



**Maryland**  
DEPARTMENT OF HEALTH  
**Behavioral Health Administration**

55 Wade Avenue - Dix Building SGHC - Catonsville, Maryland 21228

**Residential Program Housing Inspection Form**

Residential Rehabilitation Program (RRP)
  Group Home for Adults with Mental Illness (GH-A)
  Residential Crisis Services Program (RCS)

**Inspection Evaluation Results:**

General (Pass)
  Provisional (30 day temporary approval)
  Denial (Fail)

Inspector: \_\_\_\_\_ CSA/LBHA: \_\_\_\_\_

**Objective:** To provide a safe, comfortable, healthy, and recovery-oriented environment to residents staying in an RRP, GH-A or RCS. To accomplish this, **COMAR regulations 10.63.04.07** sets forth the residential requirements which all RRP, GH-A or RCS residences must meet in order to receive the BHA Certificate of Approval. The RRP inspections are conducted annually and/or as needed to ensure compliance with COMAR regulations 10.63.04.07.

**SITE INFORMATION**

Program Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

# of beds: \_\_\_\_\_ # of Residents: \_\_\_\_\_ # of vacancies: \_\_\_\_\_

RRP bed level:  General  Intensive RRP Population:  Adult  TAY  Other: \_\_\_\_\_

Approximate Construction Year (if known): \_\_\_\_\_

Local Inspection Certificates/Licenses Required:  Yes  No  
(If the answer is "Yes", attach appropriate report, certificate, license)

Type of housing:  Apartment  Townhouse  Single Family  Group Home (OHCQ licensed)

Annual Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Re-Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(If applicable)

Name of Staff Person present at RRP site inspection: \_\_\_\_\_

Title/Position of Staff Person: \_\_\_\_\_

Areas of a Residence	Yes	No	Comments/Observations
1. All areas of the residence, including storage areas, are safe, clean, and free of hazards and clutter. – <i>COMAR 10.63.04.07 A(1)(2)(3)(4)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

- a) Hallways, stairs, and rooms that allow for a resident to move freely and unobstructed (free from clutter and trip hazards).
- b) No odors that can compromise the resident's safety and health such as gas, mold, sewage, etc.

- c) No trip hazards (examples: unsecured throw rugs, frayed carpeting; broken flooring).
- d) No power cords running underneath rugs, runners, carpets, etc.
- e) Cover plates on all electrical switches, outlets, and supply panels.
- f) No excessive holes in the ceilings or walls that could expose combustible wood or allow fire to spread into an attic or walls.
- g) Light bulbs are the appropriate wattage for fixtures and provide adequate light.
- h) Hazardous materials stored in approved containers and away from ignition sources (examples: gasoline, propane gas, lighter fluid, etc.).
- i) Furnace room/area does not have combustible materials in close proximity to the furnace or water heater. Water heaters and furnaces should have three feet (36 inches) of clearance from any combustible items or objects.

<b>Residence Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>2a.</b> The residence has no housing code or zoning violation - <i>COMAR 10.63.04.07 B(1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

- a) RRP provider has a copy of the most current, up-to-date housing and zoning codes for its particular jurisdiction.
- b) The RRP provider and the RRP inspector are not aware of any housing code or zoning violations. If there is a violation, the RRP inspector will submit an inquiry at the local level.

<b>Residence Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>2b.</b> The residence has working smoke alarms or smoke detectors that meet local fire codes for residential dwellings – <i>COMAR 10.63.04.07 B(2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

- a) A smoke detector is properly mounted outside of each sleeping area and on every level of the residence.
- b) Smoke detectors are less than ten years old.
- c) Smoke detectors and carbon monoxide detectors (*if present*) are operational upon testing.
- d) Fire extinguishers have been serviced within the past 12 months and have a service date certification tag.

<b>Residence Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>2c.</b> The residence has hot and cold running water – <i>COMAR 10.63.04.07 B(3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

- a) The residence has a heating system which is capable of maintaining a minimum temperature of 70° F during the day and a minimum of 62° F during the night.
- b) The temperature of hot water used by residents is between 105° F and 120° F.
- c) The water supply is from an approved private, public, or municipal water supply.
- d) The sinks have proper drainage and no leaks.

<b>Residence Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>2d.</b> The residence has adequate light, heat, and ventilation – <i>COMAR 10.63.04.07 B(4)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

- a) The residence has a heating system which is capable of maintaining a minimum temperature of 70° F during the day and a minimum of 62° F during the night.
- b) The residence has adequate lighting in the common hallways, porches, and rooms.
- c) Windows can open, close, and lock properly and have no dangerously loose cracks, no missing or broken panes and no observable leaks.

