

DSPD certification types

Purpose

This document is provided as guidance and is not a legal document. It does not override or replace the need to be familiar with rules. Current rules may be found on the [DLBC website](#).

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Definitions

DSPD certification

Refers to a site or program that serves up to 3 people in either a residential support or day support setting. Certifications are specific for contracted providers who provide services to clients who are receiving Utah Division of Services for People with Disabilities (DSPD)-Medicaid waiver funded services. This also includes clients who are receiving state funded services, private pay or are on the Utah DSPD waiting list. Clients who are not receiving DSPD funded services, on the Utah DSPD waiting list, or a private pay client who has documented approval by the director of DSPD, may not be served in a certified setting.



DSPD residential support certification

Issued by the Office of Licensing (OL) for a specific site, allowing a provider to operate a residential facility for 3 or fewer clients.

DSPD day support certification

Issued by OL for a specific site, allowing a provider to provide site-based non-residential day support services to 3 or fewer clients.

DSPD community-based day support certification

A subtype of a day support certification, issued by OL allowing a provider to provide non-residential day support services exclusively in the community to 3 or fewer clients in total.

When a certification is required

DSPD residential support certification

This certification is required for any site providing residential support services to 3 or fewer clients. If a single property contains multiple living areas, such as split-level homes, mother-in-law units, or basement apartments, each area must meet specific requirements to be considered a separate site.

For an area to be considered a separate site, it should, for example:

- Have its own heating and cooling systems and temperature controls.
- Have its own address for mail.
- Have its own separate outside entrance.
- Have its own basic facilities and appliances (e.g., tub or shower, toilet, refrigerator, stove).
- If connected by inside stairs, have a door with locks on both sides to prevent access to the other area.



DSPD day support certification

This certification is required when day support services are provided, either partially or fully, at a site that is owned, operated, leased, or otherwise controlled by the provider. It is required for each physical location where these services are offered, regardless of the time spent at the site. Since this certification is for non-residential services, the site cannot already be licensed or certified for residential support. Up to 3 clients can be served at each certified physical location.

Example: If three clients attend a day program receiving services both in the community and at a physical office, a day support certification is needed for the office space because clients receive services there, even if only for a short period of time.

DSPD community-based day support certification

This certification is required for day support services provided exclusively in the community. A provider cannot serve more than 3 clients in total for day support services under this certification, regardless of whether clients are served at the same time, in the same place, or in the same groups. As no physical facility is used by clients for these services, this certification is issued to the provider's general program or administrative address. A provider can only receive one community-based day support certification.

Example: A provider serving one client for individual community-based day support services in Salt Lake City and serving 2 clients for group community-based day support services in Utah County. One community-based day support certification would be required and would cover the services provided to all 3 clients. However, if the provider then serves an additional client for individual services in Tooele county, a day treatment license would be required because the total number of clients receiving community-based day support services is more than 3.



When a license is required

Residential support

A residential support license is required for each specific site providing residential services to 4 or more clients. If a split-level site does not meet the requirements to be considered 2 separate certified locations, a residential support license would be required for the entire site instead of 2 certifications.

Day treatment

A day treatment license is required for each specific site where site-based day support services are being provided to 4 or more clients. It is also required when solely community-based services are provided to 4 or more clients in total, regardless of whether clients receive services at the same time, location, or in the same groups. Similar to community-based day support certification, this license for community-based services is issued to the provider's general program or administrative address since no physical facility is used by clients. If a provider already holds a day treatment license for a physical location, any community-based day support services would be covered under that existing license regardless of the number of people served in the community-based program.

Additional resources

Contract information

The Office of Licensing oversees the licensing and certification of individual programs that are operated by a provider, and does not oversee a provider's contract or the general contracting process. Further information regarding when a certification or license may be required by the contract can be found by reviewing the Scope of Work for the specific contract held by the provider. All contracts can be found on the [Department of Health and Human Services \(DHHS\) website](#).



Common terms

Individuals and agencies often use different terms for the same or similar concepts, depending on the situation and context. For example, a DHHS contract might use a billing code to identify residential services, and the Office of Licensing might refer to them by the type of license or certification that the provider holds.

Common terms and acronyms		
Term	Definition	Where to find more
RHS	‘Residential Habilitation Supports’. A service code in the DHHS91172 contract. To provide this service, the contract requires the site to be licensed or certified for residential support.	The Scope of Work for the DHHS91172 contract .
DSI	‘Day Support for an Individual’. A service code in the DHHS91172 contract. To provide this service, the contract requires the provider to maintain a day treatment license or day support certification.	The Scope of Work for the DHHS91172 contract .
DSP and DSG	‘Day Support’. A service code in the DHHS91172 contract. To provide this service, the contract requires the provider to maintain a day treatment license or day support certification.	The Scope of Work for the DHHS91172 contract .
CBCDS	‘Community-based Certified Day Support’. An acronym for the certification for community-based day support services.	The administrative rules for the certification (R501-23).
CDS	‘Certified Day Support’. An acronym for the certification for site-based day support services.	The administrative rules for the certification (R501-23).
CRS	‘Certified Residential Support’. An acronym for the certification for residential support services.	The administrative rules for the certification (R501-23).

