

## 2018 Program Review and Certification Standards J. Facilities

**New requirements are in red text and do not apply for the 2018 PR&C review. These requirements will be applicable in 2019.**

**Minor adjustments and clarifications and changes to Tiers are in green text. These changes are applicable for the 2018 PR&C review.**

**Bold are requirements that now apply for the 2018 PR&C review.**

Standard J1	Guideline J1	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The proper number of beds or apartment units is provided according to the CSB partnership agreement.	<input type="checkbox"/> The facility or program has at least the number of beds or units as stated in the CSB contract.  <input type="checkbox"/> Each participant must have an acceptable place to sleep, adequate space, and security for themselves and their belongings.  <input type="checkbox"/> Permanent housing units must have at least a living room, a kitchen area, a bathroom, and one bedroom or living/sleeping room for each two persons (except SRO units). Children of the opposite sex, other than very young children, cannot be required to occupy the same bedroom or living / sleeping room. Exterior doors and windows must be lockable.	<input type="checkbox"/> <u>Discussion:</u> Agency confirmed that each CoC-funded unit has at least one bedroom or living/sleeping room for each two persons and has space and equipment to store, prepare, and serve food, per the guidelines.  <input type="checkbox"/> <u>Discussion:</u> Agency confirmed that children of the opposite sex, other than very young children, are not required to occupy the same bedroom or living/sleeping room.  <input type="checkbox"/> <u>Other:</u> CSB monitored beds via QI reports.	<input type="checkbox"/> Compliant  <input type="checkbox"/> Compliant with conditions  <input type="checkbox"/> Non-compliant  <input type="checkbox"/> N/A		1	All programs

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> In permanent housing units the bathroom must be contained within the unit, afford privacy, and be for the exclusive use of the occupants (except SROs).</li>   <li><input type="checkbox"/> Permanent housing units must have suitable space and equipment to store, prepare, and serve food in a sanitary manner, including an oven and stove or range, a refrigerator, and a kitchen sink with hot and cold running water. Hot plates are not acceptable substitutes for stoves or ranges (except SRO units). A microwave may be substituted for an oven and stove if the tenant agrees and if microwaves are furnished to both subsidized and unsubsidized tenants in the same building or premises.</li>   <li><input type="checkbox"/> If household composition changes, the agency must relocate the household to a more appropriately sized unit with continued access to</li> </ul>					
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	appropriate supportive services.					
<b>Discussion and Basis for Conclusion</b>						

Standard J2	Guideline J2	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The facility must be kept in a safe and sanitary condition and apartment units shall meet HUD’s Housing Quality Standard (HQS) or HUD Habitability Standards, as applicable, and all other applicable local codes.	<input type="checkbox"/> <b>For CoC and HOME funded programs, an initial inspection and annual HUD HQS inspection is required. For ESG and CSB funded programs, a HUD Habitability inspection is required.</b> <input type="checkbox"/> <b>Site-based facilities have a housekeeping and maintenance plan. Evidence that the plan is being implemented can be staff initials when chores or routine maintenance tasks are completed.</b> <input type="checkbox"/> <b>The program ensures that scattered site units are safe and sanitary, per HQS or</b>	<input type="checkbox"/> <b>Discussion:</b> Agency explained the facility’s housekeeping and maintenance plan. <input type="checkbox"/> <b>File Review:</b> CSB reviewed <b>HQS or</b> habitability inspection forms <b>as applicable.</b>	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		1	PSH, TH, RRH

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	Habitability standards, as applicable.					
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**Discussion and Basis for Conclusion**

Standard J3	Guideline J3	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
A First Aid kit is accessible to staff and residents and is stocked with sufficient supplies to handle multiple incidents.	<input type="checkbox"/> A well-stocked first aid kit is kept in a common area where staff and residents can gain quick access in case of an emergency.  <input type="checkbox"/> The kit is stocked with common supplies to handle minor accidents.	<input type="checkbox"/> <u>Other</u> : CSB inspected First Aid kits.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		1	Single-site PSH, TH, Shelters, and any location where on-site services are provided

