

## ADULT FAMILY HOME INITIAL INSPECTION PREPARATION CHECKLIST

This checklist is designed to assist the applicant in preparation for the initial inspection. You are responsible for meeting the requirements of the current Washington Administrative Code (WAC) & Revised Code of Washington (RCW). Reference to WAC's are listed for reference only and subject to revision. The initial inspection process takes between three and five hours depending on the size of the home, the organization of the applicant and any unforeseen onsite structural challenges.

### INTERIOR PHYSICAL ENVIRONMENT

<b>POSTINGS:</b> In a visible location for staff, visitor, and residents to view		<b>WAC 388-76-:</b>
Post the ADSA/Complaint Resolution Unit [CRU] hotline abuse/neglect contact information. [The <i>Yellow Poster</i> will be provided by AFH Licensor.]		10525
WA State Ombudsman contact information	[the above <i>yellow poster</i> includes State Ombudsman program toll free #]	10525
Post Disability Rights of Washington	[formerly Washington Protection & Advocacy System] to order poster call 1 800-562-2702	10525
Place in a visible location in common use area a copy of all compliant and inspection reports from the last 12 months.		10585
Post a statement that the past three years of annual inspection and complaint reports are available upon request.		10585
Have an area designated to post your AFH License.		10584
Post your emergency evacuation floor plan <u>on each level of the house.</u> [Indicate route from each bedroom out of home, the location of the windows and the outdoor meeting place. ]		10885/10890
<b>COMMON AREA/S</b>		
Must be homelike, with furnishings that each resident may use and large enough for all residents to use at the same time		10705
Common area/s must not be used as a bedroom or sleeping area.		10705
Lighting must be adequate for each task a resident or staff does.		10740
<b>BEDROOM/S</b>		
Resident privacy must be maintained in the bedroom; i.e. curtains or blinds on windows, bedroom door that closes		10575
Each bedroom is an outside room and must have direct access to hallways and corridors and unrestricted access to common use area		10685
Bedrooms must meet minimum requirement of usable floor space [80 usable sq feet for 1 resident / at least 120 usable sq feet for 2 residents]. <b>NOTE:</b> See WAC definition section – “usable floor space”		10685 /10690
Bedrooms' closet doors must be easily opened from the inside and outside.		10715
Lighting must be adequate for each task a resident or staff does.		10740
Staff must have means of rapid access to locked bedrooms, toilet rooms, shower rooms, closet and other resident room.		10750
Bedroom sliding closet doors must have a workable floor guide to ensure safety and rapid access.		10750
Windows must open easily and without a key or tool.		10795
Screens must be intact on doors and window and the window sills are clean.		10685 /10750
Window egress must not be blocked from the inside or from outside.		10795
Each resident bedroom must have adequate storage space for resident belongings.		10765
<b>BATHROOM/S</b>		
There must be securely fastened grab bars at the toilet, and in bathing facilities, such as tubs and showers. <i>See WAC 51-51-0325 Section R325</i>		10695

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Staff must have a means of rapid access to locked bathroom; bathroom cabinet drawers must not block door when they are open.	10750
There must be access to a toilet, shower / tub without going through <u>another resident's</u> bedroom; including 1 flushing toilet per 5 persons.	10780
<b>KITCHEN AND LAUNDRY AREA</b>	
A plan must be in place for providing laundry service as needed, if laundry area is in the kitchen, must have written infection control plan.	10410
Kitchen must be stocked with pots/pans, dishes, silverware, and glasses.	10750
Kitchen and equipment must be maintained in a clean and sanitary state.	10735
<b>MEDICATIONS</b>	
All prescribed, over the counter, and refrigerated medications must be kept in locked storage.	10485
<b>OTHER ITEMS</b>	
Electronic monitoring equipment – <i>review this WAC section carefully</i>	10720 /10725
Call bell system for residents to acquire care & services if caregiver's bedroom not within hearing distance.	10400 /10685
If the garage contains hazards to the residents, you must <u>have a plan</u> as to how you will keep residents safe from these hazards.	10750
Working smoke detectors must be installed on each level of the home, in each resident bedroom & in proximity of where residents and staff sleep.	10805
Space heaters must not be used. For individual wall mounted heaters you need to follow manufactures instructions and safety information.	10825
Water temperature at resident-use sink/s must not exceed 120 F.	10750
Room temperature must be at least 68°F during awake hours & not less than 60°F at night. <b>NOTE: Space heaters are NOT permitted as a heat source.</b>	10775
A telephone for resident/s to use in private must be activated and in service at time of inspection.	10770
Provide storage for toxic substances that is only accessible to residents under direct supervision.	10750
All windows that can be opened must have screens to prevent flies and/or bugs from entering the home when the window is opened.	10750 /10775

### EXTERIOR PHYSICAL ENVIRONMENT

The main entrance/exit door handle must be a lever handle that unlocks and opens the door, from inside the house, with a single press/turn of the lever handle. <i>See WAC 51-51-0325 Section R325</i>	388-76-10695
Step or stairs must have handrails on both sides extending the full length of the step or stairs	10730
Ramps must have a safe slope; safe slope is 1:12 or 8.3% or less slope grade, <b>All ramps must be inspected by building official</b>	10730/10745
Ramps must meet building code requirements including: <i>[gripable]</i> handrails on both sides <i>[full length of ramp]</i> , a safe slope, & non-slip surface.	10730/10745
Doorways must have smooth transitions on bottom of door threshold to maintain a safe, non-trip hazard	10750

