

SOCIAL CLUB STANDARDS

February 21, 1996

The attached standards and checklist replaced the Social Club Standards module as outlined in the Licensing Standards Manual in the summer of 1995. Also, please note that the Rights of Recipients of Mental Health Services no longer apply to Social Clubs effective at the same time.

Social Clubs will need to comply with the attached standards as well as any requirements outlined in Contracts for funding, per Rental Agreements, etc.

In order to obtain a License from the Department of Mental Health & Mental Retardation, a Club must comply only with the attached.

SOCIAL CLUB STANDARDS

- GOV. 11 The governing body shall insure that each agency and program is in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act and the Maine Human Rights Act (MIHRA).
- GOV.11.A There are no substantiated complaints of violations of the ADA, MHRA or Section 504, including instances of lack of handicapped accessibility. All substantiated complaints will be assessed for the seriousness of the violation and actions taken to achieve compliance.
- GOV.11.A.1. All agencies must notify the Division of complaints pursuant to the above cited laws resulting in a reasonable grounds finding by an external regulatory body (MIIRC/EEOC).
- GOV. 11.B. The agency has a policy and procedure regarding compliance with the ADA, MHRA and Section 504, including how persons with disabilities may access services.
- GO V. 11.C. All existing buildings' will receive approval from DMHMR's Affirmative Action Officer for compliance with the **ADA** and Section 504.
- GOV.11.D. All plans for new buildings or. renovation of existing buildings receive approval from the State Fire Marshal's office or designee for compliance with the ADA and Section 504.

Health and Safety:

- HS.1 The agency complies with all applicable health codes.
- HS.1.A There are no substantiated health code violations.
- HS.2 Any agency not using a public water and/or sewer system shall be inspected and approved by the process outlined by the Department of Human Services.
- HS.2.A Any agency without a public water and/or sewer system shall be able to produce a Sanitary Survey report from the approved process of the Health Engineering Division of the Department of Human Services.
- HS.2.B Any agency without public water and/or sewer system will have Sanitary Surveys conducted as often as required by the Department of Human Services Health Engineering Division regulation.

HS.3 The agency has policies and procedures for managing and controlling infections.

HS.3.A. The agency has documented evidence that they have implemented policies and procedures regarding the management and control of infections.

Interpretive Guideline for HS.3 and HS.3.A

The management and control of infections has become one of the most serious issues for society, in general, to address. The management staff should determine the extent to which their agency, clients, employees, and others are at risk for acquiring and transmitting infections. Based on this determination, the agency should develop and implement reasonable policies and procedures to manage and control the potential for acquiring or transmitting infections. For example, an inpatient service that commonly treats IV drug users would be expected to have more extensive mechanisms in place for preventing and controlling infections than an outpatient clinic.

HS.4 Agencies shall be inspected by the State Fire Marshal or the Fire Marshal's designee to assure compliance with the NFPA 101 Life Safety Code (current edition).

HS.4.A. Residential facilities have verification of annual fire inspections from the State Fire Marshal or Fire Marshal's designee assuring compliance with NFPA 101 Life Safety Code and safe occupancy.

HS.4.B. Non-residential programs have biennial letters from the State Fire Marshal or the Fire Marshal's designee assuring compliance with NFPA 101 Life Safety Code and safe occupancy.

HS.5 Quarterly fire drills are conducted and documented for non-residential services and monthly for residential services per NFPA 101 Life Safety Code (current edition).

HS.5.A. There is documented evidence that the agency is in compliance with fire drill requirements.

Interpretive Guideline for HS.4 through HS.5

Consult the current edition of the NFPA 101 Life Safety Code for requirements in each type of occupancy.

- HS.6 The agency has a written disaster and evacuation plan specifying procedures for personnel and designating specific tasks and responsibilities.
- HS.6.A. The agency disaster plan addresses a variety of pertinent disasters, e.g., fires, power outages, storms.
 - HS.6.B The disaster plan addresses staff preparedness, including staff requirements and the designation of roles and functions, particularly in terms of capabilities and limitations.
- HS.7 There is documented evidence that staff members receive initial and continuing education concerning disaster and evacuation procedures.

