

R501. Human Services, Administration, Administrative Services, Licensing.

R501-20. Day Treatment Programs.

R501-20-1. Authority.

Pursuant to Section 62A-2-101 et seq., the Office of Licensing, shall license day treatment programs according to the following rules.

R501-20-2. Purpose.

A day treatment program provides services to individuals who have emotional, psychological, developmental, physical, or behavioral dysfunctions, impairments, or chemical dependencies. Day treatment is provided in lieu of, or in coordination with, a more restrictive residential or inpatient environment or service in accordance with Subsection 62A-2-101(4).

R501-20-3. Definition.

Day treatment program means specialized treatment for less than 24 hours a day, for four or more persons who are unrelated to the owner or provider pursuant to Subsection 62A-2-101(4).

R501-20-4. Administration.

- A. In addition to the following rules, all Day Treatment Programs shall comply with R501-2, Core Standards.
- B. A list of current consumers shall be available and on-site at all times.

R501-20-5. Staffing.

- A. The program shall have an employed manager who is responsible for the day to day supervision and operation of the facility. The responsibilities of the manager shall be clearly defined. Whenever the manager is absent, there shall be a substitute available.
- B. The program shall have 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. The minimum ratio shall be one direct care staff to ten consumers. In Division of Services for People With Disabilities programs, consumer ratios shall be determined by type of activity.
 2. When 10% or more of the consumers are non-ambulatory, the ratio shall be one direct care staff to seven consumers.
- D. Professional staff shall include the following individuals who have received training in the specific area listed below:
 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 shall be 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 abuses shall be supervised by a licensed clinical professional.
 3. Children and Youth
 - 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, to provide a minimum of one hour of service per week per consumer enrolled in the program, and
 - d. a licensed advanced practice registered nurse-psychiatric mental health nurse specialist, or consulting licensed advanced practice registered nurse-psychiatric mental health nurse specialist.
 - e. If unlicensed staff are used, they shall be trained to work with emotionally and behaviorally disturbed, or conduct disordered children and youth and shall be under the supervision of a licensed clinical professional.
 4. Services for People With Disabilities
 - a. a staff person responsible for consumer supervision and operation of the facility, and
 - b. trained staff to provide the services and treatment stated in the consumer's plan.

R501-20-6. Direct Service.

- A. Day treatment activity plans shall be 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.

- B. A daily activity or service schedule shall be designed and implemented.
- C. While on-site, consumers shall be supervised as necessary and encouraged to participate in activities.
- D. All consumers shall be afforded the same quality of care.

R501-20-7. Physical Environment.

- A. The program shall provide written documentation of compliance with the following:
 - 1. local zoning ordinances,
 - 2. local business license requirements,
 - 3. local building codes,
 - 4. local fire safety regulations,
 - 5. local health codes, and
 - 6. local approval from the appropriate government agency for new program services or increased consumer capacity.
- B. Building and Grounds
 - 1. The program shall ensure that the appearance and cleanliness of the building and grounds are maintained.
 - 2. The program shall take reasonable measures to ensure a safe physical environment for consumers and staff.

R501-20-8. Physical Facility.

- A. The program shall have a minimum of fifty square feet of floor space per consumer designated specifically for day treatment. Hallways, office, storage, kitchens, and bathrooms will not be included in computation.
- B. Outdoor recreational space and compatible recreational equipment shall be available when necessary to meet treatment plans.
- C. Furniture and equipment shall be of sufficient quantity, variety, and quality to meet program and consumer needs and shall be maintained in a clean and safe condition.
- D. The program shall have locked storage for hazardous chemicals and materials, according to the direction of the local fire authorities.
- E. Equipment
 - Equipment for work activities shall be kept in safe operating condition.
 - 1. Power equipment shall be installed and maintained in accordance with the National Electrical Code.
 - 2. When operating power equipment, the operator shall wear safe clothing and protective eye gear.
 - 3. Rings and watches are not to be worn, and long hair shall be confined when operating power equipment.
 - 4. Consumer exposure to hazardous materials shall be controlled as defined in Utah State Industrial Regulations.
- F. Bathrooms
 - 1. The program shall have one or more bathrooms each for males and females in accordance with current uniform building codes. They shall be maintained in good operating order and in a clean and safe condition.
 - 2. Bathrooms shall accommodate consumers with physical disabilities as required.
 - 3. Bathrooms shall be properly equipped with toilet paper, towels, soap, and other items required for personal hygiene.
 - 4. Bathrooms shall be ventilated by mechanical means or equipped with a screened window that opens.

R501-20-9. Food Service.

- A. One person shall be responsible for food service. If this person is not a professionally qualified dietitian, regularly scheduled consultation with a professionally qualified dietitian shall be obtained. Meals served shall be from dietitian approved menus.
- B. The person responsible for food service shall maintain a current list of consumers with special nutritional needs and record in the consumers service record information relating to special nutritional needs and provide for nutrition counseling where indicated.
- C. When meals are prepared by consumers, there shall be a 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. The program shall provide adequate storage and refrigeration for meals carried to the program by consumers.
- E. Kitchens shall have clean, operational equipment for the preparation, storage, serving, and clean up of all meals.
- F. Adequate dining space shall be provided for consumers. The dining space shall be maintained in a clean and safe condition.

R501-20-10. Medication.

- A. Prescriptive medication shall be provided as prescribed by a qualified person according to the Medical Practices Act.
- B. The program shall have locked storage for medication.
- C. The program shall have 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.

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