

Name of Legal Entity: \_\_\_\_\_ Name of Facility: \_\_\_\_\_ Assessment Date: \_\_\_\_\_

License Capacity: \_\_\_\_\_ Current Census: \_\_\_\_\_ Address of Facility: \_\_\_\_\_

Total Bedrooms: \_\_\_\_\_ Single: \_\_\_\_\_ Double: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Toilets: \_\_\_\_\_ Sinks: \_\_\_\_\_

Person In Charge: \_\_\_\_\_ Signature &amp; Time: \_\_\_\_\_

Scoresheet Key: Circle the appropriate response to the regulation based on the characteristics of the location under review. **(C)** Compliance – There were no violations cited for the regulation. **(V)** Violation- It was found that the location is not in compliance with the regulation. **(NA)** Non Applicable - The citation is not measured since, it is not a characteristic of the home (i.e. the home does not have a pool, therefore 83a and 83b would be marked NA)

**GENERAL REQUIREMENTS**

11	C	V	NA	Chapter 20
14	C	V	NA	Max Capacity
15a	C	V	NA	Agency Resp. Compliance
15b	C	V	NA	Home Resp. Compliance
16	C	V	NA	Occupancy Permit
17a	C	V	NA	Self-Assessment
17b	C	V	NA	L.I.I. Used
17c	C	V	NA	L.I.I. Results
18	C	V	NA	Abuse
19	C	V	NA	Reporting to Childline
20b	C	V	NA	Unusual Incidents Policy
20c	C	V	NA	UI Oral Notice - 24 Hrs.
20d	C	V	NA	UI Report - 72 Hrs.
20e	C	V	NA	Final UI Report
20f	C	V	NA	UI Report - Ind. Record
20g	C	V	NA	UI Reports Kept
20h	C	V	NA	Family Notification - UI
21a	C	V	NA	Death Report - 24 Hrs.
21b	C	V	NA	Invest. of Unusual Death
21c	C	V	NA	Death Report - Ind. Rec.
21d	C	V	NA	Family Notification - Death
22	C	V	NA	Incident Record
23a	C	V	NA	PSP Clearance prior
23b	C	V	NA	FBI Clearance prior
23c	C	V	NA	a and b if 17yrs+ in home
23d	C	V	NA	Criminal Clearance – 1 yr
23e	C	V	NA	PSP/FBI Clearance Copies
23f	C	V	NA	Child Abuse Clearance
24a	C	V	NA	Funds and Property

**GENERAL REQUIREMENTS (CONT'D)**

24b	C	V	NA	Fin. Policy - Ind. Rights
24c	C	V	NA	Ind. Funds – Ind. Benefit
24d1	C	V	NA	Financial/Prop. Record
24d2	C	V	NA	Disbursements Records
24e1	C	V	NA	Dep./Withdrawal Rec.
24e2	C	V	NA	Funds to Ind. Records
24e3	C	V	NA	Receipt over \$15
24f	C	V	NA	Comingling of Ind. Funds
24g	C	V	NA	Borrowing Ind. Funds

**INDIVIDUAL RIGHTS**

31a	C	V	NA	Ind. Informed
31b	C	V	NA	Signed Statement
31c	C	V	NA	Exercise Rights
32	C	V	NA	Deprived of Rights
33a	C	V	NA	Neglect, Abuse
33b	C	V	NA	Research Projects
33c	C	V	NA	Manage Own Finances
33d	C	V	NA	Program Planning
33e	C	V	NA	Privacy
33f	C	V	NA	Personal Property
33g	C	V	NA	Visitors, Communication
33h	C	V	NA	Telephone Access
33i	C	V	NA	Mail
33j	C	V	NA	Voting
33k	C	V	NA	Religion
33l	C	V	NA	No Excess Meds.
33m	C	V	NA	Required to Work
34a	C	V	NA	Discrimination
34b	C	V	NA	Civil Rights Policies
34b1	C	V	NA	Policies-Nondiscrimination
34b2	C	V	NA	Policies - Accessibility