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Standard J4	Guideline J4	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The program complies with all lead-based paint visual assessment requirements.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A written lead-based paint policy is available for review.</li> <li><input type="checkbox"/> Lead-based requirements apply to all units built before 1978 that are <b>OR CAN BE</b> occupied by families with children less than 6 years of age or pregnant women. Therefore, even if a unit is not currently occupied by a family, but is large enough or configured such that a family with a child under 6 years of age or a pregnant woman might move in, then the unit would need to meet lead-based requirements. For all practical purposes, the requirements apply to any unit built prior to 1978. Units must pass a lead-based paint visual assessment. A unit inspection and lead-based paint visual assessment conducted by a certified lead-based paint evaluator must be documented in the client's file.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>File Review:</u> CSB reviewed client files for evidence of the lead-based paint visual assessment; <b>acknowledgement that the HUD approved Lead-Based Paint Pamphlet was received by the client, and acknowledgement that the warning statement was given to the client.</b></li> <li><input type="checkbox"/> <u>File Review:</u> If any units failed the assessment, CSB discussed with agency staff steps taken.</li> <li><input type="checkbox"/> <u>Other:</u> CSB staff conducted a lead-based paint visual assessment on shelters, as needed.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		1	PSH, TH, RRH, Family Shelters

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> If applicable, the agency must provide a federal lead information pamphlet and lead warning statement to all participants. Evidence is either included in a statement in the lease (with the household initials) or by giving the household a form where a retained portion confirms they received the information.</li>   <li><input type="checkbox"/> If applicable, the Lead-Based Paint Poisoning Prevention Act, as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 applies.</li> </ul>					
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Standard J5	Guideline J5	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
There is reasonable access to a public or private telephone for use by clients and phones are readily accessible for 911 / emergency calls.	<input type="checkbox"/> Pay phones or other phones in good working order are available for client use.  <input type="checkbox"/> Staff can describe the process for ensuring clients have access to telephones.	<input type="checkbox"/> <u>Discussion:</u> Agency staff described the process for ensuring clients have access to telephones.  <input type="checkbox"/> <u>Other:</u> CSB inspected phones for client use.	<input type="checkbox"/> Compliant  <input type="checkbox"/> Compliant with conditions  <input type="checkbox"/> Non-compliant  <input type="checkbox"/> N/A		2	Single-site PSH, TH, Shelters, and any location where on-site services are provided
<b>Discussion and Basis for Conclusion</b>						

Standard J6	Guideline J6	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
A bed, crib, or cot with clean and appropriate linens and bedding is provided for each client except in extenuating overflow situations.	<input type="checkbox"/> There are clean linens available and a process for ensuring that linens are regularly laundered.  <input type="checkbox"/> A bed/crib/cot is available to each shelter resident.	<input type="checkbox"/> <u>Other:</u> CSB inspected linens and laundry capabilities.  <input type="checkbox"/> <u>Other:</u> CSB inspected the sleeping facilities.	<input type="checkbox"/> Compliant  <input type="checkbox"/> Compliant with conditions  <input type="checkbox"/> Non-compliant  <input type="checkbox"/> N/A		2	Shelters
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Standard J7	Guideline J7	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>Restrooms have an adequate number of showers and toilets for the clients housed in the facility. There is warm and cold running water. Facilities are clean and in good working order, and each program participant has access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste. The water is free from contamination.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The facility has clean restrooms that are in good working order. Restrooms can be dormitory style or individual, depending on the type of housing.</li> <li><input type="checkbox"/> Local building codes provide definition of adequacy.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>File Review</u>: CSB reviewed inspection forms.</li> <li><input type="checkbox"/> <u>Other</u>: CSB inspected showers, toilets, and water.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		2	All programs
<p><b>Discussion and Basis for Conclusion</b></p>						

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Standard J8	Guideline J8	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The building is well maintained. Facilities are in good repair. Windows and doors operate properly and are not broken and can be secured properly. The facility is in a fit and habitable condition.	<input type="checkbox"/> The facility is kept in decent, safe and sanitary repair. <input type="checkbox"/> Windows, doors, and other structures work properly. <input type="checkbox"/> If the program has scattered sites, the apartment buildings chosen are in decent, habitable condition.	<input type="checkbox"/> <u>File Review</u> : CSB reviewed inspection forms. <input type="checkbox"/> <u>Other</u> : CSB noted the general upkeep and identified unfavorable conditions, if any.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	PSH, TH, RRH, Shelters
<b>Discussion and Basis for Conclusion</b>						

Standard J9	Guideline J9	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Facilities providing services to children ensure: > There are childproof electrical outlets; > Precautions are taken to prevent children from falling out windows; > Doors open from inside without a key;	<input type="checkbox"/> The facility has taken measures to childproof electrical outlets and windows. <input type="checkbox"/> Children are not able to lock themselves in any rooms. <input type="checkbox"/> The facility restricts access to areas or equipment that could be harmful to children,	<input type="checkbox"/> <u>File Review</u> : CSB reviewed inspection forms. <input type="checkbox"/> <u>Discussion</u> : Agency confirmed that it permits 24-hour access to the family's unit so that children may nap without disturbance.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	All programs with children

