

# **Residential Licensing Standards**

For

**CTH-I, CTH-II, SLP-II**

Revised June 18, 2020

## Definitions

### Community Training Home-I Model (Foster Care)

In the Community Training Home-I Model, personalized care, supervision and individualized training are provided, in accordance with a service plan, to a maximum of two (2) people living in a support provider's home where they essentially become one of the family. Support providers are qualified and trained private citizens. CTH-I homes meet Office of State Fire Marshal Foster Home Regulations.

### Community Training Home-II Model

The Community Training Home-II Model offers the opportunity to live in a homelike environment in the community under the supervision of qualified and trained staff. Supervision, skills training and supportive care are provided according to individualized needs as reflected in the service plan. No more than four (4) people live in each residence.

### Supervised Living-II Model

This model is for people who need intermittent supervision and supports. They can handle most daily activities independently, but may need periodic advice, support and supervision. It is typically offered in an apartment setting that has staff available on-site or in a location from which they may get to the site within 15 minutes of being called, 24 hours daily.

### Supported Living Model-I

This model is similar to the Supervised Living Model-II; however, people generally require only occasional support. It is offered in a house or apartment setting and staff are available 24 hours a day by phone.

**NOTE:** The Home and Community-Based Services (HCBS) Settings Rule issued by the Centers for Medicare and Medicaid Services (CMS) requires that all home and community-based settings meet certain requirements. The DDSN Residential Licensing Standards reflect the agency's values and incorporate the HCBS Settings Rule requirements which are listed below:

- The setting is integrated in and supports full access to the greater community.
- The setting is selected by the individual from among setting options.
- The setting is physically accessible.
- Individual rights of privacy, dignity and respect, and freedom from coercion and restraint are ensured.
- Autonomy and independence in making life choices are optimized.
- Choice regarding services and who provides them is facilitated.
- The individual has a lease or other legally enforceable agreement providing similar protections.
- The individual has privacy in their unit including lockable doors, choice of roommates and freedom to furnish or decorate the unit.
- The individual controls his/her own schedule including access to food at any time.
- The individual can have visitors at any time.

	Safety	Guidance
1.0	<p>All sites shall receive a fire safety inspection by the State Fire Marshal's Office:</p> <p>a) Prior to being inspected by DDSN Licensing Contractor, annually, and following major structural changes to the home.</p> <p>b) Any deficiencies received during the fire inspection shall be reviewed by DDSN prior to the home being licensed.</p>	<p>See fire code requirements at <a href="http://www.scfiremarshal.llronline.com/INSPECT/index.asp?file=main.htm">http://www.scfiremarshal.llronline.com/INSPECT/index.asp?file=main.htm</a>.</p> <p>Note: In addition to smoke alarms, the site must also have a carbon monoxide detector when any of the following conditions exist:</p> <ul style="list-style-type: none"> <li>• Fuel burning appliances are used.</li> <li>• There is a functional fireplace in the home.</li> <li>• The home has an attached garage with a common wall.</li> </ul> <p>Should you have questions about placement of carbon monoxide detectors, contact your local Fire Marshal.</p> <p>State Fire Marshal Inspection report is maintained by the provider.</p> <p>Sites that have fire sprinkler systems must be inspected in accordance with NFPA 25 standards. To maintain certification, monthly, quarterly, semi-annual, annual and five (5) year inspections must be completed. All the inspections can be handled by residential staff or maintenance staff <b>EXCEPT</b> for the annual and five (5) year inspection which must be performed by a certified sprinkler contractor. Documentation of all inspections must be maintained by the provider. Refer to the attachments in DDSN Directive 300-03-DD for sample forms which may be used.</p>
1.1	<p>All sites shall be inspected by DDSN Licensing Contractor:</p> <p>a) Prior to the initial admission of a person.</p> <p>b) Annually, as required per directive.</p> <p>After structural changes are made to the home.</p>	<p>The license is not transferable from either the address or family specified on the license.</p> <p>Initial inspections must be requested a minimum of two weeks in advance.</p> <p>For licensing purposes, "children" is defined as under the age of 21 years.</p>

