



Short Term Residential Therapeutic Program Interim Licensing Standards: Subchapter 1

Version I

Released: May 08, 2017

Version 1 is effective May 08, 2017, unless a subsequent version is published by the Department.

Authored/Published by: **CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

INTERIM LICENSING STANDARDS
SHORT TERM RESIDENTIAL THERAPEUTIC PROGRAMS
SUBCHAPTER 1. MINOR AND NONMINOR DEPENDENT
PARENT PROGRAM

TABLE OF CONTENTS

SUBCHAPTER 1. MINOR AND NONMINOR DEPENDENT PARENT PROGRAM.....	3
Article 1. GENERAL REQUIREMENTS AND DEFINITIONS	3
87097.00 GENERAL	3
87097.01 DEFINITIONS	4
87097.22 PLAN OF OPERATION.....	6
87097.65 PERSONNEL REQUIREMENTS.....	8
87097.651 TRAINING REQUIREMENTS.....	15
87097.652 PERSONNEL DUTIES	17
87097.655 STAFF/CHILD RATIOS	18
87097.682 NEEDS AND SERVICES PLAN.....	20
87097.684 REMOVAL AND/OR TRANSFER PROCEDURES	21
87097.691 IMMUNIZATIONS	22
87097.70 CHILDREN'S RECORDS	23
87097.72 PERSONAL RIGHTS.....	24
87097.721 DISCIPLINE POLICIES AND PROCEDURES	25
87097.75 HEALTH-RELATED SERVICES	29
87097.76 FOOD SERVICE	30
87097.78 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION ...	34
Article 7. PHYSICAL ENVIRONMENT.....	41
87097.87 BUILDINGS AND GROUNDS	41
87097.872 OUTDOOR ACTIVITY SPACE.....	42
87097.872 INDOOR ACTIVITY SPACE.....	43
87097.88 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES 87097.88.	44

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

SUBCHAPTER 1. MINOR AND NONMINOR DEPENDENT PARENT PROGRAM

Article 1. GENERAL REQUIREMENTS AND DEFINITIONS

87097.00 GENERAL

- (a) The provisions in this subchapter shall govern short term residential therapeutic programs that care for minor and nonminor dependents who are pregnant or parenting and who are dependents of the court, regional center placements, or voluntary as defined in Section 87001. In addition, the provisions in Title 22, Chapter 1, General Licensing Requirements, and in Title 22, Chapter 7.5, Short Term Residential Therapeutic Program, shall govern such facilities, unless specified otherwise.

HANDBOOK BEGINS HERE

Welfare and Institutions Code Section 11400(o) defines voluntary placement as follows:

". . . an out-of-home placement of a child by (1) the county welfare department, probation department, or Indian tribe that has entered into an agreement pursuant to Section 10553.1, after the parents or guardians have requested the assistance of the county welfare department and have signed a voluntary placement agreement; or (2) the county welfare department licensed public or private adoption agency, or the department acting as an adoption agency, after the parents have requested the assistance of either the county welfare department, the licensed public or private adoption agency, or the department acting as an adoption agency for the purpose of adoption planning, and have signed a voluntary placement agreement."

HANDBOOK ENDS HERE

- (b) Short term residential therapeutic program licensees, who accept children and nonminor dependents described in Section 84700(a) above, must meet the standards of this subchapter and all other regulations specified in (a) above, within 30 days of the effective date of the regulations.

NOTE: Authority cited: Section 1530, Health and Safety Code; and Section 17730, Welfare and Institutions Code. Reference: Sections 1501, 1502, 1530.8, and 1531, Health and Safety Code; and Sections 11467.1, 17710, 17730, 17731, 17732, and 17736, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.01 DEFINITIONS

(a) (Reserved)

(b) (Reserved)

(c) (Reserved)

(d) (Reserved)

(e) (1) "Early childhood education" means course work regarding children under the age of six years completed with a passing grade from an approved or accredited school, college or university.

(2) "Family member" means a child's relative as defined in Section 80001 or another caring adult who is significant to the child, such as a foster parent, family friend, or court advocate.

(f) (Reserved)

(g) (Reserved)

(h) (Reserved)

(i) (Reserved)

(j) (Reserved)

(k) (Reserved)

(l) (Reserved)

(m) (Reserved)

(n) (Reserved)

(o) (Reserved)

(p) (Reserved)

(q) (Reserved)

(r) (Reserved)

(s) (Reserved)

(t) (Reserved)

(u) (1) "Universal health precautions" means a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care.

(v) (1) "Voluntary placement" means the type of placement defined in Welfare and

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

Institutions Code Section 11400(n).

(w) (Reserved)

(x) (Reserved)

(y) (Reserved)

(z) (Reserved)

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8, 1531, and 1596.866, Health and Safety Code; and Sections 11400(n) and 11467.1, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.22 PLAN OF OPERATION

(a) In addition to Section 87022 the plan of operation shall also include the following:

(1) A description of the following:

(A) Setting in which pregnant or parenting minor and nonminor dependents and their children will reside.

(B) The staffing pattern, including:

1. The care and supervision to be provided to pregnant or parenting minor and nonminor dependents and, when necessary, their children.

(2) Policies and procedures for:

(A) Assisting minor and nonminor dependent parents in providing care and supervision to their children as specified in this article.

(3) The plan for indoor and outdoor activities designed to meet the needs of minor and nonminor dependent parents and their children. This plan shall include:

(A) Quiet and active play, rest and relaxation, eating, toileting, individual attention, and activities that foster the cognitive development of minor and nonminor dependent parents' children.

(B) Time for minor or nonminor dependent parents to spend with their children in activities appropriate to their children's development and to minor or nonminor dependent parents' development of parenting skills.

(4) The plan for providing appropriate parenting education to the minor and nonminor dependent parents

(5) Assuring that minors and nonminor dependent parents provide care for their children as specified in this article.

(6) The policies and procedures for discipline and guidance of pregnant or parenting minor and nonminor dependents .

(7) The policies and procedures to prevent disease and control infection.

(A) The policies and procedures for aiding and instructing a minor or nonminor dependent parent in the care of their infant, including following instructions from a hospital or treating physician.

