

**UTAH DEPARTMENT OF HUMAN SERVICES  
OFFICE OF LICENSING  
DAY TREATMENT  
RULES CHECKLIST**

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

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

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

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

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

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

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

COMPLIANCE REQUIREMENTS	Y E S	N O	N / A	CONT RACT	COMMENTS
<b>R501-20.</b> The following is on file 1. application 2. current staff information (org. chart, staff list) 3. background clearance screening form when required					
<b>R501-20-3. Definition.</b> Program meets definition of a day treatment program.					
<b>R501-20-4. Administration.</b> A Program complies with R501-2, Core Standards.					
B. A list of current consumers is available and on-site at all times.					
<b>R501-20-5. Staffing.</b> A. Program has an employed manager who is responsible for the day-to-day supervision and operation of the facility. Responsibilities of the manager are clearly defined. When the manager is absent, there is a substitute available.				*	
B. Program has a staff person trained, by a certified instructor, in first aid and CPR on duty with the consumers at all times.				*	
C. Staffing Ratios 1. Minimum ratio is one direct care staff to 10 consumers. In DSPD programs consumer ratio is determined by type of activity. 2. If 10% or more of consumers are non-ambulatory, the ratio is one direct care staff to 7 consumers.				*	
D. Professional staff include the following who have received training in the specific area listed: 1. Mental Health a. a licensed physician, or consulting licensed physician, b. a licensed psychologist, or consulting licensed psychologist, c. a licensed mental health therapist or consulting licensed mental health therapist, and d. a licensed advanced practice registered nurse-psychiatric mental health nurse specialist, or a consulting licensed advanced practice registered nurse-psychiatric mental health nurse specialist. e. If unlicensed staff are used they are supervised by a licensed clinical professional. 2. Substance Abuse a. a licensed physician or consulting licensed physician, b. a licensed psychologist or consulting licensed psychologist, c. a licensed mental health therapist or consulting licensed mental health therapist, and d. a licensed substance abuse counselor or unlicensed staff who work with substance abusers are supervised by a licensed clinical professional. 3. Children and Youth a. a licensed physician, or consulting licensed physician,				*	

COMPLIANCE REQUIREMENTS R501-20	Y E S	N O	N /	N A T COM TRAC T	COMMENTS
<ul style="list-style-type: none"> <li>b. a licensed psychologist, or consulting licensed psychologist,</li> <li>c. a licensed mental health therapist or consulting licensed mental health therapist, to provide a minimum of one hour of service per week per consumer enrolled, and</li> <li>d. a licensed advanced practice registered nurse-psychiatric mental health nurse specialist, or consulting licensed advanced practice registered nurse-psychiatric mental health nurse specialist.</li> <li>e. If unlicensed staff are used, they are trained to work with emotionally and behaviorally disturbed, or conduct disordered children and youth and are under the supervision of a licensed clinical professional.</li> </ul> <p>4. Services for People With Disabilities</p> <ul style="list-style-type: none"> <li>a. there is a staff person responsible for consumer supervision and operation of the facility, and</li> <li>b. here is trained staff to provide the services and treatment stated in the consumer's plan.</li> </ul>					
<p><b>R501-20-6. Direct Service</b></p> <p>A. Activity plans are prepared to meet individual consumer needs. Daily activity plans may include behavioral training, community living skills, work activity, work adjustment, recreation, self-feeding, self-care, toilet training, social appropriateness, development of gross and fine motor skills, interpersonal adjustment, mobility training, self-sufficiency training, and to encourage optimal mental or physical function, speech, audiology, physical therapy, and psychological services, counseling, and socialization.</p>				*	
<p>B. A daily activity or service schedule is designed and implemented.</p>				*	
<p>C. While on-site, consumers are supervised as necessary and encouraged to participate in activities.</p>				*	
<p>D. All consumers are afforded the same quality of care.</p>				*	
<p><b>R501-20-7. Physical Environment.</b></p> <p>A. Program provides written documentation of compliance with:</p> <ul style="list-style-type: none"> <li>1. local zoning ordinances,</li> <li>2. local business license requirements,</li> <li>3. local building codes,</li> <li>4. local fire safety regulations,</li> <li>5. local health codes, and</li> <li>6. local approval from the appropriate government agency for new program services or increased consumer capacity.</li> </ul>					
<p>B. Building and Grounds</p> <ul style="list-style-type: none"> <li>1. Program ensures that the appearance and cleanliness of the building and grounds are maintained.</li> <li>2. Program takes reasonable measures to ensure a safe physical environment for consumers and staff.</li> </ul>					
<p><b>R501-20-8. Physical Facility.</b></p> <p>A. Program has a minimum of 50 square feet of floor space per consumer designated specifically for day treatment. Hallways, office, storage, kitchens, and bathrooms are not included in computation.</p>					
<p>B. Outdoor recreational space and compatible recreational equipment is available when necessary to meet treatment plans.</p>					
<p>C. Furniture and equipment are of sufficient quantity, variety, and quality to meet program and consumer needs and is maintained in a clean and safe condition.</p>					
<p>D. Program has locked storage for hazardous chemicals and materials.</p>					
<p>E. Equipment</p> <ul style="list-style-type: none"> <li>1. Power equipment is installed and maintained in accordance with the National Electrical Code.</li> <li>2. When operating power equipment, the operator wears safe clothing and protective eye gear.</li> <li>3. Rings and watches are not worn, and long hair is confined when operating power equipment.</li> <li>4. Rings and watches are not worn, and long hair is confined when</li> </ul>					

COMPLIANCE REQUIREMENTS R501-20	Y E S	N O	N /	COM TRAC T	COMMENTS
operating power equipment. 5. Consumer exposure to hazardous materials is controlled as defined in Utah State Industrial Regulations.					
F. Bathrooms 1. Program has bathrooms for male and female in accordance with current uniform building codes. They are maintained in good operating order and in a clean and safe condition. 2. Bathrooms accommodate consumers with physical disabilities as required. 3. Bathrooms are properly equipped with toilet paper, towels, soap, and other items required for personal hygiene. 4. Bathrooms are ventilated by mechanical means or equipped with a screened window that opens.					
<b>R501-20-9. Food Service.</b> A. One person is responsible for good service. If this person is not a professionally qualified dietitian, regularly scheduled consultation with a professionally qualified dietitian is obtained. Meals are served from dietitian-approved menus.					
B. The person responsible for food service maintains a current list of consumers with special nutritional needs and records in the consumer's service record information relating to special nutritional needs and provides for nutrition counseling where indicated.					
C. If meals are prepared by consumers, there is written policy to include the following: 1. rules of kitchen privileges, 2. menu planning and procedures, 3. nutritional and sanitation requirements, and 4. schedule of responsibilities.					
D. Program provides adequate storage and refrigeration for meals carried to the program by consumers.					
E. Kitchens have clean, operational equipment for the preparation, storage, serving, and clean up of all meals.					
F. Adequate dining space is provided for consumers. Dining space is maintained in a clean and safe condition.					
<b>R501-20-10. Medication.</b> A. Prescriptive medication is provided as prescribed by a qualified person according to the Medical Practices Act.'					
B. Program has locked storage for medication.					
C. Program has written policy and procedure to include the following: 1. self administered medication, 2. storage, 3. control, and 4. release and disposal of drugs in accordance with federal and state regulations.					