

Department of Human Services: Office of Licensing
Outdoor Youth Programs Rules Checklist

Licensing Staff:	Date:
Program & Site Name:	Licensed Capacity:
Address:	Number of Consumers Enrolled:
Effective 01/2022	

COMPLIANCE	Compliant (YES, NO, N/A)	Contract	Comments
R501-8-2. Definitions.			
(1) The terms used in this rule are defined in Sections 62A-2-101 and R501-1-3.			
(2) "Essential equipment" means: (a) food; (b) potable water; (c) sunscreen; (d) insect repellent; (e) personal hygiene items; (f) sleeping bags rated for the current seasonal conditions; (g) an additional shelter and ground pad for colder months when the average nighttime temperature is 39 degrees F. or lower; and (h) basic clothing list and protective gear to ensure client protection against seasonal change in the environment.			
(3) "Field" means geographic area in which program hiking, camping and related client services occur.			
(4) "Field Office" means the office where coordination of field operations take place.			
R501-8-3. Administration.			
(1) Each outdoor youth program shall provide an educational component as determined by the Utah State Board of Education for clients 18 years of age or younger who have been removed from their educational opportunities for more than one month. The administrators of the program shall meet and document cooperation with the State Board of Education in accordance with Section 62A-2-108.1.			
(2) Each outdoor youth program that advertises as providing educational credit to clients shall be approved by the Utah State Board of Education.			
(3) Each outdoor youth program shall have a written policy for ensuring that any staff member involved in a suspected incident of child abuse or code of conduct violation does not work directly with the youth involved or any other youth in the program until the investigation is completed or formal charges have been filed and adjudicated.			
R501-8-4. Program Requirements.			
(1) Each program that operates in Utah and another state shall meet the requirements for licensure as established by each state.			
(2) The program field director, program executive director, and governing body for each expedition group shall develop and approve a written plan which may not expose clients to unreasonable risks.			
(3) Each outdoor youth program shall provide the office with each outdoor youth program training plan governing consequences for client and staff conduct, and the office shall review and approve the plan before implementation.			

Department of Human Services: Office of Licensing
Outdoor Youth Programs Rules Checklist

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(4) Each outdoor youth program shall ensure that each client has clothing and equipment to protect the client from the environment. This equipment may never be removed, denied, or made unavailable.			
(5) During an expedition, if a client refuses or is unable to hike or to carry the client's equipment, the group shall cease hiking. Each program shall establish, document, and resolve the reasons for the client's refusal or inability to continue before hiking continues.			
(6) Each outdoor youth program shall ensure that deprivation of essential equipment or items shall not be used as a consequence.			
(7) Each outdoor youth program shall conduct an individual assessment of each client's recommended backpack weight. Each backpack weight guideline may not exceed 20 % of the client's body weight. If a client is required to carry other items, the total weight carried shall not exceed 30 % of the client's body weight unless individually documented with parental permission to exceed this ratio.			
(8) Each outdoor youth program shall provide clients with clean clothing at least weekly and shall provide a means for each client to bathe or otherwise clean the client's body at least twice weekly.			
(9) Hiking shall not exceed the physical capability of the weakest member of the group. Hiking shall be prohibited at temperatures above 90 degrees F. or at temperatures below ten degrees F.			
(10) A field staff in each group shall carry a means to accurately measure and display the current temperature.			
(11) Each expedition plan including map routes, anticipated schedules, and times shall be carried by the field staff and recorded in the field office.			
(12) A field staff in each group shall maintain a signed daily log or dictate a recorded log to be transcribed and signed immediately following termination of the activity to contain the following information: (a) each critical incident; (b) prescription compliance; (c) each medical concern; (d) each behavioral concern or refusal to hike and how the concern is addressed; (e) each unusual occurrence; and (f) each log entry shall be recorded in an un-editable format and remain available to the office upon request.			
(13) Each program staff shall be required to carry an accurate, reliable time piece accurately reflecting the time of day and for documentation purposes in log notes and incident reports.			
(14) Program administration is responsible to train each staff regarding the standards of this section and to regularly monitor and ensure compliance.			
R501-8-5. Staff, Interns, and Volunteers. (1) Each outdoor youth program shall have a governing body and an executive director who shall have responsibility and authority over the policies and activities of the program and shall coordinate office and support services and training. The executive director shall have the following qualifications: (a) be at least 25 years of age; (b) have a bachelor's degree or equal training and experience in a related field;			