(8) The procedures to prepare pregnant or parenting minor and nonminor dependents for

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

transitions, such as changes in daily schedules or in caregiving.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8, 1531, Health and Safety Code, and Section 11467.1, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.65 PERSONNEL REQUIREMENTS

- (a) Section 87065 shall not apply.
- (b) In addition to Section 80065, with the exception of subsection (d), the following shall apply.
- (c) All staff employed in a short term residential treatment program, operating a Minor and Nonminor Dependent Parenting program, that will have direct contact with children placed in the facility shall provide proof that they have been immunized against influenza, pertussis, and measles.
- (1) Each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year.
- (2) The licensee shall ensure that proof of immunization is received prior to the employee's first day of work in the facility and that documentation of immunization is maintained in the personnel file of each employee.
- (d) The licensee shall employ those administrative, social work, licensed or certified mental health professional, direct care and support staff necessary to perform the assigned duties specified in applicable law and regulation.
- (e) The licensee shall ensure provision of the services specified in Section 87065.2(c)(1) through (4), by social work staff as defined in 87001(s)(4).
- (1) The licensee shall employ at least one social work staff who has a Master of Social Work degree.
- (2) Social work staff hired on or after January 1, 2017 shall meet the following education and experience requirements:
- (A) A Master's Degree from an accredited or state approved graduate school, as defined by the Department of Education, in social work or social welfare, marriage, family and child counseling, child psychology, child development, counseling psychology or social psychology.
- (B) Social work staff shall be at least 21 years of age.
1. This subparagraph shall not apply to social work staff employed before October 1, 2014 by a short-term residential therapeutic program that was operating as a group home prior to January 1, 2017.
- (C) Completion of at least three semester units or 100 days of field practice or

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- experience in a public or private social service agency at the Master's Degree level.
- (D) At least nine semester units of coursework related to children and families, or 18 months experience in working with children and families.
- (E) At least three semester units in working with minority populations; six months of experience in working with minority population; or six months in-service training in working with minority populations within the first year of employment as a condition of employment.
- (F) At least three semester units in child welfare, or two years experience in a public or private child welfare social services setting.
- (3) Social work staff who do not meet the Master's Degree requirements specified in Subsection (c)(2)(A) may apply for an exception provided he/she completes the coursework and field practice or experience requirements specified in Subsection (c)(2)(C).
- (4) Group home social work staff who were hired prior to January 1, 2017 by a facility transitioning to a short-term residential therapeutic program shall not be required to meet the requirements of this section in order to remain employed in the same short-term residential therapeutic program.
- (5) Documentation of the required education and experience requirements shall be maintained in the personnel file.
- (6) The social worker shall carry no more than 12 children's cases.
- (f) Direct care staff in a minor parent program, shall have a current and valid certificate verifying successful completion of pediatric first aid and pediatric cardiopulmonary resuscitation issued by the American Red Cross, the American Heart Association, a training program approved by the State Emergency Medical Service Authority, or from an accredited college or university.
- (g) The licensee shall designate at least one facility manager to be present at the facility at all times when one or more children are present:
- (1) The facility manager shall meet one of the following requirements prior to employment:

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (A) Have a Bachelor of Arts or Sciences degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least one year providing full-time direct care to children in an agency, or a group residential program, serving children.
1. At least three semester units, or equivalent quarter units, shall include coursework in administration.
 2. At least nine semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.
- (B) An AA degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least two years of full-time direct care to children in an agency, or a group residential program, serving children.
1. At least three semester units, or equivalent quarter units, shall include coursework in administration.
 2. At least nine semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.
- (C) Fifteen (15) semester or equivalent quarter units in behavioral science with a passing grade from an accredited or approved college or university. In addition, the facility manager must have four years of experience providing full-time direct care to children in an agency, or a group residential program, serving children.
1. At least three of the semester units, or equivalent quarter units, shall include coursework in the care of infants.
 2. At least nine semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.
 3. At least three semester units, or equivalent quarter units, shall include coursework in administration.
- (2) Prior to assuming the duties and responsibilities of the facility manager, the individual shall complete a minimum of one hour of training as specified in Section 87065.1(a), in addition to training required in Sections 87065.1(c) and (d).

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (3) Any person willfully making any false representation as being a facility manager is guilty of a misdemeanor.
- (4) A facility manager shall be at least 21 years of age.
- (A) This subparagraph shall not apply to a facility manager employed before October 1, 2014 by a short-term residential therapeutic program that was operating as a group home license prior to January 1, 2017.
- (5) A facility manager who was hired by a group home, operating a Care for Under 6 Program, prior to January 1, 2017 that is transitioning to a short-term residential therapeutic program shall not be required to meet the requirements of this section in order to remain employed in the same short-term residential therapeutic program.
- (6) Documentation of the required education and experience requirements shall be maintained in the personnel file.
- (h) The licensee shall employ the number of direct care staff necessary to comply with the staff to child ratios specified in 87097.655, meet the needs of children as specified in 87097.652, and provide adequate care and supervision to children.
- (1) Direct care staff shall meet one of the following requirements prior to employment:
- (A) Have a Bachelor of Arts or Sciences Degree;
- (B) Have a valid Child Development Teaching Permit;
- (C) Have completed 12 semester units of Early Childhood Education, Adolescent Development, or Foster and Kinship Care Education and have at least 100 hours of experience working with youth;
- (D) Have a valid certificate as an Alcohol Counselor, Drug Counselor or Alcohol and Drug Counselor, and have at least 100 hours of experience working with youth;
- (E) Have a valid Vocational Training certificate, credential or documentation demonstrating that the individual is a trade journeyman who instructs children in vocational skills and have at least 100 hours of experience working with youth; or
- (F) Have previously been employed as a staff or volunteer at a group home or short-term residential therapeutic center for at least one year.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (G) Have relevant experience as determined by the department to meet any of the above requirements.
- (2) Direct care staff shall be at least 21 years of age.

 - (A) This subparagraph shall not apply to direct care staff employed before October 1, 2014 by a short-term residential therapeutic program that was operating as a group home license prior to January 1, 2017.
- (3) Direct care staff shall meet the training requirements specified in 87065.1(c) and (d).
- (4) A group home direct care staff who was hired prior to January 1, 2017 by a facility transitioning to a short-term residential therapeutic program shall not be required to meet the requirements of this section in order to remain employed in a short-term residential therapeutic program as a direct care staff.
- (5) Documentation of the required education and experience requirements shall be maintained in the personnel file.
- (i) A short-term residential therapeutic program may utilize volunteers who shall be at least 18 years of age.

 - (1) Volunteers shall not be primarily responsible for the direct supervision of children.
 - (2) Volunteers shall not be counted in the staff to child ratios specified in 87065.5.
 - (3) Volunteers shall meet the training requirements specified in 87065.1(f).
 - (4) Volunteers shall complete a criminal record review and a Child Abuse Central Index check in accordance with applicable law.
- (j) A short-term residential therapeutic program may utilize peer partners who shall be at least 18 years of age.

