

ORIGINAL APPLICATION ATTACHMENTS FOR A RESIDENTIAL CHILD CARE FACILITY

In order to license your residential child care facility, all of the following documents **must** be submitted to the Provider Services Unit:

- **A completed and signed original application and affidavit.**
- **A check or money order for the licensing fee payable to the Department of Human Services.**
- **All of the attachments listed below:**

Attachment 1: Governing body: names and addresses of individuals who hold primary financial control, demonstrate financial support to operate and maintain facility according to 7.701 per 7.701.51

If the governing body is under a board of directors, list each member's name, address, length of term, and title 7.705.11A

If there is not a board of directors, list the name, address, title and role of each member of the advisory committee per 7.705.11B.

Attachment 2: Submit proposed budget and balance sheet reflecting income, expenses and resources per 7.705.12A.

Attachment 3: A written statement of purpose and population served per 7.714.2.

Attachment 4: Submit the amount and type (public liability, workman's compensation and/or transportation) of insurance, and the name and the address of the insurance agency providing the insurance per 7.705.13.

Attachment 5: Admission policy per 7.714.2B.

Attachment 6: Rights and grievance procedures of residents per 7.714.3.

Attachment 7: Policy regarding maintenance of confidentiality of children and personnel records per 7.714.931

Attachment 8: Overall program description including process for assessment of youth and development of the Individual Child's Plan per 7.714.4.

Attachment 9: Plan for case management and development and ongoing review of the Individual Child's Plan, including the discharge plan beginning at time of admission per 7.714.4

Attachment 10: Policies and procedures regarding discipline and control including (if applicable) the nationally recognized model for restraint per 7.714.52 and 7.714.53

Attachment 11: Purpose and policy for seclusion, if applicable, per 7.714.534

Attachment 12: Plan for children's basic daily routine per 7.714.83 B

Attachment 13: Description of educational programming per 7.714.6

Attachment 14: Plan for recreational and leisure activities (address hazardous activities, if appropriate) per 7.705.22

Attachment 15: Plan for medical and health services per 7.714.81

Attachment 16: Personnel policies per 7.705.41

Attachment 17: Plan for staff screening and hiring procedures, orientation, ongoing training and staff development per 7.714.92

Attachment 18: Job descriptions for each staff working with children, including minimum requirement for qualifications. 7.705.42-47

Attachment 19: Attach the verification of qualifications for the administrator, assistant administrator and case manager per 7.705.42 and 7.705.46

Attachment 20: Plan of buildings and site, including dimensions of rooms, living areas used by children, kitchen and bathroom facilities per 7.705.5

Attachment 21: Statement of approval from local department of health or the CO Department of Public Health and Environment and from the local fire department. Approval from local zoning department, approving operation of the facility per 7.701.34

Attachment 22: Emergency and disaster procedures per 7.714.514.

Attachment 23: Transportation procedures per 7.714.516.

If your application packet is incomplete, all documents will be returned to you.