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**WAC 388-76-:**

	Decks must be safe including having a non-slip surface, edges cannot be a trip hazard	10750
	An outdoor resident area must be safe <i>[from hazards, i.e. busy roads, trip hazards, yard tools, chemicals etc]</i> , usable and accessible for residents. This space must be large enough to accommodate all of the AFH residents at the same time.	10750(2)
	If you have water hazards as described in WAC 388-76-10783, you must ensure resident safety per this WAC.	10783 /10784

### SAMPLE RESIDENT RECORD REVIEW

	You must have a system to maintain confidential resident records so you can provide the needed care to the residents	10315
	<b>YOUR SYSTEM MUST BE ORGANIZED SO THERE IS A PLACE FOR THE FOLLOWING DOCUMENTS:</b>	10320
	Medication Log [388-76-10475]	10320
	Resident Information Sheet [388-76-10320]	10320
	Financial Record Keeping	10320
	Personal Inventory Sheet [388-76-10320]	10325
	Medical Professional Orders [388-76-10320]	10325
	Legal Documents	10325
	Resident Assessment [388-76-10335]	10355
	Preliminary Service Plan [388-76-10320]	10355
	Negotiated Care Plan	10355
	Current Medical History [388-76-10320]	10355
	Nurse Delegation [388-76-10315]	10355

### ADMINISTRATION RECORDS

	A staff orientation checklist	388-112-10020/ 35
	A process and system to ensure employees meet caregiver qualifications; including 1 <sup>st</sup> Aid/CPR [388-76-10130] see also [388-112]	10135
	Background Check/s [to meet requirements for unsupervised access to vulnerable adults]	10155
	For any pets, living or visiting, in the home: proof of updated rabies vaccination is <b>REQUIRED</b>	10230
	Proof of type of sewage disposal system [ <b>PUBLIC SEWER OR INDEPENDENT SEWAGE SYSTEM</b> ] <b>NOTE:</b> If you have a septic system, <i>discuss with licensor</i>	10755
	Proof of your water system [ <b>PUBLIC OR PRIVATE WATER SUPPLY</b> ] <b>NOTE:</b> If you have a private well, <i>discuss with licensor</i>	10790
<b>POLICIES</b>		
	A written policy on how the home will dispose of unused, left over, and any remaining medication	10490
	A policy for contacting emergency medical services	10250
	A policy about accepting Medicaid as a payment source	10522
	A policy that prohibits abandonment, abuse, neglect, and/or exploitation of any resident	10675
<b>LOGS</b>		
	Accident / Incident / Injury Log [388-76-10220]	10900
	Emergency Evacuation Drill Log	10900
	Medication Log – this log can be a separate log or contained in resident record [388-76-10475]	10900

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### EMERGENCY PREPAREDNESS

Emergency lighting must be readily available for residents and staff	<b>10740</b>
<b>5 pound 2A:10B-C rated</b> fire extinguisher <b>mounted</b> on each level of home [per manufactures instructions] including visible proof of purchase or service within 1 year	<b>10810</b>
Emergency food on site: <i>minimum of 72 hours</i> supply that will <i>meet dietary needs for each resident &amp; household members for all meals</i>	<b>10840</b>
Emergency drinking water on-site: <i>minimum 3 gallons</i> per person living in the home, staff included [4 residents, 2 staff = 18 gal]	<b>10845</b>
Emergency medical supplies including first aid supplies and a first aid manual	<b>10850</b>

### MULTIPLE HOME PROVIDERS MUST HAVE:

A "24/7" staffing plan, including a resident manager for each home [388-76-10036]	A daily operation plan for all homes	<b>10035</b>
A parking plan for each individual home which includes a plan for accessibility of emergency services		<b>10035</b>

### RESOURCES

REFER TO THIS WEB SITE: <a href="http://www.adsa.dshs.wa.gov/professional/afh.htm">www.adsa.dshs.wa.gov/professional/afh.htm</a> FOR THE FOLLOWING:		
<ul style="list-style-type: none"> <li>• REGULATIONS'                             <ul style="list-style-type: none"> <li>WACs: chapter 388-76 <i>AFH Minimum Licensing Requirements</i>, chapter 388-112 <i>Training</i>, chapter 246-840 <i>Nurse Delegation</i>, 388-105-0050 <i>Medicaid Supplementation...</i> AND RCWs: chapter 70.128 <i>Adult Family Homes</i>, chapter 70.129 <i>Resident Rights</i>; chapter 74.34 <i>Abuse of Vulnerable Adults</i></li> </ul> </li> </ul>		
• Background Check Information	• Caregiving Experience Attestation [CEA] forms for Entity Representatives & Resident Managers	
• Emergency Planning Information		
REFER TO THIS WEB SITE: <a href="http://www.adsa.dshs.wa.gov/Professional/training/afh/">http://www.adsa.dshs.wa.gov/Professional/training/afh/</a> FOR THE FOLLOWING:		
• Training Requirements for adult family homes [AFH]	• Food Safety	• Finding community educators in your area
• Sample orientation checklist to be used for training staff	• AFH Providers minimum instructor requirements	• AFH 48 Hour Administration Trainers