**INDIVIDUAL RIGHTS (CONT'D)**

34b3	C	V	NA	Policies - Complaints
34b4	C	V	NA	Policies - Rights
<b>STAFFING</b>				
42a	C	V	NA	CEO
42b	C	V	NA	CEO - Responsibilities
42b1	C	V	NA	CEO - Policies
42b2	C	V	NA	CEO - Admission/Discharge
42b3	C	V	NA	CEO - Safety of Ind.
42b4	C	V	NA	CEO - Regs. Compliance
42c	C	V	NA	CEO - Qualifications
43a	C	V	NA	Family Living Spec (FLS)
43b	C	V	NA	FLS – 8 Homes
43c	C	V	NA	FLS – 16 Individuals.
43d	C	V	NA	FLS - Program
43d1	C	V	NA	FLS - Assessments
43d2	C	V	NA	FLS – Provide Assessments
43d3	C	V	NA	FLS – Particip. in ISPs/Rev.
43d4	C	V	NA	FLS – Attend ISP
43d5	C	V	NA	FLS – Plan Lead
43d6	C	V	NA	FLS – ISP Rev. for Accuracy
43d7	C	V	NA	FLS – Content Discrepancy
43d8	C	V	NA	FLS – ISP Implementation
43d9	C	V	NA	FLS – ISP Services
43d10	C	V	NA	FLS – Monthly Review
43d11	C	V	NA	FLS – Report Need Changes
43d12	C	V	NA	FLS – Review ISP with Ind.
43d13	C	V	NA	FLS – Doc. Review of ISP
43d14	C	V	NA	FLS – ISP Review to SC/Tm
43d15	C	V	NA	FLS – Declin. Option to Tm
43d16	C	V	NA	FLS – Rec. ISP Revision
43d17	C	V	NA	FLS – Coordinate Services
43d18	C	V	NA	FLS – Coord. Fam. Support
43d19	C	V	NA	FLS – Train H & S Need
43d20	C	V	NA	FLS – Dev. Provider Serv.
43e	C	V	NA	Qualifications

**SUPERVISION**

44a	C	V	NA	Supervision
44b	C	V	NA	Unsupervised
44c	C	V	NA	FLS Accessible
44d	C	V	NA	Supervision Per ISP
44e	C	V	NA	Staff Qualifications & Ratios
44f	C	V	NA	Ind. Unsupervised

**SUPERVISION**

45a	C	V	NA	Pre Serv. 24 Hrs. An. Train.
45b	C	V	NA	Prior & An. 1st Aid/Heim.
45c	C	V	NA	Prior & Annual CPR
46a	C	V	NA	24 Hr. An. Training for FLP
46b	C	V	NA	24 Hr. An. Training for FLS
47	C	V	NA	Training Records

**PHYSICAL SITE**

61a	C	V	NA	Special Accommodations
61b	C	V	NA	Adaptive Equip.
62a	C	V	NA	Poisons Locked
62b	C	V	NA	Documentation
62c	C	V	NA	Poisons Original Containers
62d	C	V	NA	Poisons Sep. from Food
63a	C	V	NA	Heat Sources
63b	C	V	NA	Documentation
64a	C	V	NA	Clean and Sanitary
64b	C	V	NA	Insects/Rodents
64c	C	V	NA	Trash Removal
65	C	V	NA	Ventilation
66	C	V	NA	Lighting
67	C	V	NA	Surfaces – Hazard Free
68a	C	V	NA	Running Water
68b	C	V	NA	Hot Water - 120°
68c	C	V	NA	Documentation
69a	C	V	NA	62° Non-Sleeping
69b	C	V	NA	55° Sleeping
69c	C	V	NA	85° Mechanical Vent
69d	C	V	NA	Different Indoor Temp.
70	C	V	NA	Telephone
71	C	V	NA	Emergency Numbers
72a	C	V	NA	Windows/Doors Screened
72b	C	V	NA	Screens – Good Repair
73	C	V	NA	Handrails
74	C	V	NA	Nonskid Surfaces
75a	C	V	NA	Landings
76	C	V	NA	Furn. Safe, Clean, Sturdy
77	C	V	NA	First Aid Materials
78a	C	V	NA	Outside Walkway
78b	C	V	NA	Outside Conditions
79a	C	V	NA	Bedrooms in Basement
79b	C	V	NA	50 Sq. Ft./60 Sq. Ft.

