













































AGING AND LONG-TERM SUPPORT ADMINISTRATION (AL TSA)  
ENHANCED SERVICES FACILITY (ESF)  
**ESF Inspection Packet**

ENHANCED SERVICES FACILITY NAME	LICENSE NUMBER	INSPECTION DATE	LICENSOR'S NAME
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**Notes: Resident Record Review**



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## ESF Staff and Administration Record Review

**Attachment I**

PROVIDER / LICENSEE'S NAME							
STAFF	ADMINISTRATOR	STAFF A	STAFF B	STAFF C	STAFF D	STAFF E	STAFF F
NAME							
DATE OF HIRE							
DATE OF BIRTH							
BGI EXPIRE DATE							
FINGERPRINT CHECK (IF NOT REQUIRED, PUT N/A)							
CHARACTER, COMPETENCE AND SUITABILITY EVALUATION							
TB TEST RESULTS							
STEP 1							
STEP 2							
TB BLOOD TEST, X-RAY OR SYMPTOMS WORKSHEET							
ORIENTATION TO THE FACILITY							
ORIENTATION AND SAFETY (5 HOURS)							
70 HOUR BASIC / POPULATION SPECIFIC							
<b>* HCA EXEMPT STAFF ONLY</b>							
TRAINING BY PHARMACIST							
DOH TYPE							
EXPIRATION DATE							
<b>SPECIALTY TRAINING</b>	TRAINING NOT AVAILABLE AT THIS TIME						
ESF ADMINISTRATOR							
<b>DEMENTIA*</b>							
<b>MENTAL HEALTH*</b>							

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DDA							
<b>DE-ESCALATION*</b>							
<b>HCBS*</b>							
FOOD SAFETY / HANDLER							
12 HOURS CONTINUING EDUCATION							
3 HOURS OF CE PER QUARTER (ALL STAFF)							

\* Could include documentation employee worked in 2011 and met training requirements at that time or documentation employee has worked in current home since 2011. Has Fundamentals or Basics of Caregiving Certificate.

<b>Liability Insurance (WAC 388-107-1110)</b> Expiration date:	<b>Professional Liability Insurance (WAC 388-107-1130)</b> Expiration date:
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<b>Pharmacy Services (WAC 388-107-0330)</b> (4)(a) Education and training for enhanced services facility staff by the licensed pharmacist on medication-related subjects; Expiration date:
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<b>PET RECORDS</b>	IF MORE THAN THREE (3), PLEASE DOCUMENT REMAINDER IN NOTES
PET 1	
PET 2	
PET 3	

**Administrative Records Review – Background Checks / Former Staff**

**Instructions:** Document background check results for former staff here.

STAFF	STAFF G	STAFF H	STAFF I	STAFF J	STAFF L	STAFF M	STAFF N
NAME							
DATE OF HIRE							
DATE OF BIRTH							
BGI EXPIRE DATE							
FINGERPRINT CHECK (IF NOT REQUIRED, PUT N/A)							
CHARACTER, COMPETENCE AND SUITABILITY EVALUATION							

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STAFF	CAREGIVER 1	CAREGIVER 2	CAREGIVER 3	CAREGIVER 4	CAREGIVER 5	CAREGIVER 6	CAREGIVER 7
NAME							
DATE OF HIRE							
DATE OF BIRTH							
BGI EXPIRE DATE							
FINGERPRINT CHECK (IF NOT REQUIRED, PUT N/A)							
CHARACTER, COMPETENCE AND SUITABILITY EVALUATION							

**Notes: Staff and administrative Record Review**



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### ESF Training Requirements

Attachment J

WAC 388-107-0630, 0640, 0650, 0660, 0670, 0680, 0690

Type of Training	ESF Administrator or Designee	ESF LTC Worker and MHP	ESF Applicant	Licensed Nursing Staff or Staff Exempt from LTC Training	Is DSHS Required to Approve Curriculum?
<b>First Aid and CPR</b>	Within 30 days of employment; maintain valid card	Within 30 days of employment; maintain valid card			No
<b>Orientation: Two (2) hours</b>	Prior to providing care to a resident unless exempt from training	Prior to providing care to a resident unless exempt from training			Yes
<b>Safety Training: Three (3) hours</b>	Prior to providing care to a resident unless exempt from training	Prior to providing care to a resident unless exempt from training			Yes
<b>Facility Orientation</b>	Prior to working in facility	Prior to working in facility			No
<b>70 hours of Core Basic and Population Specific training</b>	Within 120 days of employment unless exempt from training	Within 120 days of employment unless exempt from training MHP only required if part of job duty per interview, observation, or job description			Yes
<b>Home Care Aid Certification</b>	Within 200 days of hire	Within 200 days of hire	Before licensure		Yes

