

ADULT FAMILY HOME INITIAL INSPECTION PREPARATION CHECKLIST

This checklist is designed to assist the applicant in preparation for the initial inspection. You are responsible for meeting the requirements of the current Washington Administrative Code (WAC) & Revised Code of Washington (RCW). WAC's are listed for reference only and are subject to revision. The onsite initial inspection usually takes between three and five hours depending on the size of the home, the organization of the applicant and any unforeseen onsite environmental challenges. The home should be move in ready on the day of initial inspection. **Please only schedule your initial inspection when you have confirmed your home meets all minimum licensing requirements.**

| INTERIOR PHYSICAL ENVIRONMENT | WAC 388-76- : |
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| POSTINGS: In a visible location for staff, visitor, and residents to view | |
| Post the AL TSA/Complaint Resolution Unit [CRU] hotline abuse/neglect contact information. <i>[Use poster at link here.]</i> | 10525 |
| Post the WA State Ombudsman contact information. <i>[the above poster includes State Ombuds program toll free #]</i> | 10525 |
| Post Disability Rights of Washington poster. <i>[formerly Washington Protection & Advocacy System] to order poster call 1 800-562-2702</i> | 10525 |
| Place in a visible location in common use area a copy of all complaint and inspection reports from the last 12 months. | 10585 |
| Post a statement that the past three years of annual inspection and complaint reports are available upon request. | 10585 |
| Have an area designated to post your AFH License. | 10584 |
| Post your emergency evacuation floor plan on each level of the house. *The floor plan for each level of the home should be specific to that level. [Indicate route from each bedroom out of home, the location of the doors, windows and the outdoor meeting place.] | 10885/10890 |
| COMMON AREA(S) | |
| Must be homelike, with furnishings that each resident may use and large enough for all residents to use at the same time. | 10705 |
| Common area/s must not be used as a bedroom or sleeping area. | 10705 |
| Lighting must be adequate for each task a resident or staff does. | 10740 |
| Fireplaces that will be used must prevent the possibility of a resident being burned. A sturdy flame resistant barrier will need to be installed that will prevent all access points to any hot surface of the fireplace. If fireplace will not be used, plan to provide residents with some type of notice the home does not plan to utilize the fireplace. Also, plan to demonstrate for the Licensor how you plan to prevent usage of the fireplace. | 10825 / 10750 |
| BEDROOM(S) | |
| Resident privacy must be maintained in the bedroom; i.e. curtains or blinds on windows, bedroom door that closes securely. Pocket, bi-fold, side hinged and barn style doors are all acceptable provided the minimum door width opening is 27inches and the door allows for visual and auditory privacy for residents. | 10575 |
| Each bedroom is an outside room and must have direct access to hallways and corridors and unrestricted access to common use area. | 10685 |

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| Bedrooms must meet minimum requirement of usable floor space. [80 usable sq feet for 1 resident & at least 120 usable sq feet for 2 residents] | NOTE: See WAC definition section – “usable floor space” | 10685 / 10690 |
| Every bedroom must have a closet or place to store resident clothing. Resident bedroom closets are not required to have doors, but if the closet does have a door it must open easily from the inside and outside. Slider style closet doors must have a floor guide installed at the bottom to ensure the slider doors stay securely in place while sliding each direction. | | 10715 |
| Lighting must be adequate for each task a resident or staff does. | | 10740 |
| Staff must have means of rapid access to locked bedrooms, toilet rooms, shower rooms, closet and other resident room. Please note: locks are not required on resident bedroom and bathroom doors for initial inspection. | | 10750 |
| Bedroom sliding closet doors must have a workable floor guide to ensure safety and rapid access. | | 10750 |
| Windows must open easily and without a key or tool. Window egress must not be blocked from the inside or from outside. Please note: resident bedroom windows must have a minimum opening area of 5.7 sq. ft. except a grade level floor window opening may have a minimum clear opening of 5.0 sq. ft. Resident bedroom windows must also have a minimum opening height of 24 inches and a minimum opening width of 20 inches. Resident bedroom window sills cannot exceed 44 inches from the bedroom floor. | | 10795 |
| Screens must be intact on doors and window and installed securely in a way that will not allow the entry of insects. Window glass, window tracks and sills must be clean and free from anything that could harbor bacteria. | | 10685/10750 |
| Each resident bedroom must have adequate storage space for clothing and personal belongings. If the home will utilize an armoire, dresser or something similar in lieu of a closet, the armoire/dresser must be in the resident bedroom at the time of inspection. The armoire/dresser or similar item being used in lieu of the resident room having a closet will be measured and subtracted from the useable floor space of the bedroom. Please note: Resident bedrooms do not otherwise need to be furnished at time of initial inspection. | | 10765 |

