

 Utah Department of <b>Health &amp; Human Services</b> Licensing & Background Checks		<b>Inspection Checklist</b>				This inspection checklist is the tool OL licensors use to ensure consistency for every inspection. <i>(Revised 07/21/2025)</i>	
Provider Name:	First Step House - Stratford Apartments	Facility ID:	F24-116251	Phone Number:	(801) 359-8862	<b>Notes</b>	
Site Name or Address:	169 E 200 S Salt Lake City, UT, 84111		Email Address:	tshelton@firststephouse.org; arelf@firststephouse.org; khamlet@firststephouse.org			
Approved Capacity:		# of Present Residents\Clients:	46				
Please review the following items prior to the inspection: (Mark with a check mark if completed and make any necessary notes)				Please review the following items during the inspection: (Mark with a check mark if completed and make any necessary notes)			
X	Current backgrounds in DACS			N/A	Any active rule variances		
X	Current staff roster collected			X	Introduce yourself and any DHHS staff		
N/A	Any license restrictions or conditions				Staff Interviews	Not completed, pre inspection	
N/A	Any needed rule variances				Clients Interviews	Not completed, pre inspection	
<b>Inspection Information:</b>							
Inspection Type:	Pre inspection	Date:	9/18/2025	Time Started On-site:	9:00 AM	Time Ended On-site:	10:00 AM
Number of Non Compliant Items:		1	Name of Individual Informed of this Inspection:		Traci Shelton		
Licensor(s) Conducting this Inspection:		Elizabeth Hoffmann		OL Staff Observing Inspection:			

**Pre - Inspection Checklist**

*(Revised 07/21/2025)*

C = Compliant

NC = Not Compliant

NA = Not Assessed during this inspection

New and Renewal Licensing Procedures	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
<b>R380-600-3(1)</b> Until a license or certificate is approved by OL, an applicant or provider may not: (a) accept any fee; (b) enter into any agreement to provide a client service; or (c) provide any client service.		X				X	Provider is currently serving clients at the facility without a license.
<b>R380-600-3(2)</b> Each applicant and provider shall comply with any applicable administrative rule, statute, zoning, fire, safety, sanitation, building and licensing laws, regulations, ordinances, and codes of the city and county in that the facility or agency will be or is located.	X						
<b>R380-600-3(4)</b> A provider may not permit a staff or client to threaten, verbally or physically abuse, or use violence of any kind while interacting with a representative of the department.	X						
<b>R380-600-3(18)</b> Unless previously approved by OL to provide services before receiving a license or certificate for special circumstances, a provider must submit an application, any required fee, and obtain a new or a renewed license or certificate before providing any service that requires a license or certificate.	X						
<b>R501-14-3(1)</b> A provider representative shall ensure that an applicant for an initial background check completes the required application fields and disclosure statements to authorize OBP's continual monitoring of the applicant's fingerprints and applicable state registries.	X						
<b>R501-14-4(3)(a)</b> The provider representative shall keep the program's roster and employee information current in DACS. <b>(b)</b> The provider representative shall check the roster at least monthly to verify employee information and the employment of employees due for a renewal review.	X						
<b>R501-14-5(2)(a)</b> The provider representative shall submit a background check application for each applicant for an initial background check no later than two weeks from the date the applicant becomes associated with the licensee, certification, or contract. <b>(b)(i)</b> The provider representative shall ensure an applicant is directly supervised until OBP issues a conditional or eligible clearance determination. <b>(ii)</b> The provider representative shall document how the applicant remains supervised for the entirety of the	X						
<b>R501-14-5(5)(a)</b> The provider representative may not allow an applicant whose background check application is denied to have any supervised or unsupervised direct access to clients unless: <b>(i)</b> OBP approves a subsequent application; or <b>(ii)</b> the denial is overturned in an administrative hearing or by the OBP director. <b>(b)</b> The provider representative shall ensure an applicant initiating an appeal of a denied application works under direct supervision until OBP issues a determination regarding the appeal.	X						
Program Policies, Procedures, and Safe Practices	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
<b>R501-1-4(1)</b> The licensee shall submit to the office, before program implementation, policies and procedures that include: (a) a description of what constitutes sex and gender abuse, discrimination, and harassment; (b) procedures for preventing and reporting abuse, discrimination, and harassment; and (c) procedures for teaching effective and professional communication with individuals of any sexual orientations and genders.	X						
<b>R501-1-4(2)</b> The licensee shall develop, implement, and comply with safe practices that: (a) ensure client health and safety; (b) ensure the needs of the client population served are met; (c) ensure that none of the program practices conflict with any administrative rule or statute before implementation; and (d) inform staff of how to manage any unique circumstances regarding the specific site's physical facility, supervision, community safety, and mixing populations.	X						
<b>R501-1-4(3)</b> The licensee shall submit any change to an office approved policy or curriculum to the office for approval before implementing the proposed change.	X						
<b>R501-1-4(4)</b> A congregate care program licensee shall submit to the office any policies and procedures that describe behavior management, suicide prevention, restraint, or seclusion used in the program as described in Section 26B-2-123, before implementation.			X				Congregate care services not provided.