 - (1) Peer partners shall not be primarily responsible for the direct supervision of children.
 - (2) Peer partners shall not be counted in the staff to child ratios specified in 87065.5.
 - (3) Peer partners shall meet the training requirements specified in 87065.1(e).
 - (4) Peer partners shall complete a criminal record review and a Child Abuse Center Index check in accordance with applicable law.
- (k) All employees shall be given a copy of the job description specified in Section 87066(b)(1) which is relevant to their duties, and shall have access to all other job descriptions.
- (l) The staff assignment information specified in Section 87066(b)(2) shall be provided to all

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

applicants during interviews for employment; to all staff during orientation or when changes are made which affect job assignments; and upon request to placement agencies.

(m) Upon employment, the short-term residential therapeutic program that cares for children under the age of six years shall make available for review by all short-term residential therapeutic program personnel:

(1) An employee training handbook that shall include the following:

(A) Facility's program mission, visions and values;

(B) Facility's policies and procedures;

(C) Disaster response procedures;

(D) Law enforcement contact procedures,

(E) Lines of authority and communication;

(F) Title 22 regulations; and reporting requirements.

(G) The employee training handbook shall be maintained at the facility and updated as needed.

(2) The removal and/or discharge procedures specified in Section 87068.4, the discipline policies and procedures specified in Section 87072.1, and the complaint procedures specified in Section 84072.2.

(n) Upon employment, staff shall receive copies of the removal and/or transfer policies and procedures specified in Section 87068.4(a); of the discipline policies and procedures specified in Section 87072.1(a), and of the complaint procedures specified in Section 87072.2(a).

(o) Physician reports from general practitioners or specialists may be required after licensure if the licensing agency has reason to believe that a licensee's or staff member's physical and/or mental health is not adequate to carry out responsibilities under these regulations.

(1) The licensing agency shall provide the licensee with a written explanation of the need for any additional report.

(p) Personnel and consultants subject to occupational licensing shall have a current and active license issued by the appropriate State of California licensing board.

NOTE: Authority cited: Sections 1522.44, 1530, and 1562.01 Health and Safety Code Code and

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

Section 123 of Assembly Bill 403 (Chapter 773, Statutes of 2015). Reference: Section 51, Civil Code; Sections 1501, 1522.4, 1531 and 1562, Health and Safety Code; and 16001.9, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.651 TRAINING REQUIREMENTS

- (a) In addition to Section 87065.1 the following shall apply:
- (b) Each facility manager shall complete 15 hours of health and safety training.
- (1) The training shall include pediatric cardiopulmonary resuscitation, pediatric first aid, recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries.
- (A) Training shall be completed through on-the-job training, workshops, or classes.
- (B) A home study course does not meet the 15-hour requirement.
- (C) The pediatric cardiopulmonary resuscitation and pediatric first aid training shall be current as determined by the expiration date on the card.
- (D) Training in health and safety (preventative health practices) is a one-time-only requirement.
- (2) The following training shall not substitute for the training specified in Section 87096.651(c)(1):
- (A) Sanitary food handling, child nutrition, emergency preparedness and evacuation, caring for children with special needs, and identification and reporting of signs and symptoms of child abuse.
- (3) The training requirements shall be met in courses conducted by the American Red Cross, or in courses conducted by the American Heart Association, or any course approved by the Emergency Medical Services Authority (EMSA), or any course offered or approved by an accredited college or university.
- (4) The facility manager shall maintain verification of completed health and safety training in the facility files.
- (A) Verification of completion of pediatric cardiopulmonary resuscitation and pediatric first aid training shall be a current, unexpired card issued by the American Red Cross, the American Heart Association or a training program approved by the State Emergency Medical Services Authority (EMSA).
- (B) Verification of completion of health and safety training shall be a course completion card issued by a training program approved by the EMSA.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (C) If health and safety training is taken at an accredited college or university, verification shall be a certificate of course completion, course completion cards, or certified copies of transcripts that identify the number of hours and specified course(s) taken.
- (5) Facility managers employed before the effective date of these regulations shall complete the training within 90 days of the effective date of this regulation.
- (c) Personnel and consultants subject to occupational licensing shall have a current and active license issued by the appropriate State of California licensing board.
- (d) Upon employment, staff shall receive copies of the removal and/or discharge procedures specified in Section 84768.4, the discipline policies and procedures specified in Section 84772.1, and the complaint procedures specified in Section 84072.2.
- (e) All staff employed in a facility that cares for children under 6 years of age shall have additional training in Whole-Brain child or similar training.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Section 51, Civil Code; Sections 1530.8, 1531, 1562, and 1596.866, Health and Safety Code; Sections 11467.1 and 16001.9, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.652 PERSONNEL DUTIES

- (a) Sections 84065.2 shall apply does not apply.
- (b) The same person may perform the functions of administrator, facility manager, or staff in any combination in a minor or nonminor dependent parent program if the person performing these functions meets all education and experience requirements that apply.
- (c) Volunteers shall be supervised by direct care staff or facility managers when around the minor and nonminor dependent parents and their children.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.655 STAFF/CHILD RATIOS

- (a) Section 870065.5 shall not apply. The following shall apply to Short Term residential Treatment Centers that care for pregnant or parenting minor or nonminor dependents. For the purposes of this section Children of minor or nonminor dependent parents shall not count toward the staff to child ratio unless they are present without their minor or nonminor dependent parent as stated in (b)(1) below.
- (b) From 7 a.m. to 10 p.m., there shall be one direct care staff person to each 4 children or fraction thereof, present.
- (1) If a minor or nonminor dependent parent is unable to provide direct care and supervision to his or her child, a licensee shall provide care and supervision to a minor or nonminor dependent's child and that child shall be included for the purposes of determining staff to child ratio.
- (c) From 10 p.m. to 7 a.m., there shall be one awake direct care staff person to each 6 children or fraction thereof, present.
- (d) Staff to children ratios shall be maintained while children are participating in planned activities away from the facility.
- (e) Staff to children ratios shall be maintained in any vehicle used to transport children.
- (f) A facility may count a Certified Administrator, a Facility Manager, or a Mental Health Rehabilitation Specialist, as defined by the Department of Healthcare Services, toward the staff to children ratio, provided:
- (1) Doing so does not prevent the individual from conducting the specific duties for which he or she is employed.
- (2) Appropriate care and supervision is maintained.
- (3) He or she has completed a criminal record review and a Child Abuse Center Index check in accordance with applicable law.
- (g) In facilities required to have a signal system as specified in Sections 87088(d) through (d)(3), at least one staff person shall be responsible for responding to such system.
- (h) If the children require special care and supervision because of age, behavior or other factors, the number of on-duty direct care staff shall be increased.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code. Reference: Sections 1501, 1502.7, 1530.8, and 1531, Health and Safety Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.682 NEEDS AND SERVICES PLAN

- (a) In addition to Section 87068.2(b) and (c) the Needs and Services Plan for pregnant and parenting minor or nonminor dependents shall contain the following:
- (1) Assessment of the minor or nonminor parent(s)' capacity to meet the needs of the child.
 - (2) Needs of involved parent(s) or family members.
 - (3) Child's developmental status.
 - (4) The social, emotional, cognitive, and physical developmental needs of the child.
 - (5) Special bedtime routines to prepare the child for sleeping.
 - (6) In addition to the requirements above, an infant's needs and services plan shall include the feeding plan.
 - (7) In addition to the requirements of above, each child's needs and services plan shall include the toilet training plan, if appropriate.
- (b) In addition to the requirements of Sections 87097.682 (a), an infant's needs and services plan shall include the feeding plan.
- (c) In addition to the requirements of Sections 87097.682(a), each child's needs and services plan shall include the toilet training plan, if appropriate.

