



Bureau of Residential Facilities Licensing
Adult Day Health Care Facility Initial Checklist

Title 9, Chapter 10, Article 1 (General)
Title 9, Chapter 10, Article 11 (Adult Day Health Care Facilities)

A.R.S. § 36-401.	Definitions;
A.	In this chapter, unless the context otherwise requires:
4.	"Adult day health care facility" means a facility that provides adult day health services during a portion of a continuous twenty-four-hour period for compensation on a regular basis for five or more adults who are not related to the proprietor.
5.	"Adult day health services" means a program that provides planned care supervision and activities, personal care, personal living skills training, meals and health monitoring in a group setting during a portion of a continuous twenty-four-hour period. Adult day health services may also include preventive, therapeutic and restorative health-related services that do not include behavioral health services.
38.	"Personal care services" means assistance with activities of daily living that can be performed by persons without professional skills or professional training and includes the coordination or provision of intermittent nursing services and the administration of medications and treatments by a nurse who is licensed pursuant to title 32, chapter 15 or as otherwise provided by law.

This checklist is a tool for use in preparing for an initial inspection and does NOT contain all applicable regulations (rules and statutes) that govern the licensure of Adult Day Health Care Facilities.

The Department conducts an on-site initial inspection of each facility as part of the substantive review for issuing a license. To avoid delays in obtaining a license, please ensure the facility is in compliance with ALL regulations that govern Adult Day Health Care Facilities before scheduling an inspection. It is the applicant's responsibility to review, comprehend, and demonstrate substantial compliance with all regulations that govern the facility. The Department and the Department's surveyors are NOT permitted to provide consultation services.

Please note the following when preparing for an on-site initial inspection:

- Policies and procedures must be applicable to the health care institution's class/subclass.
- A policy must be the intentions of the facility and the procedure must be how the facility will implement their intentions.
- Writing the page number of each policy and procedure next to the applicable rule may accelerate the on-site substantive review process.
- The facility must have a sample form for all documents required by rule.
- The facility must have complete personnel records for all required staff along with a tentative work schedule.
- The facility's premises must not have environmental safety issues and must be sufficient to accommodate the services in the scope of services.

Please see the Bureau's "Providers" home page for additional licensing resources.
<http://www.azdhs.gov/licensing/residential-facilities/index.php#providers-home>

Rule Reference	Rule Text	Licensee Preparation
A.R.S. § 36-411.	Residential care institutions; nursing care institutions; home health agencies; fingerprinting requirements; exemptions; definitions;	Check box when compliant
C.	Owners shall make documented, good faith efforts to:	Personnel
1.	Contact previous employers to obtain information or recommendations that may be relevant to a person's fitness to work in a residential care institution, nursing care institution or home health agency.	<input type="checkbox"/>
2.	Verify the current status of a person's fingerprint clearance card.	<input type="checkbox"/>
A.R.S. § 36-420.	Health care institutions; cardiopulmonary resuscitation; first aid; immunity; falls; definition	Check box when compliant
B.	Each health care institution:	Policies and Procedures
3.	May not have, establish or implement policies that prevent employees from providing appropriate cardiopulmonary resuscitation and first aid.	<input type="checkbox"/>
A.R.S. § 36-420.01.	Health care institutions; fall prevention and fall recovery; training programs; definition	Check box when compliant
A.	Each health care institution shall develop and administer a training program for all staff regarding fall prevention and fall recovery. The training program shall include initial training and continued competency training in fall prevention and fall recovery. A health care institution may use information and training materials from the department's Arizona falls prevention coalition in developing the training program.	Personnel <input type="checkbox"/>
R9-10-113.	Tuberculosis Screening	Check box when compliant
A.	If a health care institution is subject to the requirements of this Section, as specified in an Article in this Chapter, the health care institution's chief administrative officer shall ensure that the health care institution establishes, documents, and implements tuberculosis infection control activities that:	Personnel

