

CHAPTER 65K-1
ADULT SAFE HOUSE FOR HUMAN TRAFFICKING

| | |
|-----------|---|
| 65K-1.001 | Definitions |
| 65K-1.002 | Application and Certification Process |
| 65K-1.003 | Administration and Organization |
| 65K-1.004 | Operating Policies and Procedures |
| 65K-1.005 | Housing Standards |
| 65K-1.006 | Admission and Services |
| 65K-1.007 | File Records and Confidentiality Requirements |
| 65K-1.008 | Personnel and Staffing Requirements |
| 65K-1.009 | Administrative Fines |
| 65K-1.010 | Administrative Actions and Closures |
| 65K-1.011 | Standards for Emergency Housing |
| 65K-1.012 | Standards for Transitional Housing |

65K-1.001 Definitions.

- (1) “Administrator” means the full-time employee who is responsible for the overall operation and day-to-day management of a certified adult safe house.
- (2) “Adult Safe House” as defined in Section 402.881, F.S.
- (3) “Certification” means the Department’s formal recognition that an adult safe house meets the minimum standards set forth in section 402.881, F.S., and these rules.
- (4) “Emergency Housing” means an adult safe house that provides immediate safety in a temporary shelter to individuals seeking refuge from human trafficking.
- (5) “Governing Body” means the board of trustees, the partnership, the corporation, the association, or the person or group of persons who maintain and control the adult safe house organization and which is legally responsible for the operation of the certified adult safe house.
- (6) “Human Trafficking” as defined in Section 787.06, F.S.
- (7) “Human Trafficking Advocate” means an employee or volunteer of a certified adult safe house who provides direct services to trafficked individuals and has been identified by the adult safe house as an individual who may assert a claim to privileged communications with residents in an adult safe house under Section 402.881, F.S.
- (8) “Owner” means an individual who has the legal or rightful ownership of the adult safe house.
- (9) “Transitional Housing” means an adult safe house that provides programming to support residents in an adult safe house as they transition back into the community.
- (10) “Trauma-informed” means an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of traumas.
- (11) “Volunteer” means unpaid staff members or individuals who provide direct and indirect services to those seeking and receiving services from an adult safe house.

Rulemaking Authority 402.881, F.S. Law Implemented 402.881, F.S.

65K-1.002 Application and Certification Process.

- (1) Application.
 - (a) Application for certification must be made on form “Application for Certification for Adult Safe House” CF-XXX, May 2024, incorporated by reference and available at XXXXXXXX. The application must be signed by the owner.
 - (b) The applicant may be a for-profit or not-for-profit.
- (2) Certification.
 - (a) Certification is valid for two years from the date it was issued.
 - (b) Certification is non-transferable and valid only for the adult safe house listed on the certificate issued by the Department for each individual site.
 - (c) The adult safe house must display the certificate in a clear and conspicuous location in each house.
- (3) The adult safe house may not retain a person as a board member, director, or officer if that person served as a board member, director, or officer of an agency subject to licensure or certification by the Department and failed to secure a license or certification to operate and continued to operate after the revocation or suspension of the agency’s license or certification or if the reason for non-certification is directly related to their responsibilities. An exemption from this prohibition may be requested from the Department after two years from the most recent disqualifying event.

Rulemaking Authority 402.881, F.S. Law Implemented 402.881, F.S.

65K-1.003 Administration and Organization.

- (1) Statement of Purpose and Program Description. The adult safe house must have a written statement of purpose describing the core values, mission, services the adult safe house provides, methods of service delivery, and a description of the program that outlines if serving females or males, and if minors are allowed to accompany their caregiver in the adult safe house.
- (2) Business Registration. Adult safe houses must be registered to conduct business under the Division of Corporations in Florida.
- (3) Geographic Coverage. The adult safe house must provide a description of the geographic area the adult safe house intends to serve, to include if admitting residents from a specific county, region, statewide or national level.
- (4) Services. The adult safe house must provide a description of the specific services it provides or proposes to provide.
- (5) Governing Body.
 - (a) Each adult safe house shall have a governing body.
 - (b) The adult safe house must maintain a list of the members of its governing body and must not be fewer than three members. This list must be available to the Department and must:
 - 1. Include the name and term of each member; and
 - 2. Identify each office and the term of that office.
 - (c) The governing body must meet no less than twice per year.
 - (d) Responsibilities of the governing body must include the following:
 - 1. Review the operational policies and procedures and matters affecting the care and services to residents.
 - 2. Evaluate in writing the administrator’s performance annually.
 - 3. Approve the annual budget of anticipated income and expenditures necessary to provide the services described in its statement of purpose. The governing body must also approve the annual financial audit report.
 - 4. Maintain written minutes of all meetings, which must be available to the Department upon request.
 - (e) Members of the governing body must not have a proprietary interest in the adult safe house program.
- (6) Organizational Chart.
 - (a) The adult safe house must maintain a current organizational chart showing the administrative structure including the lines of authority.
 - (b) The adult safe house must maintain an employee roster that must be provided to the Department annually and upon request.
 - (c) The adult safe house must provide written notification to the Department 30 days prior to changing the administrator.
 - (d) A change in ownership requires the submission of a new application for certification.
- (7) Civil Rights Certificate. For adult safe houses obtaining federal grants, loans, contracts, property, discounts, or other federal financial assistance, the