**PHYSICAL SITE**

79c	C	V	NA	Window in Bedrooms
79d	C	V	NA	Curtains/Shades
79e	C	V	NA	Doors for Privacy
79f1	C	V	NA	Bed
79f2	C	V	NA	Mattress/Foundation
79f3	C	V	NA	Pillows, Linens
79f4	C	V	NA	Chest of Drawers
79f5	C	V	NA	Closet Space
79g	C	V	NA	Cribs with Domes
79h	C	V	NA	Share Bdrm w/ Other Gender
80a	C	V	NA	Toilets/Tubs/Shower
80b	C	V	NA	Privacy in Bathroom
80c	C	V	NA	Bathroom Items
80d	C	V	NA	Towel,Washcloth,Toothbrush
81a	C	V	NA	Kitchen Area/Contents
81b	C	V	NA	Utensils Washed
82	C	V	NA	Laundry Clean
83a	C	V	NA	In-Ground Pool
83b	C	V	NA	Above Ground Pool
83c	C	V	NA	Swimming Pool Locked
84	C	V	NA	Firearms and Ammunition

**FIRE SAFETY**

101	C	V	NA	Unobstructed Egress
102	C	V	NA	Combustible Supplies
103	C	V	NA	Furnace Cleaned
104	C	V	NA	Portable Space Heaters
105a	C	V	NA	Wood/Coal Stoves Inspect.
105b	C	V	NA	Wood/Coal Stoves Cleaned
106a	C	V	NA	Fireplace Guards
106b	C	V	NA	Fireplaces Cleaned
107a	C	V	NA	Smoke Detector per Floor
107b	C	V	NA	Common Areas
107c	C	V	NA	UL or L&I Approved
107d	C	V	NA	Detectors Checked
108a	C	V	NA	2A Ext. Per Floor
108b	C	V	NA	2A-10BC Ext. in Kitchen
108c	C	V	NA	Extinguish. UL/FMS Approv'd
108d	C	V	NA	Fire Ext. Accessible
109a	C	V	NA	Fire Drill – 3 Months
109b	C	V	NA	Fire Drill – 6 Months
109c	C	V	NA	Document. of Ability to Exit
109d	C	V	NA	Fire Drill Record

**FIRE SAFETY (CONT'D)**

109f	C	V	NA	Alternate Exit Routes
109g	C	V	NA	Fire Drills – Days/Times
109h	C	V	NA	Meeting Place
109i	C	V	NA	Detector Set Off
110a	C	V	NA	Fire Safety Training
110b	C	V	NA	Training Plan Content
110c	C	V	NA	Training Completed
110d	C	V	NA	Record of Training

**INDIVIDUAL HEALTH**

121a	C	V	NA	Ind. Physical
121b	C	V	NA	Physician Sign/Date
121c1	C	V	NA	Medical History
121c2	C	V	NA	General Physical
121c3	C	V	NA	Immunizations Adults
121c4	C	V	NA	Vis./Hearing Screen Adults
121c5	C	V	NA	Immuniz. Screening Child.
121c6	C	V	NA	TB Testing
121c7	C	V	NA	Gyn. Exam
121c8	C	V	NA	Mammogram
121c9	C	V	NA	Prostate Exam
121c10	C	V	NA	Communicable Disease
121c7	C	V	NA	Gyn. Exam
121c8	C	V	NA	Mammogram
121c9	C	V	NA	Prostate Exam
121c10	C	V	NA	Communicable Disease
121 c11	C	V	NA	Health Maintenance
121c12	C	V	NA	Physical Limits
121c13	C	V	NA	Allergies, Cont. Meds
121c14	C	V	NA	Emergency Information
121c15	C	V	NA	Diet Instructions
121d	C	V	NA	RN/LPN Test
122a	C	V	NA	Dental Exam
122b	C	V	NA	Dental if Meds.
122c	C	V	NA	Dental Exam Records
122d	C	V	NA	Teeth Cleaning
122e	C	V	NA	Follow Up Dental Work
123a	C	V	NA	Refusal of Treatment
123b	C	V	NA	Consent if Serious Con.
124	C	V	NA	Health Services