- 2. Include: ---
- a. For each individual who is employed by the health care institution, provides volunteer services for the health care institution, or is admitted to the health care institution and who is subject to the requirements of this Section, baseline screening, on or before the date specified in the applicable Article of this Chapter, that consists of: ---
- i. Assessing risks of prior exposure to infectious tuberculosis,
- ii. Determining if the individual has signs or symptoms of tuberculosis, and
- iii. Obtaining documentation of the individual's freedom from infectious tuberculosis according to subsection (B)(1);

R9-10-120.	Opioid Prescribing and Treatment	Check box when compliant
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| F. | For a health care institution where opioids are administered as part of treatment or where a patient is provided assistance in the self-administration of medication for a prescribed opioid, including a health care institution in which an opioid may be prescribed or ordered as part of treatment, an administrator, a manager as defined in R9-10-801, or a provider, as applicable to the health care institution, shall: | Policies and Procedures |
| 1. | Establish, document, and implement policies and procedures for administering an opioid as part of treatment or providing assistance in the self-administration of medication for a prescribed opioid, to protect the health and safety of a patient, that: | --- |
| a. | Cover which personnel members may administer an opioid in treating a patient and the required knowledge and qualifications of these personnel members; | <input type="checkbox"/> |
| b. | Cover which personnel members may provide assistance in the self-administration of medication for a prescribed opioid and the required knowledge and qualifications of these personnel members; | <input type="checkbox"/> |
| c. | Include how, when, and by whom a patient's need for opioid administration is assessed; | <input type="checkbox"/> |
| d. | Include how, when, and by whom a patient receiving an opioid is monitored; and | <input type="checkbox"/> |
| e. | Cover how, when, and by whom the actions taken according to subsections (F)(1)(c) and (d) are documented; | <input type="checkbox"/> |
| 2. | Include in the plan for the health care institution's quality management program a process for: | Quality Management |
| a. | Review of incidents of opioid-related adverse reactions or other negative outcomes a patient experiences or opioid-related deaths, and | <input type="checkbox"/> |
| b. | Surveillance and monitoring of adherence to the policies and procedures in subsection (F)(1); | <input type="checkbox"/> |

R9-10-1103.	Administration	Check box when compliant
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| A. | A governing authority shall: | Documentation |
| 2. | Establish, in writing: | --- |
| a. | An adult day health care facility's scope of services, and | <input type="checkbox"/> |
| b. | Qualifications for an administrator; | <input type="checkbox"/> |
| 3. | Designate, in writing, an administrator who has the qualifications established in subsection (A)(2)(b); | <input type="checkbox"/> |
| B. | An administrator: | --- |
| 1. | Is 21 years of age or older; | <input type="checkbox"/> |
| 4. | Except as provided in subsection (A)(6), designates, in writing, an individual who is 21 years of age or older and present on the adult day health care facility's premises and accountable for the adult day health care facility when the administrator is not present on the adult day health care facility premises and participants are present on the adult day health care facility's premises. | <input type="checkbox"/> |
| C. | An administrator shall ensure that: | Policies and Procedures |
| 1. | Policies and procedures are established, documented, and implemented to protect the health and safety of a participant that: | --- |
| a. | Cover job descriptions, duties, and qualifications, including required skills, knowledge, education, and experience for personnel members, employees, volunteers, and students; | <input type="checkbox"/> |
| b. | Cover orientation and in-service education for personnel members, employees, volunteers, and students; | <input type="checkbox"/> |
| c. | Cover certification in cardiopulmonary resuscitation and first aid training; | <input type="checkbox"/> |
| d. | Include how a personnel member may submit a complaint relating to services provided to a participant; | <input type="checkbox"/> |
| e. | Cover the requirements in A.R.S. Title 36, Chapter 4, Article 11; | <input type="checkbox"/> |
| f. | Include a method to identify a participant to ensure that the participant receives the appropriate services; | <input type="checkbox"/> |
| g. | Cover participant rights, including assisting a participant who does not speak English or who has a disability to become aware of participant rights; | <input type="checkbox"/> |
| h. | Cover specific steps for: | --- |
| i. | A participant to file a complaint, and | <input type="checkbox"/> |
| ii. | The adult day health care facility to respond to a participant complaint; | <input type="checkbox"/> |
| i. | Cover medical records, including electronic medical records; and | <input type="checkbox"/> |
| j. | Cover a quality management program, including incident reports and supporting documentation; | <input type="checkbox"/> |
| 2. | Policies and procedures for services provided by an adult day health care facility are established, documented, and implemented to protect the health and safety of a participant that: | --- |
| a. | Cover screening, enrollment, and discharge; | <input type="checkbox"/> |
| b. | Cover the provision of the services in the adult day health care facility's scope of services; | <input type="checkbox"/> |
| c. | Cover dispensing, administering, and disposing of medications, including provisions for inventory control and preventing diversion of controlled substances; | <input type="checkbox"/> |