<b>Residence Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>2e.</b> The residence has sufficient, appropriate and functional furnishings, equipment, supplies and utensils comparable to those found in the residences of non-disabled individuals – <i>COMAR 10.63.04.07 B(5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

The residence may contain the following items which is visible to the RRP Inspector:

- Living Room                      sofa, chair, table, electrical outlets
- Dining Room                     table, two or more chairs, electrical outlets
- Kitchen                            appliances – toaster, microwave oven, oven/stove, cabinets, preparation area/counter space, refrigerator, dishwasher, garbage disposal, utensils that include forks, spoons, knives, dishes/plates, food (perishable and non-perishable items), paper towels/napkins, freezer (if applicable), kitchen cleaning supplies, GFCI outlets near areas with water, electrical outlets, glasses/cups
- Bathroom                          toilet, sink/basin, window and/or venting fan, door that can be locked for privacy, toilet paper, shower and/or bath tub, towels/washcloths, cleaning supplies, plunger, GFCI outlets near areas with water, electrical outlets
- Bedroom                            bed, bed sheets/covers/blanket, dresser, closet, window, electrical outlets
- Laundry Room                    washing machine, dryer, laundry tub, GFCI outlets near areas with water, electrical outlets (if applicable)

<b>Resident Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>3a.</b> The residents have the resources to purchase or have access to food - <i>COMAR 10.63.04.07 (C1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

- a) The residents have access to funds through a bank account, debit ATM card, Independence EBT card and/or a personal spending allowance check provided by the RRP provider for the purchase of food.
- b) The residents have access to transportation through the RRP provider, family\friend, other resident, public transportation and/or walking to secure food.
- c) The places for obtaining food are accessible to the resident.
- d) The refrigerator and/or storage areas have food and drinks for the residents.
- e) In the event of an emergency situation, residents have a three day emergency supply of non-perishable food and water that is accessible.

<b>Resident Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>3b.</b> The residents have the resources to acquire an adequate supply of soap, towels, and toilet tissues – <i>COMAR 10.63.04.07 (C2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Resident Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>3c.</b> The residents who self-administer medications must have access to a secure storage area for the resident's medications – <i>COMAR 10.63.04.07 (C3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Resident Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>3d.</b> The residents have access to a secure storage area for funds and valuables – <i>COMAR 10.63.04.07 (C4)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Resident Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>3e.</b> The residents have access to transportation – <i>COMAR 10.63.04.07 (C5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

- a) The residents have access to public transportation, friends/family, RRP provider's transportation, or any other modes of transportation.
- b) The residents can access bus schedules or the RRP provider's transportation schedule.

<b>Resident Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>3f.</b> The residents have access to a telephone in the residence – <i>COMAR 10.63.04.07 (C6)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirement (but not limited to only this item):**

- a) The residents have access to an operational telephone in the residence.

<b>Resident Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>3g.</b> The residents to the extent, possible, may use personal possessions and preferences in furnishing and decorating the resident's space – <i>COMAR 10.63.04.07 (C7)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Emergency Procedures</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>4a.</b> Posted near the telephone are the telephone numbers for: - <i>COMAR 10.63.04.07 (D1)(a)(b)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements:**

<i>Emergency Telephone #s Seen at Inspection</i>	<i>Please check:</i>		<i>Comment:</i>
<b>Fire Department</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Police Department</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ambulance</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Poison Control Center</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Program's on-call staff</b>	<input type="checkbox"/>	<input type="checkbox"/>	

Note the location of the emergency telephone #s list: \_\_\_\_\_

<b>Emergency Procedures</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>4b.</b> An emergency evacuation procedure that is explained to and practiced by residents within 10 days after entering residence and at a minimum, every 3 months after that – <i>COMAR 10.63.04.07 (D2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirement:**

- a) The RRP provider has written emergency evacuation procedures that the new resident receives upon entry into the RRP.
- b) The RRP provider has written documentation that shows residents have been explained the emergency evacuation procedures for the residence at a minimum every 3 months.
- c) The RRP provider has written documentation that shows residents have practiced the emergency evacuation procedures every 3 months.

