

**SPONSORED RESIDENTIAL SERVICES  
POLICY & RECORD REVIEW FORM - ADDENDUM  
DBHDS—Office of Licensing**

PROVIDER:	LICENSE #:
SERVICE:	SPECIALIST:
DATE:	<input type="checkbox"/> Scheduled Review <span style="margin-left: 100px;"><input type="checkbox"/> Unannounced Review</span>

Regulation/Section	Standard	Score	Comments
§1170 (.1)	<b>Written agreement</b> Providers shall maintain a written agreement with residential home sponsors which shall be available to licensing specialist		
§1170.2	Include provision for granting the right of entry to licensing specialists & human rights advocates		
§1180.B	<b>Physical Environment</b> Provider certifies homes meet criteria for physical environment as designated in regulations		
§1180.D	The provider shall obtain three job-related references, criminal background checks and Central Registry checks		
§1180.E	Provider shall develop & implement policies for criminal background checks and Central Registry checks		
§1190.A	<b>Policies</b> Provider shall develop & implement policies to provide orientation to sponsored home staff		
§1190.B	Develop & implement a training plan for sponsored home staff		
§1190.D	Policy on managing and monitoring & supervising sponsored residential homes		
§1190.E	Provider will conduct at least quarterly unannounced on-site reviews		
§1190.F	At least annually review compliance with regulations		
§1190.G	Policy on termination of a sponsored residential home		
§1190.H	Residents or AR is provided opportunity to choose a new placement		
§1200.A	Supervisor for every 15 sponsored residential homes		
§1200.B	Responsible adult available for supervision		
§1200.C	Individual who transport must have valid driver license, registration, inspection		
§1200.D	Sponsor to inform provider of significant changes		
§1200.E	Sponsor report all hospitalizations of individuals to provider and CM		
§1210.1	<b>Residential Home Records</b> Providers will maintain records on each home to include reference checks		
§1210.2	Providers will maintain records on each home to include criminal history & central registry background checks		
§1210.3	Providers will maintain records on each home to include records of orientation & training of sponsored home staff		
§1210.4	Log of provider visits to each home		
§1210.5	Sponsored homes will maintain daily log of significant events		

COMMENTS:	Name/Record Number							
§1180.C.1	Provider documents each staff members ability to meet individuals needs, to include communication needs and understands the individual							

Scoring: C= Compliance    N=Non-Compliance    NA=Not Applicable    ND=Not Determined

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<b>§1180.C.2</b>	Provider documents each staff members ability to meet individuals needs to include ability to provide care, treatment, training or habilitation								
<b>§1180.C.3</b>	Provider documents each staff members ability to meet individuals needs to include ability of household members to accept individuals with disabilities, especially children								
<b>§1180.C.4</b>	Provider documents each homes financial ability to meet own expenses for ninety-days, independent of payments received for residents								
<b>§1180.C.5</b>	Documents education, qualification, and experience of sponsor and staff								
<b>§1235.1</b>	Develop service description based upon evidence practices								
<b>§1235.2</b>	Use a treatment team model to provide intensive support & consultation to the sponsor								
<b>§1235.3</b>	Weekly team meetings & supervision with sponsor parent								
<b>§1235.4</b>	Sponsor parent keep daily log of behavioral information								
<b>§1235.5</b>	Sponsor parent receive 25 hours per year of in-service training at least once quarterly								
<b>§1235.6</b>	Provider is not a child placing agency								
<b>§1235.7</b>	Sponsor parent or parents shall be at least 25 years old								
<b>§1235.8</b>	Sponsor parent shall be able to provide care and supervision								
<b>§1235.9</b>	Provider has access through directly providing it or developing agreements for 24-hour emergency health care for children								