d.	Cover how personnel members will respond to a participant's sudden, intense, or out-of-control behavior to prevent harm to the participant or another individual;	<input type="checkbox"/>
e.	Cover food services;	<input type="checkbox"/>
f.	Cover environmental services;	<input type="checkbox"/>
g.	Cover infection control;	<input type="checkbox"/>
h.	Cover contracted services;	<input type="checkbox"/>
i.	Cover emergency treatment provided at the adult day health care facility; and	<input type="checkbox"/>
j.	Designate which employees or personnel members are required to have current certification in cardiopulmonary resuscitation and first aid training;	<input type="checkbox"/>
3.	Policies and procedures are:	Documentation
a.	Available to personnel members, employees, volunteers, and students, and	<input type="checkbox"/>
b.	Reviewed at least once every three years and updated as needed; and	<input type="checkbox"/>
D.	An administrator shall:	Postings
2.	Ensure that a monthly calendar of planned activities is:	---
a.	Posted before the beginning of a month, and	<input type="checkbox"/>
R9-10-1104. Quality Management		Check box when compliant
1104.	An administrator shall ensure that:	Quality Management
1.	A plan is established, documented, and implemented for an ongoing quality management program that, at a minimum, includes:	---
a.	A method to identify, document, and evaluate incidents;	<input type="checkbox"/>
b.	A method to collect data to evaluate services provided to participants;	<input type="checkbox"/>
c.	A method to evaluate the data collected to identify a concern about the delivery of services related to participant care;	<input type="checkbox"/>
d.	A method to make changes or take action as a result of the identification of a concern about the delivery of services related to participant care; and	<input type="checkbox"/>
e.	The frequency of submitting a documented report required in subsection (2) to the governing authority;	<input type="checkbox"/>
R9-10-1105. Contracted Services		Check box when compliant
1105.	An administrator shall ensure that:	Documentation
2.	Documentation of current contracted services is maintained that includes a description of the contracted services provided.	<input type="checkbox"/>
R9-10-1106. Personnel		Check box when compliant
A.	An administrator shall ensure that:	Personnel
1.	The qualifications, skills, and knowledge required for each type of personnel member:	---
a.	Are based on:	---
i.	The type of physical health services or behavioral health services expected to be provided by the personnel member according to the established job description, and	<input type="checkbox"/>
ii.	The acuity of the participants receiving physical health services or behavioral health services from the personnel member according to the established job description; and	<input type="checkbox"/>
b.	Include:	---
i.	The specific skills and knowledge necessary for the personnel member to provide the expected physical health services and behavioral health services listed in the established job description,	<input type="checkbox"/>
ii.	The type and duration of education that may allow the personnel member to have acquired the specific skills and knowledge for the personnel member to provide the expected physical health services or behavioral health services listed in the established job description, and	<input type="checkbox"/>
iii.	The type and duration of experience that may allow the personnel member to have acquired the specific skills and knowledge for the personnel member to provide the expected physical health services or behavioral health services listed in the established job description;	<input type="checkbox"/>
2.	A personnel member's skills and knowledge are verified and documented:	Policies and Procedures/ Documentation
b.	According to policies and procedures;	<input type="checkbox"/>
4.	A personnel member, or an employee or a volunteer who has or is expected to have direct interaction with a participant for more than eight hours a week, provides evidence of freedom from infectious tuberculosis:	---
b.	As specified in R9-10-113.	<input type="checkbox"/>
B.	An administrator shall ensure that a personnel member:	Documentation
1.	Is 18 years of age or older, and	<input type="checkbox"/>
2.	Is not a participant of the adult day health care facility.	<input type="checkbox"/>
C.	An administrator shall ensure that a personnel record for each personnel member, employee, volunteer, or student:	---
1.	Includes:	---
a.	The individual's name, date of birth, and contact telephone number;	<input type="checkbox"/>
b.	The individual's starting date of employment or volunteer service and, if applicable, the ending date; and	<input type="checkbox"/>

