

## Assisted Living Facility Request for Documentation

ASSISTED LIVING FACILITY NAME		LICENSE NUMBER
INSPECTION DATE	LICENSOR NAME	
Inspection Type: <input type="checkbox"/> Initial <input type="checkbox"/> Full <input type="checkbox"/> Follow up <input type="checkbox"/> Monitoring <input type="checkbox"/> Complaint: Number _____		
<input type="checkbox"/> <b>The Ombud has been contacted by the field office.</b>		
<b>Licensee/Administrator: Please provide the following information/documentation to the licensors:</b>		
<u>At the beginning of the inspection:</u>		
<ul style="list-style-type: none"> <li>• Complete list of residents including their roommates, room number, and language spoken if not fluent in English (facility list of residents).</li> <li>• Identify residents in the building today.</li> <li>• Residents discharged in last six months/since last full inspection.</li> </ul>		
<u>Prior to the end of the tour:</u>		
<ul style="list-style-type: none"> <li>• A completed resident characteristic list (Attachment D). Include all licensed rooms and all residents. If a nonresident in a licensed room, indicate nonresident.</li> <li>• Complete list of staff, position title, shift, and hire date (if hired in last year) (Attachment K).</li> <li>• Disclosure of services provided.</li> <li>• Location of the resident records, including negotiated service agreements.</li> <li>• Location of personnel files, including orientation, CPR, First Aid training, TB testing, background inquiry information, basic or modified training, food handler cards, continuing education and specialty training as required.</li> <li>• Request for specific resident and staff records will occur during the inspection.</li> <li>• Copy of evidence of liability insurance coverage.</li> <li>• <u>Pet records, menu calendar, changes in physical environment since the last inspection.</u></li> <li>• <u>Approved construction review projects since the last full inspection.</u></li> <li>• <u>Copies of any waivers/exceptions to rules.</u></li> </ul>		
Further records and information may be requested by the licensor during the licensing inspection process. Thank you for your assistance.		
<b>Notes</b>		<b>Attachment B</b>