



City of Dallas

**Department of Code Compliance Services
Boarding Home Facilities
Resident Initial Screening and Individualized Assessment**

Sec. 8A-34(a) & Sec. 8A-34(b)(c) of the Dallas City Code:

Potential Resident Name: _____

Date: _____

Before permitting a potential resident to move into a boarding home facility, the licensee shall conduct an initial screening and individualized assessment of the individual to determine if the individual would constitute a direct threat.

The screening and assessment must consider:

- Yes No 1. Have you been convicted of the illegal manufacture or distribution of a controlled substance within the last 10 years? If yes, please list the type of *controlled substance*.

If yes, the resident will not be allowed to reside at the home. Sec. 8A-34(b)(3)(c)(1)

- Yes No 2. Are you currently on probation or parole?
Please list the charge(s).

- Yes No 3. Do you have any prior criminal or violent acts?
If yes, what are they? _____

- Yes No 4. If yes, what is the amount of time since the last offense or act? _____
If yes, has there been any actions taken by you or other circumstances that may eliminate the threat? ☐ Yes ☐ No
If yes, list the action taken or circumstances.

- Yes No 5. **(Male Residents Only)** Are you required to register as a Sex Offender? If yes, please attach a copy of a *Psycho-Sexual Evaluation and Assessment of Risk* performed within the last 3 years by a Licensed Sex Offender Treatment Provider (LSOTP) licensed under the Texas Occupations Code Title 3.110, Subchapters A and G, as amended. A copy of the Psycho-Sexual Evaluation Confirmation Letter can be obtained from your caseworker. The licensee shall ensure that any resident that has been convicted of an offense requiring registration with any sex offender registry is registered with the proper authorities.

- Yes No 6. Are you currently an illegal abuser or addict of a controlled substance?
*If yes, please complete the Substance Abuse Recovery Plan and Drug Diversion forms.
Please list the controlled substance(s).*

- Yes No 7. Do you require the provision of personal care services?
If yes, list below the name of the person and/or company that will provide the personal care services?



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Boarding Home Facilities
Resident Initial Screening and Individualized Assessment**

- | | | |
|-----|----|---|
| Yes | No | 8. Are you qualified to reside at this boarding home facility, if this boarding home facility is available only to persons with disabilities or to persons with a particular type of disability? |
| Yes | No | 9. Do you agree to comply with the requirements of being a resident at the boarding home facility? |
| Yes | No | 10. Do you agree to pay rent or other fees in accordance with the Service Agreement between you and the operator, unless the payment of rent or the fees are excused under the service agreement or by law? |
| Yes | No | 11. Do you agree to comply with the rules of the boarding home facility? |
| Yes | No | 12. Do you agree to pay for any damage to the boarding home facility that is a result of your action? |
| Yes | No | 13. Do you agree to vacate the facility in a timely manner when the Service Agreement including any extension expires or is terminated? |

The licensee must also provide a sworn affidavit based on the individualized assessment performed for each resident. The licensee shall not allow the following individuals to reside in a boarding home facility:

1. An individual convicted within the last 10 years of the illegal manufacture or distribution of a controlled substance.
2. An individual who, based upon the individualized assessment, is likely to constitute a direct threat to the health or safety of the individual or other individuals or whose tenancy would likely result in substantial damage to the property of others.
3. An individual who requires the provision of personal care services unless the personal care services are provided by outside professionals.

I agree that the information that I have provided above, is correct to the best of my knowledge.

Resident Signature: _____

Date: _____

Owner/Operator Signature: _____

Date: _____



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**Department of Code Compliance Services
Boarding Home Facilities
Resident's Service Agreement**

Sec. 8A-34(k)(1)(2) of the Dallas City Code:

Resident Name: _____ Date: _____

The following information must be provided if applicable:

The length of time you agree to stay is **per week/month/year** _____

The rent **per week/month/year** is \$ _____. The rent is due on the _____ day of the month.

The person responsible for paying the rent is _____

If a resident provides services for the operator in lieu or rent, then the rent is reduced in the amount of \$ _____ which is equal to \$ _____ per hour (x) _____ hours worked.

Other fees/fines charged \$ _____

Explanation of other fees/fines charged _____

When the other fees/fines are charged _____

Why the other fees/fines are charged _____ ?