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<ul style="list-style-type: none"> <li>&gt; Precautions are taken to protect children from burns;</li> <li>&gt; Precautions are taken to protect children from injury from fans; and</li> <li>&gt; There is an area for children to nap without disturbance.</li> </ul>	<p>such as stove, fans, etc.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The facility must permit 24-hour access to the family's unit so that children may nap without disturbance.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Other</u>: CSB inspected congregate facilities for child safety and privacy measures.</li> </ul>				
<b>Discussion and Basis for Conclusion</b>						

Standard J10	Guideline J10	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The facility has heating units for winter and the ability to create airflow in hot weather. Fans and air conditioning, if available, are in good operating condition. Each room or space has a natural or mechanical means of ventilation. The interior air is free of</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Heating units should be adequate for the size of the building.</li> <li><input type="checkbox"/> If air conditioning is unavailable, the agency should use fans to create adequate airflow during the summer.</li> <li><input type="checkbox"/> The facility has a log that</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>File Review</u>: CSB reviewed inspection forms.</li> <li><input type="checkbox"/> <u>Other</u>: CSB inspected furnaces, air conditioners, and maintenance records, or reviewed housing inspection results.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		2	PSH, TH, RRH, Shelters

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pollutants at a level that might threaten or harm the health of residents.	<p>documents the furnace and air conditioner maintenance schedule, including changing the filter.</p> <p><input type="checkbox"/> Scattered site programs should ensure that the buildings and landlords meet this standard.</p>					
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**Discussion and Basis for Conclusion**

Standard J11	Guideline J11	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
There is adequate natural or artificial illumination to permit normal indoor activities, including reading small print where posted. In facility-based programs, hallways, stairwells and exits are well-lit, and there are back-up batteries for exit lights. Exits are clearly marked	<p><input type="checkbox"/> The facility or unit has lighting that is bright enough to permit reading or other similar activities indoors. The lighting in these areas is bright enough to prevent accidents.</p> <p><input type="checkbox"/> Exit lights have a system of battery back-up in the event of a power failure.</p>	<p><input type="checkbox"/> <u>File Review</u>: CSB reviewed inspection forms.</p> <p><input type="checkbox"/> <u>Other</u>: CSB inspected lighting or reviewed the housing inspection.</p> <p><input type="checkbox"/> <u>Other</u>: CSB confirmed that exit signs are clearly marked and emergency lights are</p>	<p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Compliant with conditions</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> N/A</p>		2	PSH, TH, RRH, Shelters

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with exit signs with symbols capable of being understood regardless of residents' language.	<input type="checkbox"/> Signs clearly mark exits and are universal so that anyone can understand them regardless of whether the client is literate or proficient in English.  <input type="checkbox"/> All exits are available and passable in case of an emergency.	functional.  <input type="checkbox"/> <u>Other</u> : CSB confirmed that all exits are available and passable in case of an emergency.				
<b>Discussion and Basis for Conclusion</b>						

Standard J12	Guideline J12	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
In congregate facilities, there are secure designated spaces available for storing a client's personal belongings while they reside at the shelter. Reasonable access by the residents must be provided. In non-congregate facilities,	<input type="checkbox"/> The facility provides lockers, storage trunks or makes other accommodations that allow residents to store their belongings.  <input type="checkbox"/> Residents have access to their belongings as needed. Access to clients' belongings and storage space should not be denied in non-	<input type="checkbox"/> <u>Discussion</u> : Agency staff described the process by which clients have access to their belongings.  <input type="checkbox"/> <u>Other</u> : Agency staff showed CSB the secure space for clients' personal belongings.	<input type="checkbox"/> Compliant  <input type="checkbox"/> Compliant with conditions  <input type="checkbox"/> Non-compliant  <input type="checkbox"/> N/A		2	TH, Shelters

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clients have 24-hour access to their belongings or the space where their belongings are stored.	congregate facilities where there is little danger of theft because personal belongings are not stored in a congregate space.					
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**Discussion and Basis for Conclusion**

Standard J13	Guideline J13	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
There is a place for clients who work third shift to sleep during the day when they are not at work.	<input type="checkbox"/> A dark, quiet place that is suitable for sleeping and free from disturbance from other shelter residents should be provided to those clients who work third shift.	<input type="checkbox"/> <u>Other</u> : If there are clients in the facility who work third shift, CSB inspected their sleeping space.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	Shelters