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code. Reference: Sections 1501, 1530, 1530.8, and 1531, Health and Safety Code; and Sections 11467.1, 16001.9 and 16501.1, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.684 REMOVAL AND/OR TRANSFER PROCEDURES

- (a) In addition to Section 87068.4 the following shall apply:
- (b) Whenever possible, the short-term residential therapeutic program shall transition the minor or nonminor dependent parent into the new placement as follows:
- (1) Introduce the minor or nonminor dependent parent to the family or staff associated with the new placement before discharge and in the current facility.
 - (2) Allow a short-term residential therapeutic program staff, trusted by the minor or nonminor dependent parent, to accompany them on a visit to the next placement.
- (c) The following items shall accompany the pregnant or parenting minor or nonminor dependent and their child to the new placement:
- (1) Copies of case files, assessments, the discharge plan, the daily activity schedule, and the child's medical history.
 - (2) The child's prognosis and the facility's recommendations for further treatment, education, and placement.
 - (A) The discharge plan may include this information.
 - (3) Personal clothing, toys and objects and the child's scrapbook.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.691 IMMUNIZATIONS

- (a) In addition to Section 84069.1, the licensee shall cooperate with the placing agency in to assist the pregnant or parenting minor or nonminor dependent in obtaining vaccinations recommended by the Centers for Disease Control, and/ or the Physician or clinic caring for the pregnant minor or nonminor dependent including vaccination against haemophilus influenzae type B.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8, 1507, and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.70 CHILDREN'S RECORDS

- (a) In addition to Sections 87070 and 87070.1 the following shall apply:
- (b) The licensee or designee shall obtain and maintain the following information in the minor or nonminor dependent parent's record:
- (c) Upon the request of a minor or nonminor dependent parent, a licensee shall assist the minor or nonminor dependent parent in obtaining and keeping his or her own records for his or her child.
- (1) These records may include:
- (A) A certified birth certificate.
 - (B) A Social Security card.
 - (C) School records.
 - (D) Immunization records.
 - (E) Medical records.
 - (F) Journal of emotional state, dietary patterns, and accomplishments.
 - (G) The child's scrapbook, reflecting significant events and accomplishments.
 - (H) Social worker notes, e.g., family member contacts, visitations, and legal documentation.

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code.
Reference: Sections 1501, 1502.7, 1530.8, and 1531, Health and Safety Code; and Section 16010, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.72 PERSONAL RIGHTS

(a) A licensee shall ensure that:

- (1) Each minor or nonminor dependent parent is accorded the personal rights as specified in Section 87072.
 - (A) A minor or nonminor dependent parent shall also have the right to make decisions regarding the care, custody, and control of his or her child.
 - (B) Except for Section 84072(d)(5), all of the personal rights in Section 87072 shall apply to a child under the age of six years.
- (2) When family member involvement is part of the a minor or nonminor dependent parent's needs and services plan, visiting shall be allowed as indicated in the plan.
 - (A) Visiting shall be only under the supervision of the social work staff, direct care staff, or a facility manager, unless the case plan provides for unsupervised visits.
 - (B) The licensee shall impose differing visiting rules, depending on the visitor, that person's role in the child's needs and services plan, and the need to protect the child from that person.

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code. Reference: California Constitution, Article 1, Section 13; Sections 1501, 1502.7, 1530.8, 1530.91, and 1531, Health and Safety Code; and Sections 303 and 16001.9, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.721 DISCIPLINE POLICIES AND PROCEDURES

- (a) The licensee will assist the minor or nonminor dependent parent in the development of discipline strategies for the minor or nonminor dependent's child.
- (b) Minor or nonminor dependent parents shall be instructed to develop discipline strategies that are education-based, consistent among caregivers, and include the following:
 - (1) Redirecting the child's attention.
 - (2) Focusing on the rule to learn and the reason for the rule.
 - (3) Providing acceptable alternatives.
 - (4) Providing time away from the precipitating situation.
 - (5) Arranging the environment to allow safe testing of limits.
- (c) Discipline shall not include confinement to cribs, high chairs, playpens or other similar furniture or equipment.
- (d) The licensee or designee shall provide a copy of the discipline strategies to all staff that have care and supervision of the minor or nonminor dependent parent's child to ensure consistent use of the discipline strategies.
- (e) The licensee shall prohibit any form of discipline that violates a child's personal rights as specified in Sections 80072, and 84272.
- (f) The licensee shall assure that the minor parent disciplines his or her child in a manner consistent with the requirements of this section.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.74 TRANSPORTATION

- (a) Upon the request of a minor or nonminor dependent parent, a licensee shall assist the minor or nonminor dependent parent with obtaining and providing transportation for his or her child.
- (b) If a licensee provides transportation for a minor or nonminor dependent parent and his or her child, the licensee shall comply with the following when providing transportation:
- (1) Facility staff who transport children shall be at least 21 years old and have a valid California driver's license.
- (2) Upon the request of a nonminor dependent parent who accompanies his or her child in a vehicle, a licensee shall assist the nonminor dependent parent with securing his or her child in a vehicle in an appropriate restraint device as required by California Vehicle Code 27360 and, if applicable, the manufacturers' instructions for the infant car seat that is used.
- (A) Any other restraint or protective devices that are required due to the minor or nonminor dependent parent's child's disabilities or physical and medical condition shall be used.
- (B) A minor or nonminor dependent parent's child shall be secured in the vehicle to prevent injury by the vehicle's airbag.

