

Facility: \_\_\_\_\_ Capacity: \_\_\_\_\_ Census \_\_\_\_\_ Date: \_\_\_\_\_

### FAMILY HOME RENEWAL WORKSHEET

Licensee(s) Live(s) in the home: MCL 400.703(5)	YES	NO	<b>Licensed Before or After 3/27/80</b>
Responsible Agencies:			
Name of Designated Responsible Person: 400.1404(8)			
COMPLIANCE		RULE	REQUIREMENT
YES	NO		
:		400.1406(2)	Number of Occupants in the Home (No more than 10 + licensee & spouse)
		400.1404(5)	Good Moral Character and Suitability of Responsible Persons and Members of Household
		400.1405(1)	How does licensee assure Health of Members of Household and Responsible Persons?
		400.1405(2)	Physician/Phys. Des. Statement for licensee: <i>Copy to consultant for licensing file.</i>
		400.1405(3)	TB Test Date for licensee(s)
		400.1406(1)	One Responsible Person to 6 Residents and 2 Children Under Age 12
		400.1408(2)	Assured availability of transportation
		400.1419(1)	3 regular, nutritious meals daily – not more than 14 hrs between evening and morning meals
		400.1423(1)	Appropriate leisure & recreational equipment
		400.2261(1-3)	Emergency Preparedness Plans On or Before 3/27/80
		400.1438(1-7)	Emergency Preparedness Plans After 3/27/80
		400.1438(2)	Emergency Preparedness Plan posted in the Home
		<b>SPECIAL CERTIFICATION ONLY</b>	
		330.1805	Common Areas of the home accessible to all residents; Home can provide transportation to all residents
		330.1802(4)	Home has Policies & Procedures for protecting resident rights

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**BEDROOMS (√ IF IN COMPLIANCE; CIRCLE IF NOT IN-COMPLIANCE)**

#1	#2	#3	#4	RULE	REQUIREMENT
				400.1426(2)	Sufficient lighting& ventilation
				400.1431(3)	Side-hinged, latching/non locking against egress door
				400.1431(5)	1 window
				400.1431(7)	Impaired mobility - room not above first floor
				400.1432(2)	65 sq. feet per bed
				400.1432(4)	3 feet between beds
				400.1433(1)	Closet, wardrobe, or dresser
				400.1433(3)	Bed 3' X 6', not day bed, bunk, etc.
				400.1433(3)	Pillow/clean & protected mattress
				400.1434(1)	Sheets/blankets/bedspread
				400.1427(2)	No residents 3rd flr after 9/17/84

**BATHROOMS (√ IF IN COMPLIANCE; CIRCLE IF NOT IN-COMPLIANCE)**

#1	#2	Rule	Requirement
		400.1424(1)	Hot/cold water under pressure
		400.14 26(9) 400.2247(3)	Nonskid shower/tub
		400.1426(9) 400.2247(3)	Shower/tub handrail
		400.1430(2)	Latching/non locking door hardware
		400.1430(3)	1 toilet/lav/bath per 8 occupants
		400.1434	Towel/washcloth provided & changed at least weekly
		400.1430(4)	8+ occupants needs 2 <sup>nd</sup> toilet/lav/bath – after 9/17/84

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### KITCHEN

COMPLIANCE		RULE	REQUIREMENT
YES	NO		
		400.1424(3)	Tight fitting refuse lids/removed weekly
		400.1424(4)	Protection against the entrance of vermin
		400.1424(5)	Toxic/caustics away from resident/food areas
		400.1425(1)	Food sources approved or satisfactory to us
		400.1425(3)	Max 40° F in refrigerator (thermometer not required)
		400.1425(4)	Clean equipment and utensils
		400.1426(12)	Cooking appliances/Check oven filters

### MISCELLANEOUS

COMPLIANCE		RULE	REQUIREMENT
YES	NO		
		400.1418(5)	Medication locked
		400.1424(6)	Open windows screened May-October
		400.1426(1)	Premises clean and safe
		400.1426(1)	Hot water temperature safe (i.e., 105° - 120°F)
		400.1426(4)	Clean floors, walls, and ceilings/good condition
		400.1426(5)	Water heater – pressure relief valve
		400.1426(5)	Plumbing fixture maintenance
		400.1426(7)	Handrails – stairways – 30-34 inches above the tread
		400.1426(8)	Scatter rugs – nonskid backing
		400.1426 (11)	Yard maintenance
		400.1428	Dining space which will accommodate all occupants
		400.1429	Air temperature 68 degrees F all occupied rooms

### WATER/SEWER

COMPLIANCE		RULE	REQUIREMENT
YES	NO		
		400.1424(1)	Safe water supply
		400.1424(2)	Approved septic system

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**FIRE SAFETY (On or before 3/27/80)**