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Standard J14	Guideline J14	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>There is a fire and disaster safety plan. In congregate shelters or single structure buildings, there are records of an annual fire inspection, a posted evacuation plan in symbols capable of being understood by all residents, an adequate fire detection system, regular fire drills, and adequate fire extinguishers. The program has documentation that employees are trained in fire safety procedures, including the use of fire extinguishers. In independent and scattered site units, there are working smoke detectors on each occupied level of the unit and posted evacuation plans. In</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The agency has a fire safety plan available for review.</li> <li><input type="checkbox"/> The agency has written evidence that it receives a fire inspection each year and can produce the most current inspection report.</li> <li><input type="checkbox"/> Evacuation routes are posted and easily understood.</li> <li><input type="checkbox"/> Documentation of employee fire safety training is available for review.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Policy Review</u>: CSB reviewed the fire safety policy.</li> <li><input type="checkbox"/> <u>File Review</u>: CSB reviewed the annual fire inspection.</li> <li><input type="checkbox"/> <u>Other</u>: CSB saw evidence that safety plans and evacuation routes are posted and necessary precautions have been taken.</li> <li><input type="checkbox"/> <u>Other</u>: CSB reviewed documentation of employee fire safety training.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		2	PSH, TH, RRH, Shelters

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<p>multiple units with common entrances, there is record of an annual fire inspection. Congregate shelters and single structure buildings have a fire detection system and fire extinguishers and independent units have working smoke detectors. There is a second means of exiting the building in the event of fire or other emergency.</p>						
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**Discussion and Basis for Conclusion**

Standard J15	Guideline J15	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>In site-based programs with desk staff, staff is responsible for monitoring the facility entrance and is aware of clients attempting to access the building.</p>	<p><input type="checkbox"/> There is a mechanism, such as security cameras, to allow staff to see who requests access to the building.</p>	<p><input type="checkbox"/> <u>Other</u>: CSB confirmed security measures at building access points.</p>	<p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Compliant with conditions</p> <p><input type="checkbox"/> Non-</p>		2	PSH, TH, Shelters

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			compliant <input type="checkbox"/> N/A			
<b>Discussion and Basis for Conclusion</b>						

<b>Standard J16</b>	<b>Guideline J16</b>	<b>Monitoring Method</b>	<b>Conclusion</b>	<b>Certifying Official*</b>	<b>Tier</b>	<b>Program Type</b>
The agency ensures that information technology is accessible to persons with disabilities, as required by Section 508 of the Rehabilitation Act.	<input type="checkbox"/> Section 508 requires that persons with disabilities can use information and data to the same extent as those without disabilities.  <input type="checkbox"/> Information technology includes, but is not limited to, computers, fax machines, copiers, and telephones.	<input type="checkbox"/> <u>Discussion:</u> CSB discussed the requirement and how the agency complies with agency staff.	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		2	All programs
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Standard J17	Guideline J17	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
<p>The agency and any housing units comply with all applicable building, housing, zoning, environmental, fire, health, safety, and life safety codes, Americans with Disabilities Act policies, Section 504 of the Rehabilitation Act, and fair housing laws. Facility-based programs with clients have Building and Occupancy Permits posted.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The agency has occupancy permits available for review.</li> <li><input type="checkbox"/> The agency can document that use of buildings is consistent with zoning.</li> <li><input type="checkbox"/> The agency can show proof that building(s) passed the fire safety inspection.</li> <li><input type="checkbox"/> The agency can describe plans for accommodating persons with disabilities. Examples include providing qualified sign language interpreters and materials in accessible formats such as Braille, audio, or large type, as needed.</li> <li><input type="checkbox"/> The agency can state if it has any pending litigation or investigation for civil rights or fair housing complaints.</li> <li><input type="checkbox"/> The agency can confirm that all programs comply with the new construction,</li> </ul>	<p>Self-certification</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		<p align="center">3</p>	<p>PSH, TH, RRH, Shelters</p>

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	reasonable accommodation, and rehabilitation requirements of Section 504 of the Rehabilitation Act, if applicable.					
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Standard J18	Guideline J18	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Shelter clients may use the shelter as a legal residence for the purpose of voter registration.	<input type="checkbox"/> Agency staff encourages clients to register to vote and provides information to clients regarding voting rights. This information can be disseminated as part of the intake process.  <input type="checkbox"/> Voter registration forms are available on-site.	Self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		3	TH, Shelters

Standard J19	Guideline J19	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The agency consults with the Columbus Health Department or other appropriate entities on sanitation, communicable diseases, hazardous material storage and use, and food handling.	<input type="checkbox"/> The agency has letters, certifications, or other written evidence that it has consulted with the appropriate certifying agencies regarding the referenced topics.  <input type="checkbox"/> Appropriate agencies include the Columbus Health Department, OSHA, and the	Self-certification	<input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A		3	Shelters