<p><b>R501-1-4(5)</b> In addition to complying with Section 26B-2-123, a congregate care program licensee shall ensure that the congregate care behavior management policy and practices reflect the following:</p> <p>(a) a congregate care program licensee uses behavior management techniques that are trauma-informed and appropriate for the client's age, behavior, needs, developmental level, and past experiences and defer to the least restrictive method of behavior management available to control a situation;</p> <p>(b) a congregate care program licensee only uses behavior management techniques that emphasize de-escalation and promote self-control, self-esteem, and independence;</p> <p>(c) a congregate care program licensee identifies a behavior management curriculum that emphasizes de-escalation and is compliant with Section 26B-2-123;</p> <p>(d) only direct care staff familiar with the child and the child's needs conduct passive physical restraint;</p> <p>(e) restraint is only used if it does not cause undue physical discomfort, harm, or pain to the client;</p> <p>(f) interventions that use painful stimuli are prohibited as a general practice;</p> <p>(g) passive physical restraint is used only as an emergency, temporary means of physical containment to protect the consumer, other persons, or property from immediate harm;</p> <p>(h) restraint only continues as long as the client presents an immediate danger to self or others;</p> <p>(i) passive physical restraint is not used as a convenience to staff, a substitute for programming or associated with punishment in any way;</p> <p>(j) a client, non-direct care staff member, or other unauthorized individual does not use any form of restraint;</p> <p>(k) staff do not use physical work assignments or activities that inflict pain as behavior management techniques; and</p> <p>(l) staff are trained to ensure the following safe practices:</p> <p>(i) appropriate de-escalation techniques and alternatives to restraint or seclusion;</p> <p>(ii) thresholds for restraints;</p> <p>(iii) the physiological and psychological impact of restraint;</p> <p>(iv) appropriate monitoring of restraint episodes;</p> <p>(v) how to recognize the physical signs of distress, positional asphyxia, and obtaining medical assistance;</p> <p>(vi) how to intervene if another staff member fails to follow correct procedures when using a restraint;</p> <p>(vii) time limits for restraints;</p>			X			
<p><b>R501-1-4(6)</b> A congregate care program licensee shall ensure that congregate care seclusion policy and practices reflect the following:</p> <p>(a) seclusion is only used to ensure the immediate safety of the child or others and is terminated as soon as the risks have been mitigated, not to exceed four hours without clinical justification;</p> <p>(b) staff who are familiar to the child directly supervise the child during the seclusion;</p> <p>(c) staff supervising seclusion ensure that any potentially harmful items or objects are removed from the seclusion environment;</p> <p>(d) seclusion rooms measure a minimum of 75 square feet and have a minimum ceiling height of seven feet with no equipment, hardware or furnishings that obstruct staff's view of the client or present a hazard;</p> <p>(e) seclusion rooms have either natural or mechanical ventilation with break resistant windows and either a break resistant two-way mirror or camera that allows for observation of the entire room;</p> <p>(f) seclusion rooms do not have locking capability and are not located in closets, bathrooms, unfurnished areas or other areas not designated as part of residential living space;</p> <p>(g) bedrooms are not utilized as a seclusion room and seclusion rooms may not be utilized as bedrooms;</p> <p>(h) seclusion episodes are documented in detail by the staff involved in initiating and supervising the seclusion episode;</p> <p>(i) seclusion episodes of more than two in a 24-hour period are supported by clinical review and documentation regarding client suitability for remaining in the program; and</p> <p>(j) client time-out is used when addressing behavioral issues only if:</p>			X			
<p><b>R501-1-4(7)</b> A congregate care program licensee shall develop and follow a suicide prevention policy that complies with Subsection 26B-2-123(5).</p>			X			
<p><b>R501-1-4(8)</b> A congregate care program licensee shall ensure that the program's licensed clinical professional conducts regular reviews of client restraints, seclusions, behavioral interventions, and time outs to inform processing discussions with clients and training for direct care staff.</p>			X			
<p><b>R501-1-4(9)(a)</b> Before a congregate care program licensee may accept a client or send a discharging client who is transported by a youth transportation company as defined in Section 26B-2-101, the licensee shall ensure that the transport company is registered with the office.</p> <p>(b) A congregate care program licensee shall report private placements to the office as described in Section 26B-2-124 by completing the congregate care out of state placement survey on the office website no later than the fifth business day of each month.</p>			X			