applicant must sign the “Civil Rights Certificate,” CF-5412, April 2021, incorporated by reference and available at XXXXXXXX.

(8) Accreditation. If the adult safe house is accredited, a copy must be provided to the Department.

(9) Financial Ability. The adult safe house must provide written documentation of financial ability to operate.

(a) Initial Operational Expenses. Adult safe houses seeking an initial certification must provide evidence of sufficient funding to operate for at least six months.

(b) Annual budget. The adult safe house must provide the Department with an annual budget of anticipated income and expenditures necessary to provide the services described in its statement of purpose.

(c) Financial audit. The adult safe house must have financial records audited annually.

1. Financial audits are required for adult safe houses that expend equal to or in excess of \$750,000 of state financial assistance, as outlined in Section 215.97, F.S. Annual audits must be conducted by an independent certified public accountant (CPA) licensed pursuant to Chapter 473, F.S.

2. Adult safe houses that do not meet the audit threshold must provide proof a financial review was conducted by an external auditor or by an independent certified public accountant (CPA) licensed pursuant to Chapter 473, F.S.

(d) If fees for services are charged, the adult safe house shall have a fee schedule.

1. The schedule shall clearly list the specific services covered by each fee.

2. The fee schedule shall be given to each resident.

3. A copy of the fee schedule shall be filed with the Department. The adult safe house must submit a copy of any updates made to the fee schedule during the certification year within 30 days of the changes.

(e) If funding is obtained through public solicitation, a charitable permit for such solicitation must be obtained as required by Chapter 496, F.S.

(10) Insurance Coverage. The adult safe house must obtain liability insurance, and assess the potential risks associated with the delivery of services to determine the amount of coverage necessary.

(11) Reference Check. A reference check must be completed on the owner and administrator. The reference must be obtained from the governing body when the owner or administrator previously worked for a former certified or licensed human trafficking safe house or residential facility, which served either children or adults. The governing body must use the reference to verify that the owner and administrator are of good moral character, suitable to work with the vulnerable population, and that the individual’s work performance does not negatively affect their ability to perform in an executive role.

(12) Community Support.

(a) The adult safe house shall establish partnerships with local service providers, legal organizations, and healthcare providers to provide a comprehensive range of support services, and ensure ongoing collaboration with community agencies to support and expand the service array available to residents.

(b) If there is a local human trafficking task force or human trafficking coalition, the adults safe house must participate, and provide documentation to the Department through attendance records from meetings.

Rulemaking Authority 402.881, F.S. Law Implemented 402.881, F.S.

65K-1.004 Operating Policies and Procedures.

(1) Policies and procedures set forth in this rule must be available for review by the Department prior to initial certification. Any policies or procedures that are updated during the certification year must be submitted during recertification or prior to implementation of the new policy if proposed change results in a significant change to the programming of the adult safe house.

(2) Written policies and procedures must be available to all employees and volunteers upon their beginning date of employment or service, and thereafter as revised. Employees and volunteers must indicate in writing that they have read and understand the policies and procedures relevant to their position or volunteer duties, which must be documented in their personnel file.

(3) The adult safe house must develop and implement written policies and procedures that ensure compliance with providing a therapeutic environment that is trauma-informed, provisions of this rule chapter, and Sections 402.881, F.S.

(4) Written policies and procedures must be developed and complied with to address the following:

(a) Admission. Must identify who is eligible for services and how those services are accessed. Prospective residents must be informed of the admission criteria, and if ineligible, referred to other organizations that can aid the resident.

(b) Communicable Disease Prevention and Preparedness. Outline measures to prevent the spread of a disease to include accommodations for visitation at the adult safe house, capacity restrictions and emergency staffing plans to support ratio through the recruitment of volunteers, and safety measures for residents and staff.

