Residential Care Services (RCS)

**Operational Principles and Procedures for**

Assisted Living Facilities (ALFs)

**PREOCCUPANCY INITIAL LICENSING INSPECTION**

# Tour

1. **Purpose**

To provide the licensing unit with an initial introduction to and observation of the physical environment to determine if the facility meets minimum licensing requirements.

1. **Authority**

[RCW 18.20.110](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.20.110)

[RCW 18.20.125](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.20.125)

1. **Operational Principles**
	1. The tour is focused on the facilities environment, systems, and safety issues.
	2. Data collection during the tour consists of observations and informal interviews or discussions.
2. **Procedures**

**The Licensor will:**

* 1. Tour the facility as a team with the applicant or designee.
	2. Conduct general observations of interior and exterior environments and document the tour information
	3. Observe the physical environment for maintenance and safety early in the initial licensing inspection. If environmental issues are identified during the tour, licensors will have more time to conduct in-depth observations throughout the inspection.
	4. The following areas will be observed by the end of the tour:

**Interior environment**:

* + 1. Identify and conduct general observations of all areas designated for resident use;
		2. Observe if common areas are homelike;
		3. Resident furnishings, beddings, walls and floors are maintained and clean;
		4. Note any areas with restricted egress and determine if consistent with WAC requirements;
		5. Ask the applicant or designee to explain how the ‘resident to facility’ communication system operates;
		6. Observe for adequate lighting necessary for safety and needs of residents; is there adequate lighting for residents to do what they want to do and for staff to do what they need to do;
		7. Measure for room temperature – maintained at comfortable temperature for resident living (60º F during sleeping hours; 68º F during waking hours); and
		8. Conduct initial kitchen tour and observe for general cleanliness and sanitation practices.

**Exterior environment**:

* + 1. Walk outside and around the property of the ALF;
		2. Note the area utilized for storage of garbage and refuse;
		3. Observe for rodent/pest presence;
		4. Observe exterior exit;
		5. Observe for resident access to outside without staff assistance and note uneven walking areas or unsafe areas;
		6. Note any areas with restricted egress and determine if consistent with WAC requirements;
		7. Determine that there is an outside area accessible and protected from the elements for residents to walk;
		8. Observe for unsafe stairs, ramps, and hand rails requiring maintenance; and
		9. In secure units, including EARC-SDC, access to outdoors, observe for wall or fence surrounding outside area at least 72 inches high.
1. **Information and Assistance**
2. Communicate with the applicant or designee throughout the tour regarding the features of the facility, clarification, and enhancement of observation and/or concerns.
3. Provide an explanation of the onsite visits and provide the applicant or designee a business card for each onsite licensor.