c.	Documentation of:	---
i.	The individual's qualifications, including skills and knowledge applicable to the individual's job duties;	<input type="checkbox"/>
ii.	The individual's education and experience applicable to the individual's job duties;	<input type="checkbox"/>
iii.	The individual's completed orientation and in-service education as required by policies and procedures;	<input type="checkbox"/>
iv.	The individual's license or certification, if the individual is required to be licensed or certified in this Article or policies and procedures;	<input type="checkbox"/>
v.	Cardiopulmonary resuscitation training, if required for the individual according to this Article and policies and procedures;	<input type="checkbox"/>
vi.	First aid training, if required for the individual according to this Article and policies and procedures; and	<input type="checkbox"/>
D.	An administrator shall ensure that:	Personnel
1.	At least two personnel members are present on the premises whenever two or more participants are in the adult day health care facility;	<input type="checkbox"/>
2.	At least one personnel member with cardiopulmonary resuscitation and first-aid certification is on the premises at all times;	<input type="checkbox"/>
3.	A registered nurse manages the nursing services and provides direction for health-related services provided by the adult day health care facility; and	<input type="checkbox"/>
4.	A nurse is on the premises daily to:	---
a.	Administer medications and treatments, and	<input type="checkbox"/>
b.	Monitor a participant's health status.	<input type="checkbox"/>
R9-10-1107. Enrollment		Check box when compliant
B.	Before or at the time of enrollment, an administrator shall ensure that a participant or the participant's representative signs a written agreement with the adult day health care facility that includes:	Documentation
1.	The participant's name and date of birth,	<input type="checkbox"/>
2.	Enrollment requirements,	<input type="checkbox"/>
3.	A list of the customary services that the adult day health care facility provides,	<input type="checkbox"/>
4.	A list of services that are available at an additional cost,	<input type="checkbox"/>
5.	A list of fees and charges,	<input type="checkbox"/>
6.	Procedures for termination of the agreement,	<input type="checkbox"/>
7.	The requirements of the adult day health care facility,	<input type="checkbox"/>
8.	The names and telephone numbers of individuals designated by the participant to be notified in the event of an emergency, and	<input type="checkbox"/>
9.	A copy of the adult day health care facility's procedure on health care directives.	<input type="checkbox"/>
R9-10-1108. Care Plan		Check box when compliant
1108.	An administrator shall ensure that a care plan for a participant:	Documentation
4.	Includes:	---
a.	A summary of the participant's medical or health problems, including physical, mental, and emotional disabilities or impairments;	<input type="checkbox"/>
b.	Adult day health services to be provided;	<input type="checkbox"/>
c.	Goals and objectives of care that are time-limited and measurable;	<input type="checkbox"/>
d.	Interventions required to achieve objectives, including recommendations for therapy and referrals to other service providers; and	<input type="checkbox"/>
e.	Discharge instructions according to R9-10-1109(B); and	<input type="checkbox"/>
R9-10-1110. Participant Rights		Check box when compliant
A.	An administrator shall ensure that:	Postings
1.	The requirements in subsection (B) and the participant rights in subsection (C) are conspicuously posted on the premises;	<input type="checkbox"/>
3.	Policies and procedures include:	Policies and Procedures
a.	How and when a participant or the participant's representative is informed of participant rights in subsection (C), and	<input type="checkbox"/>
b.	Where participant rights are posted as required in subsection (A)(1).	<input type="checkbox"/>
C.	A participant has the following rights:	Environmental
4.	To have access to a telephone, to make and receive calls, and to send and receive correspondence without interception or interference by the adult day health care facility;	<input type="checkbox"/>
R9-10-1111. Medical Records		Check box when compliant
A.	An administrator shall ensure that:	Policies and Procedures
2.	An entry in a participant's medical record is:	---
a.	Recorded only by an individual authorized by policies and procedures to make the entry;	<input type="checkbox"/>
4.	A participant's medical record is available to an individual:	---
a.	Authorized according to policies and procedures to access the participant's medical record;	<input type="checkbox"/>