(c) Grievance. Guidance on the grievance process that is clear and developmentally appropriate for all residents. The adult safe house must indicate timeframes for responding to the grievance, escalation process for residents, and steps to take when the grievance involves an employee or volunteer. The policy must also include grievance procedures for staff.

(d) Emergency Management Plan. A comprehensive and effective plan to ensure the safety and well-being of employees, volunteers, and residents in the event of an emergency. The adult safe house must annually review and update the plan. A current plan must be maintained by the adult safe house and made available for inspection upon request. The emergency management plan must address the following:

1. Emergencies that may be reasonably expected in the adult safe house. Examples include natural or manmade disasters such as hurricanes or tornados; contamination of the air, ground, water, or food; fire; public health hazards such as outbreak of communicable diseases; significant incidents such as resident death or injury; security incidents such as intruders, hostage situations, kidnapping, or workplace violence; human acts that may jeopardize the health, safety, or welfare of employees, volunteers, or participants; or shelter-in-place that requires the house to lockdown.

2. Procedures for reporting emergencies or incidents.

3. Procedures to implement the plan and personnel notification; delegations of authority and lines of succession.

4. Identification of alternative facilities; procedures for evacuation, including type of evacuation and exit route assignments.

5. Procedures to account for all staff members and participants; and identification and protection of records and databases.

(e) Confidentiality. Maintaining the confidentiality and privacy of residents, personnel, and resident records. The adult safe house must also ensure that employees and volunteers receive written information on the restrictions relating to the disclosure of information about residents and the location of the adult safe house. Residents must not be obligated nor forced to participate in fundraising and sharing their stories if they are residing at the adult safe house. The policy must outline the requirement for a signed consent form to allow for sharing of images, personal stories, and participation in fundraising efforts. Data and information shared must be accurate, validated and align with confidentiality laws and procedures.

(f) Abuse and Neglect Reporting. The requirement of any person who knows or has reason to suspect that a vulnerable child or adult is abused or neglected, must report such knowledge or suspicion to the Department’s Abuse Hotline. Policy should outline training requirements and acknowledgement forms.

(g) Personnel Policies. Must include the following:

1. Provisions for newly hired staff members to accompany trained staff until new staff members complete pre-service training requirements;

2. Annual evaluation of the work and performance of each staff member, which includes provisions for employee participation in the evaluation process;

3. Background screening, ratio and use of volunteers; and

4. When staff are named in an active abuse and neglect investigation with the Department.

(h) Service Delivery. Requirement to provide services with a trauma-informed, victim-centered, culturally sensitive approach to ensure each resident’s unique needs are met in a safe and therapeutic environment. The policy must outline the programs trauma-informed model. If providing a 24-hour hotline, the adult safe house must develop procedures on responding to calls, linking individuals to services, and assessing for immediate danger.

(i) Serving Families. If serving families with minor children, procedures must detail room sharing, child-care, child assessments, service delivery, and schooling requirements.

(j) Case Management. Documentation for case management staffings, facilitation, and development of a care plan that incorporates input from the resident.

(k) Interpreters, Translators and Language Options. Identify and assess the language needs of each resident and provide the following, as needed:

1. A range of oral and written language assistance options, including American Sign Language;

2. Written materials in languages other than English; and

3. Oral language interpretation for residents with limited English proficiency.

(l) Discharge and Aftercare. Discharge planning and aftercare services must be offered, specify the availability of services, and identify the staff member or

agency responsible for follow-up and implementation of the plan. Policy must also specify that there is no requirement for residents to participate.

(m) Fee for Service. Description of the relationships between fees and services provided and the conditions under which fees are charged and waived. The policy must outline the agency’s requirement to provide referrals for individuals when fees for service are not waived.

(n) Employee and Resident Code of Conduct. Maintaining boundaries, refraining from personal relationships with residents, and corrective action to address misconduct.

Rulemaking Authority 402.881, F.S. Law Implemented 402.881, F.S.

65K-1.005 Housing Standards

(1) Compliance with Local Codes. Adult safe houses must comply with all local codes and provide writtten proof of compliance to the Department.

(a) Safety and Sanitation Inspection. Prior to the issuance of a certification or to recertify, the adult safe house must be inspected by a representative from the Department using the “Adult Safe House Health Inspection Checklist” form CF- XXXX, March 2024, which is incorporated by reference and available at XXXX. Written approval of satisfactory safety and sanitation conditions must be on file.

(b) Fire Inspection. Adult safe houses must ensure that a fire safety inspection, which conforms to fire safety standards as determined by each municipality, county, and special district with fire safety responsibilities, is conducted annually.

(c) Radon Test. Adult safe houses must obtain a satisfactory radon test if required by the city or county.