COMPLIANCE		RULE	REQUIREMENT
YES	NO		
		400.1426(1)	Laundry – metal vented dryer
		400.1426(1)	Shielded hot water pipes and steam radiators
		400.2242	No highly flammable materials as interior finish
		400.2243(1)	Non locking-against-egress hardware
		400.2243(5)	Ramps at primary and secondary exits; first floor – 2 separate exits
		400.2244(1)	Heat plant – basement – solid wood core door; main level – one hour protection
		400.2244(1) (2)	Furnace inspection
		400.2244(4)	Combustible storage prohibited near heating plant, water heater, or incinerator
		400.2245	Fire extinguisher on each floor (smoke detectors recommended)

**FIRE SAFETY (After 3/27/80)**

COMPLIANCE		RULE	REQUIREMENT
YES	NO		
		400.1426(1) or 400.1440(2)	Laundry – metal vented dryer
		400.1436(1)	Class C finish materials throughout the home
		400.1437(1)	Smoke detectors
		400.1439(1)	One ramp at a primary exit if resident regularly requires wheelchair
		400.1440(3)	Furnace inspection
		400.1440(4)	Shielded hot water pipes and steam radiators
		400.1440(6)	Fire door to basement – fully stopped, self-closing devise, solid core door

**SPECIAL CERTIFICATION - FIRE SAFETY (If Applicable)**

COMPLIANCE		RULE	REQUIREMENT
YES	NO		
		330.1803(2)	Capacity 1-3 residents: Assured smoke alarms
		330.1803(1)	Capacity 4-6 residents: Interconnected, hard-wired alarms
		330.1803(1)	Annual inspection of alarm system (Documentation required)
		330.1803(5)	Evacuation Difficulty Index score for facility completed Annually and within 30 days of new admission



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**AFC FAMILY HOME RESIDENT RECORDS**

RULE	RESIDENT NAME						
400.1422 (2)	Resident records are to be kept for 2 years after discharge						
400.1422 (1)(b)	<b>ADMISSION DATE</b>						
400.1422(1) (a-c)	Resident ID Info						
400.1422(1)(a)(v)	Placing Agency						
400.1407 (5)	Resident Care Agreement Completed						
400.1407 (9)	Health Care Appraisal completed						
400.1419 (4)	Special Diets prescribed by physician & provided						
400.1407 (8)	Physician's instructions & contacts recorded						
400.1407 (2)	Assessment Plan completed						
400.1411 (2)	Methods of Behavior Management in written Assessment Plan						
400.1408 (1)	Resident chores or work specified in written Assessment Plan						
400.1416 (3)	Resident weight record						
400.1418 (4)	Medication Logs Maintained						
400.1421 (3)	Funds & Valuables Part I & II						
400.1421 (6)	Funds & Valuable Part II maintained, accurate & w/ applicable signatures						
400.1421 (11)	Accounting given to resident/representative quarterly						
400.1416 (5) 400.1422 (1) (h)	Incident/Accident Reports, completed & on department form						
<b>SPECIAL CERTIFICATION</b>							
330.1806 (1)	Current Person Centered Plan in place and being followed						
330.1803 (5)	Individual E-score completed						
330.1803 (6)	E-score completed w/in 30 days of admission and annually						

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RULE	NAME OF RESPONSIBLE PERSON (EMPLOYEE )						
	Start date						
400.1405 (1 & 2)	Physical – copy to AFC consultant also						
400.1405 (3)	TB test - current at hire & every 3 yrs after						
400.1404 (1)	Not less than 18 years of age.						
400.1404 (3) (4) (5)	Good moral character, suitable, and capable of handling emergency situations						
Compliance with 400.734b for responsible persons is required if they are employees who regularly have direct access to or provide direct services to residents of the home.							
MCL400.734b(4)	Exempt – HIRED before 4/1/06 – Agreement to Notify of Arraignment/Conviction & Agreement to Provide Fingerprints						
MCL400.734b (3) (6)	HIRED AFTER 4/1/06 – Background Check Applic. DHS/DCH-1360 Completed						
MCL400.734b(3)	Consent for criminal history check						
MCL400.734b (6)(b)	Signed statement re: convictions, employment conditional						
MCL400.734b (11)	Agreement to Notify of Arraignment/Conviction & Agreement to Provide Fingerprints						
MCL400.734b (6)(a)	IDENTIX Receipt for Fingerprint Live Scan						
MCL400.734b (4)(5)	MSP <i>No Hit</i> notice, DHS letter <i>Offense but not Disqualified</i> , or DHS Letter <i>Employment Exclusion Notice</i> in file						
<b>SPECIAL CERTIFICATION ONLY</b>							
330.1806 (2)(3)	Completed DCH-approved training						
330.1806 (2)(d)	Basic First Aid & CPR (current)						
330.1806 (2)	If not fully DCH trained, does not work alone with residents receiving Specialized program						