| BATHROOM(s) | WAC 388-76- |
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| There must be securely fastened grab bars at the toilet, and in bathing facilities, such as tubs and showers to be utilized by residents. Bathrooms not intended for resident use will not be required to meet the toilet and bathing unit grab bar requirements. Applicants will need to demonstrate during initial inspection the plan to ensure residents do not access bathrooms not meeting toilet and bathing unit grab bar requirements. <i>See WAC 51-51-0330 for specific grab bar requirements.</i> | 10695 |
| Staff must have a means of rapid access to locked bathroom if door has a lock on it. Bathroom vanity drawers must not block door when they are open. | 10750 |
| There must be access to a toilet, shower/tub without going through <u>another resident’s</u> bedroom; including 1 flushing toilet per 5 persons. Please note: When calculating toilet to people ratio, any person living in the home to include residents, applicant, caregiver etc. will be counted when determining how many toilets will be required. | 10780 |
| Every toilet must have a toilet paper holder. | 10750 |
| Residents must have visual and auditory privacy in the bathroom, with no gaps at the door and privacy coverings or glass at the windows. | 10575 |
| Bathrooms must have sufficient lighting. | 10740 |

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| Bathroom water temperature may not exceed 120-degrees Fahrenheit. | 10750 |
| KITCHEN AND LAUNDRY AREA | |
| A plan must be in place for providing laundry service as needed, if laundry passes through kitchen, must have written infection control plan outlining how the home will prevent cross contamination. | 10410 |
| Kitchen must be stocked with pots/pans, dishes, silverware, and glasses. The kitchen should be stocked as if residents were moving in on inspection day. | 10750 |
| Kitchen and equipment must be maintained in a clean and sanitary state. | 10735 |
| MEDICATIONS | |
| All prescribed, over the counter, and refrigerated medications must be kept in locked storage. | 10485 |
| OTHER ITEMS | |
| If using electronic monitoring equipment, <i>review this WAC section carefully. Please note: Security style cameras can be utilized at entrances and exits of the home, but may not show the view of any resident gathering area at the time of initial inspection.</i> | 10720/10725 |
| Call bell system for residents to acquire care & services IF caregiver's bedroom not within hearing distance. | 10400/10685 |
| If the garage contains hazards to the residents, you must <u>have a plan</u> as to how you will keep residents safe from these hazards. | 10750 |
| Working smoke detectors must be installed on each level of the home, in each resident bedroom & in proximity to where staff sleep. Smoke detectors MUST be interconnected per the International Residential Code. Each resident bedroom smoke detector will be tested during initial inspection to ensure the detector is working properly and interconnected. | 10805 |
| Space heaters must have an underwriters laboratories (UL) rating. | 10825 |
| If you have individual wall mounted (cadet) heaters, you need to follow manufactures instructions and safety information. If the heating unit is hot to the touch, the hot surface will be required to be made inaccessible. | 10750 |
| Baseboard heaters must be made inaccessible if unit is hot to the touch and poses a burn risk to residents. | 10750 |
| Water temperature at resident-use sink(s) must not exceed 120° Fahrenheit (bathrooms and kitchen). | 10750 |
| Room temperature must be at least 68°F during waking hours & not less than 60°F at night. | 10775 |
| A telephone for resident(s) to use in private; must be activated and in service at time of inspection. This does not have to be a landline. | 10770 |
| Provide storage for toxic substances that is only accessible to residents under direct supervision. | 10750 |
| All windows that can be opened must have screens to prevent flies and/or bugs from entering the home when the window is open. | 10750 |

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| EXTERIOR PHYSICAL ENVIRONMENT | | WAC 388-76 |
| The main entrance/exit door must have a lever handle that unlocks inside and outside mechanisms and opens the door, from inside of the house, with a single press of the lever handle, and allows for reentry without the use of a key, tool or special knowledge. The door must also have a lever handle on the outside. | | 10695 <i>See WAC 51-51-330.4</i> |
| Step or stairs to be utilized by resident, must have handrails on both sides extending the full length of the step or stairs. If stairs will not be | | 10695 |

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| | utilized by residents, applicant must show on day of inspection how they plan to make the steps inaccessible to residents. <i>See WAC 51-51-330.10</i> | |
| | Ramps must have a safe slope (8.3% or less). <i>All ramps must be inspected by building official.</i> | <i>See WAC 51-51-330-9</i> 10695 |

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| Ramps must have graspable handrails on both sides extending the full length of ramp, 3x3 ft. landings at top, bottom and any change in direction, a safe slope, & non-slip surface. Please note: Required ramp landing average measurements may not exceed 2% in slope. | 10730/10745 |
| Doorways must have smooth transitions on bottom of door threshold to maintain a safe, non-trip hazard. | 10750 |
| Decks must be safe including having a non-slip surface, sturdy barriers as required and edges cannot be a trip hazard. | 10750 |
| An outdoor resident area must be safe <i>[from hazards, i.e. busy roads, trip hazards, yard tools, chemicals etc.]</i> , usable and accessible to residents. This space must be large enough to accommodate all of the AFH residents at the same time. Please note: This area does not have to be furnished on day of inspection. | 10750 |
| If you have water hazards as described in WAC 388-76-10783, you must ensure resident safety per this WAC. | 10783 /10784 |