5.	A participant's medical record is protected from loss, damage, or unauthorized use.	Documentation <input type="checkbox"/>
B.	If an adult day health care facility maintains participant's medical records electronically, an administrator shall ensure that:	---
1.	Safeguards exist to prevent unauthorized access, and	<input type="checkbox"/>
R9-10-1112. Participant's Council		Check box when compliant
C.	An administrator shall act as a liaison between the participants' council and personnel members, employees, and volunteers.	Participants' Council <input type="checkbox"/>
R9-10-1113. Adult Day Health Services		Check box when compliant
C.	An administrator shall ensure that a personnel member provides a participant with planned therapeutic individual and group activities:	Policies and Procedures/ Documentation
1.	According to the:	---
b.	Policies and procedures, and	<input type="checkbox"/>
c.	Monthly calendar of planned activities required in R9-10-1103(D)(2); and	<input type="checkbox"/>
D.	An administrator shall ensure that a nurse monitors the health status of a participant according to the participant's care plan and policies and procedures by:	Policies and Procedures
1.	Observing the participant's mental and physical condition, including monthly monitoring of the participant's vital signs and nutritional status;	<input type="checkbox"/>
2.	Documenting changes in the participant's mental and physical condition in the participant's medical record; and	<input type="checkbox"/>
3.	Reporting any changes to the participant's representative or medical practitioner.	<input type="checkbox"/>
E.	If an adult day health care facility administers medication or provides assistance in the self-administration of medication, an administrator shall ensure that policies and procedures for medication administration or assistance in the self-administration of medication:	---
1.	Include:	---
a.	A process for providing information to a participant about medication prescribed for the participant including:	---
i.	The prescribed medication's anticipated results,	<input type="checkbox"/>
ii.	The prescribed medication's potential adverse reactions,	<input type="checkbox"/>
iii.	The prescribed medication's potential side effects, and	<input type="checkbox"/>
iv.	Potential adverse reactions that could result from not taking the medication as prescribed;	<input type="checkbox"/>
b.	Procedures for preventing, responding to, and reporting:	---
i.	A medication error,	<input type="checkbox"/>
ii.	An adverse response to a medication, or	<input type="checkbox"/>
iii.	A medication overdose; and	<input type="checkbox"/>
c.	Procedures for documenting medication services and assistance in the self-administration of medication; and	<input type="checkbox"/>
2.	Specify a process for review through the quality management program of:	Quality Management
a.	A medication administration error, and	<input type="checkbox"/>
b.	An adverse reaction to a medication.	<input type="checkbox"/>
F.	An administrator shall ensure that:	Policies and Procedures
1.	Policies and procedures for medication administration:	---
a.	Are reviewed and approved by a pharmacist, medical practitioner, or registered nurse; and	<input type="checkbox"/>
b.	Ensure that medication is administered to a participant only as prescribed;	<input type="checkbox"/>
G.	If an adult day health care facility provides assistance in the self-administration of medication, an administrator shall ensure that:	---
3.	Policies and procedures for assistance in the self-administration of medication are reviewed and approved by a pharmacist, medical practitioner, or registered nurse;	<input type="checkbox"/>
4.	Training for a personnel member, other than a medical practitioner or registered nurse, in assistance in the self-administration of medication:	Personnel
a.	Is provided by a medical practitioner or registered nurse or an individual trained by a medical practitioner or registered nurse; and	<input type="checkbox"/>
b.	Includes:	---
i.	A demonstration of the personnel member's skills and knowledge necessary to provide assistance in the self-administration of medication,	<input type="checkbox"/>
ii.	Identification of medication errors and medical emergencies related to medication that require emergency medical intervention, and	<input type="checkbox"/>
iii.	The process for notifying the appropriate entities when an emergency medical intervention is needed;	<input type="checkbox"/>
5.	A personnel member, other than a medical practitioner or registered nurse, completes the training in subsection (G)(4) before the personnel member provides assistance in the self-administration of medication; and	<input type="checkbox"/>
H.	An administrator shall ensure that:	Environmental
1.	A current drug reference guide is available for use by personnel members, and	<input type="checkbox"/>
2.	A current toxicology reference guide is available for use by personnel members.	<input type="checkbox"/>