Department of Human Services: Office of Licensing
Outdoor Youth Programs Rules Checklist

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(c) have at least two years of outdoor youth program administrative experience; (d) have at least 30 credit hours education in recreational therapy or related experience or one-year outdoor youth program field experience; (e) demonstrate knowledge and understanding of relevant licensing rules; and (f) have completed each required staff training.			
(2) Each outdoor youth program shall have a direct care field director who has primary responsibility for coordinating field operations, managing field staff, operating the field office, and supervising emergency response procedures.			
(3) A field director or a qualified designee shall: (a) be trained as a direct care staff in accordance with Section R501-1-14; (b) be at least 25 years of age; (c) have a bachelor's degree or equal training and experience in a related field; (c) have at least two years of outdoor youth program field experience; (d) visit in the field at least two days a week with no more than five days between visits; and (e) document each field visit, including: (i) the condition of each client; (ii) interactions with clients and staff; (iii) incidents and interventions to be reported to each client's guardian and the office; (iv) each report of compliance with Subsection 62A-2-123(6) regarding weekly confidential communication with family; and (v) staff compliance with each policy and rule.			
(4) Each outdoor youth program shall have field support staff to be responsible for delivering supplies and mail to the field, communication with each client in the field, and first aid support.			
(5) Each outdoor youth program group shall have senior field staff working directly with the client who shall meet the following qualifications: (a) be trained as a direct care staff in accordance with Section R501-1-14; (b) be at least 21 years of age; (c) have an associate's degree or high school diploma with 30 credit hours of education and training or comparable experience and training in a related field; and (d) have six months outdoor youth program field experience or comparable experience which shall be documented in the individual's personnel file.			
(6) Each outdoor youth program shall have a direct care field staff working directly with the clients who shall meet the following qualifications: (a) be at least 20 years of age; (b) have a high school diploma or equivalent; (c) have 48 field-days of outdoor youth program experience or comparable experience which shall be documented in the individual's personnel file; and (d) exhibit skilled leadership.			
(7) Each outdoor youth program shall have at least three direct care assistant field staff. Assistant field staff shall meet the following qualifications: (a) be at least 19 years of age; (b) have a high school diploma or equivalent;			

Department of Human Services: Office of Licensing
Outdoor Youth Programs Rules Checklist

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(c) have 24 field days of outdoor youth programs experience; and (d) exhibit skilled leadership.			
(8) Each outdoor youth program shall have a licensed physician and mental health professional accessible to each client.			
(9) Each outdoor youth program may have interns or volunteers who are learning the program practices while completing educational requirements. (a) Each intern shall be at least 19 years of age. (b) Each volunteer shall be at least 18 years of age. (c) Staff training shall be completed by each incoming staff including interns and volunteers regardless of background experience. (d) Each volunteer and intern shall be supervised by the clinical director, program administration, or senior direct care staff. (e) Each intern and volunteer shall never directly supervise a client.			
R501-8-6. Client Supervision.			
(1) Each youth group shall be directly supervised by at least three direct care staff, one of which must be a senior field staff.			
(2) Each field group may not exceed 16 people with a ratio of at least one staff per four clients. Staff shall count towards the field group size.			
(3) Each volunteer shall be counted as a client in figuring staff to client ratios.			
(4) Field group size may not exceed the number specified by federal, state, or local agencies in whose jurisdiction the program is operated.			
R501-8-7. Staff Training.			
(1) An outdoor youth program shall provide at least 80 hours initial staff training.			
(2) Initial staff training may not be considered completed until the staff have demonstrated to the field director proficiency in each of the following areas: (a) counseling, teaching and supervisory skills; (b) water, food, and shelter procurement, preparation, and conservation; (c) low impact wilderness expedition and environmental conservation skills and procedures; (d) client management, including containment, control, safety, conflict resolution, and behavior management; (e) instruction in safety procedures and safe equipment use, fuel, fire, life protection, and related tools; (f) instruction in emergency procedure, medical treatment, evacuation, weather, signaling, fire, and dealing with runaway and lost clients; (g) sanitation procedures, water, trash, human waste, food handling; (h) wilderness medicine, including health issues related to acclimation, exposure to the environment, and anaphylaxis; (i) CPR, standard first aid, first aid kit contents and use, and the program's medication management policy and procedure; (j) navigation skills, including map and compass use and contour and celestial navigation;			