Program Administrative and Direct Service Requirements	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
<p><b>R501-1-6(1)</b> The licensee shall clearly identify services to the office, public, potential client, parent, or guardian regarding:</p> <ul style="list-style-type: none"> <li>(a) current and accurate contact information;</li> <li>(b) the complaint reporting and resolution process;</li> <li>(c) a description of each service provided;</li> <li>(d) each program requirement and expectation;</li> <li>(e) eligibility criteria outlining behavior, diagnosis, situation, population, and age that can be safely served, including: <ul style="list-style-type: none"> <li>(i) an outline of the behaviors and presenting issues that would be reason for discharge or exclusion from the program; and</li> <li>(ii) a statement that the program may not take placement of a child whose needs exceed the scope or ability of the program to reasonably manage;</li> </ul> </li> <li>(f) each cost, fee, and expense for a service and refund policy; and</li> <li>(g) identification of each non-clinical, extracurricular, or supplemental service offered or referred.</li> </ul>	X						
<p><b>R501-1-6(2)</b> The licensee shall post the following in conspicuous places where each visitor, staff, and client may view:</p> <ul style="list-style-type: none"> <li>(a) abuse reporting laws as described in Sections 80-2-609 and 26B-6-205;</li> <li>(b) civil rights notice;</li> <li>(c) Americans with Disabilities Act notice;</li> <li>(e) any office notice of agency action;</li> <li>(f) a client rights poster in a residential setting except in a foster home or where prohibited by Settings Final Rule; and</li> <li>(g) department code of conduct poster.</li> </ul>	X						
Program Physical Facilities and Safety	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
<p><b>R501-1-8(1)</b> The licensee shall ensure:</p> <ul style="list-style-type: none"> <li>(a) the appearance &amp; cleanliness of the building/grounds are maintained &amp; free from health/fire hazards;</li> <li>(b) any appliances, plumbing, electrical, HVAC, and furnishings are maintained in operating order and in a clean and safe condition;</li> <li>(c) fire drills in non-outpatient programs are conducted at least quarterly and documented, including feedback regarding response time and process;</li> <li>(d) a phone that can be used to call 911 is always available on-site when clients are present;</li> <li>(e) bathroom facilities for staff and clients allow for individual privacy and afford reasonable accommodation based on gender identity;</li> <li>(f) each bathroom is properly equipped with toilet paper, paper towels or a dryer, and soap;</li> <li>(g) each bathroom is ventilated by mechanical means or equipped with a window that opens;</li> <li>(h) non-prescription medication, if stored on-site, is stored in original manufacturer's packaging together with the manufacturer's directions and warnings; and</li> <li>(i) prescription medication, if stored on-site, is stored in original pharmacy packaging or individual pharmacy bubble pack together with the pharmacy label, directions, and warnings.</li> </ul>	X						
<p><b>R501-1-8(2)</b> The licensee shall accommodate a client with physical disabilities as needed or appropriately refer to comparable services.</p>	X						
<p><b>R501-1-8(3)</b> The licensee shall maintain medication and potentially hazardous items on-site lawfully, responsibly, and with consideration of the safety and risk level of the population served to include locked storage for each medication and hazardous chemical that is not in active use.</p>	X						
<p><b>R501-1-8(4)</b> The licensee shall maintain a first aid kit</p>	X						
Residential Program Additional Facilities and Safety Requirements	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes

R501-1-9(1) A residential licensee shall ensure: (a) designated space is available for records, administrative work, & confidential phone calls for clients; (c) live-in staff have dedicated bedrooms & bathrooms separate from client use; (d) each bedroom designated for a client is comparable to other similarly utilized bedrooms with similar access, location, space, finishings, and furnishings; (e) clients are not locked in bedrooms; (f) a mirror or safety mirror is secured to each bathroom wall at a convenient height; (g) each bathroom is placed to allow access to each client without disturbing any other client during sleeping hours; (h) each bath or shower allows for individual privacy; (i) each client is supplied with hygiene supplies; (j) each sleeping area has a source of natural light and is ventilated by mechanical means or is equipped with a window that opens; (k) each client has a similar solid type of bed or sleeping equipment to any other client in the program; (m) there are separate containers for soiled & clean laundry, if the program provides common laundry for towels, bedding or clothing; (o) equipment and supplies for washing & drying laundry are provided, if the program permits clients to do their	X						
R501-1-9(3) The licensee utilizing seclusion rooms shall ensure the following: (a) seclusion rooms measure a minimum of 75 sq ft and have a minimum ceiling height of 7 ft with no equipment, hardware or furnishings that obstruct staff's view of the client or present a hazard; (b) a seclusion room shall have either natural or mechanical ventilation with break resistant windows and either a break resistant two-way mirror or camera that allows for observation of the entire room; (c) a seclusion room may not have locking capability and may not be located in closets, bathrooms, unfurnished areas or other areas not designated as part of residential living space; and (d) a bedroom may not be utilized as a seclusion room and a seclusion room may not be utilized as a bedroom.			X				No seclusion room onsite
<b>Food Service Requirements</b>	C	NC	NA	<b>Date to be corrected by</b>	<b>Corrected During Inspection</b>	<b>Technical Assistance Given</b>	<b>Notes</b>
R501-1-10(2) A licensee that provides meals shall: (ii) ensure that each client with special nutritional needs has food storage and a preparation area that is not exposed to any identified allergen or contaminant; and (f) provide adequate dining space for clients that is maintained in a clean and safe condition.			X				Clients make their own food.
<b>Program Client Record Requirements</b>	C	NC	NA	<b>Date to be corrected by</b>	<b>Corrected During Inspection</b>	<b>Technical Assistance Given</b>	<b>Notes</b>
R501-1-11(2) The licensee shall document a plan detailing how each program staff and client file is maintained and remains available to the office and other agencies legally authorized to access the files for seven years regardless of whether the program remains licensed.	X						
<b>Rule Compliance, Penalties, Agency Action Reviews, and Appeals</b>	C	NC	NA	<b>Date to be corrected by</b>	<b>Corrected During Inspection</b>	<b>Technical Assistance Given</b>	<b>Notes</b>
R380-600-8(11) Any owner identified in a license or certificate revocation action may not be approved for a license or certification of any other program or facility overseen by OL for five years from the date the revocation was made effective.	X						

**Residential Support Programs - Inspection Checklist**

*(Revised 07/21/2025)*

C = Compliant

NC = Not Compliant

NA = Not Assessed during this inspection

Administration	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
R501-22-3(2) The licensee that offers treatment shall obtain the appropriate categorical department license for that treatment.	X						
R501-22-3(3) The licensee serving an individual experiencing homelessness in a setting with a contracted service provider shall identify each key decision maker and service provider that is associated with the license application and accountable for compliance with licensing rules within the licensed setting.	X						
R501-22-3(4) Residential support may not require treatment as a condition of admission.	X						
R501-22-3(5) The licensee shall provide evidence of ongoing coordination with the local health authorities regarding managing communicable diseases within the licensed setting.	X						
R501-22-3(6) The licensee shall inform staff regarding: (a) various types of communicable diseases; (b) recognizing signs and symptoms of communicable diseases; and (c) steps to take when a potential disease is identified or an outbreak occurs.	X						
Staffing	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
R501-22-4(1) The licensee is not required to provide 24-hour supervision unless that program is an emergency homeless shelter or a domestic violence shelter serving adults.	X						
R501-22-4(2) The licensee shall establish safe practices that identify each situation requiring medical attention and how the program will meet the client's medical needs.	X						
R501-22-4(3) The licensee shall conduct eligible background clearance and document required training completion for each student or volunteer. (a) a volunteer or student who provides care without a paid staff present in any emergency homeless shelter or domestic violence shelter shall have direct communication access to designated staff and an eligible background screening before any unsupervised client access. (b) The licensee shall inform each volunteer or student verbally and in writing of program objectives and the scope of service.	X						
Physical Facility	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
R501-22-5(1) Except as otherwise provided in this section, each licensee has at least one bathroom for every ten clients.	X						
R501-22-5(2) A domestic violence shelter and emergency homeless shelter licensee may allow family members to share a bathroom. Where a bathroom is shared by more than one family or by children over the age of eight, either the child's parent or program staff ensures that client privacy is maintained.			X				Services not provided.

<p><b>R501-22-5(3)</b> Each emergency homeless shelter may exceed the bathroom ratio set forth in Subsection R501-22-5(1) if:</p> <ul style="list-style-type: none"> <li>(a) each bathroom ratio is approved by either the local authority that determines capacity or the department;</li> <li>(b) each bathroom ratio is specifically designated in adult-only nightly shelter settings;</li> <li>(c) each bathroom is inspected, cleaned, and re-stocked daily and as needed;</li> <li>(d) the licensee ensures individual privacy in bathing and toileting;</li> <li>(e) each individual with disabilities has access to at least one locking bathroom or stall; and</li> <li>(f) the licensee accommodates each parent's needs for changing, toileting, and bathing their children.</li> </ul>			X				
<p><b>R501-22-5(4)</b> The licensee shall develop safe practices to identify how to manage emergency overflow when capacity has been reached during dangerous weather conditions.</p>			X				
<p><b>R501-22-5(5)</b> The licensee shall develop safe practices that allow and encourage each client to have clean linen at least weekly.</p>	X						
<p><b>R501-22-5(6)</b> The emergency homeless licensee may have portable beds, cots, or mats to accommodate fluctuating client volume.</p>			X				
<p><b>R501-22-5(7)</b> Except as outlined in Subsection R501-22-5(13), the licensee shall provide clean bedding that is laundered at least weekly or as needed for each client.</p>	X						
<p><b>R501-22-5(8)</b> A family may share bedroom space.</p>			X				
<p><b>R501-22-5(9)</b> The licensee shall comply with the following bedroom standards for domestic violence shelters, family support centers, temporary homeless youth shelters, emergency homeless family shelters, and children's shelters:</p> <ul style="list-style-type: none"> <li>(a) there is at least 40 sq feet per client in a multiple occupant bedroom, not counting storage space or one crib for children under two years old if the crib does not inhibit access to and from the room;</li> <li>(b) roll away and hide-a-beds are only used when the 40 sq foot space requirement is maintained; and</li> <li>(c) when a bedroom is shared by more than one family, program staff make arrangements to ensure client privacy.</li> </ul>			X				
<p><b>R501-22-5(11)</b> The licensee shall comply with the following bedroom standards for emergency homeless shelters, temporary homeless youth shelters, and receiving centers:</p> <ul style="list-style-type: none"> <li>(a) dormitory style bedrooms meet the square footage and capacity determinations made by the local fire authority;</li> <li>(b) capacity determinations include any staff present in the facility;</li> <li>(c) if the local fire authority does not identify capacity, licensing sq footage requirements apply; and</li> <li>(d) there is a safe practice to identify how to manage overflow when capacity has been reached.</li> </ul>			X				
<p><b>R501-22-5(12)</b> Each licensee shall outline safe practices regarding:</p> <ul style="list-style-type: none"> <li>(a) rules and guidelines for each family or mixed gender sharing the same dormitory space or bedroom, including each individualized bedroom assignment;</li> <li>(b) securing personal belongings;</li> <li>(c) responsibility for each client supervising the client's own children;</li> <li>(d) conflict resolution;</li> <li>(e) nuisance and disruptive behavior;</li> <li>(f) housekeeping responsibilities;</li> <li>(g) daily schedules;</li> <li>(h) prohibited items; and</li> <li>(i) search policy.</li> </ul>	X						
<p><b>R501-22-5(14)</b> Each licensee that requires a client to provide the client's own laundry supplies and locate a laundromat for laundering shall have a safe practice to assist each client on a limited basis when the client cannot provide the client's laundry supplies and locate a laundromat.</p>	X						

Specialized Services for Programs Serving Client's With Substance Use Disorders	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
R501-22-6(1) Each licensee may not admit anyone who is currently experiencing convulsions, shock, delirium tremens, unconsciousness, or is in a coma.			X				Services not provided.
R501-22-6(2) Each licensee serving clients with substance use disorder provides evidence of ongoing coordination with the local health authorities regarding managing communicable diseases within the licensed setting.			X				
R501-22-6(3) The licensee shall screen staff and clients for risk of tuberculosis.			X				
R501-22-6(4) A licensed substance abuse treatment program shall complete the National Survey of Substance Abuse Treatment annually.			X				
Specialized Services for Domestic Violence Shelters	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
R501-22-8(1) The licensee shall document that shelter rules, reason for termination and rights to confidentiality are provided to each client, verbally and in writing.			X				Services not provided.
R501-22-8(2) Each parent is responsible for supervising their own child while at the shelter. If a parent is required to be away from the shelter or involved in shelter activities without their child, the parent arranges for appropriate child care services.			X				
R501-22-8(3) The licensee shall ensure that each domestic violence shelter action plan documents and includes: (a) a review with each victim regarding danger and lethality and the level of the victim's risk of safety assessment; (b) a review of the victim's safety plan with each victim; (c) a review of the procedure for a protective order and a referral for the victim to the appropriate agency or clerk of the court authorized to issue the protective order; and (d) areview of supportive services for each client, including medical care, self-sufficiency, day care, legal assistance, financial assistance, and housing assistance.			X				
R501-22-8(4) The licensee shall assist with connecting the client to identified resources.			X				
R501-22-8(5) The licensee shall make and document a referral when indicated in the client record for victim treatment, psychiatric consultation, drug and alcohol treatment, or other allied service.			X				
R501-22-8(6) The licensee shall ensure that shelter staff completing an action plan are supervised by an experienced and trained domestic violence provider.			X				
Specialized Services for Emergency Homeless Shelters	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
R501-22-10(1) An emergency shelter licensee shall prioritize the safety of those needing services and emphasize transitioning into a more permanent housing setting.			X				Services not provided.
R501-22-10(2) An emergency homeless shelter licensee shall ensure that no less than two direct care staff are always present and available and maintain a ratio of no fewer than one staff present for every 40 clients during weekday daytime hours.			X				
R501-22-10(3) An emergency homeless shelter may operate above staffing ratios during dangerous weather conditions, on weekends, and during sleeping hours if: (a) the program has a documented chain of command for on-call availability; (b) the program has a surveillance camera system; (c) the program has an emergency radio onsite and each staff on-duty are trained regarding how and when it is to be used; or (d) the program identifies and can rely upon other means of back up support in case of emergency.			X				

<p><b>R501-22-10(4)</b> In accordance with Subsections 35A-16-703(1), (2), and (3), an emergency homeless shelter licensee operating in a county where a code blue alert is in effect may increase capacity by 35% when:</p> <p>(a) fire code and building code capacities permit the increase;</p> <p>(b) procedures are implemented for expediting intake; and</p> <p>(c) procedures are implemented for only denying entry if the building capacity is at maximum or the individual poses a risk to the population.</p>			X				
<p><b>R501-22-10(5)</b> Each emergency homeless shelter shall require each adult resident to sign an agreement form at admission that outlines the following:</p> <p>(a) visitors are allowed on premises to assist with housing, food stamps, assessments, religious, social and other client-specific needs;</p> <p>(b) participation in any meetings or groups with these visitors is voluntary;</p> <p>(c) each client signature on the form and voluntary participation in the visitation constitutes the client's invitation to the visitors in the department-licensed setting; and</p> <p>(d) each client must sign the agreement before participation in any voluntary services offered onsite.</p>			X				
<p><b>R501-22-10(7)</b> The emergency homeless shelter licensee shall maintain the following information regarding each client or have documented reasons why the information is not obtainable:</p> <p>(a) name;</p> <p>(b) date of birth;</p> <p>(c) race;</p> <p>(d) ethnicity;</p> <p>(e) gender;</p> <p>(f) veteran status;</p> <p>(g) disabling condition;</p> <p>(h) start date;</p> <p>(i) exit date;</p> <p>(j) destination;</p> <p>(k) relationship to head of household;</p> <p>(l) service location;</p> <p>(m) prior living situation;</p> <p>(n) case management log and service plan, where applicable;</p> <p>(o) information that could affect health, safety, or well-being of the client, including medication needs;</p>			X				
<p><b>R501-22-10(8)</b> The shelter maintains the documentation listed in Subsection (7) for re-opening the client file, if the client returns up to 30 days past the last shelter stay, with the exception of single night stays.</p>			X				
<p><b>Specialized Services for Programs Serving Clients of the Division of Services for People with Disabilities</b></p>	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
<p><b>R501-22-11(1)</b> In accordance with the federal Home and Community-Based Services (HCBS) Settings Final Rule, a program serving clients on the HCBS Waiver shall complete and adhere to the residential attestation agreement form and self-assessment survey for each licensed site.</p>			X				Services not provided.
<p><b>R501-22-11(2)</b> The licensee shall maintain current copies of the residential attestation agreement form and self-assessment survey forms in program documentation.</p>			X				
<p><b>R501-22-11(3)</b> In the event of a conflict between this rule and the Settings Final Rule the Settings Final Rule shall prevail.</p>			X				
<p><b>Specialized Services for Receiving Centers</b></p>	C	NC	NA	Date to be corrected by	Corrected During Inspection	Technical Assistance Given	Notes
<p><b>R501-22-12(1)</b> Each receiving center may be licensed under multiple license types to assess and triage immediate client needs.</p>			X				Services not provided.

<b>R501-22-12(2)</b> A receiving center licensee may offer short-term residential support that is intended to mitigate the initial identified problem, stabilize each client, and return each client to the community as quickly and safely as possible.			X				
<b>R501-22-12(3)</b> A receiving center licensee shall outline safe practices in consumer agreements regarding how each population will be separated and maintained and the circumstances when interactions between populations are permitted.			X				
<b>R501-22-12(4)</b> A receiving center licensee shall include individualized clinical documentation outlining the ongoing need and anticipated time frame for discharge for each instance that a client's stay lasts longer than 30 days.			X				
<b>R501-22-12(5)</b> A receiving center licensee shall ensure that placement in a receiving center is a voluntary alternative that the client may choose instead of a more restrictive placement.			X				
<b>R501-22-12(6)</b> A receiving center may not mandate treatment as a condition to residence.			X				