**FAMILY HEALTH**

125a	C	V	NA	Staff Physicals
125b	C	V	NA	Physician Sign/Date
125c1	C	V	NA	General Physical
125c2	C	V	NA	TB Testing
125c3	C	V	NA	Communicable Disease
125c4	C	V	NA	Medical Problems
126a	C	V	NA	Specific Precautions
126b	C	V	NA	Precautions Followed

**MEDICATIONS**

131a	C	V	NA	Original Containers
131b	C	V	NA	Meds. Locked
131c	C	V	NA	Refrigerated Meds. Locked
131d	C	V	NA	Storage Containers
131e	C	V	NA	Disposal of Meds.
132a	C	V	NA	Meds. Labels
132b	C	V	NA	Nonpres. – Original Labels
132A	C	V	NA	Labeling - Statement of Pol.
133a	C	V	NA	Use of Meds
133b	C	V	NA	Protocol Diag. Psych. Illness
133c	C	V	NA	3 Mon Rev. of Psych Meds
133A	C	V	NA	Use Meds Sttmnt of Policy
134a	C	V	NA	Medication Logs
134b	C	V	NA	Logged Immediately
134c	C	V	NA	Meds. Records for SA
134A	C	V	NA	M. L. - Statement of Pol.
135	C	V	NA	Doc. Of Med Errors
136	C	V	NA	Adv. React.– Notific./ Rec.
136A	C	V	NA	Adv. React. – St. of Policy.
137a	C	V	NA	Meds. Admin per Instruct.
137b	C	V	NA	Insulin Pre-Measured
138a	C	V	NA	Training by Phys.
138b	C	V	NA	Insulin Training
138c	C	V	NA	Documentation of Training

**NUTRITION**

141	C	V	NA	Food Protected
142	C	V	NA	3 Meals Per Day
143	C	V	NA	Quantity of Food
144	C	V	NA	4 Food Groups

**ASSESSMENT**

151a	C	V	NA	Initial/An. Assessment
151b	C	V	NA	Service Revision Assess.
151c	C	V	NA	Basis of Assessment
151d	C	V	NA	FLS Sign Date
151e1	C	V	NA	Strengths/Needs/Pref.
151e2	C	V	NA	Likes/Dislikes/Interests
151e3i	C	V	NA	Functional Skills
151e3ii	C	V	NA	Communication
151e3iii	C	V	NA	Personal Adjustment
151e4	C	V	NA	Supervision Needs
151e5	C	V	NA	Self Admin. Of Meds.
151e6	C	V	NA	Poisons
151e7	C	V	NA	Heat Sources
151e8	C	V	NA	Self-Evaluate
151e9	C	V	NA	Doc. of Disability
151e10	C	V	NA	Lifetime Med History
151e11	C	V	NA	Psych. Eval.
151e12	C	V	NA	Recommendations
151e13i	C	V	NA	Progress - Health
151e13ii	C	V	NA	Motor/Communication
151e13iii	C	V	NA	Daily Living
151e13iv	C	V	NA	Personal Adjustment
151e13v	C	V	NA	Socialization
151e13vi	C	V	NA	Recreation
151e13vii	C	V	NA	Financial Independence
151e13viii	C	V	NA	Manage Pers. Property
151e13ix	C	V	NA	Community Integration
151e14	C	V	NA	Water/Swim Safety
151f	C	V	NA	Assessment to SC

**ISP DEVELOPMENT**

152a	C	V	NA	One Plan
152b	C	V	NA	P.S. Plan Lead
152c	C	V	NA	Lead Dev. & Imp. Plan
152d1	C	V	NA	P. L. Develop Initial Plan
152d2	C	V	NA	P. L. Develop Initial Plan
152d3	C	V	NA	Developed w/in 90 days
152d4	C	V	NA	HCSIS form
152d5	C	V	NA	Invitat. to PT w/in 30 days