Department of Human Services: Office of Licensing
Outdoor Youth Programs Rules Checklist

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<p>(k) local environmental precautions, including terrain, weather, spiders, ticks, scorpions, snakes, insects, predatory animals, poisonous plants, giardia, frostbite, hypothermia, heat exhaustion, dehydration, responses to adverse situations, and emergency evacuation;</p> <p>(l) leadership and judgment;</p> <p>(m) report writing, including required development and maintenance of logs; and</p> <p>(n) federal, state, and local regulations.</p>			
<p>(3) At least 80 hours of initial staff training shall be completed, documented, and maintained in each staff personnel file.</p>			
<p>(4) The field director shall document in each personnel file how the field director determined that each staff has demonstrated proficiency in each of the required topic areas as listed in subsection two of this section.</p>			
<p>(5) Each initial staff training and demonstration of proficiency must be completed and documented before the staff may count in the staff client ratio.</p>			
<p>(6) Each program shall provide and document on-going staff training to improve proficiency in knowledge and skills and to maintain certifications.</p>			
<p>R501-8-8. Staff Health Requirements.</p> <p>(1) Prior to engaging in any field activity, each staff shall adhere to the following:</p> <p>(a) each field staff, intern, and volunteer shall have an annual physical examination and health history signed by a licensed medical professional;</p> <p>(b) a recognized physical stress assessment shall be completed as part of the physical examination of each staff;</p> <p>(c) the physical examination of each staff shall be reviewed and maintained by the provider in the staff personnel file; and</p> <p>(d) each program staff, intern, and volunteer shall submit to drug and alcohol screening upon request.</p>			
<p>R501-8-9. Client Admission Requirements.</p> <p>(1) Each client shall be no younger than 13 years of age and no older than 17 years of age and shall have a current health history report which includes notation of client physical limitations and prescriptive medications.</p>			
<p>(2) The health history report shall be completed, submitted, and verified by each client's parent or guardian as part of the intake screening or assessment in accordance with Sections R501-1-18 and R501-1-23 and prior to entry into the field.</p>			
<p>(3) An admissions assessment shall be conducted by a treatment professional before each client enters into the field and shall include the following:</p> <p>(a) a review of each client's social and psychological history with the client's parent or legal guardian prior to enrollment; and</p> <p>(b) an interview with the client prior to entrance into the field program.</p>			
<p>(4) Prior to entry into the field and within 15 days of admission to the program, the following requirements must be met:</p> <p>(a) a licensed medical professional must review each client's health history report and conduct a physical examination; and</p>			

Department of Human Services: Office of Licensing
Outdoor Youth Programs Rules Checklist

