

OKLAHOMA ACCESS TO RECOVERY SHORT TERM EMERGENCY SHELTER

Organizations providing short-term emergency shelter pertaining to Oklahoma Access to Recovery must have documented evidence of directing, providing, and housing clients in a transitional housing program, residential program, or short-term shelter in the past setting for a minimum of one year in order to be considered for this service category.

“Short-term emergency shelter” means a private residence (permanent structure); rented/leased/owned by an (organization or entity) that provides sleeping facilities for a minimum of four recovering persons, in a semi-private room, with appropriate bathroom and kitchen facilities.

“Organization” means a group of people intentionally organized to accomplish an overall, common goal or set of goals.

“Adult” means an individual who is at least 18 years of age.

“Apartment” means a living space with separate living and bathroom and sleeping areas.

“Applicant” means the person seeking credentialing to provide short-term emergency shelter for OATR.

“Accessible” means that there are no barriers that prevent a person from entering, leaving or functioning within an OATR short-term emergency shelter.

“Activities of daily living” means bathing, eating, oral hygiene and dressing.

“Resident” means a person unrelated to the licensee or administrator who resides in the OATR facility and who receives recovery support services.

“Room” means a space that is completely enclosed by walls and a ceiling that is a part of a permanent structure.

The purpose of the shelter shall be to provide housing and rehabilitative support to residents seeking abstinence and a healthy lifestyle as they strengthen their recoveries. Short-term Emergency Shelter provides a safe, clean and sober environment for adults with substance abuse disorders. Organizations providing services funded through Oklahoma Access to Recovery vouchers are expected to provide individual clients with the highest quality of services and are to insure that the clients’ choices are

respected in regards to the OATR program. OATR clients are required to be engaged in OATR services.

Organizations providing Housing Assistance are expected to provide clients with residential housing that is supportive of the client's recovery and free of relapse triggers. Organizations may provide: transitional housing, sober housing, and short-term emergency or temporary housing. These services must provide a safe, clean, and sober environment for adults with substance use disorders.

Examples of appropriate Housing Assistance would be providing short term shelter while assisting the client with locating long term housing and recovery supportive housing.

Physical facility environment and safety

- (a) All facilities providing any service to persons, groups, or the community shall have written policy and procedures intended to ensure the safety and protection of all people with the facility's physical environment (property and buildings, leased or owned).
- (b) These policies and procedures shall include , but are not limited to:
 - a. Meeting all fire and safety regulations. Building must satisfy all building codes state, city and federal statutory requirements.
 - b. All facilities shall have a fire and safety inspection as specified by Fire Marshal and local/state authorities. All facilities shall maintain a copy of said inspection and attendant correspondence regarding any deficiency.
 - c. All facilities shall have a plumbing; mechanical, structural and electrical inspection completed prior to OATR residents being housed at any new facility. The copy of the inspection must be submitted with application.
 - d. The minimum common dining and living space shall be internally accessible to all residents.
 - e. Resident bedrooms shall be designed and equipped to allow residents to achieve the highest level of independent functioning and shall be fully accessible to the resident.
 - f. Each resident shall have within the bedroom a closet, and appropriate storage facilities for clothing that reasonably meet the needs of the resident.

- g. Each resident bedroom shall accommodate no more than 4 residents per 12 X 16 square feet.
- h. Each facility shall provide the resident with bedroom furnishings if the resident can not supply his or her own furnishings. The furnishings shall include a bed of twin size (minimum), a clean, comfortable mattress, a clean comfortable pillow, bedspread and blankets adequate for the season, clean sheets, pillowcases, towels and washcloths adequate to meet the needs of the resident.
- i. The resident bedroom beds shall be located either the minimum distance from heat producing sources recommended by the manufacturer or 18 inches.
- j. An emergency preparedness plan to provide effective utilization of resources to best meet the physical needs of consumers, visitors, and staff during any disaster.
- k. Supervision must be provided to all residents. Facilities are responsible for keeping track of a resident's whereabouts and providing guidance and intervention when needed by a resident.
- l. Facilities must have a 24 hour on site resident manager to supervise facility.
- m. Facility shall maintain a bed log and tracking system to clearly identify residents that stayed overnight, this log must be maintained daily and stored in agency files for a minimum of three years.
- n. All consumer records should be stored in a locked file cabinet in a secured area when the areas is unattended by authorized staff. Facility shall maintain resident files in accordance with OATR standards and must abide by HIPAA guidelines.
- o. Facility must have a minimum of the below insurance requirements: The Provider shall at all times carry liability insurance of no less than one million dollars (\$1,000,000) per incident and three million dollars (\$3,000,000) aggregate Professional Liability Insurance to adequately compensate persons for injury to their person or property occasioned by an act of negligence by the Provider, its agents, employees or the like. Said policy must provide that the carrier may not cancel or transfer the policy without giving the Department thirty (30) days written notice prior to the cancellation or transfer. The Provider shall timely renew the policies to be carried

