

Division of Licensing and Background Checks (DLBC)

Congregate Care Committee

Agenda

Meeting information: The Congregate Care Committee meets to advise the safety of children in congregate care programs.

Date: Sep 23, 2026

Time: 12:00 PM - 3:00 PM

Location: Multi Agency State Office Building (MASOB), Room 1045

Virtual Attendance Information:

<https://utah-gov.zoom.us/j/82342429468>

In-Person Attendance Information:

Multi Agency State Office Building (MASOB)

195 N 1950 W Room 1045

Salt Lake City, UT 84116

Committee Member Attendees: Jessica Black, Steven Demille, Cassandra Howell, Tony Mosier, Trina Packard, Adam Pendleton, Daniel Sanderson

DLBC Staff Attendees: Travis Broderick, Nicole Laub, Kacee Arrington, Jada Stelmach, Kamille Sheikh



Time	Topic	TT Presenter	Meeting Minutes
12:00 PM	Welcome	Trina Packard	a. The intro script was read. b. Call for attendance was completed.
12:05 PM	Approval of August 2026 Minutes	Trina Packard	a. Minutes for August 2026 were approved.
12:10 PM	Administrative Business	Trina Packard	a. Dates for October-December 2026 committee meetings were discussed. Meetings were scheduled as follows: i. October 28, 2026 from 12:00 pm to 1:30 pm ii. November 18, 2026 from 12:00 pm to 2:00 pm iii. December 16, 2026 from 12:00 pm to 2:00 pm
12:15 PM	DLBC Update	Kamille Sheikh	a. Rule R501-19A update - Kamille Sheikh (DLBC) i. Kamille stated that the plan is to have a full draft completed early October and made available for committee review. ii. Reviewed proposed definitions for standard and intensive levels of care. iii. The committee discussed formally defining several industry terms in rule, including treatment refractory behaviors, AWOL, Code Red, high acuity event, staff splitting, and high-risk hours (e.g., evenings, weekends, or facility-determined times like family visits). iv. Discussed updated training topics and standards including initial versus ongoing training time required. v. The committee decided 80 hours for initial training and 30 hours ongoing.



Time	Topic	TT Presenter	Meeting Minutes
			vi. Added action item for committee members to assist DLBC with creating definitions for rule outside of committee meeting.
12:35 PM	New Business	Trina Packard	a. Discussed updated admissions criteria for differing residential treatment levels of care. i. Discussed admissions criteria for self harm, suicide, aggression, AWOL, and physical/medical limitations. ii. Discussed clarifying that assessment should be conducted in consideration to frequency and intensity of each standard.
2:00 PM	Break	Trina Packard	
2:05 PM	Continue New Business	Trina Packard	a. Discussed considerations for programs to review core clinical and functional criteria, the addition of an intake verification checklist, having programs evaluate specialization and program fit for each client, and developmental alignment to ensure appropriate grouping. b. The committee discussed their role in reviewing and making proposals regarding program-submitted admission criteria.
2:50 PM	Public Comment	Trina Packard	a. No public comment was made during this meeting.
2:55 PM	Next meeting's agenda	Trina Packard	a. Action item for Trina to clean up the committee's standard for admission criteria and send it to DLBC before the next meeting where it will be discussed and voted on.



Time	Topic	TT Presenter	Meeting Minutes
3:00 PM	Adjourn	Trina Packard	

UNAPPROVED