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		MHP only required if part of job duty per interview, observation or job description			
<b>Continuing Education Home Care Aide Certified Staff 388-107-0660</b>	12 hours per year beginning 07/01/2012. 10 hours must be relevant education to population served at the ESF. CE must be completed by birthdate. De-escalation training can count towards this during the first year of hire.	12 hours per year beginning 07/01/2012. 10 hours must be relevant education to population served at the ESF. CE must be completed by birthdate. De-escalation training can count towards this during the first year of hire.			Yes
<b>Continuing Education Nursing Assistant certified staff WAC 388-107-0670</b>				12 hours per year beginning 07/01/2012. 10 hours must be relevant education to population served at the ESF. CE must be completed by birthdate. De-escalation training can count towards this during the first year of hire.	No
<b>Quarterly Staff Education Requirements WAC 388-107-0680</b>	Three (3) hours training per quarter relevant to the needs of the population beings served.	Three (3) hours training per quarter relevant to the needs of the population beings served.		Three (3) hours training per quarter relevant to the needs of the population beings served.	No

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ENHANCED SERVICES FACILITY NAME	LICENSE NUMBER	INSPECTION DATE	LICENSOR'S NAME		
<b>De-escalation Training</b> <b>WAC 388-107-0410</b> <b>WAC 388-107-0640</b>	Prior to working in facility	Prior to working in facility		Prior to working in facility	Yes
<b>Specialized Training</b> <b>WAC 388-107-0650</b> (1) The enhanced service facility must ensure all staff who have any interaction with the residents successfully complete the <b>mental health and dementia specialized trainings</b> , consistent with chapter <b>388-112 WAC</b> , prior to working in the enhanced services facility. (2) The facility must ensure all staff who have interaction with the residents complete any other specialty trainings to meet the needs of the residents being served, such as developmental disabilities.	Prior to working in facility	Prior to working in facility		Prior to working in facility	Yes
<b>HCBS Training</b>	Prior to working in facility	Prior to working in facility		Prior to working in facility	Yes
<b>Quality Improvement</b> <b>WAC 388-107-0210</b> The quality improvement committee will maintain an ongoing plan that includes areas the facility is working on improving and one continuous quality improvement project annually, beginning in the second contract year for completion by the end of the second calendar year.					
<b>Staff Development Trainings</b> <b>WAC 388-107-0640</b> The enhanced services facility must have a staff development program that is under the direction of a designated registered nurse or licensed practical nurse or mental health professional.		Yes		Yes	

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<p><b>Pharmacy Services</b> <b>WAC 388-107-0330</b></p> <p>(4) The enhanced services facility must ensure:</p> <p>(a) Education and training for enhanced services facility staff by the licensed pharmacist on medication-related subjects including, but not limited to:</p> <p>(i) Recognized and accepted standards of pharmacy practice and applicable pharmacy laws and rules;</p> <p>(ii) Appropriate monitoring of residents to determine desired effect and undesirable side effects of medication regimens; and</p> <p>(iii) Use of psychotropic medications.</p>	Yes	Yes		Yes	Provided by Pharmacist

**Exemptions:** RN, LPN, CAN, LTC worker initially hired prior to 01/07/2012 who completed all training requirements in effect at that time. See RCW 18.88B.041.

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**ESF Notes / Worksheets**

**Attachment K**

Inspection Type:  Full  Follow up  Complaint



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### ESF Exit Preparation Worksheet

Attachment L

Inspection Type:  Full  Follow up  Complaint

ISSUES	RESIDENT / STAFF NUMBER	SCOPE / CONCERNS	WAC / RCW (CONSULTATION, CITATION)

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## ESF Inspection Packet

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### ESF Food Service Observations and Interviews

Attachment M

Food Service must meet the requirements of WAC Food Code Chapter 246-215 and  
WAC 388-107-0430 and WAC 388-107-0920

Inspection Type:  Full  Follow up  Complaint:

Kitchen on site:  Yes  No; if not, location of contracted kitchen:

**Food Services:** General observation of kitchen and staff (wear a hair restraint per regulation and facility policy).

- Overall cleanliness of kitchen area (06505)
- Proper hand hygiene and glove use (02305 and 02310) during food preparation and service
- Staff cleanliness, use of hair restraints, and hygienic practices (02325, 02335, 02410)
- Food stored with proper temperature controls (for example, no potentially hazardous foods, such as beef, chicken, pork thawing at room temperature) (03510)
- Food from approved sources (03200) (for example, food from known providers, no home prepared items)
- No ill food workers present (02220)
- Chemicals labeled and properly stored (07200)
- Person in charge to provide a copy of the food handlers' cards for meal preparation staff observed during the meal observed in this inspection (02120)
- Person in charge or designee describes proper dishwashing procedure that follow manufacture guidelines for temperature or chemical controls (04555, 04560)
- Person in charge or designee describes step taken to prevent cross-contamination of food items (03306)

NOTES

**Food Preparation and Service:** Observe for proper food preparation, thawing of frozen items, areas used for food preparation, and proper temperature controls, for example.

- Person in charge or designee describes how food contact surfaces are thoroughly cleaned / rinsed / sanitized (washing, 04645 rinsing, 04700 sanitization)
- Person in charge describes process to check food temperatures
- Person in charge or designee identifies proper cooking time and temperatures for potentially hazardous foods (for example, poultry 165°F, ground meat at least 155°F, fish and other meats 145°F)
- Person in charge or designee describes how food items are properly reheated (03400)



## ESF Inspection Packet

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- No bare hand contact with ready to eat foods, except during the washing of fruits and vegetables (03300)
- Proper hand hygiene and glove use (see above)
- Fruits and vegetables are thoroughly rinsed (washed) (03318)
- Hot foods held at  $\geq 135^{\circ}\text{F}$  prior to serving (03525) (facility can check food temperature in your presence or you can check temperature of food with your sanitized thermometer)
- Hot foods held at  $\geq 41^{\circ}\text{F}$  prior to serving (03525) (facility can check food temperature in your presence or you can check temperature of food with your sanitized thermometer)

NOTES

**Food Storage:** Observe for food storage to prevent contamination and to promote proper temperature controls.

- Store rooms free from rodents and pests (06550)
- Refrigerator temperature is maintained at  $\geq 41^{\circ}\text{F}$  (internal temperature of potentially hazardous food must be at  $\geq 41^{\circ}\text{F}$ ) (03525)
- Foods are frozen in freezer (no specific temperature requirement) (03500)
- Raw meats stored below or away from ready to eat food (03306)
- Potentially hazardous foods are properly cooled (within two hours going from  $135^{\circ}\text{F}$  to  $70^{\circ}\text{F}$  and then to  $\geq 41^{\circ}\text{F}$  within a total of six hours **or** following the rapid cooling procedure of continuous cooling in a shallow layer of two inches or less, uncovered, protected from cross contamination, in cooling equipment maintaining an ambient air temperature of  $\geq 41^{\circ}\text{F}$  or other methods as described in regulation) (03515)

NOTES

**Menus:** Review current and past menus.

Menus (0430)

- Written one week in advance
- Delivered to resident's room or posted except as specified in 0430(1)(h)
- Indicate the date, day of week, month, and year
- Include all food and snacks served that contribute to nutritional requirements
- Are kept at least six months
- Provide variety
- Are not repeated for at least three weeks, except breakfast as outlined in (1)(i)(vii)

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- Document on current day's menu and record on original menu when changes in current days menu are necessary (1)(h)
- If an alternate choice in entrees is served this alternate entrees must be recorded on the menu (1)(i)

NOTES

**Meals and Snacks:** Observe meal time and during interviews and facility tour ensure the following.

Meals and snacks (0430):

- Minimum of three meals provided (1)(a)
- Snacks between meals and in evening are provided at regular intervals (1)(b)
- Provide access to fluids and snacks at all times (1)(c)
- When person centered service plan indicates resident must have ability to select own snacks and beverages without having to ask staff member for assistance (4)
- Provide sufficient time and staff support for residents to consume meals (1)(d)
- Serve nourishing, palatable and attractively presented meals for age, gender and activities (1)(g)
- Substitute foods of equal nutrient value when changes in current days menu are necessary (1)(h)
- Alternate choices for entrees are available
- Are nutritious, meets the residents' dietary needs
- Are palatable and served at proper temperature (if issues with food palatability temperature and/or palatability, consider obtaining a meal sample)