I.	When medication is stored at an adult day health care facility, an administrator shall ensure that:	---
1.	Medication is stored in a separate locked room, closet, or self-contained unit used only for medication storage;	<input type="checkbox"/>
3.	Policies and procedures are established, documented, and implemented to protect the health and safety of a participant for:	Policies and Procedures
a.	Receiving, storing, inventorying, tracking, dispensing, and discarding medication, including expired medication; and	<input type="checkbox"/>
b.	Storing, inventorying, and dispensing controlled substances.	<input type="checkbox"/>
M.	For a participant whose care plan includes counseling on an individual or group basis, an administrator shall ensure that:	Counseling
1.	If the counseling needed by the participant is within the adult day health care facility's scope of services, a personnel member provides the counseling to the participant according to policies and procedures; or	<input type="checkbox"/>
2.	If the counseling needed by the participant is not within the adult day health care facility's scope of services, a personnel member assists the participant or the participant's representative to obtain counseling for the participant according to policies and procedures.	<input type="checkbox"/>

R9-10-1114. Food Services		Check box when compliant
A.	An administrator shall:	Personnel
1.	Designate a food service supervisor who is responsible for food service in an adult day health care facility; and	<input type="checkbox"/>
2.	If an adult day health care facility provides a therapeutic diet to participants, ensure that:	---
b.	A current therapeutic diet reference manual is available to the food service supervisor.	<input type="checkbox"/>
B.	A food service supervisor shall ensure that:	Postings
1.	A food menu:	---
c.	Is conspicuously posted at least one calendar day before the first meal on the food menu will be served,	<input type="checkbox"/>
5.	Water is available and accessible to participants at all times, unless otherwise stated by the participant's medical practitioner; and	Environmental
C.	An administrator shall ensure that food is obtained, prepared, served, and stored as follows:	---
1.	Food is free from spoilage, filth, or other contamination and is safe for human consumption;	<input type="checkbox"/>
2.	Food is protected from potential contamination;	<input type="checkbox"/>
4.	Potentially hazardous food is maintained as follows:	---
a.	Foods requiring refrigeration are maintained at 41° F or below;	<input type="checkbox"/>
5.	A refrigerator contains a thermometer, accurate to plus or minus 3° F, at the warmest part of the refrigerator;	<input type="checkbox"/>
6.	Frozen foods are stored at a temperature of 0° F or below; and	<input type="checkbox"/>
7.	Tableware, utensils, equipment, and food-contact surfaces are clean and in good repair.	<input type="checkbox"/>
D.	An administrator shall ensure that:	Documentation (15+ residents)
1.	If an adult day health care facility is licensed to provide adult day health services to more than 15 participants, the adult day health care facility:	---
a.	Has a license or permit as a food establishment under 9 A.A.C. 8, Article 1; and	<input type="checkbox"/>
b.	Maintains a copy of the adult day health care facility's food establishment license or permit;	<input type="checkbox"/>
2.	If the adult day health care facility contracts with a food establishment, as established in 9 A.A.C. 8, Article 1, to prepare and deliver food to the adult day health care facility, a copy of the contracted food establishment's license or permit under 9 A.A.C. 8, Article 1 is maintained by the adult day health care facility; and	Documentation
		<input type="checkbox"/>
3.	The adult day health care facility is able to store, refrigerate, and reheat food to meet the dietary needs of a participant.	Environmental
		<input type="checkbox"/>

