

FAMILY CARE HOMES

MINIMUM AND DESIRED STANDARDS AND REGULATIONS

JANUARY 1, 1977

(5 OR LESS RESIDENTS)

North Carolina Department of Human Resources
Division of Social Services
325 North Salisbury Street
Raleigh, North Carolina 27611

- b. In homes where there are minor children or aged or infirm relatives of the administrator or supervisor living in, the number of staff shall be determined by the capacity for which the home is licensed plus the minors and relatives.
- c. A competent adult (at least 21 years and under 70 years) must be in the home during the temporary absence of the administrator or the supervisor-in-charge.
- d. Additional competent staff must be employed as needed to assure good housekeeping, supervision and personal care of the residents.
- e. A well-defined job description must be provided for each employee. Persons employed must be qualified by education or experience for the duties to which they are assigned, such as: management, maintenance of records, bookkeeping, food service, housekeeping, maintenance of premises, personal care of residents, recreation and activities, and be willing to be trained for these specific duties.

C. The Home

1977 ONLY LIC. FOR (5) OR LESS

- 1. Location - Must be in a location approved by local zoning boards and be a safe distance from streets, highways, railroads, open lakes and other hazards. It must be located on a street, road or highway easily accessible by car.
- 2. Construction - must meet the residential building code requirements of North Carolina Insurance Department and be a one family type residence as follows:
 - a. Standard wood frame, brick, block or veneer.
 - b. One story in height or
 - c. ~~Two stories in height~~ and
 - (1) Neither floor shall be greater than 1800 square feet in area.
 - (2) No aged or physically infirm persons may be housed on the second floor.
 - (3) No required resident facilities shall be located on the second floor.
 - (4) A complete fire alarm system shall be installed with pull stations on each floor.
 - (5) (Interconnected) UL approved products of combustion detectors directly wired to the house current shall be installed on each floor.

See 5d → b

- d. Basement, if available, cannot be used for sleeping.
- e. Attic cannot be used for storage or sleeping.
- f. Porches and stoops - must be protected by handrails.
- g. Steps must be protected by handrails.
- h. Ceiling must be at least 7 1/2 feet from floor.
- i. Ramps with rise no greater than 1 inch in 12 inches.

3. Arrangement and Size of Rooms

Each home shall provide:

- a. Ample living arrangements with sufficient bedrooms to meet the individual needs according to age and sex of the residents and the administrator or supervisor-in-charge and the family living in.

b. Living Room

- (1) In existing buildings the living room must be large enough to meet the needs of the family, residents and guests.
- (2) Newly constructed homes must have a living room area of 200 square feet minimum.
- (3) Well lighted, heated and ventilated with windows.
- *(4) One or more living rooms with a total area over 200 square feet.

c. Dining Room

- (1) In existing buildings the dining area must be near the kitchen and large enough to seat all residents, family and guests comfortably with adequate space for serving food. Facilities licensed for the first time must have a dining room or area of 120 square feet or more used exclusively for dining. When used in combination with a kitchen an area 5' wide must be allowed as work space in front of kitchen work areas. This space cannot be used as dining area.
- (2) Well lighted, heated and ventilated with windows.
- (3) All dining room doors must be 2' 8" wide minimum.
- *(4) A dining room over 120 square feet.

d. Kitchen

- (1) Large enough to provide for preparation and preservation of food and washing of dishes.
- (2) Kitchen door must be 2' 8" wide minimum.
- (3) Must have non-slippery waterproof floor covering.
- (4) Mechanically ventilated to the outside cooking unit.

e. Bedrooms

- (1) Administrator, live-in staff and family must have bedrooms separate from the residents and sufficient in number and size to meet individual needs according to age and sex.
- (2) No room can be approved for a resident's bedroom where access is through a bathroom, kitchen or another bedroom.
- (3) There must be a minimum area of 100 square feet per bed, excluding closet or wardrobe space, in rooms occupied by one person and a minimum area of 80 square feet per bed, excluding closet space or wardrobes, in rooms occupied by two or more persons.
- (4) In no case shall more than three residents occupy one bedroom.
- (5) Well lighted and heated.
- (6) Windows - A minimum of ^{8 1/2} 10% of floor space for adequate light and ventilation and low enough to see outdoors from bed and chair.
- (7) Walls and ceilings must be easily cleanable.
- (8) All bedroom doors must be 2' 8" wide minimum.
- (9) Bedroom closets or wardrobes must be large enough to provide each resident with a minimum of 48 cubic feet of hanging clothing storage space (approximately 2' d. x 3' w. x 8' h.).
- *(10) Only single and/or double occupancy.
- *(11) Make available some means for residents to lock personal articles as desired.

f. Bathroom

- (1) Located as conveniently as possible to the bedrooms.
- (2) In existing buildings one full bathroom for eight or less persons including family living in.
- (3) In buildings to be constructed one full bathroom for five or less persons including family living in.
- (4) Entrance cannot be through a kitchen, another person's bedroom or bathroom.
- (5) Hand grips must be installed at all commodes, tubs and showers.
- (6) Floors must have non-slippery waterproof covering.
- (7) All bathroom doors must be 2' 8" wide minimum.
- (8) Well lighted, heated and ventilated.
- * (9) A half bath in addition to full bath if total number of persons living in the home is six or more.