Contact information for the person responsible for paying the rent and other fees:

Name: _____

Address: _____

Email: _____

Phone: _____

(Please check boxes that the boarding home facility provides)

The boarding home facility provides the following such as (☐ meals, ☐ medications assistance, ☐ laundry, ☐ hygiene products, ☐ transportation ☐ bed linen ☐ or other services):

Resident's legal guardian, legally authorized representative, or family member contact information:

Name: _____

Address: _____

Email: _____

Phone: _____



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**Department of Code Compliance Services
Boarding Home Facilities
Resident's Service Agreement**

Please see the attached the rules and regulations of the boarding home facility.

A resident will be expelled if the owner or operator determines that the resident:

- 1. Has used a controlled substance within the 30 days without a valid prescription.**
- 2. Has violated the rules of the boarding home facility if those rules require the expulsion for the violation.**
- 3. Poses a direct threat to the health or safety of other individuals**
- 4. Poses a direct threat of substantial damage to the property of others.**
- 5. Are you aware that in Texas, a landlord must legally terminate the tenancy before evicting a tenant? The landlord must first give the tenant a written notice, as required by state law. If the tenant does not move out after received this notice, then the landlord can file an eviction lawsuit. Property Code: Title 4 Actions and remedies: Chapter 24 Forcible Entry and Detainer: Sec. 24.005 Notice to vacate prior to Filing Eviction Suit.**

If the resident earns any income from the licensee or an employee of the boarding home that exceeds the rent owed, the licensee or employee shall disclose in writing the amount of such fee and the plan to allocate the income or the system of disbursement of the income.

No licensee or employee may charge a resident for a service or item unless the licensee or employee has previously disclosed in writing that providing the service or item will incur an additional fee and the amount of the fee.

Operators, employees, and volunteers of the boarding home facility shall not have visitors on the premises, except for visitation necessary for the operation of the facility, for emergencies, or by family members of an operator, employee, or a volunteer.

I agree that the information provided is correct.

Resident Signature: _____

Date: _____

Owner/Operator Signature: _____

Date: _____



City of Dallas
Department of Code Compliance Services
Boarding Home Facilities
Privacy Policy

Sec. 8A-34(n) of the Dallas City Code:

_____ Boarding Home Facility agrees to maintain the confidentiality of each resident's financial, medical and health information. Only by the resident's written consent of the release of information will resident's financial, medical and health information be released. The owner, operator, or licensee shall give a copy of the privacy policy to the resident, the resident's guardian, or the resident's legally authorized representative.

Resident Printed Name: _____

Resident Signature: _____

Operator Printed Name: _____

Operator Signature: _____

Date: _____



City of Dallas

Department of Code Compliance Services
Boarding Home Facilities
Resident Assessment and Periodic Monitoring

Sec. 8A-15(a)(b)(15) and Sec 8A-39 of the Dallas City Code

For any resident with dementia or who has been prescribed a controlled substance or psychotropic medication, the licensee, or a designee of the licensee, shall complete and document an annual assessment and conduct periodic monitoring to ensure that each resident is capable of self-administering medication and completing basic elements of personal care.

☐ Initial Assessment ☐ Periodic Monitoring ☐ Annual Assessment

Resident Name: _____

Date: _____

1. What is the name of your medication?

2. What is the reason this medication is taken? (Optional)

3. What is the color or shape of the medication that you are taking?

4. What is the number of pills for each medication that you take? (dosage)

5. What time do you take your medications?

6. Is the resident able to read their medication bottle? Yes No

7. Is the resident able to eat without assistance? Yes No

8. Is the resident able to bathe without assistance? Yes No

9. Is the resident able to dress without assistance? Yes No

10. Is the resident able to move and transfer independently? Yes No



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**Department of Code Compliance Services
Boarding Home Facilities
Resident Assessment and Periodic Monitoring**

If the licensee finds that a resident is in a state of possible self-neglect due to no longer being able to perform basic elements of personal care and believes that a higher level of care is need the owner or operator shall:

1. Contact the Texas Department of Family and Protective Services by contacting the state-wide intake division at 1-800-252-5400.
2. Notify the resident's guardian, legally authorized representative, or a family member designated by the resident; and
3. Contact the appropriate health or human services authority to advise that the resident requires services beyond what can be provided by the boarding home facility. (North Texas Behavioral Health Mobile Crisis Line at 1-866-260-8000)

A state of self-neglect does not exist if the resident receives outside professional services that meet the resident's need for personal care or self-administration of medication. In these cases, the resident can remain in the boarding home facility provided that all needs for personal care and self-administration of medication are met and provided by an outside professional agency or home health care provider.