SAMPLE RESIDENT RECORD REVIEW

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| You must have a system to maintain confidential resident records so you can provide the needed care to the residents | 10315 | | |
| YOUR SYSTEM MUST BE ORGANIZED SO THERE IS A PLACE FOR THE FOLLOWING DOCUMENTS: | 10320 | | |
| Medication Log [388-76-10475] | Resident Information Sheet [388-76-10320] | Financial Record Keeping | 10320 |
| Personal Inventory Sheet [388-76-10320] | Medical Professional Orders [388-76-10320] | Legal Documents | 10325 |
| Resident Assessment [388-76-10335] | Preliminary Service Plan [388-76-10320] | Negotiated Care Plan | 10355 |
| Nurse Delegation [388-76-10315] | Disclosure of Charges [388-76-10540] | | |

| ADMINISTRATIVE RECORDS | WAC 388- |
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| Provide a staff orientation checklist. This is the checklist the home will use to orient new staff to specific processes and requirements for the home. | 112A-0240 |
| Have a process and system to ensure employees meet caregiver qualifications, including 1 st Aid/CPR. see also [388-112A] | 76-10130/10135 |
| The adult family home must complete the department's disclosure of charges form and provide a copy to each resident admitted to the home. | 10540 |
| For any pets, living or visiting, in the home: proof of updated rabies vaccination is REQUIRED . | 10230 |
| Provide proof of type of sewage disposal system [PUBLIC SEWER OR INDEPENDENT SEWAGE SYSTEM]. NOTE: If you have a septic system, please be sure to obtain a document from your local health/inspecting authority showing the system has been inspected, approved, will be utilized in an AFH how many people (not bedrooms) can be accommodated with the system. If you have questions about this requirement please discuss with assigned Licensor, or call (360)725-2575 | 10755 |
| Provide proof of your water system [PUBLIC OR PRIVATE WATER SUPPLY]. NOTE: If you have a private well, please be sure to obtain a document from your local health/inspecting authority showing the system has been inspected, approved and what type water rating the well has. If you have questions about this requirement please discuss with assigned Licensor, or call (360)725-2575 | 10790 |

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| POLICIES | |
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| Must have notice of rights and services document. Please carefully review WAC Chapter 388-76 for the comprehensive requirements for this document. | <u>10520</u> |
| Must have written disaster plan. Please specifically address the actions to be taken during and immediately following a natural or man-made disaster to ensure resident safety in this plan. | <u>10830/10835</u> |
| Must have written policy on how the home will dispose of unused, left over, and any remaining medication. | <u>10490</u> |
| Must have policy for contacting emergency medical services. | <u>10250</u> |
| Must have policy about accepting Medicaid as a payment source. Please be sure to specifically address your homes policy and process for accepting residents who are funded by Medicaid. | <u>10522</u> |
| Must have policy that prohibits abandonment, abuse, neglect, and/or exploitation of any resident. Please be sure to address the specific action your home will take to ensure resident safety in the case of alleged abuse by a staff in your home in this plan. | <u>10675</u> |

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| LOGS | |
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| Must have accident / Incident / Injury Log. | 10220 |
| Must have emergency Evacuation Drill Log | 10900 |
| Must have medication Log – this log can be a separate log or contained in resident record | 10475 |

EMERGENCY PREPAREDNESS

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| Emergency lighting must be readily available for residents and staff. Please have enough emergency lighting available for each resident and ready to demonstrate it is in good working condition. | 10740 |
| 5 pound 2A:10B-C rated fire extinguisher mounted on each level of home [per manufactures instructions] including visible proof of purchase or service within 1 year. | 10810 |
| Emergency medical supplies including first aid supplies and a first aid manual | 10850 |

MULTIPLE HOME PROVIDERS MUST HAVE: These plans must be provided for each home under the MHP management

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| A "24/7" staffing plan, including a resident manager for each home [388-76-10036] | A daily operation plan for all homes | 10035 |
| A parking plan for each individual home which includes a plan for accessibility of emergency services | | 10035 |

RESOURCES

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| REFER TO THIS WEB SITE: https://www.dshs.wa.gov/altsa/residential-care-services/information-afh-prospective-providers FOR THE FOLLOWING: | | |
| <ul style="list-style-type: none"> • REGULATIONS WACs: chapter 388-76 <i>AFH Minimum Licensing Requirements</i>, chapter 388-112A <i>Training</i>, chapter 246-840 <i>Nurse Delegation</i>, 388-105-0050 <i>Medicaid Supplementation...</i> AND RCWs: chapter 70.128 <i>Adult Family Homes</i>, chapter 70.129 <i>Resident Rights</i>; chapter 74.34 <i>Abuse of Vulnerable Adults</i> | | |
| • Background Check Information | • Caregiving Experience Attestation [CEA] forms for Entity Representatives & Resident Managers | |
| • Emergency Planning Information | | |
| REFER TO THIS WEB SITE: https://www.dshs.wa.gov/altsa/home-and-community-services/training-requirements-and-classes FOR THE FOLLOWING: | | |
| • Training Requirements for adult family homes [AFH] | • Food Safety | • Finding community educators in your area |
| • Administrator Training Classes | • AFH Providers minimum instructor requirements | |