**ISP CONTENT**

153 1	C	V	NA	Services & Outcomes
153 2	C	V	NA	Increase Commun. Involv.
153 3	C	V	NA	Crrnt Status & Evaluat. Meth.
153 4	C	V	NA	Protocol for Unsup. Time
153 5	C	V	NA	Protocol for Psych Sym.
153 6 i	C	V	NA	Assess. cause/ant. of Behav..
153 6 ii	C	V	NA	Protocol to assess
153 6 iii	C	V	NA	Meth./Timline to Elim. Pro.
153 6 iv	C	V	NA	Protocol to Avoid Restraint
153 7 i	C	V	NA	Potential – Res. Independ.
153 7 ii	C	V	NA	Potential – Comm. Involve.
153 7 iii	C	V	NA	Potential – Voc. Program.
153 7 iv	C	V	NA	Potential – Comp. Employ.

**ISP PARTICIPATION**

154a	C	V	NA	Plan Team Participation
154a1i	C	V	NA	Individual
154a1ii	C	V	NA	Specialist/FLS
154a1iii	C	V	NA	Direct Service Worker
154a1iv	C	V	NA	Others Ind. Chooses
154a2i	C	V	NA	Medical Professionals
154a2ii	C	V	NA	Additional DSW
154a2iii	C	V	NA	Ind. Parent/Guard./Adv.
154b	C	V	NA	Min. 3 Team Members
154c	C	V	NA	Sign/Date

**ISP IMPLEMENTATION**

155a	C	V	NA	Implementation by Start
155b	C	V	NA	Implemented as Written

**ISP REVIEW AND REVISION**

156a	C	V	NA	Quarterly Review
156b	C	V	NA	FLS/Ind. Sign/Date
156c1	C	V	NA	Monthly Review
156c2	C	V	NA	Entire ISP Review as app.
156c3	C	V	NA	Document Change in need
156c4i	C	V	NA	Delet. p/ Accomplishment
156c4ii	C	V	NA	Add an Outcome/Service
156c4iii	C	V	NA	Modify an Outcome/Serv.
156c5	C	V	NA	Revise Assessment
156d	C	V	NA	Quarterly Rev. to SC/Team
156e	C	V	NA	Notification to Decline Rev.
156f	C	V	NA	30Day Invite to Revision Mtg
156g	C	V	NA	Change Effective by Start
157	C	V	NA	Copies to Team

**PROVIDER SERVICES**

158a	C	V	NA	Home Provide Services
158b	C	V	NA	Home Provide Comm. Life
158c	C	V	NA	Services as Specified
158d	C	V	NA	Age Appropriate

**DAY SERVICES**

159a	C	V	NA	Day Services Provided
159b1	C	V	NA	Physician Serv. at Home
159b2	C	V	NA	Team Approved

**RECREATIONAL & SOCIAL ACTIVITES**

160a1	C	V	NA	FLH
160a2	C	V	NA	Away From FLH
160b	C	V	NA	Time Away from Home
160c	C	V	NA	Doc. Of Rec/Soc. Activities

**RESTRICTIVE PROCEDURES**

162	C	V	NA	Policy
163a	C	V	NA	Retribution, Convenience
163b1	C	V	NA	Anticipate/De-Escalate
163b2	C	V	NA	Less Restrictive Techniques
164a	C	V	NA	Review Committee
164b	C	V	NA	Committee Composition
164c	C	V	NA	Time Frame for Review
164d	C	V	NA	Record of Meetings
165a	C	V	NA	Plan Prior to use of RP
165b	C	V	NA	Development of RPP
165c	C	V	NA	Revision of RPP
165d	C	V	NA	Approval of RPP
165e1	C	V	NA	RPP – Specific Behaviors
165e2	C	V	NA	RPP - Outcome
165e3	C	V	NA	RPP – Methods to Modify
165e4	C	V	NA	RPP – Types of RP
165e5	C	V	NA	RPP – Target Date
165e6	C	V	NA	RPP – Time Limits
165e7	C	V	NA	RPP – Physical Problems
165f	C	V	NA	RPP - Implementation
165g	C	V	NA	RPP – Copies in Ind. Record
166a	C	V	NA	Positive App Training
166b	C	V	NA	Specific RP Training
166c	C	V	NA	Exp. Use of RP
166d	C	V	NA	Doc. Of Training
167	C	V	NA	Seclusion