Resident Signature: _____

Date: _____

Owner/Operator Signature: _____

Date: _____



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**Department of Code Compliance Services
Boarding Home Facilities
Definitions of Abuse, Neglect, or Exploitation
(Chapter 48 of the Texas Human Resource Code)**

Sec. 8A-34(i)(1)(2)(3)(4) of the Dallas City Code:

A licensee shall report and document any allegations of abuse, neglect, or exploitation of a minor or adult age 65, or an adult with a disability to the Texas Department of Family and Protective Services. Failure to report suspected abuse, neglect or exploitation of a minor, an elderly adult, or an adult with a disability is a Class A misdemeanor under Texas law. A licensee shall ensure that no resident is harassed, threatened, or intimidated at any time for making a report of abuse, neglect or exploitation. A licensee shall provide each resident with a copy of the definitions of abuse, neglect, or exploitation as outlined in **Chapter 48 of the Texas Human Resources Code** as amended. A licensee shall allow law enforcement, emergency medical, and fire personnel access to the boarding home facility when these professionals are responding to a call at the boarding home facility.

Chapter 48 of the Texas Human Resources Code:

Sec. 48.001. PURPOSE. The purpose of this chapter is to provide for the authority to investigate the abuse, neglect, or exploitation of an elderly or disabled person and to provide protective services to that person.

Sec. 48.002. DEFINITIONS. (a) Except as otherwise provided under Section 48.251, in this chapter:

(1) **"Elderly person"** means a person 65 years of age or older.

(2) **"Abuse"** means:

(A) the negligent or willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical or emotional harm or pain to an elderly or disabled person by the person's caretaker, family member, or other individual who has an ongoing relationship with the person; or



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**Department of Code Compliance Services
Boarding Home Facilities
Definitions of Abuse, Neglect, or Exploitation
(Chapter 48 of the Texas Human Resource Code)**

(B) sexual abuse of an elderly or disabled person, including any involuntary or nonconsensual sexual conduct that would constitute an offense under Section 21.08, Penal Code (indecent exposure) or Chapter 22, Penal Code (assaultive offenses), committed by the person's caretaker, family member, or other individual who has an ongoing relationship with the person.

(3) **"Exploitation"** means the illegal or improper act or process of a caretaker, family member, or other individual who has an ongoing relationship with an elderly or disabled person that involves using, or attempting to use, the resources of the elderly or disabled person, including the person's social security number or other identifying information, for monetary or personal benefit, profit, or gain without the informed consent of the elderly or disabled person.

(4) **"Neglect"** means the failure to provide for one's self the goods or services, including medical services, which are necessary to avoid physical or emotional harm or pain or the failure of a caretaker to provide such goods or services.

(5) **"Protective services"** means the services furnished by the department or by a protective services agency to an elderly or disabled person who has been determined to be in a state of abuse, neglect, or exploitation or to a relative or caretaker of an elderly or disabled person if the department determines the services are necessary to prevent the elderly or disabled person from returning to a state of abuse, neglect, or exploitation. These services may include social casework, case management, and arranging for psychiatric and health evaluation, home care, day care, social services, health care, respite services, and other services consistent with this chapter. The term does not include the services of the department or another protective services agency in conducting an investigation regarding alleged abuse, neglect, or exploitation of an elderly or disabled person.



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**Department of Code Compliance Services
Boarding Home Facilities
Definitions of Abuse, Neglect, or Exploitation
(Chapter 48 of the Texas Human Resource Code)**

(6) **"Protective services agency"** means a public or private agency, corporation, board, or organization that provides protective services to elderly or disabled persons in the state of abuse, neglect, or exploitation.

(7) **"Department"** means the Department of Protective and Regulatory Services.

(8) **"Disabled person"** means a person with a mental, physical, or developmental disability that substantially impairs the person's ability to provide adequately for the person's care or protection and who is:

(A) 18 years of age or older; or

(B) Under 18 years of age and who has had the disabilities of minority removed.

I, _____, have been provided a copy of and read the definitions of abuse, neglect, and exploitation as outlined in Chapter 48 of the Texas Human Resource code as amended.