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<p>(b) the program shall provide a physical examination form to a licensed medical professional that clearly states a description of the physical demands and environment of the program, and requires the following information before a client may enter the field:</p> <ul style="list-style-type: none"> (i) a urinalysis drug screen; (ii) a complete blood count (CBC); (iii) a complete metabolic profile (CMP) unless waived in writing by the client's guardian; (iv) a urinalysis for possible infections; (v) a pregnancy test; (vi) a physical stress assessment; (vii) a determination by the physician if detoxification is indicated for client prior to entrance into field portion of the program; (viii) any other tests as necessary to assess fitness for the field portion of the program; and (ix) a medical professional shall review current and historical medical data and approve the client to enter the field with recommendations for any medical monitoring. 			
<p>(5) A copy of each client's medical forms and approvals shall be maintained at the field office and another copy shall be carried by staff members in a waterproof container throughout the field expedition.</p>			
<p>(6) Before each client with a history of chronic psychological disorders may be placed in the program, the client must have a psychological evaluation.</p>			
<p>(7) Upon admission and for a period of no fewer than three days in the field, direct care field staff shall closely monitor each client for any health problems that may be a result of hiking or living outdoors.</p>			
<p>R501-8-10. Water and Nutritional Requirements.</p>			
<p>(1) At least six quarts of potable water shall be available per person per day, plus one additional quart per person for each five miles hiked. Although it is not required that the entire amount be hand carried, water shall always be accessible during hiking.</p>			
<p>(2) In temperatures above 90 degrees F., staff shall make sure each client's fluid intake is at least three quarts of water per day.</p>			
<p>(3) Each field group in the field shall always have electrolyte replacement available.</p>			
<p>(4) In temperatures above 80 degrees F., water shall be available for coating each client's body, and other techniques shall be available for cooling as needed.</p>			
<p>(5) Potable water shall be available at each campsite. Water cache location information shall be verified with field staff before the group leaves camp each day.</p>			
<p>(6) No expedition group shall depend on aerial drops for water. Aerial water drops shall be used for emergency situations only.</p>			
<p>(7) Water from natural sources shall be made safe to drink through boiling, filtering, or disinfection in accordance with the center for disease control guidance.</p>			
<p>(8) Each outdoor youth program shall have a written menu describing food supplied to the client which shall provide at least 3000 calories per day while in the field. There must be fresh fruit and vegetables available at least twice a week. Food shall never be withheld from a client for any reason. If no fire is available, other food of equal caloric value, which does not require cooking, shall be available.</p>			

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Outdoor Youth Programs Rules Checklist

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<p>(a) The menu shall be adjusted to increase minimum dietary needs as energy expenditure, including exercise and climate conditions, dictate.</p> <p>(b) Food shall be from a balance of the food groups.</p> <p>(c) Forage items may not count toward the determination of caloric intake.</p> <p>(d) Multiple vitamin supplements shall be offered daily.</p>			
<p>R501-8-11. Health Care.</p>			
<p>(1) Each outdoor youth program shall provide first aid treatment promptly.</p>			
<p>(2) When a client has an illness or physical complaint that does not respond to or cannot be treated by standard first aid, the program shall immediately arrange for the client to be seen and treated as indicated by a licensed medical professional.</p>			
<p>(3) Each client's physical condition shall be assessed at least every 14 days by a qualified medical professional. Blood pressure, heart rate, allergies, and general physical condition shall be checked and documented. Any assessment concerns shall be documented, and the client shall be taken to the appropriate medical professional for treatment. There may be no consequences issued to a client for requesting to see a health care professional or for anything said to a health care professional.</p>			
<p>(4) Each prescription and over the counter medication shall be kept in the secure possession of designated staff and provided to clients in accordance with labels or prescription directions.</p>			
<p>(5) Staff shall be trained for medication administration in accordance with Rule R501-1 and shall communicate with the field director and document reason and plan for any lost or missing prescription medication.</p>			
<p>(6) A foot check will be conducted at least twice daily and documented.</p>			
<p>R501-8-12. Safety.</p>			
<p>(1) Each first aid kits shall include sufficient supplies for the activity, location, and environment as approved by the program's medical professional. First aid kit supplies shall be available during each field activity.</p>			
<p>(2) Each outdoor youth program shall have a support system that meets the following criteria:</p> <p>(a) reliable daily two-way radio communications between groups and with support staff, with additional charged battery packs and a reliable backup system of contact in the event the radio system fails;</p> <p>(b) the support vehicles and field office shall be equipped with first aid equipment;</p> <p>(c) the support and field staff shall have access to contact information including telephone numbers, locations, contact personnel, maps, medical forms, and procedures for an emergency evacuation or field incident; and</p> <p>(d) daily morning and evening contacts shall be completed between field staff, support staff, and the field office and contacts shall be documented in the field office log daily.</p>			
<p>R501-8-13. Field Office.</p>			
<p>(1) Each program shall maintain a field office.</p>			
<p>(2) Communication systems between the field and the field office shall be monitored 24 hours a day when clients are in the field.</p>			
<p>(3) Support staff shall respond immediately to any emergency situation.</p>			
<p>(4) Support staff on duty shall be within one hour of any field group.</p>			

