

Original Application Attachments for a Day Treatment Center

In order to license your Day Treatment Center, 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

Attachment 2: Statement of purpose and population served per 7.706.12

Attachment 3: Budget and balance sheet per 7.706.13

Attachment 4: Written intake, case plan, treatment, transportation, discipline, and recreational activity policies per 7.706.15

Attachment 5: Written plan for behavioral management and (if applicable) nationally recognized model for restraint per 7.706.16, 7.706.17, 7.714.53

Attachment 6: Copy of the Record of Admission Form per 7.706.18

Attachment 7: Describe the plan for educational services and working with the Department of Education and local school districts per 7.706.15 D

Attachment 8: Job descriptions and minimum requirements for each staff member working with children per 7.706.14

Attachment 9: Verification of review of building structure with the local building department per 7.701.34 C

Attachment 10: A schedule of the name, address, length of term, and titles of each board member per 7.706.11 B

Attachment 11: 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

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