with each legal requirement.</p>					
<p>2. The program provides a current client manual to each client and each client's legal guardian before the therapeutic school accepts any payment or processes any application to provide services. The manual includes detailed descriptions of:</p> <p>(a) client admission, exclusion, and expulsion criteria and procedures, including but not limited to:</p> <p>I (i) The program does not admit or provide services to an individual who:</p> <p>(A) has a recent history (within the past 2 years) of attempting suicide or making serious self-harm gestures (requiring medical or therapeutic treatment),</p> <p>(B) has a psychosis, schizophrenia, severe depression, mental retardation, or a severe mental illness (requiring medical or therapeutic treatment),</p> <p>(C) is violent, highly combative, or physically or sexually aggressive,</p> <p>(D) presents substantial security risks,</p> <p>(E) requires medical detoxification,</p> <p>(F) lacks the ability to engage in a rational decision-making process or exhibits severely impaired judgment, or</p> <p>(G) has a history of repeated runaway attempts or incidents;</p> <p>(ii) The program will expel a client who exhibits high risk behavior or conditions, including but not limited to a client who:</p> <p>(A) attempts suicide or makes serious self-harm gestures (requiring medical or therapeutic treatment),</p> <p>(B) has a psychosis, schizophrenia, severe depression, mental retardation, or a severe mental illness (requiring medical or therapeutic treatment),</p> <p>(C) is violent, highly combative, or physically or sexually aggressive,</p> <p>(D) presents substantial security risks,</p> <p>(E) requires medical detoxification,</p> <p>(F) lacks the ability to engage in a rational decision-making process or exhibits severely impaired judgment,</p> <p>(G) runs away or attempts to runaway more than two times,</p> <p>(H) uses or attempts to use illegal substances (including but not limited to drugs or alcohol) more than two times, or</p> <p>(I) exhibits any other behavioral or emotional conditions that require more intense supervision and treatment than that permitted in a therapeutic school;</p>					

R501-15 Therapeutic Schools	Y E S	N O	N / A	CONT RACT	COMMENTS
<ul style="list-style-type: none"> <li>(b) academic accreditation, or disclosure that the school is not accredited;</li> <li>(c) curriculum;</li> <li>(d) criteria for awarding course credit, and whether credits are transferable;</li> <li>(e) grades, progress assessment, and testing;</li> <li>(f) academic and career counseling;</li> <li>(g) academic activities and methods;</li> <li>(h) graduation requirements;</li> <li>(i) post-graduation planning services;</li> <li>(j) methods of providing specialized structure and supervision of clients on-site;</li> <li>(k) methods of providing specialized structure and supervision of clients off-site;</li> <li>(l) services or treatment related to a client's disability, emotional development, behavioral development, familial development, or social development;</li> <li>(m) behavior management practices;</li> <li>(n) individual, group, or family counseling services;</li> <li>(o) the therapeutic schools rules, including but not limited to rules regarding discipline, searches, visitation, correspondence, and personal possessions;</li> <li>(p) food service and weekly menus;</li> <li>(q) physical education and recreational activities;</li> <li>(r) client rights statement;</li> <li>(s) permitted and prohibited weapons;</li> <li>(t) a client grievance policy, including an appeal process; and</li> <li>(u) name and contact information for the Office of Licensing.</li> </ul>					
<p>3. All staff and client files, manuals, and records are maintained in an on-site office. The on duty supervisor or supervisor designee has access to all locked files, including computer files, and makes them available upon request to the Office of Licensing.</p>					
<p><b>R501-15-5. Financial Requirements.</b></p> <ul style="list-style-type: none"> <li>1. The program has a written disclosure of all fees and expenses identified including non-refundable fees given to the client and guardian before processing an application or contracting to provide services.</li> <li>2. The program provides an itemized accounting of actual expenditures for each client before requiring reimbursement from the guardian.</li> <li>3. The program logs all funds, including deposits and withdrawals for each client. Receipts for purchases over \$20.00 are signed by clients and staff and maintained with the log.</li> </ul>					
<p><b>R501-15-6. Staff requirements.</b></p> <ul style="list-style-type: none"> <li>1. Each owner and board member of the program successfully completes a minimum of 8 hours of annual training relating to therapeutic school services.</li> <li>2. The program director is responsible for daily client supervision and operation of the program. <ul style="list-style-type: none"> <li>(a) The director is on duty or on call at all times.</li> <li>(b) The Director is: <ul style="list-style-type: none"> <li>(i) at least 25 years of age;</li> <li>(ii) has a BA or BS social services degree, or a minimum of three years of documented training or experience in providing therapeutic school or residential treatment services;</li> <li>(iii) has a minimum of two years of therapeutic school or residential treatment program supervisory experience; and</li> <li>(iv) demonstrates a comprehensive knowledge of this R501-15, R495-876, R501-1,R501-2, R501-3, R710-9, and all applicable local, state, and federal laws.</li> </ul> </li> <li>(c) The program governing board may appoint an acting director. <ul style="list-style-type: none"> <li>(i) The acting director meets the requirements of subsection R501-15-6.B.2. at the time of appointment</li> </ul> </li> </ul> </li> </ul>					