(d) Local Zoning. Adult safe houses must notify local zoning office at time of initial certification of the intent to provide residential servies to adults experiencing trauma.

(2) Buildings, Grounds, and Interior Accommodations.

(a) Design, Construction, and Accessibility. The design and construction of new adult safe houses or renovations to an existing adult safe house must meet the minimum requirements of the applicable state and local governing agencies.

(b) Adult safe houses must have proper illumination and ventilation. All interior areas occupied by residents must be temperature-controlled in a manner conducive to comfort, safety, and privacy.

(c) Grounds must be well kept and free from health and safety hazards.

1. If serving children, adult safe houses with swimming pools, spas or near open water hazards must have lifesaving equipment available and accessible in case of an emergency.

2. If an outside play area is made available for children, the area must be free of debris and broken or dangerous materials and must be routinely checked for safety. Play areas must be fenced in accordance with local ordinances to prevent access by children to all water hazards within or adjacent to outdoor play areas, such as pools, ditches, retention, and fishponds.

(d) Interior Accomodations.

1. The adult safe house must be decorated and furnished to create a homelike environment.

2. A common area should be available for the informal use of the residents, to include an area large enough to accommodate the number of residents who reside in the adult safe house.

3. If offices for administrative functions are co-located in the house, they must be separate from the living area.

4. There must be adequate space to allow human trafficking advocates and residents to talk privately and without interruption.

5. Bathrooms must be in working condition with water and electricity, and include locking mechanism on the entry door for privacy.

6. Bedrooms.

a. The adult safe house must provide each resident with storage for clothing and personal belongings, which must be reserved solely for the individual to use.

b. Adult safe houses must provide each resident with a safe, permanent, and comfortable bed and mattress in good repair. Clean sheets, pillows, pillowcases, and blankets must be provided to each resident upon arrival.

c. Children accompanying their caregiver to the adult safe house must be provided with their own bed or crib.

d. The adult safe house must arrange for the residents and their children to have their own room, separate from other residents.

7. Laundry. Laundry rooms must be available to residents and located in an area separate from areas occupied by residents.

(3) Safety, Security, and Food Service Requirements. The adult safe house must take precautionary measures to provide for the safety and well-being of residents.

(a) Safety.

1. A route of evacuation must be posted in conspicuous places in the event of a fire and other emergency situations. The route must be reviewed with staff and residents according to the adult safe house’s policy. The evacuation map must include the following:

a. Clearly identify all exits of the house, i.e. doors, windows;

b. Identify the location of any emergency equipment, such as fire extinguishers or first aid kits; and

c. Identify safe assembly points in the event of an evacuation.

2. Transportation. Vehicles used to transport residents must be maintained in a safe operating condition. The number of persons in a vehicle used to transport residents must not exceed the number of available seats; appropriate restraining devices must be used when transporting residents in vehicles.

3. Methods of Communication. The adult safe house must have communication access available for use in the house at all times by staff and residents. Methods of communication may include mobile or landline telephones, computers for video communication or conferencing, or mobile devices equipped to make phone calls. Emergency numbers, such as 911, poison control, Florida Abuse Hotline, Florida Human Trafficking Hotline, and local law enforcement agencies must be posted in a clear and conspicuous location in the adult safe house.

4. Communicable Disease Prevention and Preparedness. In the event of a pandemic, epidemic or outbreak, the adult safe house must utilize resources issued by the Florida Department of Health (DOH).

5. Adult safe house must follow the emergency management plan developed to address the safety of staff and residents and the directives of its local emergency management center.

6. The adult safe house must maintain ongoing communication with the Department throughout an evacuation until their safe return.

7. The adult safe house must notify the Department within 24 hours upon learning of any structural damages to the property or building, including loss of electricity and water.

8. Grievance. The adult safe house must post the grievance procedure, which allows the residents and staff to make complaints anonymously without fear of retaliation. The information should be prominently posted in areas frequented by the residents and where it can be read without scrutiny. The procedure must be explained to the residents at the time of admission and staff at time of hire. Copies of grievances must be provided to the Department upon request.

9. Incident Reporting. The adult safe house must submit the “Incident Reporting” form CF XXXX, May 2024, which is herein incorporated by reference and available at XXXXXXXX, to the Department as soon as practical, and in no event more than 24 hours after an incident outlined in the form has occurred.

10. Resident’s Rights. The adult safe house must post any laws and policies that protect the rights of residents in a common area.

(b) Food and Nutrition. If the adult safe house serves meals, three well-balanced meals a day must be offered in the morning, noon, and evening. The adult safe house must prepare meals according to an individual’s special dietary requirements.