<p>1.2</p>	<p>All sites shall pass an electrical inspection conducted by a licensed electrician:</p> <ul style="list-style-type: none"> <li>a) Prior to the home being inspected by DDSN Licensing Contractor; and</li> <li>b) After major structural changes are made.</li> </ul>	<p>“Pass” requires that the home’s electrical system is in good working order and does not jeopardize the health and safety of people living there.</p> <p>Documents must be available to verify the date and results of the inspection, as well as the inspector’s license number. Forms submitted as evidence of an electrical inspection must include a review of all components of the home’s electrical system and the signature and licensing number of the person completing the inspection. See DDSN Directive 300-03-DD for a sample form.</p> <p>Sites that have emergency generators must perform complete and thorough inspections of them. Routine service by a qualified contractor is encouraged to ensure that generators are maintained in good operating condition. Service contracts generally include semi-annual and/or annual inspections. Providers must perform monthly checks of the generators. Documentation of all checks must be maintained by the provider. See DDSN Directive 300-03-DD for sample forms which may be used to conduct monthly inspections.</p> <p>Note: Electrical system must be maintained in good working order at all times. Any conditions at the time of the inspection that jeopardize the health and safety of the people living at the site will be cited as a deficiency.</p>
<p>1.3</p>	<p>All sites shall pass a heating, ventilation and air-conditioning inspection conducted by a licensed inspector:</p> <ul style="list-style-type: none"> <li>a) Prior to the home being inspected by DDSN Licensing Contractor to operate; and</li> <li>b) After major structural changes are made to the home.</li> </ul>	<p>“Pass” requires that the HVAC is in good working order and heating equipment must be capable of maintaining a room temperature of not less than 68°F throughout the home. Cooling equipment must be capable of maintaining a room temperature of not more than 75°F through the home.</p> <p>Documents must be made available to verify the date and results of the inspection. Forms submitted as evidence of an HVAC inspection must include a review of all components of the home’s HVAC system and the signature and licensing number of the person completing the inspection.</p> <p>See DDSN Directive 300-03-DD for form which may be used for HVAC inspections.</p>

1.4	<p>When not on a public water line, all sites shall pass a water quality inspection conducted by DHEC prior to the home being inspected by DHEC to operate; as indicated:</p> <ul style="list-style-type: none"> <li>a) A bacteria and metal/mineral analysis must be performed prior to being licensed;</li> <li>b) As needed, when changes in taste, color or odor are present; and</li> <li>c) A bacteria analysis must be performed annually.</li> </ul>	<p>Providers must request an inspection from their county DHEC Office.</p> <p>The DHEC inspection report is maintained by the Provider.</p> <p>Mixing valves must be inspected routinely with documentation maintained by the provider. See DDSN Directive 300-03-DD for a mixing valve inspection checklist.</p>
1.5	<p>Sites serving children shall pass a health and sanitation inspection conducted by DHEC:</p> <ul style="list-style-type: none"> <li>a) Prior to the home being licensed.</li> <li>b) CTH-I – as needed thereafter; CTH-II – annually.</li> </ul>	<p>Pass = no citation that will jeopardize the health and safety of residents and care providers.</p> <p>For licensing purposes “children” is defined as under the age of 21 years.</p> <p>Documents must be available to verify the date and results of the inspection.</p>
1.6	<p>Prior to being licensed, all homes which serve children under six (6) years of age, shall pass a lead-paint risk assessment conducted by DHEC.</p>	<p>Pass=no citation that will jeopardize the health and safety of consumers and care providers.</p> <p>Documents must be available to verify the date as well as results of the assessment.</p>
1.7	<p>Firearms are prohibited on all sites.</p>	<p>The presence of firearms with no documented waiver approval will be cited as a deficiency.</p>
1.8	<p>Pets on site shall be current with vaccinations.</p>	<p>Based on the discretion of the provider or landlord, pets may be allowed if: vaccinations are current; proper care is provided and no signs of potential risks are assessed.</p> <p>Documentation of current vaccinations must be available for review.</p>