pursuant to this section throughout the term of the Memorandum of Understanding with the Department for provision of Recovery Support Services.

- p. Facilities must make reasonable accommodations to individuals with disabilities in accordance with applicable state and federal laws.
- q. Facilities must not discriminate based on age, sex, race, religion or gender and must be in accordance with applicable state and federal laws.
- r. Facility policies and procedures must be reviewed and approved by OATR.

Hygiene and sanitation

Short-term emergency shelters shall provide the following services:

- (1) Lavatories in a minimum ratio of one per each four resident beds.
- (2) Toilet facilities in a minimum ratio of one per four resident beds.
- (3) The facility shall provide at least one toilet, one sink and one bath or shower for every four residents.
- (4) Standard precautions must be utilized and measures must be taken to reduce the risk of transmission of infection from contact with blood, body fluids or other moist body substances including all mucous membranes, non-intact skin, blood, all body fluids, secretions and excretions except sweat, whether or not they contain visible blood.
- (5) Facility must develop a protocol regarding TB precautions and standards that are in compliance with state regulations.

Standards for food service

The following shall be applicable to all short-term emergency shelters which provide an on-premise meal service.

(A). Storage, preparation and serving of food shall be in compliance with the requirements of the Oklahoma State Department of Health regulations governing public feeding establishments.

Short-Term Emergency Shelter- Some information will be displayed exactly as written on the OATR Provider Locator. Please include “Client Friendly “language in the responses

What is the name of the Program?

Please describe the applicant organization’s Housing Assistance program. The description should include goals/objectives of the program, information about minimum/ maximum length of stay, and any additional requirements for residents (i.e. attend chapel, complete random drug screen, participate in other agency program, etc.):

Please describe any eligibility restrictions for the program (meaning, will any ATR client be eligible to receive services or are only certain people eligible:

Please indicate the type of client that is eligible for Housing Assistance Services at the organization:

Men Women Children Persons who have committed a sexual offense

If a Faith-Based Program, please describe any requirements clients should be aware of:

Please indicate the type of programming the organization will offer (mark all that apply);

Short-term Emergency Shelter

Days Program is Offered:

Hours program is offered:

Please list all facility locations where program is available:

Please give instructions how a client can become enrolled in the program:

REQUIRED ATTACHMENTS- ALL HOUSING ASSISTANCE PROVIDERS MUST SUBMIT THE FOLLOWING DOCUMENTS:

- A recent (within the last year) copy of an inspection by the local fire marshal.

CHECKLIST:

- Fire Inspection (within 1 year)
- Plumbing and Electrical Inspection (within 1 year)
- Insurance documentation (Current copy of policy)
- Program's policies and procedure's must include the following information:
 - Program hours of operation
 - Emergency preparedness plan
 - Client application
 - Rules and regulations of housing site

- Maximum four residents per bedroom.
- Minimum 1 bathroom per four residents.
- Resident manager must be on-site 24 hours per day.
- Convenient laundry area/ or on-site washer and dryer .
- Dining area/living area must be accessible to all residents.
- Resident shall be provided with appropriate bedding and mattress.
- Resident shall be provided with adequate storage space/closet space.
- Bedding log shall be maintained daily.
- Supervision of residents daily functioning and program requirements must be documented.
- Address same gender residents or facility policy regarding males and female residents.
- Standards, rules, regulations must be clearly posted and permanently displayed at site.