HANDBOOK BEGINS HERE

Sections 27360(a) and (b) of the California Vehicle Code provide as follows:

- (a) No parent or legal guardian, when present in a motor vehicle, as defined in Section 27315, shall permit his or her child or ward under the age of four years, regardless of weight, or weighing less than 40 pounds, regardless of age, to be transported upon a highway in a motor vehicle without providing and properly using, for each child or ward, a child passenger restraint system meeting applicable federal motor vehicle safety standards.
- (b) No driver shall transport on a highway any child under four years of age, regardless of weight, or weighing less than 40 pounds, regardless of age, in a motor vehicle, as defined in Section 27315, without providing and properly securing the child in a child passenger restraint system meeting applicable federal motor vehicle safety standards. This subdivision does not apply to a driver if the parent or legal guardian of the child is also present in the vehicle and is not the driver.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

HANDBOOK ENDS HERE

- (c) Vehicles used to transport children shall contain a first aid kit containing at a minimum the supplies specified at Section 80075 (g)(1).
- (d) No child of a minor or nonminor dependent parent shall be left unattended in a vehicle.
- (e) The licensee and his/her staff are prohibited from smoking, or permitting any person from smoking a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle when minor children are present. This prohibition applies when the motor vehicle is moving or at rest.

HANDBOOK BEGINS HERE

Sections 22950.5 of the Health and Safety Code provides as follows:

For purposes of this division, the following terms have the following meanings:

(a) "Department" means the State Department of Public Health.

(b) "Enforcing agency" means the State Department of Public Health, another state agency, including, but not limited to, the office of the Attorney General, or a local law enforcement agency, including, but not limited to, a city attorney, district attorney, or county counsel.

(c) "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoking" includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

(d) (1) "Tobacco product" means any of the following:

(A) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.

(B) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.

(C) Any component, part, or accessory of a tobacco product, whether or not sold separately.

(2) "Tobacco product" does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

product or for other therapeutic purposes where the product is marketed and sold solely for such an approved purpose.

HANDBOOK ENDS HERE

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code.
Reference: Sections 1501, 1502.7, 1530.7, 1530.8, 1531, and 118948, Health and Safety Code;
and Section 16001.9, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.75 HEALTH-RELATED SERVICES

- (a) The licensee shall assist any pregnant minor or nonminor dependent in accessing necessary prenatal health care including but not limited to:
- (1) Prenatal and postnatal appointments with a physician, clinic, or laboratory.
 - (2) Assistance in obtaining prenatal vitamins or other supplements recommended or prescribed by a physician or other licensed health care professional providing prenatal care.
 - (3) Assistance in accessing birthing or breastfeeding classes and hospital tours.
- (b) Upon the request of a minor or nonminor dependent parent, a licensee shall assist a nonminor dependent parent in obtaining and providing health care for his or her child. This shall include assistance with, but not be limited to, the following:
- (1) Services provided by certified lactation consultants for any parenting minor or nonminor dependents choosing to breast feed.
 - (2) First aid, medical, dental, vision, and mental health care, and related services for his or her child.
 - (3) Immunizations for his or her child as recommended by the Center for Disease Control or the child's physician.
 - (4) Administering medication to his or her child, if administration of medication by the nonminor dependent parent is permitted to do so by a physician, psychiatrist.
- (c) Staff shall monitor the minor parent's administration of medication to self and child according to the needs and services plan, when the minor parent is capable of doing so and when approved by a physician, psychiatrist, or psychologist.

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code.
Reference: Sections 1501, 1502.7, 1507, 1530.8, and 1531, Health and Safety Code; and Section 16001.9, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.76 **FOOD SERVICE**

- (a) In addition to Section 87076 the following shall apply:
- (b) Upon their request a licensee shall assist a minor or nonminor dependent parent with developing the skills necessary for feeding his or her child. This shall include assistance with, but not be limited to, the following:
- (1) Feeding the minor or nonminor dependent parent's child according to an individual feeding plan developed by the minor or nonminor dependent parent or the minor or nonminor dependent parent and the physician or certified lactation consultant for the nonminor dependent parent's child that addresses the following:
- (A) Feeding schedule.
- (B) Type of milk or formula.
- (C) Schedule for introduction of solid and new foods.
- (D) Food consistency.
- (E) Food likes and dislikes.
- (F) Food allergies.
- (G) Schedule for introduction of cups and utensils.
- (2) Preparing appropriately varied menus for the minor or nonminor dependent parent's child, and ensuring that meals and snacks are age-appropriate for food groups, special needs, and portion control.
- (A) As necessary, the licensee shall:
1. Assist the minor or nonminor dependent parent in consulting with a licensed nutritionist, dietitian, physician, or certified lactation consultant and reevaluation of meals and formulas by these professionals as needed.
2. Keep record of the nature and frequency of consultation and reevaluation by a licensed nutritionist, dietitian, home economist, or physician.
- (3) If the minor or nonminor dependent parent's child is an infant or unable to sit unassisted while being fed, holding his or her child during feeding.
- (4) Ensuring that high chairs or feeding tables for the minor or nonminor dependent

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

parent's child that shall have a:

- (A) Wide base.
- (B) Safety strap that is properly secured around the nonminor dependent parent's child or a tray that is properly latched on both sides when in use.
- (5) Preventing a minor or nonminor dependent parent's child from pulling on, climbing on, climbing into, or standing up in a high chair.
- (6) Sterilizing bottles and nipples after each use, using one of the following methods:
 - (A) Boiling for a minimum of five minutes and air drying.
 - (B) Soaking for a minimum of one minute in a sterilizing solution of 1/2 cup bleach and five gallons of water and air drying.
 - (C) Washing and sterilizing using a commercial bottle sterilizer according to the manufacturer's directions or a dishwasher.
- (7) Proper maintenance of a manual or electric breast pump including but not limited to:
 - (A) Assistance with assembling and disassembling according to manufacturer's instructions.
 - (B) Instruction in and assistance with proper cleansing of all parts of the breast pump that come in contact with breast milk.
- (c) A licensee shall ensure that:
 - (1) Mealtimes are flexible and minor nonminor dependent parents are allowed to feed their children frequently and on demand, as indicated in individual feeding plans.
 - (2) Staff shall instruct a minor or a nonminor dependent parent and nonminor dependent parent's child in proper hand washing procedures including washing their hands with antibacterial soap and water before preparing or serving each meal to the minor or nonminor dependent's child.
 - (3) Staff supervising a minor or a nonminor dependent parent and nonminor dependent parent's child shall wash their hands with antibacterial soap and water before each meal.
 - (A) Liquid or powder soap for washing hands shall be in a dispenser.
 - (A) Only disposable paper towels or an air drying machine shall be used for drying hands.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (4) Food preparation areas are not used for any other activities other than activities that are part of a supervised food education program.
- (5) Adequate space in a refrigerator and freezer that is maintained in accordance with Section 87076 is allotted for the storage of any expressed breast milk .
 - (A) Breast milk is stored in sterilized bottles or cups with screw on or snap tight caps or specialized zip top bags for that purpose.
 - (B) Breast milk is labeled clearly with the date it was expressed.
 - (C) Breast milk shall be refrigerated within 6-8 hours of expressing and stored according to the following:
 - 1. Refrigerator no longer than 5 days.
 - 2. Freezer compartment of a refrigerator no longer than 2 weeks.
 - 3. Freezer compartment of refrigerator with separate doors no longer than 6 months.
 - 4. Chest or upright deep freezer no longer than 12 months.
 - (D) Any breast milk that is warmed for feeding and not consumed shall be discarded.

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code. Reference: Sections 1501, 1502.7, 1530.8, and 1531, Health and Safety Code; and Section 16001.9, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.77 PERSONAL SERVICES

- (a) Staff shall supervise the minor or nonminor dependent parent to ensure that his or her child is clean and dry.
- (b) Staff shall instruct and supervise minor or nonminor dependent parents in washing his/her hands with soap and water before and after each diaper change or toilet training session.
 - (1) Only soap in a dispenser, either liquid or powder shall be used.
 - (2) Only disposable paper towels in an appropriate holder or dispenser or an air drying machine, for hand drying shall be used.
- (c) A licensee shall ensure that minor or nonminor dependent parent is assisted in developing a written plan for the toilet training of their child.
 - (1) The written plan shall be developed by consultation with the licensee and placing agency and the child's physician and include:
 - (A) The method of toilet training.
 - (B) How to introduce and use appropriate training equipment.
 - (C) How to introduce and use appropriate clothing.
 - (D) Specifications regarding whether to use diapers.
 - (2) If children use potty chairs, staff shall instruct the minor or nonminor dependent in assuring the following:
 - (A) Potty chairs are placed on the floor and used according to the manufacturer's instructions.
 - (B) Contents are emptied into a flushing toilet promptly after each use.
 - (C) The surfaces are thoroughly cleaned and disinfected after each use.
 - (D) Children do not play with potty chairs.
 - (3) Staff shall instruct and assist the minor or nonminor dependent parent in helping children in handwashing after use of the toilet.
- (d) Sleeping arrangements shall meet the following requirements:
 - (1) Only one child at a time shall occupy a crib, floor mat, cot, or bed.
 - (A) Cots and floor mats shall not be used for night sleeping for infants.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.78 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION

- (a) In addition to Section 87078 staff shall supervise at all times a child under the age of six years who is not accompanied by the minor parent in accordance with this section.
- (b) Upon the request of a minor or nonminor dependent parent, a licensee shall assist a minor or nonminor dependent parent with developing the skills necessary for providing care and supervision to his or her child. These skills shall include, but not be limited to, the following:
- (1) Personal services for the minor or nonminor dependent parent's child, which shall include:
- (A) Keeping the minor or nonminor dependent parent's child clean and dry.
- (B) Diapering the minor or nonminor dependent parent's infant on a changing table or on a changing pad placed on the floor. The changing table or changing pad shall be:
1. A padded surface no less than one inch thick, covered with washable vinyl or plastic.
 2. In good repair and safe condition.
 3. Located outside the kitchen or food preparation area.
 4. Disinfected after each use, even when disposable covers are used. Disposable covers shall be discarded after each diaper change.
 5. If a changing table is used, it shall have have raised sides at least three inches high.
- (C) Toilet training according to a written toilet training plan.
1. The written plan shall be developed by the nonminor dependent parent in consultation with the nonminor dependent parent's child's physician and include:
 - i. The method of toilet training. How to introduce and use appropriate training equipment.
 - ii. How to introduce and use appropriate clothing.
 - iii. Instructions regarding whether to use diapers.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

2. If a minor or nonminor dependent parent's child uses a potty chair, a licensee shall ensure that the minor or nonminor dependent parent does the following:
 - i. Places the potty chair on the floor and uses it according to the manufacturer's instructions.
 - ii. Empties contents into a flushing toilet promptly after each use.
 - iii. Cleans the surfaces thoroughly and disinfects them after each use.
 - iv. Ensures that the potty chair is not played with.
- (D) Instructing the minor or nonminor dependent parent's child with handwashing after the minor or nonminor dependent parent's child uses the toilet.
- (E) The licensee shall assist the minor or nonminor parent in obtaining and providing their child with a personal, seasonally-appropriate wardrobe.
- (2) Preventive health practices when caring for the minor or nonminor dependent parent's child, to include the following:
 - (A) If the nonminor dependent parent's child is an infant:
 1. Thoroughly washing bedding, towels, and washcloths used for the infant as often as necessary to maintain cleanliness.
 2. Keeping all items used by animals beyond reach of the infant.
 3. The licensee shall ensure that a minor or nonminor dependent parent is practicing safe sleeping measures with his or her infant.
 - (B) Washing and disinfecting toys.
 - (C) Wiping noses with disposable, one-use tissues.
 - (D) Covering open wounds, cuts, or sores with bandages.
 - (E) Washing and disinfecting soiled items and surfaces around a diaper changing area.
 - (F) Assuring that the minor or nonminor dependent parent's child washes hands after using a potty chair or toilet.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (G) Cleaning blood spills promptly with a freshly prepared solution of 1/4 cup household bleach to one gallon of water or equally effective commercial disinfecting solution.
- (H) Disposing and or storing for disinfecting of all blood and secretion-contaminated items, soiled cloth or disposable diapers, soiled bedding, and other potentially infectious waste in closed containers that are inaccessible to a nonminor dependent parent's child.
- (I) Washing hands after handling objects that are contaminated.
- (J) Keeping areas used by a minor or nonminor dependent parent's child washed, disinfected, and clean.
- (c) A licensee shall ensure that a minor or nonminor dependent parent provides care and supervision for the minor or nonminor dependent's child.
- (d) Unless restricted by the Needs and Services Plan, Transitional Independent Living Plan, or court order, a licensee shall encourage a minor or nonminor dependent parent to include the minor or nonminor dependent's child's other parent and the minor or nonminor dependent parent's family members in caregiving for the nonminor dependent parent's child.

 - (1) Any visits shall be in accordance with the Personal Rights Section 87097.72 and the Needs and Services Plan.
- (e) Nothing in this section shall be interpreted to require a licensee to take any action that would impair the health and safety of a minor or nonminor dependent or their child.