(c) Security Measures.

1. Coordination with Law Enforcement. The adult safe house must inform the local law enforcement agency within the county or city of its intent to establish a secure house for residents.

2. Narcotics, alcohol, or other impairing drugs are prohibited on the premises. This does not include prescription medications.

4. Smoking is prohibited within the adult safe house, all outdoor play areas, and in vehicles when being used to transport residents. The adult safe house may designate specific areas for smoking and vaping.

5. To protect the privacy of residents, electronic surveillance systems may not be installed in bedrooms and bathrooms in the adult safe houses. Electronic surveillance systems may be installed in the common areas, by entrance and exit doors, and in parking areas. Exterior doors must have working and secured locks to ensure the safety of residents; windows must have working locking mechanisms; and safe houses may include additional safety measures such as alarm systems, for added security measures.

65K-1.006 Admission and Services.

(1) Admission.

(a) The adult safe house must provide an orientation to residents prior to or at time of admission to the home. The orientation must include the following:

1. Rules of the adult safe house;
2. Expectations for the resident;
3. Assessment and services offered;
4. Written policies and procedures outlined in section 65K-1.004; and
5. Statement of purpose and program description.

(b) Children must be accompanied by their legal guardian who is receiving human trafficking services. The legal guardian is responsible for the care and supervision of the minor child.

(2) Staffing Ratio. There must always be at least one human trafficking advocate for every 20 residents. Children must be counted as part of the ratio.

(3) Services. Adult safe houses must use a survivor-centered approach to assess individuals and children accompanying their legal guardian to determine appropriate services and supports.

(a) Resident Services. The adult safe house must provide trauma informed and responsive, high-quality, short term or long term services according to the individual's care plan. The adult safe house must make appropriate referrals for services when not provided directly by the program. Services must include:

1. Counseling options, which incorporate crisis intervention, safety planning, and assessment of risk;
2. Treatment and intervention for sexual assault;
3. Substance abuse and mental health screening;
4. Case management; and
5. Advocacy.

(b) Referrals. The adult safe house must maintain a comprehensive and current database of information and referral resources, which must be made available for use by all staff.

(c) Case Management.

1. The adult safe house must provide one-on-one case management to individuals who reside in the emergency shelter for 72 hours or more, and to transitional housing participants. This provision does not preclude adult safe houses from providing case management to residents housed less than 72 hours.

2. Case management staffings must be held bi-weekly for the purposes of ensuring effective communication among human trafficking advocates about the progress of residents toward meeting their goals and objectives, and addressing individual resident issues.

(d) Coordination of Medical Services.

(e) Reporting. The adult safe house, upon request, must provide the Department with information using a unique identifier to maintain confidentiality for the purpose of evaluation of adult human trafficking service trends.

(f) Care Plans.

1. The adult safe house must initiate a written care plan with the resident within 7 business days of admission and must be completed within 30 days of admission.

2. Care plans must outline details of the supports, activities, and resources required for the resident to achieve individual goals.

3. The care plan must include the following:

- a. An assessment of the individual's needs, strengths, challenges, and concerns;
- b. Recommended services; and
- c. Document the resident's long-term goals and supports requested to achieve goals.

4. The adult safe house must update the care plan in coordination with the resident as needed or at least every six months.

(g) Hotline Services. If the adult safe house provides hotline services, the adult safe house must have a telephone operated 24 hours a day, seven days a week to provide crisis intervention, safety planning, information, and referrals to or on behalf of individuals involved in human trafficking. The hotline telephone must have a TTY or telephone relay service.

(4) No safe house, regardless of the faith-based affiliation, must require residents to participate in any mandatory religious services, events, or other expression of faith.

65K-1.007 Resident Files and Confidentiality Requirements.

(1) Record Keeping. The adult safe house must provide for the maintenance of records, including electronic storage media, regarding the administrative, fiscal, and programmatic operation of the adult safe house. Records must be current, complete, accurate, and maintained in such form as to permit Department evaluation. All records and files, including electronic storage media, must be kept for a minimum of five years after termination of certification.

(2) The adult safe house must maintain an individual file for each resident admitted into the house. Individual records must be current and must include, at a minimum:

- (a) Demographic information including name, date of birth, and family composition;
- (b) Social history, strengths, needs of the individual, and services required;
- (c) Assessments and care plan;
- (d) Signed informed consent by the individual;
- (e) Summary of dates of contact and progress toward goals; and
- (f) Discharge summary and aftercare plan.

(3) The case files of HIV-infected residents shall not be segregated or flagged in any way that would permit their identification as case files of HIV-infected resident, or in any way different from the files of non-HIV-infected residents.