Resident Signature: _____ Date: _____

Owner/Operator Signature: _____ Date: _____



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**Department of Code Compliance Services
Boarding Home Facilities
Drug Diversion Policy**

Sec. 8A-34(d)(1)(2) of the Dallas City Code:

All residents in a boarding home facility shall completely abstain from using controlled substances. The licensee shall expel as promptly as possible under state law any resident who uses a controlled substance, whether on or off the premises, and shall not readmit the resident to any boarding home facility under the control of the licensee for a period of at least 60 days following the violation. However, nothing contained in this subsection may be construed to prohibit a resident from taking a prescription drug for which that resident has a valid and current prescription.

Definition: Drug diversion is the use of a prescribed drug for recreation reasons other than it was prescribed.

Drugs with potential abuse include, but are not limited to:

1. Benzodiazepines – Valium
2. Opiates – Pain Killers

Sec. 8A-35(d-g) of the Dallas City Code:

Drugs with potential for abuse and all other residents' medication will be kept locked in a storage area with access limited to the designated person responsible for medication assistance.

1. The person designated for providing medication assistance must be available at all times and maintain a key that will not be distributed to other residents.
2. The person responsible for maintaining the medication will conduct a count of the medication if diversion is suspected in the presence of a witness such as the manager and or owner/operator.

Any suspected abuse of drugs must be reported to the owner/operator of the boarding home facility.

If necessary, law enforcement will be notified in the event of an alleged theft of medication.

The owner/operator, with a signed release of information, may report the alleged abuse to the resident's physician.

I have read and understood the Drug Diversion Policy.

Resident Signature: _____ Date: _____

Owner/Operator Signature: _____ Date: _____



Department of Code Compliance Services
Boarding Home Facilities
Substance Abuse Recovery Plan

Sec. 8A-34(d)(1)(2) of the Dallas City Code:

Resident Name: _____

Date: _____

All residents in a boarding home facility shall completely abstain from using controlled substances. The licensee shall expel as promptly as possible under state law any resident who uses a controlled substance, whether on or off the premises and shall not readmit the resident to any boarding home facility under the control of the licensee for a period of at least 60 days following the violation. However, nothing contained in this subsection may be construed to prohibit a resident from taking a prescription drug for which that resident has a valid and current prescription.

If the boarding home facility has one or more residents who are recovering from an addiction to alcohol or a controlled substance, the licensee must develop a written plan for ensuring that the residents continue to refrain from using controlled substances, including any and all rules by which residents must abide and must provide such plan to the director at his request.

Any person with a history of substance abuse must commit to a plan of continued recovery. If you so choose to return to the facility after the 60 day suspension, you must abide by the following rules.

1. The resident must attend a daily 12 step meeting for the first 90 days or a Supportive Outpatient Substance Abuse Recovery Group.
2. Obtain a 12 step Sponsor to work with you on a sobriety plan.
3. Submit to either random Urine Analysis or Breath test.

If additional resources are required, the boarding home will provide upon request.

I, _____, agree to the above-mentioned requirements as discussed with the Operator of the boarding home.

Resident Signature: _____

Date: _____

Owner/Operator Signature: _____

Date: _____



**City of Dallas
Department of Code Compliance Services
Boarding Home Facilities
Residents' Budget Plan Agreement**

Sec. 8A-34(j)(4) of the Dallas City Code:

Resident: _____

Month/Year: _____

Source of Income: _____

Amount of Income: _____

Expenditures: Rent: \$ _____

Allowance per week/biweekly/monthly: \$ _____

Cigarettes: \$ _____

Clothing/Shoes: \$ _____

Bus Passes: \$ _____

Entertainment: \$ _____

Other: \$ _____

Other: \$ _____

Balance: \$ _____

(Resident) _____ has discussed and agreed with the above routine expenditures with the (Operator) _____.

Resident's Signature: _____

Date: _____

Operator's Signature: _____

Date: _____

Photocopies of receipts for expenses incurred must be attached to this form.



Sec. 8A-34(j)(4)

Representative Payee/Money Manager:

Copies of receipts must be provided when the Representative Payee/Money Manager purchases items on behalf of the resident receives a cash allowance they must sign below or be issued a receipt signed by both the payee and resident.

If the boarding home facility owner, operator or employee is the representative payee for a resident or assist a resident with general money management, then a surety bond must be furnished according to Sec. 8A-34(j)(4)(F).

[illegible]



**Department of Code Compliance Services
Boarding Home Facilities
Risk Assessment**

Sec. 8A-34(b)(2) of the Dallas City Code: (Male Residents Only)

Resident: _____

The above-named resident who resides at _____ Boarding Home Facility
has completed a risk assessment that was conducted on (date) _____.

