

**GROUP HOME- PROGRAM STATEMENTS, ADMISSION/DISCHARGE  
POLICIES, & PERSONNEL POLICIES CHECKLIST**

**PROGRAM STATEMENTS: RULE 102**

<b>Required Items</b>	<b>Yes</b>	<b>No</b>
Population (MI, D, Elderly, Etc.)		
Services (Personal Care, Supervision, and Protection, Community Services Available, Transportation)		
Goals (Maintain and/or Improve Level of Functioning)		
Staffing (Ratio and Competency)		
Contracts (for Services and/or Programs)		

**ADMISSION POLICY: RULE 301**

<b>Required Items</b>	<b>Yes</b>	<b>No</b>
Will not accept residents needing continuous nursing care		
An "assessment" must be completed (annually)		
Compatibility		
Will not accept residents who require isolation and/or restraint		
Resident Care Agreement (upon admission and at a minimum annually)		
Health Care Appraisal (upon admission and at a minimum annually)		
Grievance Procedure (if available)		
Resident Refund Policy		
Visitation Procedures		

## DISCHARGE POLICY: RULE 302 (3-8)

Required Items	Yes	No
<p>(3) The facility can provide a resident and his or her designated representative with a 30-day written notice before discharge from the home. The written notice shall state the reasons for discharge. A copy of the written notice shall be sent to the resident's designated representative and responsible agency.</p>		
<p>(4) The facility may discharge a resident before the 30-day notice when the licensee has determined and documented that any of the following exists:</p> <ul style="list-style-type: none"> <li>(a) Substantial risk to the resident due to the inability of the home to meet the resident's needs or assure the safety and well-being of other residents of the home.</li> <li>(b) Substantial risk, or an occurrence, of self-destructive behavior.</li> <li>(c) Substantial risk, or an occurrence, of serious physical assault.</li> <li>(d) Substantial risk, or an occurrence, of the destruction of property.</li> </ul>		
<p>(5) The facility will take the following steps before issuing a discharge before 30 days:</p> <ul style="list-style-type: none"> <li>(a) Notify the resident, the resident's designated representative, the responsible agency, and the adult foster care licensing consultant not less than 24 hours before discharge. The notice will be in writing and shall include all of the following information: <ul style="list-style-type: none"> <li>(i) The reason for the proposed discharge, including the specific nature of the substantial risk.</li> <li>(ii) The alternatives to discharge that have been attempted by the licensee.</li> <li>(iii) The location to which the resident will be discharged, if known.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>(b) The facility will confer with the responsible agency or if the resident does not have a responsible agency, with adult protective services and the local community mental health emergency response service regarding the proposed discharge. If the responsible agency or, if the resident does not have a responsible agency, adult protective services does not agree with the licensee that emergency discharge is justified, the resident shall not be discharged from the home. If the responsible agency or, if the resident does not have a responsible agency, adult protective services agrees that the emergency discharge is justified, then all of the following provisions shall apply: <ul style="list-style-type: none"> <li>(i) The resident shall not be discharged until an appropriate setting that meets the resident's immediate needs is located.</li> <li>(ii) The resident shall have the right to file a complaint with the department.</li> </ul> </li> </ul>		

(iii) If the department finds that the resident was improperly discharged, the resident shall have the right to elect to return to the first available bed in the licensee's facility.		
(6) A licensee shall not change the residency of a resident from one home to another without the written approval of the resident or the resident's designated representative and responsible agency.		
(7) A licensee shall not restrict the resident's ability to make his or her own living arrangements.		
(8) At the time of discharge, a licensee shall provide copies of resident records to the resident and his or her designated representative when requested, and as determined appropriate, by the resident or his or her designated representative. A fee that is charged for copies of resident records shall not be more than the cost to the licensee of making the copies available.		

**PERSONNAL POLICIES: RULE 207**

<b>Required Items</b>	<b>Yes</b>	<b>No</b>
Mandatory Reporting		
Prohibited Practices (R308)		
Confidentiality (ACT 218, Section 12(3))		
Staff Training (R204(3))		
Resident Rights		
Review of Rules and Statue		