**RESTRICTIVE PROCEDURES**

168	C	V	NA	Averse Conditioning
169b	C	V	NA	Chemical Restraint
169c1	C	V	NA	Phys. Examine, Order
169c2	C	V	NA	Re-Admission - Physical
169d1	C	V	NA	Vital Signs
169d2	C	V	NA	Physical Needs - CR
169d3	C	V	NA	PRN
169i	C	V	NA	Training for Ind.
169j	C	V	NA	Documentation - CR
170b	C	V	NA	Mechanical Restraint
170c1	C	V	NA	Exceed 2 Hours
170c2	C	V	NA	Physician Notified
170c3	C	V	NA	Checked – 15mins
170c4	C	V	NA	Physical Needs - MR
170c5	C	V	NA	Removal – 2 Hrs.
170c6	C	V	NA	Training for Ind.
170c7	C	V	NA	Documentation - MR
171a	C	V	NA	Funds, Property
171b	C	V	NA	Payment for Damages
172b	C	V	NA	Manual Restraints - Injury
172c	C	V	NA	Man. Restraints Least Resis.
172d	C	V	NA	30 Min./2 Hrs.
173b	C	V	NA	Exclusion - Injury
173c	C	V	NA	Exclusion – Least Resist.
173d	C	V	NA	60 Min./2 Hrs.
173e	C	V	NA	4x/24 Hrs.
173f	C	V	NA	Continual Monitoring
173g	C	V	NA	Exclusion 0 40 Sq. Ft.
174	C	V	NA	Emergency Use of Exl/MR
175	C	V	NA	RP Record
176	C	V	NA	Notice to Day Service

**INDIVIDUAL RECORDS**

181a	C	V	NA	Emergency Info
181b1	C	V	NA	Name, Address, Phone
181b2	C	V	NA	Source of Health Care
181b3	C	V	NA	Consent
181b4	C	V	NA	Physical Exam
182a	C	V	NA	Separate Ind. Record
182b	C	V	NA	Entries
182c1i	C	V	NA	Name, Sex, DOB, SSN
182c1ii	C	V	NA	Race/ht./wt./hair/eye/mark
182c1iii	C	V	NA	Language
182c1iv	C	V	NA	Religious Affiliation

**INDIVIDUAL RECORDS (CONT'D)**

182c1v	C	V	NA	Next of Kin
182c1vi	C	V	NA	Current Dated Photo
182c2	C	V	NA	Unusual Incident Reports
182c3	C	V	NA	Physical Exam
182c4	C	V	NA	Dental Exam
182c5	C	V	NA	Assessment
182c6i	C	V	NA	Copies Inv. Int. Meeting
182c6ii	C	V	NA	Copies Inv. An. Meeting
182c6iii	C	V	NA	Copies Inv. Revision. Meeting
182c7i	C	V	NA	Sign Sheet Initial ISP
182c7ii	C	V	NA	Sign Sheet Annual Update
182c7iii	C	V	NA	Access to Records
182c8	C	V	NA	Copy of Current ISP
182c9i	C	V	NA	ISP Revision Sign Sheet
182c9ii	C	V	NA	Recommend.. To Revise ISP
182c9iv	C	V	NA	Notice Member Decline
182c9v	C	V	NA	Request Not to Receive
182c10	C	V	NA	Content Discrepancy
182c11	C	V	NA	Restrictive Procedure. Prot..
182c12	C	V	NA	Copy of Psych. Evaluation.
182c13	C	V	NA	Recreational & Social Acts
182c14	C	V	NA	Copies of Phys. Exams
183	C	V	NA	Current Information.
184a	C	V	NA	Record Info – 4 yrs.
184b	C	V	NA	Ind. Records – 4 Yrs.
185	C	V	NA	Access to Records
186	C	V	NA	Release of Information

**EMERGENCY PLACEMENT**

191b1	C	V	NA	Assessment 31 Days
191b2	C	V	NA	Physical Exam