


Group Home and Residential Center Application and Policy Review Checklist

Facility Name:

Date Application Submitted:

	Statute or Regulation #	Regulation Description
<input type="checkbox"/>	Required Documentation	<ul style="list-style-type: none"> ○ Completed and signed application ○ Licensing Fee ○ a written proposal detailing the purpose of the facility ○ the administration plan for the program ○ an organizational chart ○ a financial plan for the program ○ staffing for the program, including job descriptions ○ services to be offered, including the number, age range and sex of residents to be served ○ admission criteria and a description of the level of care to be provided ○ written notification to the school district ○ floor plan for each building to be used ○ plot plan for the entire outdoor premises ○ documentation of state fire marshal's approval ○ request for employee background checks ○ articles of incorporation and bylaws ○ documentation the building meets zoning requirements of the community ○ policy and procedure manual
Review the regulations, develop policies and procedures as applicable for the operation of your facility that meet the requirements of each regulation.		
28-4-123	Parental access.	28-4-272 Records
28-4-126	Health of individuals at least 16 years of age.	28-4-273 Admission policies
28-4-127	Emergencies	28-4-274 Services
28-4-128	Safety and emergency procedures	28-4-275 Health care
28-4-129	Swimming and wading activities.	28-4-276 Mental health policies
28-4-130	Transportation	28-4-277 Environmental standards
28-4-131	Animals	28-4-279 Maternity Care
28-4-132(d)-(i)	Child Care Practices	28-4-280 Residential services to mother and infant
28-4-133	Reporting Critical Incidents	
28-4-269	Licensing procedures	
28-4-271	Administration	