Kern Behavioral Health & Recovery Services
Quality Standards Program (QSP)
Housing Provider Application Packet

Welcome

Thank you for your interest in participating as a housing provider in the Kern Behavioral Health & Recovery Services (KernBHRS) **Quality Standards Program (QSP)**. The Quality Standards Program establishes baseline standards for housing environments that support individuals receiving behavioral health services. Participation in QSP is required for housing providers seeking eligibility to receive referrals, placements, or funding consideration through KernBHRS Housing Services.

Purpose of This Packet

This application packet is used to evaluate **eligibility and readiness** to participate as a QSP Housing Provider. The review focuses on required policies and procedures, business and facility documentation, staffing disclosures, and completion of an initial site review.
Approval through this process confirms eligibility to participate in the Quality Standards Program but does not authorize client placement or funding.

What This Application Is — and Is Not

This application:

- Establishes eligibility to participate in QSP
- Confirms required baseline standards are met
- Allows consideration for future referrals or funding

This application does not:

- Authorize client placement
- Guarantee housing funding
- Permit billing or payment
- Replace licensing or permitting requirements
  - Additional requirements apply after approval and when funding is authorized.

Submission Instructions

Please review all materials carefully and submit **only** the documents requested in this packet. Incomplete applications or submission of documents outside the applicant scope may delay processing.
Once a complete application is received, Housing Services staff will review the submission and coordinate an initial site review, if applicable.

Questions or Assistance

If you have questions regarding the application process or required documentation, please contact:

Kern Behavioral Health & Recovery Services
Housing Services – Quality Standards Program
(661) 868-1721
housingservices@kernbhrs.org

Kern Behavioral Health & Recovery Services
Quality Standards Program Application

FACILITY NAME	SITE PHONE	ADDRESS	ZIP
ADMINISTRATOR/DIRECTOR NAME	**ADMINISTRATION PHONE**	**ADMINISTRATION/DIRECTOR EMAIL**	
STATE LICENSE- If applicable (ARF's, RCFE's)	**BUSINESS LICENSE**	**CONDITIONAL USE PERMIT (Applied or has)**	
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	
***CAPACITY (MAX PER CITY/COUNTY PLANNING)**	**GENDER SERVED**	**RATES (MONTHLY, WEEKLY, SLIDING SCALE)**	

Services Offered: Select Yes or No (if yes specify).

Meals Provided	☐ Yes ☐ No	**(If yes) Specify # per day**	
Snacks Provided	☐ Yes ☐ No	**(If yes) Specify # per day**	
ADL Prompts	☐ Yes ☐ No	**Medication Prompts**	☐ Yes ☐ No
Laundry Assistance	☐ Yes ☐ No	**Is transportation provided**	☐ Yes ☐ No

list specific activities and opportunities available at the facility:

_____

_____

_____

Amenities: (Select Yes or No)

Walking distances to grocery store	☐ Yes ☐ No
Walking distance to public transit	☐ Yes ☐ No
Walking distance to community events	☐ Yes ☐ No
Walking distance to places of worship	☐ Yes ☐ No
Opportunity to participate in community activity	☐ Yes ☐ No
Opportunity to participate in household activities	☐ Yes ☐ No
Do you allow pets?	☐ Yes ☐ No
Do you allow service animals?	☐ Yes ☐ No
Is facility handicapped accessible	☐ Yes ☐ No
How many residents per room?	
How many bedrooms?	
How many bathrooms?	
Will you have staff on site 24 hours per day, 7 days per week?	

How many staff are regularly assigned to your facility?

Staff Name:		**Staff Title:**	
Staff Name:		**Staff Title:**	
Staff Name:		**Staff Title:**	
Staff Name:		**Staff Title:**	

Kern Behavioral Health & Recovery Services
Quality Standards Program (QSP) Housing Provider
Applicant Acknowledgement Form

As an applicant seeking participation as a Housing Provider under the Kern Behavioral Health & Recovery Services (KernBHRS) Quality Standards Program (QSP), I acknowledge and understand the following:

1. *Access to Manual*
I understand that the KernBHRS Housing Services Quality Standards Program Manual is available online at www.kernbhrs.org → Services → Adult Services → Housing Services → Becoming a Provider. I acknowledge that I am responsible for reviewing and understanding the standards, expectations, and procedures outlined in the manual.

2. *Updates and Revisions*
I acknowledge that the Quality Standards Program Manual may be updated periodically. I am responsible for reviewing and complying with any updates posted or distributed by KernBHRS Housing Services.

3. *Non-Contractual Disclaimer*
I understand that the Quality Standards Program Manual and related materials do not create a contract or binding obligation between the Housing Provider and Kern Behavioral Health & Recovery Services.

4. *Voluntary Participation*
I acknowledge that participation in the KernBHRS Quality Standards Program is voluntary and that approval or participation does not guarantee payment, referrals, placement, or continued participation in the program.

5. *Scope of Approval*
I understand that approval as a Quality Standards Program Housing Provider confirms eligibility to participate in the program only. Approval does not authorize client placement, initiate housing funding, permit billing, or guarantee receipt of payment. Additional requirements, agreements, and approvals are required prior to placement or funding.

By signing below, I certify that I have read, understand, and agree to the statements above.

Name of Facility: _____ Applicant / Authorized Representative: _____

Signature: _____ Date: _____

Kern Behavioral Health & Recovery Services
Housing Services
Quality Standards Program (QSP)
Potential Housing Provider Orientation

This document provides an overview of the Quality Standards Program (QSP) and outlines expectations for potential housing providers.

Welcome
Welcome to the Quality Standards Program (QSP) Potential Housing Provider Orientation. This orientation is presented by the Kern Behavioral Health & Recovery Services Housing Services Team.

Purpose of Housing Services
Housing Services serves as a liaison within the behavioral health system of care, community-based organizations, partner agencies, and Quality Standards Housing Providers to support placement of clients into safe, stable, recovery-oriented, and supportive housing.

Housing Services Core Functions
- Serve as a housing resource
- Collaborate with treatment teams and community-based organizations
- Identify and support opportunities for housing and supportive services
- Reduce barriers to access
- Promote retention in stable housing
- Monitor Quality Standards Housing Provider facilities
- Mentor and provide training to Quality Standards Housing Providers

Housing Types
1. Licensed Adult Residential Facilities (ARFs)
2. Licensed Residential Care Facilities for the Elderly (RCFEs)
3. Unlicensed Room and Boards (R&Bs)
4. Unlicensed Sober Living Environments (SLEs)
5. Unlicensed Transitional Sober Living Environments (TSLEs)

Kern Behavioral Health & Recovery Services
Housing Services
Quality Standards Program (QSP)
Potential Housing Provider Orientation

Application & Required Forms

- Applicants must complete and submit the following forms:
- Quality Standards Housing Provider Application
- Acknowledgement Form
- Ethics Agreement
- Purpose and Intention Form
- Treatment Team Notification Agreement
- Orientation Attestation

Additional Requirements

- Business License or Tax Identification
- Conditional Use Permit (CUP) or CUP Verification Form
- Proof of Property and/or Vehicle Liability Insurance
- Policy and Procedure Manual
- Organizational Chart
- List of Employees
- Initial Site Review / Inspection

Important Notes

Participation in the Quality Standards Program is voluntary. Approval does not guarantee placement, funding, or payment. KernBHRS encourages providers to pursue additional referral sources.

Contact Information

Housing Services Team
Email: HousingServices@KernBHRS.org
Phone: (661) 868-1721

Kern Behavioral Health & Recovery Services
Housing Services
Quality Standards Program (QSP)
Potential Housing Provider
Orientation Attestation Form

Orientation Attestation Form (2026)

Kern Behavioral Health and Recovery Services (KernBHRS) Housing Services requires all potential Housing Providers to complete the following orientation materials prior to approval under the Quality Standards Program (QSP):

- Housing Services Quality Standards Program Orientation (available online at www.kernbhrs.org → Services → Adult Services → Housing Services → Becoming a Housing Provider)
- Quality Standards Program Manual (available online at www.kernbhrs.org → Services → Adult Services → Housing Services → Becoming a Housing Provider)

By submitting this Orientation Attestation Form to the KernBHRS Housing Services Department, you confirm the following:

- You have completed the full Quality Standards Program Orientation (above).
- You have reviewed the Quality Standards Program Manual and understood its purpose and requirements.
- You agree to comply with all program policies, procedures, and standards outlined within the manual and presented during the orientation.

Facility Name: _____ Administrator/Director Name: _____

Date of Completion: _____ Administrator/Director Signature: _____

Once you have completed the required orientation materials, please return this Attestation Form to Housing Services at HousingServices@KernBHRS.org.

If you have questions regarding the orientation materials or Quality Standards requirements, please contact HousingServices@KernBHRS.org.

HOPE, HEALING, RECOVERY
2001 28th St., Bakersfield, CA. 93301 | 661.868.8080 | www.kernbhrs.org

Kern Behavioral Health & Recovery Services
Housing Services
Quality Standards Program (QSP)
Potential Housing Provider
Provider Statement of Purpose, Intent, and Participation

Kern Behavioral Health and Recovery Services (KernBHRS) Housing Services has established the Quality Standards Program (QSP) to promote safe, stable, and recovery-oriented housing environments for individuals receiving behavioral health services.

Participation in the Quality Standards Program is not a certification or accreditation, but an acknowledgment that a housing provider has voluntarily agreed to meet and maintain the standards established by the KernBHRS Housing Services Team.

By submitting this statement, the housing provider affirms their intent to:
Uphold the policies, procedures, and standards outlined in the Quality Standards Program Manual

- Operate a housing environment that supports client safety, stability, and recovery
- Cooperate with KernBHRS Housing Services monitoring activities, including a minimum of quarterly unannounced site visits and annual renewal inspections, as applicable
- Participate in required quarterly provider trainings
- Maintain compliance with applicable local, state, and program requirements

Providers who are approved to participate in the Quality Standards Program may receive a Quality Standards Program participation certificate issued by KernBHRS. Participation in the program may allow a provider to be considered for referrals of KernBHRS clients who may be in need of housing to support their recovery.

Participation in the Quality Standards Program does not guarantee referrals, placement, funding, or continued participation, and does not create a contractual relationship with KernBHRS.

Provider Acknowledgement

Facility Name: _____ Administrator/Director Name: _____

Date of Completion: _____ Administrator/Director Signature: _____

Kern Behavioral Health & Recovery Services Housing Services

Treatment Team Notification Agreement

Treatment Team Communication & Notification Agreement

Kern Behavioral Health and Recovery Services (KernBHRS) Housing Services requires Quality Standards Program (QSP) Housing Providers to maintain timely communication with residents' Behavioral Health Treatment Teams to support safety, housing stability, and recovery. Participation in the QSP does not guarantee referrals, placement, or funding.

Behavioral Health Contracted Treatment Providers May Include

- KernBHRS or contracted providers
- Clarvida – Bakersfield Adult Services
- Clinica Sierra Vista – Bakersfield Adult Services
- Child Guidance Center – Bakersfield Adult Services
- Telecare ACT – Assertive Community Treatment
- Other contracted behavioral health providers

Provider Responsibilities

When a resident is linked to a Behavioral Health Treatment Team and a valid Release of Information (ROI) is in place, the provider agrees to:

- Notify the resident's Treatment Team and KernBHRS Housing Services within five (5) calendar days of significant behavioral changes, symptom escalation, or safety concerns.
- Consult with the Treatment Team and Housing Services prior to initiating housing termination or eviction when behavioral concerns may be a factor.
- Notify KernBHRS Housing Services of any resident relocation, regardless of whether the new housing is QSP-approved.

Resident Relocation

- The provider agrees to notify KernBHRS Housing Services of any circumstance requiring a resident who is linked to KernBHRS or a contracted Behavioral Health Provider to relocate to another housing setting. Notification is required regardless of whether the new location is an approved Quality Standards Program provider.

Provider Acknowledgement

By signing, the provider agrees to comply with this agreement and understands that timely communication with Behavioral Health Treatment Teams is essential to resident safety and housing stability.