<b>Bedrooms</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>5a.</b> Bedrooms have a minimum of 70 square feet for a single bedroom and a minimum of 120 square feet for a double bedroom - <i>COMAR 10.63.04.07 (E1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

- a) The RRP provider has written documentation that shows the square footage of the resident’s bedroom or the RRP Inspector and/or a designated person has measured for the square footage of the bedroom.
- b) The bedrooms are not in attics, stairs, halls, or any other room commonly used for other purposes.

<b>Bedrooms</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>5b.</b> Bedrooms have an interior door, except for an efficiency apartment - <i>COMAR 10.63.04.07 (E2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirement (but not limited to only this item):**

- a) The bedroom door is able to open, close, and latch.

<b>Bedrooms</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>5c.</b> Bedrooms have closet space in or convenient to each bedroom for each individual using the bedroom – <i>COMAR 10.63.04.07 (E3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirement (but not limited to only this item):**

- a) The bedroom has a closet which is either built-in, mobile, or near the resident’s bedroom for the resident’s use.

<b>Bedrooms</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>5d.</b> Bedrooms have coverings for each window, for privacy – <i>COMAR 10.63.04.07 (E4)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirement (but not limited to only this item):**

- a) The bedroom has a window that is covered with either a window shade, window blind, curtains, panels, draperies, and/or any other acceptable window covering that provides privacy. The resident's preference should be considered.

<b>Bedrooms</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
5e. The bedroom has a bed with a clean mattress and pillow for each resident using the bedroom – <i>COMAR 10.63.04.07 (E5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Bedrooms</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
5f. The bedroom has at least two sets of bed linens per resident – <i>COMAR 10.63.04.07 (E6)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Bedrooms</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
5g. The bedroom has not more than two residents using the bedroom – <i>COMAR 10.63.04.07 (E7)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Toilet &amp; Bathing Areas</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
6a. The residence has a minimum of one full bathroom for every four residents, 6b. At least one toilet, one basin and one tub or shower connected to hot and cold water – <i>COMAR 10.63.04.07 (F1)(F2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

- a) The bathroom contains the following components:
  - Toilet – securely fastened with no leaks or gaps; flushes properly
  - Basin – securely fastened with hot and cold running water; has proper drainage and no leaks
  - Tub or shower – has hot and cold running water; proper drainage and no leaks
- b) The bathroom is vented with either an exterior window or exhaust fan.

<b>Toilet &amp; Bathing Areas</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
6c. Each toilet and bathing area has easy access and conveniently located, not more than one floor level from living, dining and sleeping rooms – <i>COMAR 10.63.04.07 (F3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirement (but not limited to only this item):**

- a) The resident does not have to pass through another resident's room to reach the toilet or the bath/shower/tub.

<b>Toilet &amp; Bathing Areas</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>6d.</b> The toilet and bathing area has privacy for the individual using it – <i>COMAR 10.63.04.07 (F4)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Requirements (but not limited to only these items):**

- a) The bathroom has a door that opens, closes, and locks for the individual’s privacy.
- b) If window is present, it must be covered to ensure the individual’s privacy.

<b>Written Relocation Plan</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>7a.</b> The written relocation plan specifies where residents may live temporarily if the CSA or LBHA determines that conditions in the approved residence pose an imminent risk to the health, safety, or welfare of a resident – <i>COMAR 10.63.04.07 (G1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Written Relocation Plan</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>7b.</b> The written relocation plan is approved by the CSA or LBHA, as appropriate – <i>COMAR 10.63.04.07 (G2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Written Relocation Plan</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Observations</b>
<b>7c.</b> The written relocation plan is updated annually – <i>COMAR 10.63.04.07 (G3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

The RRP inspector provided a copy of the Recommendations List to the RRP provider/contact person:

\_\_\_\_\_  
RRP provider/contact person’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RRP Inspector’s signature

\_\_\_\_\_  
Date

**ADDENDUM: ENVIRONMENTAL AND SAFETY STANDARDS**

*Note: The environmental and safety standards are NOT limited to the items listed below.*

**A. EXTERIOR**

1. The premises are kept free from accumulation of weeds, trash, rubbish (debris) and major foundation cracks.
2. Residents who require assistance with ambulation will have ramps and/or secure handrails.
3. There is a handrail present when there are 4 or more consecutive steps into the residence.
4. The roof doesn't appear to have evidence of leaks.
5. The gutters appear to be firmly attached.
6. Decks and porch rails exist where appropriate and appear to be sturdy.