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code. Reference: Sections 1501, 1502.7, 1530.8, and 1531, Health and Safety Code; and Sections 11465 and 16001.9, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.781 SANITATION REQUIREMENTS

- (a) The licensee shall ensure that staff use universal health precautions and preventive health practices including the following:
- (1) Wear latex gloves and eye protective gear when dealing with bleeding wounds and/or handling objects contaminated with blood.
 - (2) Wash hands before and after diapering, after handling objects contaminated with secretions (saliva, blood, nasal discharge) or excreta, and before and after meals.
 - (3) Assure that the children wash their hands after toileting and before meals.
 - (4) Thoroughly wash bedding, towels, and washcloths used on or by infants daily or more often, if necessary.
 - (5) Thoroughly wash toys.
 - (A) Clean and disinfect daily all frequently touched toys in rooms occupied by diapered children.
 - (B) Clean and disinfect weekly, and when soiled, toys in rooms occupied by nondiapered children.
 - (6) Dispose of potentially infectious waste in containers closed and inaccessible to children.
 - (7) Cover open wounds, cuts or sores with bandages.
 - (8) Wipe noses with disposable, one-use tissues.
 - (9) Clean up blood spills promptly with a freshly prepared solution of 1/4 cup household bleach to one gallon of water or equally effective commercial disinfecting solution.
 - (10) Dispose of all blood and secretion contaminated items in containers that cannot be opened by the children.
 - (11) Keep all items used by animals beyond the reach of infants.
- (b) Maintenance staff shall clean those areas used by infant care staff or to which infants have access as follows:
- (1) Vacuum or sweep, and mop with a disinfectant the uncarpeted floors at least daily or more often if soiled.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (2) Vacuum carpeted floors and large unwashable throw rugs at least daily and clean them at least every six months or more often if soiled.
- (3) Shake or vacuum small washable rugs at least daily and wash them at least weekly or more often if soiled.

HANDBOOK BEGINS HERE

To clean carpets and large rugs, licensees may rent commercial cleaning machines or hire a professional cleaning service.

HANDBOOK ENDS HERE

- (4) Wash walls and portable partitions with a disinfectant at least weekly or more often if soiled.
- (5) Wash and disinfect high chairs, feeding tables, food preparation areas, bathtubs, changing areas, toilets, and potty chairs at least daily.
- (6) Wash and disinfect at least daily, or more often if soiled, objects mouthed by infants, such as but not limited to, toys and blankets.
- (7) Use washing/disinfecting solutions as follows:
 - (A) Freshly prepare it each day, using 1/4 cup of bleach per gallon of water, or
 - (B) Use commercial disinfecting solutions according to label directions.
- (c) The bedding of infants shall meet the following standards:
 - (1) Each infant shall have bedding replaced when wet or soiled.
 - (2) Staff shall wipe crib mattresses with a detergent/disinfectant daily and when soiled or wet.
 - (3) Staff shall place soiled bedding in a suitable container, inaccessible to children.
- (d) Staff shall handle soiled disposable diapers as follows:
 - (1) Discard them as recommended on the packaging, or
 - (2) Place them in an airtight container for daily disposal outside the facility and
 - (3) Sanitize any soiled diaper containers daily.
- (e) Staff shall handle soiled cloth diapers as follows:
 - (1) Place them in an airtight container.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (2) Rinse, wash, and sanitize them daily.
- (3) If the facility uses a diaper service, staff shall place the diapers in the diaper service company's container for pickup, as instructed by the diaper service.
- (f) After each diaper change, staff shall wash and disinfect soiled items and surfaces around the diaper changing area, including but not limited to the following:

 - (1) Walls and floors surrounding the immediate diaper changing area.
 - (2) Dispensers for talc, lotion, soap and paper towels.
 - (3) Countertops, sinks, drawers and cabinets.
 - (4) Sinks used to wash infants or to rinse soiled clothing or diapers.
- (g) When the minor parent is the primary caretaker of his or her child, the staff shall supervise the minor parent to ensure he or she complies with the sanitation requirements of Section 84278.1.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.79 **PLANNED ACTIVITIES**

- (a) A licensee shall assist a minor or nonminor dependent parent with developing the skills necessary for and providing a variety of developmental activities designed to meet the physical, cognitive, social, and emotional needs of his or her child. These activities shall include the following:
- (1) Predictable and consistent daily scheduling that meets the needs of the nonminor dependent parent's child and includes the following:
- (A) Group and individual activities.
 - (B) Active and quiet play.
 - (C) Structured and flexible play.
 - (D) Indoor and outdoor activities.
 - (E) Activities that foster cognitive development.
 - (F) Eating.
 - (G) Toileting.
 - (H) Individual attention, including holding of the minor or nonminor dependent parent's child by the minor or nonminor dependent parent.
 - (I) Rest and relaxation, including the opportunity to rest, nap, or sleep without distraction or disturbance from other activities.
 - (J) Opportunities for increasing self-care.
- (2) Involvement of the minor or nonminor dependent parent's child's other parent and the nonminor dependent parent's family members in caregiving for the nonminor dependent parent's child.
- (A) Any visits shall be in accordance with the Personal Rights Section 87097.72 and the Needs and Services Plan.
- (3) Preparation for transition in daily activities and changes in daily scheduling.

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code. Reference: Sections 1501, 1502.7, 1530.8, and 1531, Health and Safety Code; and Section 16001.9, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

Article 7. PHYSICAL ENVIRONMENT

87097.87 BUILDINGS AND GROUNDS

- (a) A minor or nonminor dependent parent may share a bedroom with his or her child.
- (b) When a minor or nonminor dependent parent's child has a developmental, mental, or physical disability, a licensee shall make necessary modifications to the building and grounds to provide protection and assistance and to maximize the minor or nonminor dependent parent's or their child's potential for self-sufficiency. Additionally, the following shall apply:
 - (1) Additional bathroom equipment or aids shall be provided as necessary.

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code.
Reference: Sections 1501, 1502.7, 1530.8, and 1531, Health and Safety Code; and Section 16001.9, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.872 OUTDOOR ACTIVITY SPACE

- (a) If the licensee has an outdoor activity space, the licensee shall assist the minor or nonminor dependent parent in developing the skills necessary for proper care and supervision while utilizing any outdoor activity space. These skills shall include but not be limited to the following:
- (1) Safe access by the minor or nonminor dependent's child.
 - (2) Barring access to any construction or equipment that causes a hazardous situation, including but not limited to incinerators, air-conditioning equipment, water heaters, or fuse boxes.
 - (3) The proper placement of playpens so that they are not hazards to the minor or nonminor dependent's child or other individuals in the outdoor play area.
- (b) The licensee shall assist the minor or nonminor dependent parent in obtaining and providing their child with outdoor activity toys and equipment that are developmentally appropriate.
- (1) The equipment shall be age appropriate and used in accordance with the manufacturers' instructions.

HANDBOOK BEGINS HERE

Licensees should select equipment tailored in placement, size, height and complexity to the children who use it. Look for the following:

- Foundation anchors firmly embedded in the ground so children will not trip on them.
- Merry-go-rounds with solid, flat riding surfaces and handholds for sitting and standing.
- Slides with large decks and hand rails at the top.
- Swings placed two to three feet apart to reduce chances of midair collisions.

