

Multnomah County Mental Health & Addiction Services Division
RESIDENTIAL TREATMENT FACILITY – POLICY/PROCEDURE CHECKLIST

Facility Name: _____ **Date:** _____ **Location –**
Policy #, **MHASD**
OAR Citation: **Page #s:** **Comments:**

309-035-0110: Licensing		
(1) License Required		
(2) Initial Application		
(3) Plans and Design Approval		
(4) Necessary Approvals		
(5) Required Fees		
(6) Renewal Application		
(7) Review Process		
(8) Findings of Noncompliance		
(9) Variance		
(10) Issuance of License		
(11) Conditions of License		
(12) Site Inspections		
(13) Investigation of Complaints and Alleged Abuse		
(14) Denial, Suspension or Revocation of License		
(15) Reporting Changes		
309-035-0113: Contracts and Rates		
(1) Contracts		
(2) Rates		
309-035-0115: Administrative Management		
(1) Licensee		
(2) Administrator		
(3) Policies and Procedures		
(a) Personnel practices and staff training;		
(b) Resident selection, admission and termination;		
(c) Fire drills, emergency procedures, resident safety and abuse reporting;		
(d) Health and sanitation;		
(e) Records;		
(f) Residential service plan, services and activities;		
(g) Behavior management, including the use of seclusion or restraints;		

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(h) Food Service;		
(i) Medication administration and storage;		
(j) Resident belongings, storage and funds;		
(k) Resident rights and advance directives;		
(l) Complaints and grievances;		
(m) Facility maintenance;		
(n) Evacuation capability determination; and		
(o) Fees and money management.		
(4) House Rules		
309-035-0117: Records		
(1) General Requirements		
(2) Program Records		
(3) Personnel Records		
(4) Resident Records		
(5) Records for Crisis-respite Residents		
(6) Storage		
(7) Confidentiality		
(8) Resident Access to His/Her Record		
(9) Transfer of Records		
(10) Maintenance of Records		
(11) Administrative Changes		
(12) Resident Contributions to Record		
309-035-0120: Staffing		
(1) Staff Qualifications		
(2) Personnel Policies		
(3) Staff Training		
(4) General Staffing Requirements		

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309-035-0125: Facility Requirements		
(1) Compliance with Building and Fire Codes		
(2) Accessibility for Persons with Disabilities		
(3) Outdoor Areas		
(4) General Storage		
(5) Hallways		
(6) Administrative Areas		
(7) Resident Sleeping Rooms		
(8) Bathrooms		
(9) Common Use Rooms		
(10) Laundry and Related Space		
(11) Kitchen		
(12) Dining Area		
(13) Details and Finishes		
(14) Heating and Ventilating		
(15) Electrical		
(16) Plumbing		
(17) Telephones		
(18) Smoking		
309-035-0130: Safety		
(1) Training on Safety Procedures		
(2) Emergency Procedure and Disaster Plan		
(3) Combustible and Hazardous Materials		
(4) Poisonous and Other Toxic Materials		
(5) Evacuation Capability		
(6) Evacuation Drills		
(7) Unobstructed Egress		
(8) Fire Extinguishers		
(9) Fire Alarms and Smoke Detectors		
(10) Sprinkler Systems		
(11) First Aid Supplies		

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(12) Portable Heaters		
(13) Safety Program		
309-035-0135: Sanitation		
(1) Water Supply		
(2) Surfaces		
(3) Plumbing Fixtures		
(4) Disposal of Cleaning Waste Water		
(5) Soiled Laundry		
(6) Pest Control		
(7) Grounds Maintenance		
(8) Garbage Storage and Removal		
(9) Sewage Disposal		
(10) Biohazardous Waste		
(11) Infection Control		
(12) Infection Control for Pets, Other Household Animals		
309-035-0140: Resident Furnishings		
(1) Bedroom Furniture		
(2) Linens		
(3) Personal Hygiene Items		
(4) Supplies Provided by Facility		
(5) Common Area Furniture		
309-035-0145: Admission to Facility		
(1) Responsibility for Admission Process		
(2) Referrals		
(3) Release of Information		
(4) Nondiscrimination		
(5) Screening		
(6) Admission Criteria		
(7) Admission Decisions		

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(8) Informed Consent for Services		
(9) Orientation		
(10) Record Preparation		
309-035-0150: Termination of Residency		
(1) Responsibility for Termination Process		
(2) Voluntary Termination of Residency		
(3) Emergency Termination of Residency		
(4) Other Terminations of Residency		
(5) Pre-termination Meeting		
(6) Documentation		
(7) Disposition of Personal Property		
(8) Crisis-respite Services		
(9) Absences without Notice		
309-035-0155: Resident Rights		
(1) Statutory and Constitutional Rights		
(2) Rights of Service Recipients		
(3) Additional Rights in Residential Treatment Facilities		
(4) Program Requirements		
309-035-0157: Grievances and Appeals		
(1) Procedures		
(2) Grievances		
(3) Appeals		
309-035-0159: Resident Assessment and Residential Service Plan		
(1) Assessment		
(2) Residential Service Plan		
(3) Crisis-respite		
(4) Progress		
(5) Re-assessments and Revisions to the Residential Service Plan		

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309-035-0165: Resident Services and Activities		
(1) General Requirements		
(2) Services and Activities to Be Available		
309-035-0167: Use of Seclusion or Restraints		
(1) General Prohibition		
(2) Approval of Use in Secure Residential Treatment Facilities		
(3) Conditions of Use		
309-035-0170: Food Services		
(1) Well-balanced Diet		
(2) Modified or Special Diets		
(3) Menus		
(4) Supply of Food		
(5) Sanitation		
309-035-0175: Health Services		
(1) General		
(2) Initial Health Screening		
(3) Regular Health Examinations		
(4) Written Orders for Special Needs		
(5) Medications		
(6) Delegation of Nursing Tasks		
309-035-0185: Civil Penalties		
(1) Applicability of Long Term Care Statute		
(2) Sections of Rule Subject to Civil Penalties		
(3) Assessment of Civil Penalties		
(4) Notification		
(5) Request for Hearing		
(6) Hearings		
(7) Judgment		

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(8) Judicial Review		
(9) Disposition of Funds		
309-035-0190: Criminal Penalties		
(1) Specification of Criminal Penalty		
(2) Grounds for Law Suit		

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