**B. INTERIOR**

1. The ceilings are free of drafts, moisture leaks, large holes, and cracks.
2. The floors are free of weak spots or missing floorboards (if applicable).
3. The doors are securely hung; there is free and clear access to all exits.
4. The sprinkler system (if applicable) must be inspected annually.
5. There are locks on entry doors to the residence which can be opened with a key from the outside and a knob/latch from the inside.

**C. FOOD SAFETY**

1. The RRP staff provides assistance to residents with food handling and storage techniques which are consistent with safe food handling practices.
2. All equipment (appliances) shall be in good repair. Cracked or badly chipped dishes and glassware shall not be used by the residents.
3. All food and drink shall be stored so as to protect from dust, insects, rodents, water damage, unnecessary handling and all other sources of contamination.
4. Hazardous products (such as cleaning products and insecticides) shall be labeled for easy identification and shall not be stored near food and drinks.
5. Refrigerators are maintained between 32° F – 40° F; freezers are maintained between 0° F - 22° F (*FDA - 0° F*).

**D. SANITATION**

1. All containers used for storage of garbage and refuse are constructed of durable, nonabsorbent material with tight fitting lids (unless stored in a vermin-proof room or enclosure).
2. Garbage containers are sufficient to hold all garbage and refuse which accumulates between periods of removal from the residence.

**E. LAUNDRY**

1. The RRP site has adequate facilities for the proper and sanitary washing and drying of clothing, bedding, and/or washable goods laundered at the RRP site.
2. The laundry room area is well lighted and ventilated, adequate in size for the needs of the residence, maintained in a sanitary manner and kept in good repair.
3. The dryer lint trap should be cleaned after each use to prevent fires.

**F. BASEMENT\FAMILY ROOM**

1. The basement\family room is not being used for storage (this is non-applicable if doesn't interfere with the residents' living space).

**G. INSECT AND RODENT CONTROL**

1. The RRP provider should consider a pest control program and/or a contract with a pest control company.
2. The RRP site does not have evidence of insects, bedbugs, rodents, and other pests.

**H. MOLD OR MILDEW**

1. The RRP site appears to be free of any mold or mildew.



## **RECOMMENDATIONS FOR RRP PROVIDERS**

**The recommendations are suggested enhancements for the RRP site(s). The recommendations are not stated in the COMAR regulations 10.63.04.07 – Residential Site Requirements.**

***Recommendation #1:*** The RRP site should have enough soap and toilet tissues to last for a period of 30 days in the residence and is enough for the number of residents living at the RRP site.

***Recommendation #2:*** The residents must have access to a telephone in the residence. At least one of the telephones in the residence must be a corded telephone.

***Recommendation #3:*** The RRP providers should make available to the residents an application for a State and/or Federal Government issued cell/mobile phone (i.e. Assurance Wireless, SafeLink Wireless, etc.) if the resident does not have a mobile\cell phone.

***Recommendation #4:*** As a part of the telephone number list which is in place and posted near the telephone, it is recommended to add these items: address and phone number for the residence, major cross street (Fire Department). It is also recommended that the house number is visible for emergency personnel to view from the street.

***Recommendation #5:*** The new resident has signed a statement within **10 days** that states he/she has received and understood the emergency evacuation procedures for the residence.

***Recommendation #6:*** The bedroom has a bed that has the following components:

- the bed size is either twin size, full size, queen size, or king size (no bunk bed size)
- a foundation that is designed to support the mattress (traditional box springs, steel, or plastic support system)
- a bed frame which is a metal frame consisting of head, foot, and side rails that the foundation will rest on, plus feet to raise it a few inches of the ground)
- a mattress (defined as a large pad consisting of a quilted or similarly fastened case, usually of heavy cloth, that contains cotton, foam rubber, etc. or a framework of metal springs)
- if there is a mattress pad cover, it should not be stained or dirty and it must be washable and can be cleaned.

***Recommendation #7:*** A tub and/or shower has a bath mat with a nonslip rubber back (safety of the resident).

***Recommendation #8:*** If there is a resident with a physical disability, the bathroom has grab bars in the resident's toilet area and shower/tub area.

***Recommendation #9:*** Garbage or trash in the kitchen area should be placed in lined containers with covers.

***Recommendation #10:*** Fire drills should vary during the day and night including the overnight hours.

***Recommendation #11:*** Carbon monoxide detectors should be installed in a central location outside of each sleeping area and on every level of the home and in other locations where required by applicable laws, codes or standards.