

Residential Care Services (RCS)
Operational Principles and Procedures for
Adult Family Homes (AFHs)
LICENSING INSPECTIONS

PRE-INSPECTION PREPARATION

I. Purpose

To gather and analyze various sources of information regarding the AFHs history and current issues; and

Record the information in a standard format to ensure the data gathering is consistent for:

1. Identifying potential issues or concerns prior to the inspection
2. Determining if special concerns exist that would require specialized team member (*licensed nurse*).

II. Authority

RCW 43.190.060 (3)
RCW 70.128.070

RCW 70.128.007
RCW 70.128.090

RCW 70.128.005

III. Operational Principles

- A. The Licensors will complete a pre-inspection preparation (*prep*) prior to the inspection visit.

IV. Procedures

The Licensors will:

- A. Plan the inspection visit at a time when the Licensors can observe care and services being provided to the residents.
- B. Consider adjusting the timing of the inspection to ensure residents are present during a meal.
- C. Print the following:
 1. Facility Management System information
 2. **"CONSOLIDATED AFH LICENSING INSPECTION FORMS** for recording data during the inspection:
 - a. DSHS 10-548 Pre-Inspection Preparation
 - b. DSHS 10-549 Inspection Process and Records Request
 - c. DSHS 10-550 Entrance Information and Observations
 - d. DSHS 10-551 Resident List
 - e. DSHS 10- 551A Resident List Key
 - f. DSHS 10-552 Staff List
 - g. DSHS 10-553 Environmental Tour
 - h. DSHS 10-554 Environmental Tour - Bedrooms
 - i. DSHS 10-555 Resident Observations
 - j. DSHS 10-556 Resident Record Review
 - k. DSHS 10-557 Resident Medication Review
 - l. DSHS 10-558 Comprehensive Resident/Representative Interview

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- m. DSHS 10-559 Administrative Records Review
 - n. DSHS 10- 559A Administrative Records Review Continuation
 - o. DSHS 10-560 Provider/Resident Manager Interview
 - p. DSHS 10-561 Staff Interview
 - q. DSHS 10-562 Exit Preparation Worksheet
 - r. DSHS 10-563 Residential Care Services Notes
 - s. DSHS 10-564 Adult Family Home Floor Plan Key
3. The following forms from the previous inspection:
- a. DSHS form 10-551- Resident List (formerly form C)
 - b. DSHS form 10-551A Resident List Key
 - c. DSHS form 10-552 Staff list (formerly form C)
- D. Assemble necessary supplies: thermometer, tape measure, calculator and paper/pen, etc.
- E. As part of the pre-inspection preparation:
- 1. Review pertinent documentation of the adult family home history.
 - 2. Review AFH locator site to ensure Disclosure of Services form (DSHS 10-508) is available.
 - 3. Contact the ombudsman's office to inquire if they have any concerns about the home. Note the outcome of the contact on the Pre-Inspection Preparation form (DSHS 10-548).
 - 4. Document pertinent history, current issues and contact information on (DSHS 10-548):
 - a. The provider's past and current compliance history; and
 - b. Identified issues regarding resident rights and quality of care.

INFORMATION AND ASSISTANCE

- A. Facility Management System and provider file review:
- 1. Print out provider summary to identify number of licensed beds, specialty status, exemptions, and previous and/or uncorrected citations since the last inspection;
 - 2. Review compliance history and note patterns of repeat and/or isolated deficiencies
 - 3. Review any complaint investigation reports since the previous inspection and identify any open complaints yet to be investigated. Note resident and staff names involved in reports as well as repeat issues or patterns.
 - 4. Obtain floor plan from the file to note resident bedrooms and areas/rooms used by residents.

NOTE: Always leave the provider file in the office. Make copies of relevant items such as floor plans and driving directions to the home.

- B. Contacts:
- 1. Talk with other Licensors and/or complaint investigator **only if** further information is needed; and
 - 2. Contact the Ombudsman Office prior to inspection. Note any potential areas of concern and resident names as potential sample residents and/or family

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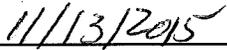
members for potential collateral contacts. Focus the discussions with Ombudsman office on care, quality of life and any concerns about the home. The Licensor will not disclose an upcoming inspection date.

C. Field Manager:

1. Talk with the Field Manager if any questions or concerns arise during the prep.



Candace Goehring, Director
Residential Care Services



Date