|  | ADULT FAMILY HOME’S (AFH) NAME | | | | | LICENSE NUMBER | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PROVIDER / LICENSEE’S NAME | | | | | INSPECTION DATE | |
| LICENSOR’S NAME | | | | | | |
| ATTACHMENT N  AGING AND LONG-TERM SUPPORT ADMINISTRATION (ALTSA)  ADULT FAMILY HOME (AFH)  **Administrative Records Review Continuation** | | | | | | | |
| **Instructions:** Document background check results for additional staff here. | | | | | | | |
| **STAFF** | **CAREGIVER** | **CAREGIVER** | | **CAREGIVER** | **CAREGIVER** | | **CAREGIVER** |
| NAME |  |  | |  |  | |  |
| DATE OF HIRE |  |  | |  |  | |  |
| BGI EXPIRE DATE | NR  RR  DQ | NR  RR  DQ | | NR  RR  DQ | NR  RR  DQ | | NR  RR  DQ |
| FINGERPRINT CHECK (CHECK N/A IF NOT REQUIRED) | N/A  PENDING | N/A  PENDING | | N/A  PENDING | N/A  PENDING | | N/A  PENDING |
| CCS REVIEW (CHECK N/A IF NOT REQUIRED) | N/A | N/A | | N/A | N/A | | N/A |
| **STAFF** | **CAREGIVER** | **CAREGIVER** | | **CAREGIVER** | **CAREGIVER** | | **CAREGIVER** |
| NAME |  |  | |  |  | |  |
| DATE OF HIRE |  |  | |  |  | |  |
| BGI EXPIRE DATE | NR  RR  DQ | NR  RR  DQ | | NR  RR  DQ | NR  RR  DQ | | NR  RR  DQ |
| FINGERPRINT CHECK (CHECK N/A IF NOT REQUIRED) | N/A  PENDING | N/A  PENDING | | N/A  PENDING | N/A  PENDING | | N/A  PENDING |
| CCS REVIEW (CHECK N/A IF NOT REQUIRED) | N/A | N/A | | N/A | N/A | | N/A |
|  | | | | | | | |
| New resident manager meets:  1,000 hours direct care experience  Educational experience  N/A, no new resident manager. | | | | | | | |
| Succession Plan:  Yes  No | | | Medical Test Site:  Yes  No  N/A | | | | |
| Commercial Liability Insurance  Expiration date: | | | Professional Liability Insurance  Expiration date: | | | | |
| **Pet Records**  **N/A, no pets in the home.** | | | | | | | |
|  | | | | | | | |
| **Evacuation Logs** | | | | | | | |
| Every two (2) months?  Under five (5) minutes?  Annual evacuation of all residents? | | | | | | | |
| \* BGI - Background Inquiry; NR - No Record; RR - Review Required; DQ - Disqualifying, CCS - Character, Competency, and Suitability | | | | | | | |
| NOTES | | | | | | | |