Based on the results of the risk assessment the following individual has a risk level assigned to one of the
following categories. The risk level estimates the chance of a sexual offense reoccurring.

- ☐ Low
- ☐ Moderate-low
- ☐ Moderate-high
- ☐ High

Please provide or attach a brief description of the risk level:

Print Name: _____ Organization Name: _____

Address: _____ Telephone Number: _____

Email: _____

Signature: _____ Date: _____

*The assessment of risk must be performed by a Licensed Sex Offender Treatment Provider (LSOTP) licensed
under the Texas Occupations Code Title 3.110, Subchapters A and G, as amended, within the past 3 years.*



**Department of Code Compliance Services
Boarding Home Facilities
Resident's Injury, Incident and Unusual Accident Report**

Sec. 8A-34(g) of the Dallas City Code:

(Name of Operator/Boarding Home) _____ shall investigate and document on this form any injuries, incidents, or unusual accidents to a resident by providing the following information:

Resident's Name: _____

Date of injury, incident or unusual accident: _____

Time of injury, incident or unusual accident: _____

Description of injury, incident, or unusual accident:

Description of any medical or mental health treatment the licensee sought for the resident:

Steps taken by the owner or operator to prevent future injuries, incidents, or unusual accidents if a problem at the boarding home facility resulted in the injury, incident, or unusual accident:



Department of Code Compliance Services
Boarding Home Facilities
Resident's Injury, Incident and Unusual Accident Report

(Name of Operator/Boarding Home) _____ shall notify (name of resident) _____'s legally authorized representative, or a family member designated by the resident, the legal guardian, or the legally authorized representative of any injury, incident, or unusual accident involving the resident.

The name and date of person(s) notified of the injury, incident, or unusual accident and the person's contact information.

Name	Contact information	Date
_____	_____	_____
_____	_____	_____

Owner/Operator/Staff's Signature: _____ Date: _____

Resident's Signature: _____ Date: _____



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**Department of Code Compliance Services
Boarding Home Facilities
Allegations of Abuse, Neglect and Exploitation Report**

Sec. 8A-34(i)(1) of the Dallas City Code:

Name of Resident: _____ Age: _____

Address: _____

Name of Person Making the Report: _____

Name of Assigned Investigator: _____

Case Number: _____ Date of Complaint: _____

Description of what happened:

List any current injuries, medical problems, or behavioral problems:



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Department of Code Compliance Services
Boarding Home Facilities
Allegations of Abuse, Neglect and Exploitation Report

What steps are taken by the owner/operator to prevent the continuation of abuse, neglect or exploitation?

Name of Perpetrator(s) (if known): _____

Explain how you became aware of the situation:

Was the Texas Department of Family Protective Services contacted at 1-800-252-5400?

(Yes) ☐ (No) ☐ If yes, provide date contacted: _____

Resident Signature: _____ Date: _____

Owner/Operator Signature: _____ Date: _____



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**Department of Code Compliance Services
Boarding Home Facilities
Medication Log**

Sec. 8A-34(f) of the Dallas City Code: (Only for residents with dementia currently taking a prescription medication or if a resident is taking a controlled substance or a psychotropic medication with a valid prescription)

Resident: _____

Month/Year: _____

Name of Medication/Dosage/Frequency	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Name of Medication/Dosage/Frequency	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Name of Medication/Dosage/Frequency	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Resident Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Codes	A	Absent	RF	Refilled
	D	Discontinued		
	R	Refused		
	H	Hospitalized		

Page _____ of _____



City of Dallas
Department of Code Compliance Services
Boarding Home Facilities
Disability Report

Sec. 8A-6(a)(13) & Sec. 8A-8(c)(2)(3)

Boarding Home Facility Name: _____

Facility Address: _____

Total number of residents with a disability listed below: _____

Current number of residents as of this date: _____

NOTE: In the below chart, please list only the number associated with each impairment listed. If there are impairments other than the ones listed, please list that number under "Other". ***It is not necessary to identify the impairment, only the number of residents with the impairment should be listed.***

Vision Impairment: # of Residents with this disability: _____	Hearing Impairment: # of Residents with this disability: _____
Mobility Impairment: # of Residents with this disability: _____	Dementia: # of Residents with this disability: _____
Other: # of Residents with this disability: _____	

Sec. 8A-7

Any new categories of disabilities served by the boarding home facility must be updated with our Boarding Home Facilities Office within 10 days of the change.