NOTES

Meals and snacks served as ordered (0430):

- Prescribed general low sodium general diabetic and mechanical soft food diets according to a diet manual (2)(a)
- Diet manual is available to and used by staff persons responsible for food preparation (2)(i)
- Diet manual is approved by a dietitian (2)(ii)
- Diet manual is reviewed and updated as necessary or at least every five years (2)(iii)
- Prescribed nutrient concentrates and supplements when prescribed in writing by a health care practitioner (2)(b)
- At resident's request provide nonprescribed modified / therapeutic diet and nutritional concentrates or supplements (3)(a)(b)

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Dining Observation:

- Residents who need assistance for eating or swallowing concerns receive it timely, appropriately, and in a dignified manner
- Meals are distributed in a timely manner
- For each sampled resident being observed, identify and special needs and interventions planned to meet their needs
- Tables adjusted to accommodate wheelchairs
- Residents prepared for meals, dentures, glasses, and/or hearing aides are in place
- Adaptive equipment is available per need
- Residents at the same table are served and assisted concurrently
- Sufficient staff are available for the distribution of meals and assistance
- Sufficient time is allowed for residents to eat
- Sufficient dining space available in all dining areas (0430)(1)(k)
- Dining atmosphere is pleasant
- Family members are accommodated for dining with their resident
- Meals are provided as written on posted menu
- Meals provided in resident rooms are served promptly to ensure proper temperature

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**ESF Medication Pass Worksheet**

**Attachment N**

Inspection Type:  Full     Follow up     Complaint:

This form is completed only after a problem with medications has been identified.

RESIDENT NAME AND ID NUMBER	DRUG PRESCRIPTION NAME, DOSE, AND FORM	OBSERVATION OF ADMINISTRATION	DRUG ORDER WRITTEN AS (WHEN DIFFERENT FROM OBSERVATION)
ID NUMBER:			
ID NUMBER:			
ID NUMBER:			
ID NUMBER:			
ID NUMBER:			
ID NUMBER:			
ID NUMBER:			
ID NUMBER:			

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ADDITIONAL NOTES

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**ESF Staff Schedule Worksheet**

**Attachment O**

Inspection Type:  Full  Complaint:

**Staffing Levels: 388-107-0240 and 388-107-0260**

The enhanced services facility must ensure that sufficient numbers of appropriately qualified and trained staff are available to safely provide necessary care and services consistent with residents' person-centered service plans under routine conditions, as well as during fire, emergency, and disaster situations; (1)(a)

**Minimum Staff (0240):**

At least two staff are awake and on duty in the facility at all times if there are any residents in the facility. (1)(b)

**Facility Contract with HCS:**

One staff for every four residents

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**Licensed Nursing Staff (0240):**

A registered licensed nurse must be available to meet the needs of the residents as follows:

On duty in the facility at least 20 hours per week (2)(a); and

When not present, available on-call and able to respond within 30 minutes by phone or in person. (2)(b)

**Licensed Nursing Staff – Staffing for Medically Fragile (0260):**

If an ESF serves on or more medically fragile residents, the facility must ensure that a registered nurse is on site for at least 16 hours per day. A registered nurse or a doctor must be on-call the remaining eight hours.

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**Mental Health Professional:**

A mental health professional must be available to meet the needs of the residents as follows:

On duty in the facility at least eight hours per day (4)(a); and

When not present, available on-call and able to respond within 30 minutes by phone or in person (4)(b).

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Look at prior two-week staffing schedule.

Number of residents in home:

Minimum staffing level per shift:

Facility Shift Schedule:

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<b>Licensed Nurses Staffing Levels</b>		
STAFF NAME AND TITLE	SHIFT	DATES
LPN OR RN		
ON CALL RN		

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**Mental Health Professionals (MHPs) Staffing Levels**

STAFF NAME AND TITLE	SHIFT	DATES
ON CALL MHP		

**Caregivers and Other Staff Staffing Levels**

STAFF NAME AND TITLE	SHIFT	DATES





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**NOTES**

**ESF Staff Schedule Worksheet**

12 AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	COMMENT



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12 AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	COMMENT

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