	<b>Home Environment</b>	<b>Guidance</b>
2.0	<p>All sites shall have a standard first-aid kit that is:</p> <ol style="list-style-type: none"> <li>Readily accessible.</li> <li>Well stocked for the number of people who are intended to use it.</li> </ol>	<p>Contents recommended by the American Red Cross for a standard kit: ¾" x 3" standard adhesive bandages; mini bandages; 2" x 2" sterilized gauze pads; 1" x 5 yards self-adherent wrap; triple antibiotic ointment; providone-iodine antiseptic/germicide swabs; alcohol prep pads.</p> <p>The kit should contain NO expired items.</p> <p>If an individual has been assessed as capable of using a first aid kit independently, the kit must be accessible to him/her. In SLP-II sites, residents who are assessed as independent in using a first aid kit must have one in their apartment.</p> <p>Readily accessible means quickly accessible to all staff of the home and any resident assessed as capable of using it safely.</p>
2.1	<p>The site/home shall afford each person sufficient space for privacy, including, but not limited to:</p> <ul style="list-style-type: none"> <li>bathing/toileting facilities behind a lockable door;</li> <li>lockable doors on bedroom/sleeping quarters; and</li> <li>lockable storage.</li> </ul>	<p>For supervised living sites, this requirement is applicable when the home/unit is occupied by more than one (1) resident.</p> <p>Refer to:</p> <p>42 CFR§441.301(c)(4)(iii) 42 CFR§441.301(c)(4)(vi)(B)</p>
2.2	<p>CTH shall have a flashlight on site for each level of the home.</p>	<p>Flashlight must be readily accessible and operable.</p> <p>Level = floor</p>
2.3	<p>CTH bedrooms shall have:</p> <ol style="list-style-type: none"> <li>At least 100 square feet for a single occupancy, or 160 square feet for a double occupancy;</li> <li>A clean, comfortable bed, (including appropriately sized bed frame and mattress) pillow, and linen appropriate to the climate;</li> <li>Operable lighting;</li> </ol>	<p>The person's bedroom must not be a detached building, unfinished attic or basement, hall, or room commonly used for other than bedroom purposes.</p> <p>Maximum of two (2) people per bedroom, with at least three (3) feet between beds.</p> <p>Children must sleep within calling distance of an adult.</p> <p>Assessment data regarding the use of lockable storage must be available on-site for licensing review.</p>

	<p>d) Operable window; and</p> <p>e) Sufficient lockable and non-lockable storage space.</p>	
2.4	CTH-I Homes shall have one (1) lavatory, toilet and shower/bathtub for every six (6) household members.	
2.5	Support Provider to resident ratio in the CTH-I shall be no more than two (2) beds to each provider.	
2.6	<p>Hot water temperature in CTH sites:</p> <p>a) Shall be no less than 100°F.</p> <p>b) Shall never be more than 120°F in a home where an individual lives who is incapable of regulating water temperature.</p> <p>c) Shall never be more than 130°F.</p>	<p>Water regulating skills of all persons living in the home who receive services must be assessed and appropriate training implemented. Assessment data regarding the regulation of water temperature must be available on-site for licensing review.</p> <p>Providers should routinely check the water temperature and keep documentation of checks and necessary actions on site.</p> <p>Water temperature shall never be more than 130°F, no matter the skills of the residents living in the home.</p>
2.7	<p>CTH sites shall:</p> <p>a) Be free from obvious hazards.</p> <p>b) Be clean.</p> <p>c) Be free of litter/rubbish.</p> <p>d) Be free of offensive odors.</p> <p>e) Have equipment in good working order.</p>	<p>Litter/rubbish contained in covered cans or tied in garbage bags.</p> <p>Linens should be clean/sanitary.</p> <p>No evidence of pests/vermin, mold or mildew.</p> <p>Offensive odors – smell of urine, rotting food</p> <p>Household cleaning agents are kept in secure locations and away from food and medications.</p> <p>When an individual living in the home has been assessed as independent in the use of household cleaning agents, accommodations must be made to allow them to access the cleaning agents when they wish to use them. Assessment data regarding the use of cleaning agents must be available on-site for licensing review.</p> <p>Equipment may include, but not be limited to: appliances, furniture (including lawn furniture, flooring, walls, plumbing fixtures, fire alarms, fire extinguishers).</p>

		<p>Furniture must be in usable condition that does not prevent reasonable use of access based on the person's gross motor and fine motor skills.</p> <p>Based on the discretion of the provider or landlord, pets may be allowed if: vaccinations are current; proper care is provided; no signs of potential risks are assessed.</p> <p>Documentation must be present on-site.</p>
2.8	Supervised Living settings shall afford residents basic comfort.	<p>Working sink with hot (between 100°F – 130°F) and cold running water.</p> <p>Note: If there is a resident in the supervised living site who has been assessed as unable to regulate water temperature or cannot do so due to physical disability, the maximum water temperature should be 120°F.</p> <ul style="list-style-type: none"> <li>• Operable heat.</li> <li>• Operable electricity.</li> <li>• Working tub/shower with hot (between 100°F – 130°F) and cold running water.</li> <li>• At least one (1) appropriately sized bed frame with mattress, pillow, sheets and blanket for every resident (unless a married couple choose to share a bed). Linens should appear clean/sanitary.</li> <li>• A working toilet.</li> </ul>
2.9	Supervised living settings shall afford residents basic safety.	<p>Setting must:</p> <ul style="list-style-type: none"> <li>• Have lockable exterior doors and windows.</li> <li>• Be free from obvious hazards.</li> <li>• Be sanitary.</li> </ul> <p>Also see Standard # 1.0 regarding carbon monoxide detectors.</p>
2.10	Minimum Support Provider to resident ratio in an SLP-II is 1:20.	