HANDBOOK ENDS HERE

- (c) The licensee shall instruct and assist the minor or nonminor dependent parent in visually inspecting equipment, gates, and surfaces before children enter to assure that the area is free of hazards.

NOTE: Authority cited: Sections 1502.7, 1530, and 1530.8, Health and Safety Code.
Reference: Sections 1501, 1502.7, 1530.8, and 1531, Health and Safety Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.872 INDOOR ACTIVITY SPACE

- (a) The licensee shall assist and supervise the minor or nonminor dependent parent in developing the skills necessary to properly maintain indoor activity space, including:
- (1) Equipping the indoor activity space with a variety of equipment, materials, and toys that meet the following requirements:
 - (A) Are appropriate to the developmental needs of the children.
 - (B) Are maintained in good condition.
 - (C) Are sufficient in quantity to allow children to fully participate in planned activities and have opportunities for flexible play.
 - (D) Are stored safely in the facility.
 - (2) Proper cleaning of all floors that the minor or nonminor dependent's child will be utilizing so that the surface is safe and clean.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

87097.88 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES 87097.88

- (a) The licensee shall provide safe fixtures, furniture, equipment, supplies, and toys.
- (1) They shall be free from toxic materials or substances.
 - (2) They shall be in good condition, free of sharp, loose, or pointed parts.
 - (3) Baby walkers are prohibited in accordance with Health and Safety Code Sections 1596.846.

HANDBOOK BEGINS HERE

Section 1596.846 reads in pertinent part as follows:

"(b) A baby walker shall not be kept or used on the premises. . .

"(c) A "baby walker" means any article described in paragraph (4) of subdivision (a) of Section 1500.86 of Part 1500 of Title 16 of the Code of Federal Regulations."

Section 1500.86 of Part 1500 of Title 16 of the Code of Federal Regulations reads in pertinent part as follows:

"(a)(4) Any article . . . described in 1500.18(a)(6). . ."

Section 1500.18(a)(6) of Part 1500 of Title 16 of the Code of Federal Regulations reads in pertinent part as follows:

"Any article known as a 'baby-bouncer,' 'walker-jumper,' or 'baby-walker' and any other similar article which is intended to support very young children while sitting, walking, bouncing, jumping, and/or reclining and which because of its design has any exposed parts capable of causing amputation, crushing, lacerations, fractures, hematomas, bruises, or other injuries to fingers, toes, or other parts of the anatomy of young children . . . "

HANDBOOK ENDS HERE

- (b) The licensee shall provide furniture which is age appropriate in type, height, and size as follows:
- (1) Tables and chairs.
 - (2) High chairs, low wheeled feeding tables, or other furniture used for feeding an infant which meets the following requirements:
 - (A) Has broad base legs.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (B) Has seats and backrests made of washable, moisture resistant material.
 - (C) Has a safety strap and/or tray to secure a seated infant.
 - (3) Changing tables or changing pads.
 - (4) For each infant who is unable to climb from a crib, a standard crib that meets the following requirements:
 - (A) Spaces between the crib slats are no more than 2 3/8 inches.
 - (B) Crib mattresses and any bumper pads are covered with moisture resistant material.
 - (C) Bumper pads, if any, are around the entire inner portion of the crib and tied or snapped into place in at least six places.
 - (D) The crib, mattress, and any bumper pads, are in a safe condition with no exposed foam, batting, or coils.
 - (E) Is equipped with a sheet to cover the mattress and a blanket and/or sheet to cover the child, depending on the temperature.
 - (F) When an infant is in the crib, the mattress is at its lowest position and the side rail is in its highest position.
 - (G) Is arranged so that staff can see the child.
 - (H) Allows a child to stand upright.
 - (I) Are not stacked or tiered with other cribs.
 - (5) An age-appropriate bed shall be provided for each child who can climb from a crib.
- (c) The licensee shall provide equipment as follows:
 - (1) Equipment purchased already assembled shall not be modified.
 - (2) Toy containers shall meet the following requirements:
 - (A) Boxes or chests shall not have lids or the hardware used to hinge lids.
 - (B) All edges and corners shall be rounded and padded.
 - (C) The container shall be well ventilated.
 - (D) The container shall not be lockable.
 - (E) The container shall be in good repair and safe condition.
 - (F) Metal toy boxes shall not have rough or sharp edges and wooden toy boxes shall not have splinters and other rough areas.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (d) The licensee shall provide the following fixtures and/or supplies:
- (1) Readily available drinking water from a noncontaminating fixture.
 - (A) Children shall be free to drink water as they wish.
 - (B) The facility may use bottled water or portable containers if (1) the water and containers are free of contamination, and (2) bottled water containers are secured to prevent tipping and breaking.
 - (C) All water for drinking shall be potable as defined in California Administrative Code, Title 24, Part 5.

HANDBOOK BEGINS HERE

Title 24, Part 5, defines potable water as that which is satisfactory for drinking, culinary and domestic purposes and meets the requirements of the health authority having jurisdiction.

HANDBOOK ENDS HERE

- (2) Pacifiers that have a shield or guard large enough so that infants cannot choke on them.
- (e) The licensee shall provide toys that meet the following requirements:
- (1) Are appropriate to the developmental needs of the children.
 - (2) Are sufficient in quantity to avoid excessive competition and long waits by the children.
 - (3) Are free from sharp points, edges, or splinters.
 - (4) Are made of parts too large to be swallowed.
 - (A) Any rattles are large enough so that they cannot become lodged in an infant's throat and constructed so that they will not separate into small pieces.
 - (5) Are sufficient in variety to enhance the following:
 - (A) Intellectual and creative development.
 - (B) Social development.
 - (C) Auditory development.
 - (D) Visual development.
 - (E) Gross and fine motor development.

INTERIM LICENSING STANDARDS
Short-Term Residential Therapeutic Program, Subchapter 1

- (6) Are clean and safe for the children.

HANDBOOK BEGINS HERE

The Department recommends that the facility comply with the following U.S. Consumer Product Safety Commission advice for the selection and safe use of children's toys.

- (A) Avoid toys with small parts.
(B) Look for labels that give age recommendations.
(C) Choose toys suited to the skills, abilities and interests of the children.

HANDBOOK ENDS HERE

- (f) The licensee shall arrange furniture and equipment as follows:
- (1) So that no exit is blocked.
- (A) Placement of cribs, mats or cots, and beds shall not hinder entrance to or exit from the sleeping area.
- (2) So that toilets, potty chairs, and handwashing sinks for children are near indoor and outdoor activity spaces.
- (3) So there is a walkway and workspace between the sleeping furniture (cribs, mats or cots, and beds).
- (A) Staff must be able to reach each child without having to step or reach over any other child.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8, 1530, and 1596.846, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.