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Mid-Ohio Foodbank.					
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Standard J20	Guideline J20	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner. If the program provides food storage for a food pantry, there is evidence that the Mid-Ohio Food Bank has determined that adequate provisions have been made for sanitary handling and safe storage of foods.	<input type="checkbox"/> Letters, reports or other written documentation from an appropriate review and certifying body are kept on file for review.  <input type="checkbox"/> If the facility is not required to have a food license, the appropriate agency is consulted at least biannually.  <input type="checkbox"/> Agencies that provide supportive housing for persons with disabilities must provide meals or meal preparation facilities for clients.	Self-certification	<input type="checkbox"/> Compliant  <input type="checkbox"/> Compliant with conditions  <input type="checkbox"/> Non-compliant  <input type="checkbox"/> N/A		3	PSH, TH, RRH, Shelters

Standard J21	Guideline J21	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Exits, steps, and walkways are clear of debris, ice, snow, and other hazards. There is a process in place to maintain clear	<input type="checkbox"/> All steps and stairways have handles and treads. All walkways are kept in safe conditions regardless of the season. The facility has a plan for ensuring that debris	Self-certification	<input type="checkbox"/> Compliant  <input type="checkbox"/> Compliant with conditions  <input type="checkbox"/> Non-		3	PSH, TH, RRH, Shelters, CPOA/ Homeless

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walkways. All steps have handrails as required by applicable codes. Steps have treads or similar accommodation to prevent slipping.	<p>is regularly removed from walkways, particularly in the winter.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All steps and stairways have handles and treads.</li> <li><input type="checkbox"/> Scattered Site providers use landlords that ensure that all walkways are kept in safe conditions regardless of the season.</li> <li><input type="checkbox"/> The program provides advocacy on behalf of clients regarding these issues, as needed.</li> </ul>		<p>compliant</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> </ul>			Hotline
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Standard J22	Guideline J22	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
The facility is in compliance with applicable OSHA standards and has written plans for identification, treatment, and control of medical and health conditions (contagious diseases, body infestations). The agency implements Universal Precautions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Facilities should show compliance with OSHA standards.</li> <li><input type="checkbox"/> The program has a written plan for handling infectious diseases and other health conditions that is available for review.</li> <li><input type="checkbox"/> There is a procedure regarding universal</li> </ul>	Self-certification	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliant</li> <li><input type="checkbox"/> Compliant with conditions</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> N/A</li> </ul>		3	PSH, TH, Shelters

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Procedures as required by OSHA standards.	<p>precautions that meets OSHA standards. The procedure contains plans for preventing the spread of infectious disease.</p> <p><input type="checkbox"/> Cleaning supplies and other toxic chemicals are kept in areas not accessible to residents without staff assistance. The facility has spill kits or other appropriate protocol for handling toxic substances, such as drain opener, oven cleaner, bleach, etc.</p>					
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Standard J23	Guideline J23	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
Staff is equipped with keys to all locks in the facility. In independent units, the clients are responsible for locking their unit, but staff maintains the ability to access the units at all times.	<p><input type="checkbox"/> Residents are not able to lock staff out of the unit, nor are staff able to lock residents in.</p> <p><input type="checkbox"/> Staff has a plan and procedure that does not violate landlord-tenant law for entering units, as appropriate, in case of emergency.</p>	Self-certification	<p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Compliant with conditions</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> N/A</p>		3	Site-based PSH, TH, Shelters

Agency:  
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**2018 Program Review and Certification Standards  
J. Facilities**

Standard J24	Guideline J24	Monitoring Method	Conclusion	Certifying Official*	Tier	Program Type
There is evidence that radon testing has been done and necessary corrections made in buildings where clients have access to the basement.	<input type="checkbox"/> If clients do not have access to the basement, the facility is exempt from this standard.  <input type="checkbox"/> Written evidence of testing results and remediation activities, such as reports or other correspondence, is maintained in the file.	Self-certification	<input type="checkbox"/> Compliant  <input type="checkbox"/> Compliant with conditions  <input type="checkbox"/> Non-compliant  <input type="checkbox"/> N/A		3	Site-based PSH, TH, Shelters

CSB reviews Tier 1 standards annually and Tier 2 standards every 4 years. For years when CSB does not review Tier 2 standards, agency staff certifies compliance with both Tier 2 and Tier 3 standards in the 'Certifying Official' column.

Agency:  
Date of Review: