

## **RECORDS TO BE MAINTAINED AT THE FACILITY— RESIDENTIAL CARE FACILITY FOR THE ELDERLY**

The following information, which is required under specific sections of Title 22, California Code of Regulations, must be kept in the facility complete and current, and readily available for review.

### **I. Residents Records**

- A. Resident Appraisal RCFE (LIC 603A).  
Appraisal Need and Services Plan, when applicable (LIC 625).
- B. Physician's Report for RCFE(LIC 602A) specifics provided in Residential Care for the Elderly, Medical Assessment Section 87569 and General Requirements for Allowable Health Conditions, (Section 87702.1).
- C. Identification and Emergency Information (LIC 601).
- D. Current admission agreement with authorized signatures, Admission Agreement Guide for RCFE (LIC 604A).
- E. Evidence of receipt of personal rights information by resident and/or authorized representative Personal Rights (LIC 613C).
- F. Reports of safeguards for resident cash resources including supporting receipts of expenditures, Record of Client's/Resident's Safeguarded Cash Resources (LIC 405) and record of each resident's personal property and/or valuables entrusted to facility, Client/Resident Personal Property and Valuables (LIC 621).
- G. A savings and/or checking account for resident's cash resources, if not kept in the facility.
- H. Report of unusual incident, event, serious injury requiring medical attention, or death, while the resident is under facility supervision, Unusual Incident/Injury/Report (LIC 624).  
Death Report (LIC 624A)
- I. Record of centrally stored prescribed medication for each resident and record of medication destruction, Centrally Stored Medication and Destruction Record (LIC 622).
- J. Register of Facility Clients/Residents (LIC 9020).
- K. Resident Theft and Loss Record (LIC 9060), when applicable.

### **II. Personnel Records**

- A. Health Screening Report/Tuberculosis (TB) Clearance (LIC 503)—facility personnel.
- B. TB clearance and "good health" statement from volunteers.
- C. Reports of actual hours worked by staff.
- D. Personnel Record (employment application) form (LIC 501).
- E. For the administrator, supervisors and staff who supervise or care for residents, verification of age 18, education, and experience requirements.
- F. For the Administrator, proof of successful completion of an approved Certification program.
- G. Documentation of annual 20 clock-hour training.
- H. Verification of first aid training.
- I. Criminal Record Statement (LIC 508).
- J. Criminal Record Clearance or Exemption
- K. Verification of Staff Training

### III. Administrative Records

- A. RCFE License Certificate (posted) (LIC 203).
- B. Personnel Report-roster of current personnel (LIC 500).
- C. Dated weekly employee time schedule posted in facilities for 16 or more residents.
- D. Criminal Record Statement (LIC 508) prior criminal history.
- E. Licensee affidavit on persons exempt from fingerprint requirements (if not on LIC 500).
- F. Appropriate driver's license for each staff member transporting residents.
- G. In facilities licensed for seven (7) or more residents, notices of planned activities shall be posted in a central location readily accessible to residents, relatives, and representatives of placement and referral agencies. Copies shall be retained for at least six (6) months.
- H. In facilities licensed for fifty (50) persons or more, the program of activities shall be written, planned in advance, kept up-to-date, and made available to all residents.
- I. Verification of first aid training for staff providing care. Names of staff responsible for first aid and emergency medical services and assistance of residents with self administered drugs.
- J. Written first aid procedures. Current edition of an approved first aid manual (American Red Cross; American Medical Association; State or Federal Health Agency).
- K. In facilities licensed for 16 residents or more, menus shall be written at least one week in advance and copies of the menus as served shall be dated and kept on file for at least 30 days.
- L. Facilities licensed for less than sixteen (16) residents shall maintain a sample menu in their file.
- M. If facility is licensed for 50 or more residents and does not employ a nutritionist, dietitian, or home economist, evidence of the frequency, nature and duration of consultation from a person so qualified.
- N. Emergency Disaster Plan (LIC 610E) posted emergency disaster plan.
- O. Financial records including income and expenditures.
- P. Surety Bond (LIC 402).
- Q. Information relative to name, address and phone number of the State Ombudsman and, if one exists, the local ombudsman; and a brief description of services provided by those offices (posted).
- R. Documentation of Facility waivers and exceptions: Facility Waiver Request (LIC 956) and Exception/Exemption Request (LIC 971).
- S. Personal Property Procedures (LIC 9059).
- T. Plan of Operation
  - Plan for staff training
  - Facility sketches
    - Buildings with non-ambulatory room designations
    - Grounds showing fences, storage, pool, recreation areas
  - Statement re: handling client monies
  - Plan for hazardous behaviors
  - Policy for facility visits
- U. Neighborhood Complaint Policy
- V. Subscription to service for changes in requirements
- W. Insurance statement

### IV. Dementia Care Records

- A. Plan for Dementia Care Training
- B. Statements regarding personal grooming items
- C. Delayed Egress Consent from Resident or Conservator
- D. Records of Fire and Earthquake Drills
- E. Copies of Dementia Care Advertisements

## RESIDENTIAL CARE FOR THE ELDERLY - FORM NUMBER AND TITLE

Licensing Forms in English or Spanish may be accessed at <http://www.cclid.ca.gov>  
(\*Available in Spanish)

- \*LIC 402 - Surety Bond
- \*LIC 405 - Record of Client/Resident Safeguarded Cash Resource
- \*LIC 500 - Personnel Report
- \*LIC 501 - Personnel Record
- \*LIC 503 - Health Screen Report - Facility Personnel
- \*LIC 508 - Criminal Record Statement
- \*LIC 601 - Identification and Emergency Information
- LIC 602A - Physician's Report
- LIC 603A - Resident Appraisal
- LIC 604A - Admission Agreement Guide
- \*LIC 610E - Emergency Disaster Plan
- \*LIC 613C - Personal Rights
- \*LIC 621 - Client/Resident Personal Property and Valuables
- \*LIC 622 - Centrally Stored Medication and Destruction Record
- \*LIC 624 - Unusual Incident/Injury Report
- LIC 624A - Death Report
- \*LIC 625 - Appraisal Needs and Services Plan
- \*LIC 627C - Consent For Emergency Medical Treatment
- LIC 956 - Facility Waiver Request
- LIC 971 - Exception/Exemption Request
- LIC 9020 - Register of Facility Client/Residents
- LIC 9059 - Personal Property Procedures
- LIC 9060 - Resident Theft and Loss Record