Facility Name: _____ Administrator/Director Name: _____

Date of Completion: _____ Administrator/Director Signature: _____

Kern Behavioral Health & Recovery Services
Housing Services
Quality Standards Program (QSP)
Potential Housing Provider

Potential QSP Provider Ethics & Code of Conduct Agreement

Kern Behavioral Health and Recovery Services (KernBHRS) Housing Services requires all Quality Standards Program (QSP) Housing Providers to operate in a manner that upholds ethical standards, resident safety, and community responsibility.

This Ethics and Code of Conduct Agreement outlines the ethical expectations for housing providers participating in the Quality Standards Program. Participation in QSP does not create a contractual relationship and does not guarantee referrals, placement, or funding.

Provider Ethical Commitments

- Uphold the dignity, worth, and value of all individuals.
- Provide and maintain a facility that is free from alcohol, illicit drugs, and misuse of prescription medications.
- Operate the home or facility in compliance with all applicable city, county, state, and federal laws, rules, and regulations.
- Prohibit physical threats, intimidation, or acts of violence within the facility.
- Maintain the home or facility in a manner consistent with the quality and character of the surrounding neighborhood.
- Prohibit weapons of any kind on the property.
- Ensure that management and staff do not engage in personal, romantic, financial, or exploitative relationships with residents.
- Maintain respectful and cooperative relationships with neighbors and the surrounding community.
- Respect the privacy, confidentiality, and personal rights of all residents.
- Maintain a clean, safe, and recovery-supportive living environment.

Acknowledgement and Agreement

By signing below, I acknowledge and agree to operate the home or facility in accordance with this Ethics and Code of Conduct Agreement. I understand that failure to comply with these standards may result in corrective action, suspension, or revocation of approval status with KernBHRS Housing Services.

Facility Name: _____ Administrator/Director Name: _____

Date of Completion: _____ Administrator/Director Signature: _____

Kern Behavioral Health & Recovery Services
Housing Services
Quality Standards Program (QSP)
Potential Housing Provider (Additional Documents)
Potential QSP Provider Additional Onboarding Documents Check list

Additional Documents Required to Complete Application Review

Submission of the core application forms alone does not constitute a complete application. The following additional documents are required to complete the Quality Standards Program (QSP) Housing Provider application review. These requirements are based on the QSP Policy & Procedure Manual and Required Documents Audit.

A. Application & Core Forms (Verification)

☐ Quality Standards Program Application
☐ Applicant Acknowledgement Form
☐ Provider Ethics & Code of Conduct Agreement
☐ Provider Statement of Purpose, Intent, and Participation
☐ Treatment Team Communication & Notification Agreement

B. Business & Zoning Documentation

☐ Current Business License
☐ City or County Conditional Use Permit (CUP) Verification Form
☐ Signed Conditional Use Permit (CUP), if required by zoning

C. Insurance

☐ Current Home / Facility Liability Insurance
☐ Current Vehicle Insurance (required only if transportation is provided)

D. Staffing & Organizational Information

☐ List of all current employees
☐ Updated Organizational Chart

Kern Behavioral Health & Recovery Services
Housing Services
Quality Standards Program (QSP)
Potential Housing Provider (Additional Documents **Continued**)
Potential QSP Provider Additional Onboarding Documents Check list

E. Policy & Procedure Manual (Complete Submission)

☐ Good Neighbor Policy
☐ Prescribed Medication Policy
☐ Pest Control Policy
☐ Employee Policy
☐ Intake and Admission Policy
☐ Resident File Policy
☐ Payment and Schedule of Fees Policy
☐ Facility-type specialization (SLE, Room & Board, ARF, RCFE)

F. Site Review

☐ Initial Site Review completed
☐ Date of Initial Site Review:

G. Application Determination (Internal Use)

☐ Approved
☐ Not Approved
☐ Reason if not approved:

Important Notes:

- These documents are required prior to approval as a QSP Housing Provider.
- Funding documents, bed rosters, claims for payment, UA logs, and incident reports are not required at the application stage and should not be submitted.