

ANNUAL REGULATION COMPLIANCE CHECKLIST**Adult Residential Facility**

FACILITY NAME

FACILITY NUMBER

Your annual visit will take place within 120 days prior to your license issuance date. This checklist is designed to assist you and your staff in preparing for your annual visit. You must review this checklist, identify and correct deficiencies prior to the annual visit.

The administrator/facility manager shall assess the facility and check the box next to the items that meet the regulations. The licensee must review and certify the checklist that all the items are in full compliance prior to the annual visit. This checklist must be maintained at the facility for receipt by the analyst at the time of the visit.

MET

- 80010 Facility operates within capacity and ambulatory/non-ambulatory status of the license.
- 80019 Criminal record clearance for appropriate personnel and other adults residing in facility.
- 80020 Appropriate fire clearance maintained.
- 80023 Facility has a current written disaster and mass casualty plan, disaster instructions and fire drills.
- 80025 Facility is sufficiently bonded.
- 80026 Client's cash resources, personal property/valuables if handles by the licensee are safeguarded.
- 80061 (85061) Death, injury, unusual incidents reported as required.
- 80064 (85064) Administrator qualified with a certificate and fulfills responsibility.
- 80065 (85065) Sufficient, competent personnel to provide services and meet client's needs, including water safety.
- 80066 (85066) Personnel records are complete and available for review at facility site.
- 80070 Client records are complete, updated and maintained in the facility for review.
- 80071 Register of clients is current, complete, confidential and available for review at facility site.
- 80072 (85072) Personal rights are ensured.
- 80073 Telephone service in facility and accessible to clients.
- 80074 Clients are transported by appropriately licensed drivers in safe vehicles.
- 80075 Facility provides appropriate medical and dental services to clients as needed including arrangement for and/or provision of transportation.
- 80075 Clients are assisted as needed with self-administration of prescription and non-prescription medications.
- 80075 Staff providing direct care has appropriate and valid first aid training.
- 80075 First aid kit with a current edition of approved first aid manual maintained and available at the facility.
- 80075 Medications are kept safe and locked.
- 80075 Record of centrally stored and destroyed medications is maintained for at least one year and includes all required information.
- 80076 One week nonperishable and two days perishable foods maintained safely at the facility.
- 80076 Menu one week in advance and copies of menus as served for thirty days kept at facility.
- 80076 Food is protected against contamination.
- 80076 Soap and toxic substances are properly stored and kept away from food supplies.
- 80076 Kitchen equipment and utensils sufficient, clean, sanitized and well maintained.
- 85079 Planned recreational activities are in place and clients are given the opportunity to participate.
- 85080 Facility assists residents in establishing and maintaining a resident council.

ARF Annual Regulation Compliance Checklist

FACILITY NAME

FACILITY NUMBER

- 80087 (80088, 85088) Facility is clean, safe, sanitary and in good repair at all times including but not limited to the following.
 - All outdoor and indoor passageway, stairways, inclines, ramps, open porches and other areas of potential hazard must be kept free of obstruction.
 - Bodies of water are properly fenced, covered and inaccessible to clients.
 - Toxic, firearms and other items that could pose a danger to clients are inaccessible to clients.
 - A comfortable temperature for clients shall be maintained at all times between 68 and 85 degrees.
 - Fixtures, furniture, equipment, supply adequate to meet client and program's needs.
 - Fireplaces and open-faced heaters are inaccessible to clients.
 - Hot water temperature is 105F-120F.
 - Signal system, if required, operates properly.
 - Solid waste must be stored, located and disposed of a manner that will not transmit diseases or odors.
- 80090 Facility has valid waivers and/or exceptions to retain clients who have restricted health conditions.
- 80024 Waivers and exceptions have been reviewed and remain appropriate.
H&S
- 1531.4 At least one security window or door in each bedroom is to contain an inside safety release device.
- 1542.7 Telecommunication Device Notification Form (LIC 9158) is on file for clients with hearing/visual impairment.
- 1562.5 HIV and TB training for the administrator.

COMMENTS

THE FACILITY IS REVIEWED BY: (ADMINISTRATOR/FACILITY MANAGER)

INITIAL

I certify that all of the above sections have been reviewed and the facility is in full compliance with Community Care Facilities Act and Adult Residential Facilities Regulations as witnessed by my signature.

LICENSEE

DATE

RECEIVED BY LICENSING PROGRAM ANALYST

DATE