

CHECKLIST FOR CHOOSING AN ASSISTED LIVING FACILITY

Definition: An adult care residence is any place, public or private, operated to care for four or more adults who are aged, infirm or disabled. An adult care residence provides room, board, supervision, and assistance with the activities of daily living which the resident has difficulty performing. It is not a medical facility.

You may want to use this checklist when you visit adult care residences to help you compare one with another. An asterisk (*) indicates that this item is required by licensing regulations.

	YES	NO
--	-----	----

LICENSE TO OPERATE

- * 1. Does the home have a current license from the State Department of Social Services on display?
- * 2. Is the home licensed to accept non-ambulatory residents?

PHYSICAL CONSIDERATIONS

- 3. Location
 - a. Convenient to medical, transportation and other services?
 - b. Convenient for frequent visits by family and friends?
- * 4. Accident Prevention
 - a. Rooms and halls well-lighted, free from glare?
 - b. Free of hazards underfoot?
 - c. Chairs sturdy and not easily tipped?
 - d. Handrails on stairways?
- * 5. Fire Safety
 - a. Meets the Local and State codes?
 - b. Exit doors clearly marked, unlocked and unobstructed?
 - c. Written emergency evacuation plan posted?
 - d. Monthly fire drills?
- * 6. Bedrooms
 - a. Open on to hall?
 - b. Window?
 - c. No more than four beds per room with easy access?
 - d. Clothes closet and drawer space?
- 7. Toilet Facilities
 - * a. Convenient to bedrooms?
 - * b. Hand rails on or near toilet and bathtub?
 - c. Bathtubs and showers with non-slip surfaces?
 - d. Well-lighted?
- * 8. Cleanliness
 - a. Free of roaches and/or other vermin?
 - b. Free of unpleasant odors?
- 9. Dayroom
 - a. Does it appear to be used by residents?
 - * b. Lamps, tables and comfortable chairs?
 - * c. Books and games available?
- 10. Dining Room
 - a. Attractive and pleasant?
 - b. Comfortable chairs and tables?
 - * c. Meals match posted menus?
 - d. Meals attractively served?
 - * e. Those needing help with eating receive it?
- 11. Kitchen
 - a. Food preparation, dishwashing and garbage areas separated?
 - b. Food needing refrigeration not left out on counters?
 - * c. Special diets available?
- 12. Are grounds attractive, well-kept and accessible to residents?
- 13. Is the facility air-conditioned?
- 14. Does the facility seem to be in good repair and condition?

SERVICES

- * 15. Medical
 - a. Thorough physical required before admission?
 - b. Medical records and plan of care kept and confidentially observed?
- 16. Activities Program
 - * a. One scheduled activity each day?
 - b. Group and individual activities?
 - * c. Residents encouraged but not forced to participate?
 - d. Outside trips for those who can go?
 - e. Volunteers from the community work with residents?
- 17. Religious Observances
 - a. Arrangements made for resident to worship as he/she pleases?
 - b. Religious observances a matter of choice?

SPECIAL CONSIDERATIONS

- 18. Is additional supervision or assistance available for confused residents or those with demands?
- 19. Can arrangements be made to meet any special needs or requirements of the resident?

STAFF

- 20. Courteous and helpful toward residents and family?
- * 21. Is a staff person(s) trained in CPR available at all times?
- 22. Is the administrator available to residents and their families during normal business hours?

FINANCIAL CONSIDERATIONS

- 23. Contract clearly states what services are and are not included in the basic fee?
- 24. Does the home accept auxiliary grant funds?
- 25. Are the monthly charges prorated in case the resident has to be discharged, or dies, before the end of the billing period?
- * 26. Is the resident or responsible family member given a monthly itemized accounting of services and fees, and an accounting of the personal funds available?

ATTITUDES AND ATMOSPHERE

- * 27. Residents' Rights
 - a. Informed of rights, responsibilities?
 - b. Encouraged to exercise rights as a resident and citizen?
 - c. May manage own finances if capable and obtain accounting if not?
 - d. Have privacy for telephone calls and visits?
 - e. May choose own physician, pharmacy, and care providers as long as can afford the fees?
 - f. May take part in planning own care?
 - g. May keep own clothes and possessions (given space limitations)?
 - h. Married couples may share a room?
 - i. Telephone numbers of the Department of Social Services, Regional Licensing Office, and the State Long-Term Care Ombudsman Program and any local Ombudsman Program posted?
- 28. Residents appear alert, dressed and well cared for?
- 29. Visiting hours convenient for family and friends?
- 30. Overall atmosphere is clean, comfortable and secure?
- 31. There is a vacancy available?