Operator's or Owner's Signature: _____ Date: _____



City of Dallas

**Department of Code Compliance Services
Boarding Home Facilities
Roll of Current and Former Residents**

Sec. 8A-15(b)(16)(17) of the Dallas City Code:

Name	Referred From (Name, Address & Phone #)	Assigned Room	Arrival Date	Departure Date	Moved To (Name, Address & Phone #)	Disposition



City of Dallas

Department of Code Compliance Services

Boarding Home Facilities

Emergency Evacuation Plan and Emergency Exit Training

Sec. 8A-29(b)(c)(d) and Sec. 8A-29(j)

The licensee shall implement a written fire and evacuation plan that sets forth the responsibilities and steps to be taken by staff and residents in the event of a fire or other emergency. If a boarding home facility has a resident who is non-ambulatory or has a mobility impairment, the licensee shall submit the written plan to Dallas Fire Rescue and obtain its approval of the plan. The licensee shall post an emergency evacuation plan in each sleeping room and the kitchen of the facility. The licensee shall ensure that **each resident receives training on the emergency evacuation plan at least two times per year** and shall maintain documentation of such training. The licensee shall ensure that **all residents are shown how to use all emergency exits from the boarding home facility within 24 hours after arrival** at the boarding home facility. The licensee shall maintain documentation of such training.

Residents Signature	Resident's Arrival Date	Emergency Exit Training Date	1 st Emergency Evacuation Plan Training Date	2 nd Emergency Evacuation Plan Training Date	Instructor

Operator Signature: _____

Date: _____

CCS-FRM-042-BH

11/30/2017

Rev 2



City of Dallas

Department of Code Compliance Services

Boarding Home Facilities

In-Service Education of Boarding Home Facility Staff Training Log

Sec. 8A-36 of the Dallas City Code:

Name of Boarding Home Facility

Employee

Subject	Date	Trainer
Employer Rules and Policies		
Preventing Abuse, Neglect and Exploitation		
Residents' Rights		
Chapter 102 (Rights of Elderly)		
Chapter 112 (Developmental Disabilities)		
Chapter 301 (Fair Housing Practices)		
Chapter 92 (Residential Tenancies)		
Contacting Emergency Personnel when Health, Safety of Resident is at Risk		
Compliant Process Specific to City of Dallas		
Preventing, Recognition and Reporting Injuries, Incidents and Accidents		
Emergency, Evacuation and Disaster Plans		
Assisting with Health and Social Services		
Meals/Sanitation/Laundry/Housework/Assistance with Self-Admin of Meds		
Changes in Policy/Procedures		
New Resident Orientation		
Modification of Residents Needs or Health Changes		



City of Dallas

SECTION 8A-34(b)(4)

Dallas City Code Section 8A-34(b)(4)
Policies and Procedures to Ensure Resident Health and Safety
(This form must be filed with the director of the department.)

The State of Texas)
)
Dallas County)

BEFORE ME, the undersigned authority, personally appeared _____, affiant, known to me (or proved to me on the oath of _____ or through a Texas driver's license) to be the person whose name is subscribed below, who, being by me duly sworn, deposes as follows:

I, _____, am of sound mind, over eighteen years of age, have never been convicted of any felony or crime involving dishonesty or moral turpitude, and am capable of making this affidavit. In addition, I am personally acquainted with and have personal knowledge of the facts stated in this affidavit, and they are all true and correct.

"I have registered to obtain a license to operate a boarding home facility known as _____, which has an address of _____, Dallas, Texas _____. An individualized assessment to determine if an existing or proposed resident would constitute a direct threat has been conducted. Based on that individualized assessment, no person will or does reside in the boarding home facility whose tenancy would likely constitute a direct threat to the health or safety of that person or other individuals or whose tenancy would result in substantial physical damage to the property of others."

Affiant's Signature

Title (if any)

SUBSCRIBED AND SWORN TO BEFORE ME the undersigned notary public on the ____ day of _____, 20____.

Notary Public in and for the State of Texas

Print name: _____

My Commission Expires: _____



Department of Code Compliance Services
Boarding Home Facilities
Additional Owners, Operators, Employees & Volunteers List

Please print all information clearly and provide a clear copy of the driver's license or identification card for all listed below. Along with this form you must provide a copy of the Texas Criminal History Report and fingerprint card for all owners, operators, employees and volunteers listed below. You can schedule an appointment for the criminal history report at the listed website for Identogo <https://uenroll.identogo.com>.