Physical Plant Management:

- PHY.1 Agencies assure the personal health, safety, dignity and privacy of clients and strive for provision of services in surroundings in keeping with the needs of the client population.
- PHY. 1. A. The agency complies with all Rights of Recipients regulations concerning health, safety, dignity and privacy.
 - PHY.1.B The agency will not violate health, safety, physical plant or client rights regulations.
- PHY.2 All grounds, space, equipment, and physical plant shall be in good repair and provisions shall be made, either through staff or contracts, to maintain the facilities.
- PHY.2A. The grounds, space, equipment, and physical plant are in good repair upon inspection.
 - PHY.2.B. There is documented evidence, through staff job descriptions, policies and procedures, or contracts that both routine and emergency physical plant needs are maintained.
 - PHY.2.C. Maintenance and repairs are done according to federal, state, and local safety codes.
- PHY.3 The agency assures that all client areas within their organization are provided with appropriate furnishings.
- PHY.3.A. Furnishings are appropriate to the ages and physical condition of the clients.

PHY.3.B. Furnishings are structurally designed and maintained to promote a comfortable and safe environment.

P1-IY.3.C. Furnishings are available and conducive to their purpose and function.

PHY.3.D. Furnishings are clean and in good repair.

PHY.4 The agency assures that staff-client, staff-family, and client case communications are conducted in a confidential manner and environment.

Interpretive Guideline for PHY.4

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| Staff-client communications and/or client discussions are conducted in an area that assures confidentiality (a separated space or a sound-masked area). |
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PHY.4.A. There is no substantiated cases of breaching client confidentiality.

GOVERNANCE

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|-----|----|----|----|--|--|--|--|
| GOV | 11 | | XX | COMPLIANCE WITH ADA, MHRA,504 | | | |
| | | A. | XX | NO COMPLAINTS RE; ADA, MHRA, 504 | | | |
| | | 1. | XX | DIVISION NOTIFIED OF COMPLAINTS, FINDINGS | | | |
| | | B. | PP | COMPLIANCE WITH ABOVE, INCLUDE DISABILITIES/ACCESS | | | |
| | | C. | DE | EXISTING BUILDING APPROVED BY BDS | | | |
| | | D. | DE | SFMO APPROVE NEW/RENOVATIONS | | | |
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NOTES

HEALTH & SAFETY

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|-----|---|---|----|---|--|--|--|
| HS. | 1 | | XX | COMPLIANCE WITH HEALTH CODES | | | |
| | 1 | A | XX | NO SUBSTANTIATED COMPLAINTS | | | |
| | 2 | | DE | DHS APPROVAL OF PRIVATE WATER SYSTEMS | | | |
| | 2 | A | DE | SANITARY SURVEY REPORT | | | |
| | | B | DE | FREQUENCY OF SURVEYS MEETS DHS REG | | | |
| | 3 | | PP | INFECTION CONTROL & MANAGEMENT | | | |
| | 3 | A | DE | IMPLEMENTATION OF HS.3 | | | |
| | 4 | | DE | SFMO INSPECTION | | | |
| | 4 | A | DE | RESIDENTIAL ANNUAL SFMO | | | |
| | | B | DE | NON-RESIDENTIAL BIENNIAL SFMO | | | |
| | 5 | | DE | EVIDENCE OF FIRE DRILLS & ¼ LY NON-RES, MONTHLY RES | | | |
| | | A | DE | EVIDENCE OF HS.5 | | | |
| | 6 | | DE | DISASTER/EVACUATION PLAN | | | |
| | | A | DE | VARIETY OF DISASTERS | | | |
| | | B | DE | STAFF PREPAREDNESS, REQUIREMENTS & ROLES | | | |
| | 7 | | DE | STAFF TRAINED RE: DISASTER/EVACUATIONS | | | |

Notes:

PHYSICAL PLANT MANAGEMENT

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|-----|---|---|----|--|--|--|--|
| PHY | 1 | | SR | HEALTH, SAFETY, DIGNITY, PRIVACY, SURROUNDINGS | | | |
| | | A | XX | COMPLIES WITH ELEMENTS OF R OF R | | | |
| | | B | XX | NO VIOLATIONS OF ABOVE | | | |
| | 2 | | SR | GOOD REPAIR-GROUNDS, SPACE, EQUIPMENT, PLANT | | | |
| | | A | SR | GOOD REPAIR | | | |
| | | B | DE | PROVISIONS FOR MAINRENANCE | | | |
| | | C | XX | COMPLIANCE WITH SAFETY CODES | | | |
| | 3 | | SR | APPROPRIATE FURNISHINGS | | | |
| | | A | SR | AGE & PHYSICAL CONDITION | | | |
| | | B | SR | COMFORTABLE AND SAFE | | | |
| | | C | SR | AVAILABLE & CONDUCTIVE TO PURPOSE | | | |
| | | D | SR | CLEAN & GOOD REPAIR | | | |
| | 4 | | SR | FACILITATE CONFIDENTIAL COMMUNICATIONS | | | |
| | | A | XX | NO CONFIDENTIALITY BREACHES | | | |

Notes: