# FOOTHILLS GATEWAY, INC.

## Housing Quality Standards for Residential

## PROCEDURE:

- All Residential sites utilized by Foothills Gateway's Residential program will meet Housing Quality Standards (including Host Home and Back-up Residential Services (BURS) sites).
- An initial Housing Quality Standards (HQS) inspection is done by an inspector trained in HQS. These inspections are coordinated/monitored by the DRCD Section 8 Residential Coordinator or designee. The inspection does not need to be completed prior to the person moving into an apartment/residence, including Host Homes. It is best practice to complete an inspection prior to a move when practicable. Internal, annual HQS inspections for BURS and Host Homes are filed in the residential main file.
- When a BURS provider is also a Host Home Provider, the initial inspection is completed by the DRCD Section 8 Residential Coordinator.
- All residential staff who are responsible for placing individuals and monitoring individuals in their homes must complete the HQS training. This allows them to be aware of the requirements to assure residential sites are meeting the standards.
- Program Supervisors or designee are responsible for seeing that all staffed settings are inspected for maintenance needs on a weekly basis. This can be done through the Assistant Program Supervisor or Direct Support staff. Quarterly environmental monitoring also reviews household maintenance and safety needs.
- Maintenance requests for staffed settings are made to the Program Supervisor/Residential Director and then the work order process is followed.
- Independent Contractors (Host Home Providers) are responsible for maintenance of their homes. Program Supervisor's or designee; regularly monitor the condition of the independent contractor's home. Any health and safety issues will be marked for follow up on the appropriate monitoring form.
- The homes of BURS providers (used for overnight care) must meet Housing Quality Standards for Residential. BURS HQS inspections are done by Residential staff.
- Annual HQS inspections are completed by Residential staff (Assistant Program Supervisors and Program Supervisors). This is done to assure maintenance of safety standards as noted in all HQS inspections.

1/93; ... 10/16; 10/17; 10/18