(4) The file on each resident must be maintained in a secure place and must not be disclosed in whole or in part without the written consent of the resident.

(5) Access to any resident's identifying information must be limited to staff members who have a legitimate interest in the case and need to know to carry out their job duties.

(6) The adult safe house must provide the Department with access to all files upon request.

(7) Destruction of Records. Adult safe houses shall ensure that all destruction of records is conducted in a manner that safeguards the interests of the residents and staff. In destroying records containing information that is confidential or exempt from disclosure, the adult safe house shall employ destruction methods that prevent unauthorized access to or use of the information and ensure that the information cannot be read, reconstructed, or recovered. Appropriate destruction methods for paper, electronic records, and non-paper media, i.e. audio tapes, video tapes, or photographic films; include burning and shredding records that are confidential or exempt from disclosure.

(8) Confidentiality.

(a) Information about the adult safe house residents or the location of the adult safe house may not be disclosed to the public.

(b) The adult safe house must ensure that employees and volunteers receive written information on the restrictions relating to the disclosure of information about residents and the location of adult safe houses as provided in Section 787.06(10), F.S.

65K-1.008 Personnel and Staffing Requirements

(1) The adult safe house must have a personnel file for each employee, which includes:

(a) Identification confirming the staff's age. Human trafficking advocates who work directly with residents in an adult safe house must be at least 18 years of

age.

(b) Application for employment.

(c) If previously employed, an employee reference check from an employer within the past two years.

(d) A minimum of two character reference letters or reference checks from an employer or individual unrelated to the applicant verifying that the applicant is suitable to work with individuals impacted by trauma.

(e) Verification of background screen completion prior to hire, to include:

1. A signed “Affidavit of Good Moral Character,” CF 1649, Apr 2021, incorporated by reference and available at XXXXX;

2. Level 2 background screening pursuant to s. 435, Florida Statute.

(f) Employee’s start and end dates for employment and reason for departing the program.

(g) Annual performance evaluations and any disciplinary actions taken.

(h) Training record and conferences attended.

(i) A signed “Abuse and Neglect Reporting” form CF XXXX, Month year, incorporated by reference and available at XXXXX; acknowledgement forms of abuse and neglect laws, reporting requirements, and confidentiality.

(2) Personnel File Retention. The adult safe house must maintain personnel files for a period of five years from termination of employment.

(3) Qualifications. Each certified adult safe house must have, at a minimum, the following positions filled by qualified staff:

(a) A full-time administrator responsible for the management of the adult safe house. Qualifications include a bachelor’s degree from an accredited college or university and two years’ experience working in the human trafficking field, or four years minimum experience in an administrative/management capacity and two years’ experience working in the human trafficking field. The administrator must successfully complete 30 hours of human trafficking training within 90 days of their date of employment. In the event the administrator position becomes vacant, an interim administrator must be appointed until the position can be filled permanently.

(b) The adult safe house must have at least one full time manager on site that supervises staff and manages all advocacy, counseling, and volunteer services. The adult safe house may determine the manager’s qualifications. The manager must successfully complete 30 hours of human trafficking training within 90 days of their date of employment.

(c) The adult safe house may determine other positions and their qualifications as needed within the safe house.

(4) Training. The adult safe house must develop, implement, and review annually and revise as necessary a staff training and development plan to ensure that all new employees, current employees, and volunteers meet training requirements pursuant to this rule. The adult safe house may use the Department’s curriculum or submit a training curriculum for approval by the Department. Adult safe houses may use trainings approved through the accrediting body that meet the required training topics.

(a) The training of each employee and volunteer must be documented in the staff member’s personnel file and must include activities or course titles, number of hours, names of instructors and title or position, and dates of completion.

(b) The adult safe house must provide an orientation for all new employees during the first two weeks of their employment. This orientation must include a review of job responsibilities, adult safe house administrative procedures, confidentiality, Health Insurance Portability and Accountability Act (HIPAA), program goals, adult safe house purpose and objectives, resources and services, and identification and reporting child abuse and neglect. The training hours for orientation do not count towards the 40 hours for pre-service.

(c) All human trafficking advocates working with residents must receive a minimum of 40 hours of preparation training in human trafficking prior to unsupervised contact with residents, in addition to six hours of the following training:

1. Trauma-informed care, including recognizing the signs, symptoms, and triggers of trauma and the impact of trauma;

2. Secondary trauma and self care;

3. Essential service delivery and collaboration;

4. Motivational interviewing

5. De-escalation; and

6. First aid and cardiopulmonary resuscitation.

(d) In-service Training. The adult safe house must ensure that human trafficking advocates receive at least 10 hours of training activities during each full year of employment.

1. The adult safe house must identify trainings to address deficiencies of the staff for opportunities to improve.

2. Activities related to supervision of the advocate’s routine tasks must not be considered training for the purposes of this requirement.

3. The training requirement is effective after the first anniversary of their employment or service.

(5) Volunteers.

(a) Adult safe houses that utilize volunteers to work directly with residents must develop a description of duties and specific responsibilities.

(b) Each volunteer must receive the same orientation and training outlined in (4)(b) of this paragraph.

(c) Records must reflect the documented hours and activities of volunteers.

(d) Volunteers that perform the same or substantially similar services for residents as a paid employee must have the same qualifications, training, supervision and evaluation as the paid employee.

(e) Volunteers that have unsupervised contact with residents will be required to meet the same background screening requirements as employees.

(f) Volunteers that have supervised contact with residents for more than 10 hours per month will be required to meet the same background screening requirements as employees.

Rulemaking Authority 402.881, F.S. Law Implemented 402.881, F.S.

65K-1.009 Administrative Fines

(1) Administrative fines may be imposed on the adult safe house when a violations of certification standards has occurred. The violations of certification standards must be classified according to the nature of the violation and the gravity of its probable effect on an individual receiving human trafficking services.

(a) Class “I” violations are those conditions or occurrences related to the operation and maintenance of an adult safe house or the service delivery to an individual which the Department determines presents an imminent danger or a substantial probability that death or serious physical or emotional harm would result therefrom. The condition or practice constituting a class I violation must be abated or eliminated within 24 hours, unless a fixed period, as determined by the Department, is required for correction. The Department must impose an administrative fine as provided by law for a cited class I violation. A fine must be levied notwithstanding the correction of the violation.

(b) Class “II” violations are those conditions or occurrences related to the operation and maintenance of an adult safe house or to the service delivery to an individual which the Department determines directly threatens the physical or emotional health, safety, or security of the individual, other than class I violations. The Department must impose an administrative fine as provided by law for a cited class II violation. A fine must be levied notwithstanding the correction of the violation.

(c) Class “III” violations are those conditions or occurrences related to the operation and maintenance of an adult safe house or to the service delivery to an individual which the Department determines indirectly or potentially threaten the physical or emotional health, safety, or security of the individual, other than class I or class II violations. The Department must impose an administrative fine as provided in this section for a cited class III violation. A citation for a class III violation must specify the time within which the violation is required to be corrected. If a class III violation is corrected within the time specified, a fine may not be imposed.

(d) Class “IV” violations are those conditions or occurrences related to the operation and maintenance of an adult safe house or to required reports, forms, or documents that do not have the potential of negatively affecting an individual. These violations are of a type that the Department determines do not threaten the health, safety, or security of an individual. The Department must impose an administrative fine as provided in this section for a cited class IV violation. A citation for a class IV violation must specify the time within which the violation is required to be corrected. If a class IV violation is corrected within the time specified, a fine may not be imposed.

(2) Deficiencies must be classified according to the nature and scope of the deficiency. The scope must be cited as isolated, patterned, or widespread.

(a) An isolated deficiency is a deficiency affecting one or a very limited number of individuals or involving one or a very limited number of staff, or a situation that occurred only occasionally or in a very limited number of locations.

(b) A patterned deficiency is a deficiency where more than a very limited number of individuals are affected or more than a very limited number of staff are involved, the situation has occurred in several locations, or the same individual or individuals have been affected by repeated occurrences of the same deficient practice, but the effect of the deficient practice is not found to be pervasive throughout the adult safe house.

(c) A widespread deficiency is a deficiency in which the problems causing the deficiency are pervasive throughout the adult safe house or represent systemic failure that has affected or has the potential to affect a large portion of individuals.

(3) Violations must be classified on the written notice as follows:

(a) A class I violation is subject to an administrative fine of \$300 for an isolated deficiency, \$400 for a patterned deficiency, and \$500 for a widespread deficiency.

(b) A class II violation is subject to an administrative fine of \$200 for an isolated deficiency, 300 for a patterned deficiency, and \$400 for a widespread deficiency.

(c) A class III violation is subject to an administrative fine of \$100 for an isolated deficiency, \$200 for a patterned deficiency, and \$300 for a widespread deficiency.

(d) A class IV violation is subject to an administrative fine of \$50 for an isolated, patterned, or widespread deficiency.

(4) Administrative fines for class III and IV violations will not be assessed if the violations are corrected within the time specified in the corrective action plan (CAP). When the violation is not corrected by the date specified in the CAP, the fine must be assessed.

