

**Residential Care Home Floating License Model Pilot  
Proposal  
February, 25, 2013**

**The Division of Licensing and Protection has partnered with 2 facilities in the state on the Residential Care Home (RCH) Floating License Program. Other interested facilities are invited to contact that Division to discuss the Program.**

**Purpose:** To allow flexibility for residents of facilities in which a portion of the building is licensed as a Residential Care Home and a portion is used as Independent Living. Such a facility may apply for participate in the Floating License Program Pilot

**Procedure:** The RCH regulations will apply for a designated number of floating RCH license slots. The slots will be used for residents who require Residential Care Level of Care. If a resident no longer requires RCH level of care her or she would be removed from the floating license slot and it could be used for another resident. The RCH licensure is applied to a certain number of residents and not to a particular bed. The requirements of the State of Vermont Residential Care Home Regulations apply to the residents in the floating license slots and not to particular beds or rooms.

**Requirements for a Floating License:**

1. The facility must maintain a roster of residents in the floating license slots that clearly illustrates when they begin to occupy a slot and when they leave a slot.
2. Staffing for the Floating RCH residents must be kept separate from any staffing devoted to the independent residents. Staffing must be sufficient to meet the needs to residents who may be in locations spread about the building.
3. Admission agreements must clearly identify the Floating License Program and must be reissued and signed each and every time the resident enters a Floating License slot. The admission agreement must contain wording that allows the resident the ability to stay in his or her room or apartment and upon discharge from the Floating License Program he or she would have then have rights and responsibilities outlined in the independent lease agreement.
4. All newly admitted independent living residents must receive written information upon admission about the Floating RCH License Program.

**Application process: The following Items are required for consideration of approval**

1. Current documentation from the Division of Fire Safety that demonstrates that the area of the building in which the program will run meets the Fire Safety Requirements for Residential Care.
2. Number of program slots requested
3. Detailed policies and procedures about how the program will be implemented and run. (this must include admission and discharge criteria and criteria for involuntary discharge notices from the program)

4. Detailed training program for staff
5. Staffing pattern to address needs of residents who may be located in rooms away from the current licensed RCH beds.
6. Revised admission agreement explaining the program to prospective program participants.
7. A commitment to provide a quarterly report outlining the number of participants in the program and the identification and resolution process of any issues arising from program implementation. These reports must be submitted to DLP quarterly for the first 18 months of the program.

DLP reserves the right to cancel participation in the pilot if the facility exceeds the capped number of residents on the program, fails to submit a quarterly report, or if regulatory violations related to the program occur.