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<p>3. The program has a minimum of one supervisor or designee on duty at all times.</p> <p>(a) The program supervisor or supervisor designee has:</p> <ul style="list-style-type: none"> <li>(i) demonstrated, documented competency and proficiency in providing services to children in out-of-home placements;</li> <li>(ii) qualifications, including education, experience, licensing or certification requirements, and current annual continuing education and training, directly related to providing: <ul style="list-style-type: none"> <li>(A) specialized structure and supervision of clients; or</li> <li>(B) services or treatment related to a client's disability, emotional development, behavioral development, familial development, or social development;</li> </ul> </li> <li>(iii) current certification in standard first aid;</li> <li>(iv) current certification in CPR;</li> <li>(v) current certification in passive restraint techniques; and</li> <li>(vi) current background screening clearance.</li> </ul>					
<p>4. The program maintains a staff manual which includes:</p> <ul style="list-style-type: none"> <li>(a) job description for each staff position.</li> <li>(b) qualifications, including education, experience and licensing or certification requirements for each staff position.</li> <li>(c) competency and proficiency requirements for each staff position; and</li> <li>(d) continuing education and training requirements for each staff position.</li> </ul>					
<p>5. Any staff with access to a client is directly supervised by a supervisor or supervisor designee until the staff:</p> <ul style="list-style-type: none"> <li>(a) receives a current certification in first aid;</li> <li>(b) receives current Certification in CPR;</li> <li>(c) receives current certification in passive restraint techniques;</li> <li>(e) Successfully completes annual training in working with clients who have a history of failing to function at home or in school;</li> <li>(f) receives current background screening clearance; and</li> <li>(g) demonstrates a working knowledge of: <ul style="list-style-type: none"> <li>(A) R495-876, Provider Code of Conduct;</li> <li>(B) R501-2, Core Standards;</li> <li>(C) R501-15, Therapeutic Schools;</li> <li>(D) the current therapeutic school policy and procedure manual;</li> <li>(E) the current therapeutic school client manual and</li> <li>(F) all applicable local state and federal laws.</li> </ul> </li> </ul>					
<p>6. The program has a policy approved by the Office of Licensing, which clearly defines the minimum levels of supervision of clients by direct care staff.</p> <ul style="list-style-type: none"> <li>(a) The program has submitted a proposed minimum direct care staff to client ratio with the initial application and each time the activities or client population are modified.</li> <li>(b) The program has identified the minimum direct care staff-to-client ratio for each type of activity including on and off-site activities, low and high risk, individual and group activities, waking and sleeping hour staff-to-client ratios.</li> <li>(c) The program in determining staff-to-client ratios will consider presenting problems, risk to the community, age, maturity, behavior, and daily schedule.</li> <li>(d) The program has a minimum of two staff on duty at all times.</li> <li>(e) The program has a minimum of one male staff on duty when a male is present, and a minimum of one female staff of duty when a female client is present.</li> <li>(f) The program has two-way communication with off site clients every 4 hours. <ul style="list-style-type: none"> <li>(i) The program has a policy concerning what measures will be taken if clients do not check in with staff when scheduled.</li> </ul> </li> <li>(g) The programs minimum staff ratio is visibly posted.</li> <li>(h) The program meets the minimum staff-to-client ratio.</li> <li>(i) The program does not count support staff in the minimum client-to staff ratio.</li> </ul>					
<p>7. The program can justify satisfactorily to the Office of Licensing, any client-to-staff ratios that do not comply with the following:</p>					

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<ul style="list-style-type: none"> <li>(a) two direct care staff on duty for 1-8 clients;</li> <li>(b) three direct care staff on duty for 9-24 clients;</li> <li>(c) four direct care staff on duty for 25-48 clients;</li> <li>(d) five direct care staff on duty for 49-96 clients;</li> <li>(f) 1:20 direct care staff-to-client ratio for 97 or more clients and never any less than six direct care staff on duty.</li> </ul>					
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<p>8. The program can justify any "sleeping hours" client-to-staff ratio that does not meet or exceed the following:</p> <ul style="list-style-type: none"> <li>(a) two direct care staff on duty for 1-48 clients;</li> <li>(b) a 1:40 direct care staff-to-client ratio for 49 or more clients, and never any less than three direct care staff on duty.</li> </ul>					
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<p><b>R501-15-7. Documentation.</b></p> <ol style="list-style-type: none"> <li>1. The program has a current roster of all clients including name, date of birth sex, and emergency contact.</li> <li>2. The program staff files contain the following: <ul style="list-style-type: none"> <li>(a) application and resume;</li> <li>(b) qualifications for the staff position held;</li> <li>(c) a written competency evaluation within six months of hire and annually thereafter.</li> <li>(d) continuing education training and certifications; and</li> <li>(e) background screening approval verification.</li> </ul> </li> <li>3. The program client files include: <ul style="list-style-type: none"> <li>(a) Application forms and contracts signed by legal guardian;</li> <li>(b) acknowledgement of clients rights signed by client and guardian;</li> <li>(c) academic records including quarterly progress, testing records, grades, credits earned, and diplomas awarded.</li> <li>(d) medical records, including medication log and treatment records.</li> <li>(e) counseling notes, signed by the counselor;</li> <li>(f) incident reports, signed by the supervisor or designee on duty; and</li> <li>(g) daily shift report, signed by the supervisor or designee on duty.</li> </ul> </li> </ol>					
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<p><b>R501-15-8 Client Services.</b></p> <ol style="list-style-type: none"> <li>1. The program has service plans that include the client's educational and therapeutic goals. The plan is completed within 30 days after admission. <ul style="list-style-type: none"> <li>(a) Service plans are reviewed, updated and signed by the client and supervisor at least quarterly. <ul style="list-style-type: none"> <li>(i) The program service plan includes a quarterly reassessment of the programs suitability in providing the client's needs.</li> </ul> </li> <li>(b) A copy of the client service plan is provided to the legal guardian within 2 weeks of development and within 2 weeks of being updated.</li> </ul> </li> <li>2. The program has a written policy describing how medical services will be promptly provided. <ul style="list-style-type: none"> <li>(a) Any program more than 30 miles from an emergency room has the on-call services of a medical practitioner and a licensed mental health therapist.</li> <li>(b) Each program client has been informed of their right to consult with a medical practitioner or mental health therapist.</li> </ul> </li> <li>3. When a client has a serious illness or injury or requests the services of a medical practitioner they receive an immediate assessment by a certified wilderness first responder, certified EMT, or a medical practitioner. <ul style="list-style-type: none"> <li>(a) A written assessment of a serious illness, injury or request for medical services is attached to an incident report.</li> <li>(b) The program complies with recommendations of the wilderness first responder, EMT, or medical practitioner.</li> </ul> </li> <li>4. The program posts in a common area and an office, the monthly schedule of activities, and keeps schedules for one year.</li> <li>5. The programs academic curriculum is accredited and recognized by the Utah State Board of Education, or has an educational service plan and funding plan complying with 62A-2-108.1. <ul style="list-style-type: none"> <li>(a) Clients and their guardian receive a copy of the curriculum prior to being provided services.</li> <li>(b) The program updates the curriculum annually.</li> <li>(c) Any curriculum changes are provided to each client and the legal guardian within two weeks of the change.</li> </ul> </li> <li>6. The program monitors and documents each client's academic progress and informs the guardian monthly.</li> </ol>					
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<p><b>R501-15-9. Physical Environment.</b></p> <ol style="list-style-type: none"> <li>1. The program provides written verification of compliance with: <ol style="list-style-type: none"> <li>(a) Local zoning ordinances;</li> <li>(b) Local business license requirements;</li> <li>(c) Local building codes, and the local building inspector;</li> <li>(d) state fire prevention laws and rules; and</li> <li>(e) state and local health department regulations;</li> </ol> </li> <li>2. The program maintains the building and grounds in a safe and sanitary manner.</li> <li>3. The program has an on-site office. <ol style="list-style-type: none"> <li>(a) Staff and client records are locked when not in use;</li> <li>(b) The program has a private office for individual counseling;</li> </ol> </li> <li>4. The program provides indoor common areas, ie: gyms, rec. areas, cafeterias, classrooms, libraries, and lounges for group activities. <ol style="list-style-type: none"> <li>(a) There is 30 square feet per client in common areas.</li> </ol> </li> <li>5. (a) The program maintains a minimum of 3 feet between beds and 2 feet at the end of each bed. <ol style="list-style-type: none"> <li>(b) The bedroom ceilings are a least 7 feet high.</li> <li>(c) There is a minimum of 50 square feet per occupant in a multiple occupant bedroom. <ol style="list-style-type: none"> <li>(i) Storage space is not counted in the square foot calculation in (c) above.</li> </ol> </li> <li>(d) There is a minimum of 80 square feet in a single occupant bedroom. <ol style="list-style-type: none"> <li>(i) Storage space is not counted in the calculation in (d) above.</li> </ol> </li> <li>(e) Each client has a minimum of 30 cubic feet of storage space.