g. Storage Areas: Adequate in size and number for storage of clean linens, dirty linens, cleaning materials, household supplies, food, and equipment. A separate locked area for storing poisons, chemicals or other potentially harmful products (cleaning fluids, disinfectants, etc.).

h. Corridor

- (1) In existing buildings a minimum width of 3 feet.
- (2) In newly constructed buildings a minimum width of 3 1/2 feet.
- (3) Well lighted sufficiently enough for residents to see clearly.

i. Outside Entrances

- (1) All outside exit doors must be 3' 0" wide minimum.
- (2) Must be at ground level,

or

- (3) All steps, porches, ramps or stoops protected by handrails.

j. Laundry Room

- (1) In existing buildings, approval of location of laundry equipment will be made by the Division of Facility Services.
- (2) In homes being constructed, the laundry equipment must be located out of the kitchen, living, dining and bedroom areas.
- * (3) Laundry equipment should be located in a room off the corridor.

k. Floors

- (1) Floors should have conventional appropriate covering, other than kitchen or bathroom floors. Throw rugs are not approved.

4. Housekeeping and Furnishings

- a. The house shall be maintained in an uncluttered, clean and orderly manner with an attractive homelike atmosphere and free of unpleasant odors.
- b. Each bedroom shall have the following furnishings:

- (1) Single beds equipped with box springs and mattress or solid link springs and no-sag innerspring or foam mattress. Hospital beds appropriately equipped shall be furnished as needed. Double beds are allowed if used only for single occupancy.
- (2) Pillows suited to individual needs and preferences.
- (3) Clean top and bottom sheets and pillow cases.
- (4) Bedspreads.
- (5) Clean, warm washable coverings.

A complete supply of towels, washcloths, clean sheets, pillow cases, blankets, and additional coverings must be on hand at all times. Beds are to be changed as often as necessary but not less than once a week.

- (6) Bedside table for each bed.
- (7) Chest of drawers or bureau for each resident when not provided as built-ins.

- (8) A wall mirror in each room or a mirror for each resident.
 - (9) Arm chairs (rockers or straight, as preferred, and high enough from floor for easy rising) in sufficient numbers for use by residents and visitors with a minimum of one for each resident.
 - (10) Curtains or draperies of attractive colors.
 - (11) Individual towels and wash cloths.
 - (12) A bedside lamp or a light over head of bed with a toggle switch within reach of person lying on bed.
- c. Living and dining rooms appropriately and attractively furnished with special needs of residents in mind.
 - d. The home must receive an approved rating on DHS-2094.
 - e. The house shall be attractively decorated in light cheerful colors.
5. Fire Safety Requirements
- a. Fire extinguishers of the type recommended by the fire inspector but no less than a 2 1/2 gallon water type, centrally located and a dry powder or CO₂ type in the kitchen.
 - b. Provide automatic single station U.L. products of combustion type smoke detectors as determined by the Division of Facility Services and U.L. approved heat detectors in the attic and basement. All units must be operated by house current.
 - c. Other U.L. approved fire detection system as required by city ordinances or county building inspectors.
 - d. A written evacuation plan, in case of fire, approved by the local fire department, must be posted and rehearsed four times each year by staff.
6. Other
- a. An approved central heating system (space heaters and portable heaters are not allowed. See definitions; page 6) and sufficient to maintain 75 degrees F. (24 degrees c.) under winter design conditions.
 - b. An approved hot water tank large enough to provide continuous hot water to kitchen and bath.

- c. A buzzer or intercom system where the administrator's bedroom or the bedroom of the person on call is located in a separate area from residents' rooms.
- d. A telephone must be available for residents to make a reasonable number of calls. A pay station telephone is not acceptable for local calls.
- e. Recreational equipment and supplies for games, crafts, books and magazines.

D. Services

1. Personal Care

Responsible staff must be on duty at all times to:

- a. Encourage and assist residents to care for their grooming, clothing, and toilet articles. This includes care of hair, mouth, gums, body, teeth/dentures, fingernails, toenails, clothing and personal items (comb, brush, etc.).
- b. Allow residents freedom of movement (Residents must not be locked in rooms or physically restrained unless on written instruction of the resident's physician. See Section III, D, 2, f below).
- c. Assist residents when necessary on an individual basis with their bathing, dressing, eating, walking, going up and down steps, correspondence and shopping.
- d. Supervise residents who smoke.
- e. Evacuate all residents in an emergency.
- f. Assure that residents are dressed in day clothing when using the living room, dining room and other recreational areas when practical.

2. Health Care

- a. Medications are administered as directed by a physician.
- b. Other occasional or incidental medical care such as therapeutic diets, rotating positions of bed patients and applying heat pads is provided.
- c. The resident and/or his family must be allowed to choose a physician to attend him.