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(5) When staff are not present in the field office a contact telephone number shall be posted on the field office door and the field director shall designate responsible on-call staff who shall continually monitor communications and will always be within 15 minutes travel time of the field office.			
(6) Field office staff shall adhere to the following: (a) maintain current staff and client records in accordance with Rule R501-1-1; (b) maintain a master map of each activity area; (c) maintain copies of each expeditionary route with its schedule and itinerary to be immediately available to the office and emergency medical services, law enforcement or search and rescue agencies as needed; (d) maintain a log of daily communications; (e) be responsible for training and orientation, management of field personnel, related files, and records; and (f) be responsible for maintaining communications, inspecting equipment, and overseeing medical incidents.			
R501-8-14. Environmental Requirements. (1) Each outdoor youth program shall adhere to land use agency requirements including sanitation and low impact camping.			
(2) Each client shall be continuously supervised in the observance of low impact camping requirements.			
(3) Personal hygiene supplies shall be of biodegradable materials or packed out and properly disposed of.			
R501-8-15. Evaluation. (1) Following the wilderness experience, each client shall receive a debriefing to include a written summary of the client's participation and the progress the client achieved.			
(2) Each guardian, client, or other involved individuals shall be provided the opportunity and be encouraged to submit a written evaluation of the wilderness experience, which shall be retained by the program in the client file record.			
R501-8-16. Individual Experiences. (1) If an outdoor youth program conducts an individual component for clients as part of the program, the program shall have and follow written policies and procedures, which shall include the following: (a) an assessment of each client's ability to safely participate in the experience; (b) a description of the individual component to ensure that each client is not exposed to an unreasonable risk; (c) guardian permission for the youth to participate in the experience; (d) a policy that individual experiences are not required and must be entered voluntarily by the client or only as clinically indicated; (e) a policy of providing preparatory instruction and guidance to the client prior to an individual experience; (f) an individual assessment of client readiness; (g) a description of the maximum duration of each individual experience; (h) a policy explaining that a solo experience may not be used as a punishment or general practice;			

Department of Human Services: Office of Licensing
Outdoor Youth Programs Rules Checklist

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<p>(i) a policy that each staff shall be familiar with the area chosen to conduct individual experiences;</p> <p>(j) a supervision plan for each individual event with a frequent check-in to allow each client to rescind voluntary participation and go back to the group;</p> <p>(k) documentation of the duration of each individual event;</p> <p>(l) a plan for managing emergencies; and</p> <p>(m) documentation of how each individual program component is not used as seclusion or in violation of Section 62A-2-123.</p>			
<p>R501-8-17. Stationary Camp Sites.</p> <p>(1) A program offering a stationary camp that does not provide a 24-hour outdoor group living environment may require residential treatment licensure.</p>			
<p>(2) An outdoor youth program that maintains a designated building to serve a client shall be subject to fire, health, and safety standards.</p> <p>(a) A stationary outdoor youth program camp shall be inspected by a certified fire inspector before being occupied and on an annual basis thereafter. A copy of the inspection shall be maintained at the outdoor youth program camp.</p> <p>(b) At least one 2-A-10BC type fire extinguisher shall be in a group of tents within a 75- foot travel distance.</p> <p>(c) Flammable liquids may not be used to start fires, be stored in structures that house clients, or be stored near ignition sources. If generators are used, they will only be refueled by staff when the generator is not running and cool to the touch.</p> <p>(d) A stationary outdoor youth program camp shall be inspected by the local health department before being occupied and on an annual basis thereafter. A copy of the inspection shall be maintained at the site of the camp.</p> <p>(e) Food shall be stored, prepared, and served in a manner that is protected from contamination.</p> <p>(f) Each water supply shall be from a source that is accepted by the local health authority according to Rule R392-300, Recreation Camp Sanitation, at the time of application and for annual renewal of such licenses.</p> <p>(g) Sewage shall be disposed of through a public system, or in absence of a public system, in a manner approved by the local health authority, according to Rule R392-300, Recreation Camp Sanitation.</p>			