</li> <li>(f) Sleeping areas have a source of natural light, and are ventilated by mechanical means, or by a screened window that opens.</li> <li>(g) Beds are solidly constructed.</li> <li>(h) Bed mattresses are clean and in a safe condition.</li> <li>(i) The program provides clean linens for clients upon arrival, weekly, and if soiled.</li> <li>(j) Sleeping rooms serving males and females are structurally separated.</li> </ol> </li> <li>6. The program provides a minimum of one toilet, one sink, one mirror, and one bathtub or shower for each six clients. <ol style="list-style-type: none"> <li>(a) Each bathroom is designed for either gender.</li> <li>(b) Bathrooms with multiple toilets, showers, or bathtubs are subdivided to preserve client privacy.</li> <li>(c) Bathrooms are maintained in a clean and safe condition.</li> <li>(d) Each bathroom is equipped with personal hygiene supplies that include toilet paper, clean towels, trashcans and soap.</li> <li>(e) Bathrooms are well lighted and ventilated by either mechanical means or a screened window that opens.</li> </ol> </li> <li>7. Live-in staff have a separate bedroom and bathroom.</li> <li>8. The program has a separate bedroom and bathroom for clients who are sick.</li> <li>9. All furniture is maintained in a clean and safe condition.</li> <li>10. School desks or tables, lights and chairs are provided for each client.</li> <li>11. The program contracts with a laundry service or provides laundry appliances and supplies for washing, drying and ironing. <ol style="list-style-type: none"> <li>(a) Each client has a dirty laundry hamper for personal linens and clothing.</li> <li>(b) All linens and clothing is laundered weekly;</li> <li>(c) Clients have weekly access to all laundry equipment.</li> <li>(d) The program has a common laundry hamper for program owned linens. <ol style="list-style-type: none"> <li>(i) Dirty linen is laundered within 72 hours, and all laundry appliances are kept in a clean and safe operating condition.</li> </ol> </li> </ol> </li> <li>12.(a) There are no Firearms, ammuniton, chemicals or incendiary devices on site. <ol style="list-style-type: none"> <li>(b) Dangerous weapons not limited to tools, knives, scissors, matches, lighters, clubs, bats and arrows are inaccessible to clients unless authorized in the client manual. <ol style="list-style-type: none"> <li>(i) The program's client manual describes which dangerous weapons are prohibited on site.</li> </ol> </li> </ol> </li> <li>(A) The program will determine by age and behavioral characteristics</li> </ol>					
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<p>which weapons are permitted or prohibited.  (ii) The program client manual describes how dangerous weapons are stored and when they are accessible to clients.</p> <p>13.(a) Animals are free from disease and properly cared for.  (b) The program maintains a file for each pet that documents health history, and the required vaccination record.</p>					
<p><b>R501-15-10 Food Service.</b></p> <ol style="list-style-type: none"> <li>1. The program contracts with, or has a dietitian to plan snacks and meals.  (a) A current weekly menu is posted in the kitchen and office.</li> <li>2. The program provides snacks and three daily meals that are approved by the dietitian.</li> <li>3. The program keeps a log of client's food allergies and other client dietary needs and complies with instructions of the dietitian or physician.</li> <li>4. The program has posted kitchen safety and sanitation rules.</li> <li>5. The program kitchen has clean, safe and operational equipment and supplies for preparation, storage, serving and clean up of food.</li> <li>6. A dining area is provided with tables and chairs for each client.</li> <li>7. The dining area is clean and safe.</li> <li>8. Anyone preparing food has a certified food handler permit from the applicable department of health.</li> </ol>					
<p><b>R501-15-11. Hazardous Chemicals and Materials.</b></p> <ol style="list-style-type: none"> <li>1. The program places all hazardous chemicals and materials, including but not limited to poisonous substances, explosive or flammable substances, laundry detergent and cleaning supplies, in locked storage when not in active use.  (a) Clients do not have access to hazardous chemicals or substances unless being directly supervised by staff.</li> <li>2. The program places all medications in locked storage when not in use.  (a) Non-prescription medications are stored in the original packaging with directions and warnings.  (b) Prescription medications are stored in the original pharmacy packaging with the label, directions and warnings.</li> <li>3. The program supervisor or designee: <ol style="list-style-type: none"> <li>(a) Administers or oversees the self-administration of prescription medications only as prescribed by a licensed physician;</li> <li>(b) Administers or oversees the self-administration of non-prescription medications only as directed by the manufacturer.</li> <li>(d) Observes the client consume any medication.</li> <li>(e) Maintains an individual client medication log, which includes the medication, time and dosage dispensed, and the effects of the medication.</li> </ol> </li> <li>4. The program maintains the med log with the medication while the client is enrolled, and transfers the log to the client file when the client is no longer enrolled.</li> <li>5. Two staff witness and document the destruction of unused medications.</li> </ol>					