

**ADULT FOSTER CARE GROUP HOME WORKSHEET # 1-
FACILITY RECORDS**

() Original
() Renewal

Facility: _____

License #: _____

Date: _____

| Rule | Requirement | Compliance | | Comments |
|--------------------------------------|---|------------|---|----------|
| | | Y | N | |
| | Permission to inspect if applicant doesn't have legal access to property | | | |
| R 103 (5) | Were changes in previously submitted info reported | | | |
| R 103(1 a) 209 (1) (a) | Admission Policy- meets definition (102 (1)(c)/ copy provided | | | |
| R 302 (1) & 209 (1)(c) | Discharge Policy meets definition 102 (1)(i) & requirements /copy provided to resident or designated representative | | | |
| R 103(1a),209 (1)(b) SC 1803(1) | Program Statement- meets definition 102 (1)(r)/copy provided | | | |
| Act 276 (26b) | Alzheimer/ dementia program description | | | |
| R 103(1b) & 209 (1)(i) | Personnel Policy-available & has required content 207 (1)(a-f) | | | |
| R 103(1)(ii) , 207 (3), 208(1)(i) | Job descriptions available and provided to staff | | | |
| R 103(1b)(iv) | Staffing Pattern available & reviewed | | | |
| R 103 (1b)(iii) | Standard or Routine Procedures-available | | | |
| R103 (1b)(v) | Organizational Chart | | | |
| R103(1c) 209 | Copies of Contracts for funding, care, treatment or supplemental services. | | | |
| R103 (1d) | Current Floor plan copy provided | | | |
| R103 (1e) | Current Financial Statement provided | | | |
| R 103 (1e) | Proposed Budget | | | |
| R 103 (1 f) | Verification of lease, ownership, or right to occupy copy provide | | | |
| R103 (1g) | Current corporate or LCC documents copy provided | | | |
| R 103 (1g) | Written identification of corporate licensee's designee provided | | | |
| R 103 (1h) | Current credit history for individual licensees copy provided | | | |
| R 103 (4) | License Posted | | | |
| R 210 | Resident Register | | | |
| R 209(1)(j) | Program Certifications if applicable | | | |
| R 318 (5) | Fire Drill Records | | | |
| R 318 (1) (2) | Emergency Procedure & Evacuation Plans | | | |
| R 318(3) | Emergency numbers posted at @ phone | | | |
| R209 & 510(1) | Heating equipment inspection & approval records, if applicable | | | |
| R505(3)(4) SC R1803(1) | Smoke and heat equipment inspection record, if applicable. | | | |
| R 209 (1s) | Environmental Health Inspection Report | | | |
| R 313(6) | Menus kept for 1 calendar year | | | |
| R 209 (1m) & 403(15) | Reports of severe property damage of more than \$5,000 w/in 48 hours. | | | |