2.11	Sufficient staff shall be available 24 hours daily to respond to the needs of the residents and implement their programs.	Available means that staff must be on site or in real-time contact by electronic means or be able to reach the site within 15 minutes.
2.12	For settings initially licensed on or after July 1, 2020, the setting must be free from qualities that may be presumed institutional.	<p>Settings that may have qualities presumed to be institutional include:</p> <ul style="list-style-type: none"> <li>• Settings in a publically or privately-owned facility that provides inpatient treatment; and</li> <li>• Settings on the grounds of or adjacent to a public institution.</li> </ul> <p>Refer to: 42 CFR§441.301(c)(5)(i-iv)</p>
2.13	For settings initially licensed on or after July 1, 2020, the setting must be free from characteristics that have the effect of discouraging integration of residents from the broader community.	<p>Settings that may have characteristics that have the effect of discouraging integration of residents from the broader community include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Settings completely enclosed by walls or fences with locked gates;</li> <li>• Settings in a multi-unit housing complex whose owners or lessees are limited to only those with ID/RD, HASCI or Autism Spectrum Disorder; and</li> <li>• An additional setting added to an existing cluster (i.e., 2 or more) of DDSN-licensed residential or day settings.</li> </ul> <p>Refer to: 42 CFR§441.301(c)(5)(v)</p>
2.14	The setting is free from postings of employee information (such as labor standards and minimum wage posters) in common areas.	Postings of employee information should be limited to areas of the home typically used by staff.
2.15	The setting is physically accessible.	<p>Refer to: DDSN Directive 700-02-DD: Compliance with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1975 and Establishment of a Complaint Process. 42 CFR§441.301(c)(4)(vi)(E).</p>

	<b>Health Services</b>	<b>Guidance</b>
3.0	Medications, including controlled substances and medical supplies, shall be managed in accordance with local, state and federal laws and regulations.	Stored in a secure and sanitary area with proper temperature, light, humidity and security.
3.1	Medications in an SLP-II shall be stored in the resident's apartment unless there are documented reasons as to why this would present a health and safety issue.	<p>The person's ability to self-administer medications is a separate issue from their ability to safely store medications in their apartment. Refer to DDSN Directive 603-13-DD: Medication Technician Certification for requirements for individuals to self-administer medications.</p> <p>An assessment should be completed for each person. The assessment should document any reasons why the person is not able to safely store their medications in their apartment. As a best practice, the provider should consider whether there are assistive devices available that would permit the person to safely store medications. There are many devices that are fully secure and available to people who may not be able to discriminate which pill to take, but they know not to take it until it is time or until the device dispenses it for them. Many products currently marketed to the elderly population would be beneficial to consumers in SLP-II who may not be fully independent in taking their medications.</p> <p>The ability to safely store medications is a separate issue from the person's preference not to have them stored in their apartment. An assessment should still be completed in an effort to identify potential training objectives that would assist the person and increase their interest/comfort. Assessment data for the safe storage of medications must be available on-site with the other residential habilitation records and subject to Licensing Review. The goal of all DDSN residential programs is to help the consumer(s) achieve their maximum level of independence. Just as many consumers begin with basic steps for cooking or money management, they may begin steps towards identifying and maintaining their medications, if not self-administration.</p> <p>If, after discussing options for safety and securely storing the medications in the person's apartment, they continue to state that they do not wish to store them, then a called team meeting must document the</p>

		assessment results, the discussion with the consumer, including the possibility of assistive devices, and the timeframe for re-evaluation (not to exceed one (1) year). The called team documentation must include the consumer's signature, but Human Rights Committee approval is not required (DDSN Directive 535-02-DD). This scenario should be the exception, rather than the rule, for providers.
3.2	<p>Orders for new medications and/or treatments shall be administered by:</p> <p>a) Licensed nurse.</p> <p>b) Unlicensed staff as allowed by law, or</p> <p>c) The person for whom the medication is prescribed when he/she is assessed as independent.</p>	<p>Unlicensed staff as allowed by law: As a result of a provision contained in the 2016-2017 Budget Bill, H. 5001-Part 1B, 36.7, the General Assembly of the State of South Carolina granted DDSN the statutory authority for selected unlicensed persons to administer medications to DDSN consumers in community settings. With regard to injectable medications, this authority only applies to "regularly scheduled insulin and prescribed anaphylactic treatments under established medical protocol and does not include sliding scale insulin or other injectable medications."</p> <p>Refer to DDSN Directive 603-13-DD: Medication Technician Certification for further descriptions of requirements for unlicensed staff to administer medications or individuals to self-administer medications.</p>
3.3	At all sites, orders for new medications and/or treatments shall be filled and given within 24 hours unless otherwise specified.	If orders are given as the result of a self-initiated or family initiated physician, PAA or CPN visit, orders must be changed within 24 hours of learning about the visit.
3.4	Medications shall be safely and accurately given.	<p>Medication has not expired.</p> <p>There are no contraindications, i.e., no allergy for the drug.</p> <p>Administered at the proper time, prescribed dosage, and correct route.</p> <p>If a provider has documented all medication errors, and no errors resulted in the need for additional medical treatment as a result of the error, the appropriate remediation for the error was documented, AND the monthly medication error rate for that location does not exceed .035 for the prior three (3) months, then the provider should not be cited for this indicator. If the monthly error rate is</p>