Facility Address: _____ **Applicant:** _____ **Date:** _____

Legal Name:	
Have you lived in a state other than Texas within the last 10 years? ☐ Yes ☐ No If yes, what state? _____ (If yes, an additional criminal history report for that state is required)	
Home Address:	Mailing Address:
Email Address:	
Telephone Number:	Driver's License or State identification provided - ☐ Yes ☐ No # _____
Position (please circle one): Owner, Operator, House Manager, Cook, House Keeper, Other (list below) _____	

Legal Name:	
Have you lived in a state other than Texas within the last 10 years? ☐ Yes ☐ No If yes, what state? _____ (If yes, an additional criminal history report for that state is required)	
Home Address:	Mailing Address:
Email Address:	
Telephone Number:	Driver's License or State identification provided - ☐ Yes ☐ No # _____
Position (please circle one): Owner, Operator, House Manager, Cook, House Keeper, Other (list below) _____	

Legal Name:	
Have you lived in a state other than Texas within the last 10 years? ☐ Yes ☐ No If yes, what state? _____ (If yes, an additional criminal history report for that state is required)	
Home Address:	Mailing Address:
Email Address:	
Telephone Number:	Driver's License or State identification provided - ☐ Yes ☐ No # _____
Position (please circle one): Owner, Operator, House Manager, Cook, House Keeper, Other (list below) _____	



Department of Code Compliance Services
Boarding Home Facilities
Notice of Owner/Operator/Employee/Volunteer Changes

Sec. 8A-7 of the Dallas City Code:

Date of Update: _____

Changes to any of the below information must be provided to the Boarding Home Facilities Office within 10 days of the changes being made, including any new criminal convictions or charges brought against any owners, operators, employees or volunteers.

This notice is to report a change of employment at (Facility Name) _____

Boarding Home Facility located at (Address of Facility) _____

- ☐ New employee/volunteer, _____, will assume _____ responsibilities as of, _____, 20____. **The owner's/operator's, employee's and/or volunteer's contact information must be listed below. A copy of the owner's/operator's, employee's and/or volunteer's driver license/identification card, criminal history report and fingerprinting card must also be provided along with this form.**

Email Address: _____

Street/Mailing Address: _____

Telephone Number: _____

- Did you provide the criminal history report for this person? ☐ Yes ☐ No
- Has this person lived in a State other than Texas within the last 10 years? ☐ Yes ☐ No
- If yes, what State? _____ (If yes, an additional criminal history report is required for that State.)
- Did you provide the additional state criminal history report for this person? ☐ Yes ☐ No ☐ N/A
- Did you provide the fingerprint card for this person? ☐ Yes ☐ No
- Did you provide the driver license/identification card for this person? ☐ Yes ☐ No

- ☐ Employee/Volunteer, _____, will no longer assume _____ responsibilities and now will be a resident.

- ☐ Employee/Volunteer, _____, has been **terminated** and will no longer **reside/work** on the premises.

- ☐ Employee/Volunteer, _____, has **resigned** and will no longer **reside/work** on the premises.

Operator's Signature: _____

Date: _____

Employee's/Volunteer's Signature: _____

Date: _____



City of Dallas

**Department of Code Compliance Services
Boarding Home Facilities
Boarding Home Facility Posting Requirements**

Sec. 8A-16(5)(A)(B) of the Dallas City Code:

North Texas Behavioral Health Authority

24/7 Mobile Crisis Assistance Hotline – 1-866-260-8000

After Hours Clinic – Mon-Fri 4pm-10pm & Sundays 2pm-7pm

4333 Gannon Lane Suite 101

Dallas, TX 75237

NAMI (National Alliance on Mental Illness)

2812 Swiss Ave.

Dallas, TX 75204

214-341-7133

Suicide and Crisis Center

2808 Swiss Ave.

Dallas, TX 75204

24 hr. Crisis Line 214-828-1000

Adult Protective Services Abuse Hotline

1-800-252-5400

Texas Department of Aging and Disability Services (DADS) Region 3

801 S. State Hwy 161

Grand Prairie, TX 75051

1-800-337-6377



City of Dallas

Department of Code Compliance Services

Boarding Home Facilities

Facility Complaint Registration

Sec. 8A-16(2) of the Dallas City Code:

For Complaints on Boarding Home Facilities Please Contact:

311

Or

214-670-1972