(5) The adult safe house must submit a written CAP to the Department within seven calendar days from the date of receipt of the inspection. The CAP must be signed by the administrator or designee of the adult safe house.

(a) The CAP must include the following:

1. Identify the violation;

2. The actions the adult safe house will take to correct each of the violations identified;

3. The date by which the violation must be corrected; and

4. The actions the adult safe house will take to ensure the violation identified does not occur again.

(b) Unless a date is directed or extended by the Department, the date to resolve the violation must not exceed 30 days from the inspection completion date.

(6) The Department will reject any proposed CAP that fails to identify all the information described in paragraph (5) of this rule or reflects a plan of action that does not address the violation(s). If the Department rejects a proposed CAP, the Department must notify the adult safe house in writing of the reasons for rejection and require the submission of an amended CAP addressing the deficiency or deficiencies within five calendar days of receipt of the Department's notice rejecting the CAP. Failure to submit a CAP that is sufficient for Department approval within 30 days of the inspection completion date may be considered an unclassified violation and be subject to administrative fines as described in paragraph (2) of this rule.

(7) The Department may deny, suspend, or revoke a certification pursuant to s. 402.881, F.S. A certification will not be renewed if an adult safe house has not paid all fines previously owed to the Department.

Rulemaking Authority 402.881, F.S. Law Implemented 402.881, F.S.

65K-1.010 Administrative Actions and Closures

(1) The Department is the certifying authority for all adult safe houses and has final authority for approval, denial, revocation, or suspension of any certification under Section 120, F.S.

(2) Adult Safe House Closures.

(a) If an adult safe house closes voluntarily, it must notify the Department in writing at least 30 calendar days prior to closing.

(b) The adult safe house must assist each resident with relocating to a new adult safe house for ongoing service delivery.

Rulemaking Authority 402.881, F.S. Law Implemented 402.881, F.S.

65K-1.011 Standards for Emergency Housing

(1) Adult safe houses that provide services as emergency housing must comply with the certification requirements set forth in Rules 65K-1.001 through 65K-1.010, F.A.C., in addition to the program standards outlined in this rule.

(2) All emergency housing must be available for service delivery on a 24-hour basis, 7 days a week.

(3) An initial screening must be completed within the first 24 hours of admittance into the emergency housing.

(4) The initial screening must include an assessment of immediate emergency needs, including food, housing, and clothing, and relevant family, social, emotional, educational, health, and employment history.

(5) All emergency housing must provide a comprehensive, integrated program of crisis counseling with a range of counseling services, which includes immediate crisis intervention, short-term counseling, and referrals to, or arrangements for, long-term treatment when appropriate.

Rulemaking Authority 402.881, F.S. Law Implemented 402.881, F.S.

65K-1.012 Standards for Transitional Housing

(1) Adult safe houses that provide services in a transitional house must comply with the certification requirements set forth in Rules 65K-1.001 through 65K-1.010, F.A.C., in addition to the program standards outlined in this rule.

(2) Human trafficking advocates must be available 24-hours a day.

(3) Transitional housing may provide long-term housing for a period of time identified by the adult safe house.

(4) In addition to the services outlined in Section 65K-1.006, residents should be provided with comprehensive, integrated services as recommended by the assessment and input from the resident, which may include:

(a) Life skills;

(b) Substance abuse treatment;

(c) Group counseling;

(d) Support in securing employment;

(e) Job training;

(f) Schooling or educational support;

(g) Securing housing and means of transportation;

(h) Financial management and,

(i) Healthcare (medical, dental, vision).

(5) Discharge and Aftercare. The adult safe house must prepare a written discharge summary at least 45 calendar days prior to the projected date for exiting the program, unless the release is unplanned and unforeseen.

(a) Discharge planning must include input from the resident and any supportive individuals identified by the resident.

(b) The discharge summary must include the following:

1. An outline of the plan for discharge;

2. A summary of services;

3. An assessment of goal achievement;

4. Identification of the needs which remain to be met;

5. Recommendations for the resident following discharge, including provisions for support and referrals;

6. Identify who is responsible for validating the resident engaged in the services referred by the adult safe house;

7. The date and reasons for discharge; and

8. The name, address, and telephone number of the resident.

(6) Aftercare plans must, at minimum, reflect recommendations for services, where appropriate, and document any referrals generated. The plan must include the frequency of contact between the adult safe house and the discharged resident. The aftercare plan must identify if the resident declines the aftercare services.

Rulemaking Authority 402.881, F.S. Law Implemented 402.881, F.S.