		<p>more than .035 for the prior three months (3), even with the documentation of remediation, then the provider will be cited.</p> <p>Error rates are to be calculated based on the known medication errors on the date the rate is calculated. If an error is cited in Licensing Standard 3.5, the same error should not be cited for a second time on Licensing Standard 3.4.</p> <p>Medication Records, Medication Error Reports, and the monthly error rate calculations for the location must be available at the inspection site for the three (3) months prior to the review date. If the error rate has not yet been calculated for the month immediately preceding the review, the reviewer may go back four (4) months.</p> <p>Providers may use .035 or 3.5% as the threshold, but must calculate the monthly error rate using the formula defined in DDSN Directive 100-29-DD. As clarification, Red Flag events are not included in this calculation. Error rates for the current month must be documented and available by the last day of the following month.</p>
3.5	<p>For persons not independent in taking their own medication/treatments, a log shall be maintained to denote:</p> <ul style="list-style-type: none"> <li>a) The name of medication or type of treatment given.</li> <li>b) The current physician's order (and purpose) for the medication and/or treatment.</li> <li>c) The name of the person giving the medication.</li> <li>d) Time given.</li> <li>e) Dosage given.</li> </ul>	<p>Medication includes over-the-counter medications.</p> <p>The provider will not be cited if there are no more than three (3) medication passes per person, per month, with blanks on the medication record in any of the prior three (3) months and the provider has met the following criteria:</p> <ul style="list-style-type: none"> <li>a) The reasons for the blanks were documented on the back of the log.</li> <li>b) The documentation error did not result in the need for any additional medical intervention.</li> </ul> <p>The Medication Record should be coded if the medication is not given at regular intervals or if there is any variation in scheduling. This should not create opportunities for blanks.</p> <p>As clarification, the medication pass may include multiple prescriptions and over-the-counter (OTC) medications/treatments that are given at the same time.</p> <p>Medication records (MAR and Error documentation) must be available at the licensed location for the 3 months prior to a Licensing Review date.</p>

3.6	<p>Provider shall have a policy regarding disposition of medication when:</p> <ul style="list-style-type: none"> <li>a) Medication is outdated.</li> <li>b) Person moves.</li> <li>c) Person is deceased.</li> <li>d) Medication is discontinued.</li> </ul>	<p>The policy must be available on-site during the Licensing Review.</p>
3.7	<p>Medication logs shall be reviewed monthly, at a minimum to ensure medication errors/events are documented appropriately.</p>	<p>Reviewer will examine data:</p> <p>To ensure medication errors/events are documented appropriately.</p> <p>Actions are taken to alleviate future errors. The review should include evidence of the review for the three (3) months prior to the Licensing Inspection.</p> <p>The review for the current month must be documented and available by the last day of the following month. If the review for the prior month has not been documented, the Licensing review may include the prior four months. Documentation of the provider's review must be available on-site during the Licensing Review.</p> <p>Review must be completed by a person who does not normally give medication in the site being reviewed.</p>
3.8	<p>People shall be encouraged to eat a nourishing, well balanced diet which:</p> <ul style="list-style-type: none"> <li>a) Includes personal food preference.</li> <li>b) Allows desirable substitutions.</li> <li>c) Meets dietary requirements of individuals.</li> </ul>	<p>Diet must be based on accepted, recognized dietary guidelines such as the Food Pyramid and/or physician recommendation, DDSN Diet Manual, Food Plate, etc.</p> <p>People must be involved in meal planning, grocery shopping, and preparation to the extent of their abilities. Documentation of the person's participation must be available on-site during the Licensing Review.</p>