R9-10-1115. Emergency and Safety Standards		Check box when compliant
A.	An administrator shall ensure that:	Policies and Procedures
1.	A disaster plan is developed, documented, maintained in a location accessible to personnel members and employees, and, if necessary, implemented that includes:	---
a.	Procedures for protecting the health and safety of participants and other individuals on the premises;	<input type="checkbox"/>
b.	Assigned responsibilities for each personnel member and employee;	<input type="checkbox"/>
c.	Instructions for the evacuation of participants, including:	---
i.	When, how, and where participants will be relocated; and	<input type="checkbox"/>
ii.	A plan for notifying the emergency contact for each participant;	<input type="checkbox"/>
d.	A plan to ensure each participant's medications will be available to administer to the participant during a disaster; and	<input type="checkbox"/>
e.	A plan for providing water, food, and needed services to participants present in the adult day health care facility or the adult day health care facility's relocation site during a disaster;	<input type="checkbox"/>
2.	The disaster plan required in subsection (A)(1) is reviewed at least once every 12 months;	Documentation
		<input type="checkbox"/>
3.	Documentation of a disaster plan review required in subsection (A)(2) is created, is maintained for at least 12 months after the date of the disaster plan review, and includes:	---
a.	The date and time of the disaster plan review;	<input type="checkbox"/>

- b. The name of each personnel member, employee, or volunteer participating in the disaster plan review;
- c. A critique of the disaster plan review; and
- d. If applicable, recommendations for improvement; and
- 4. A disaster drill for assigned personnel is conducted on each shift at least once every three months and documented.
- C. An administrator shall ensure that: ---
- 2. Documentation of an evacuation drill is created, is maintained for at least 12 months after the date of the evacuation drill, and includes: ---
- a. The date and time of the evacuation drill;
- b. The amount of time taken for all employees and participants to evacuate to a designated area;
- c. Any problems encountered in conducting the evacuation drill; and
- d. Recommendations for improvement, if applicable; and

- 3. An evacuation path is conspicuously posted on each hallway of each floor of the adult day health care facility. Postings

R9-10-1116.	Environmental Standards	Check box when compliant
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| A. | An administrator shall ensure that: | Environmental |
| 1. | The adult day health care facility's premises are: | --- |
| a. | Cleaned and disinfected according to policies and procedures to prevent, minimize, and control illness and infection; and | <input type="checkbox"/> |
| b. | Free from a condition or situation that may cause a participant or an individual to suffer physical injury; | <input type="checkbox"/> |

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| | 2. A pest control program that complies with A.A.C. R3-8-201(C)(4) is implemented and documented; | Documentation
<input type="checkbox"/> |
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| | 3. Windows and doors opening to the outside are screened if they are kept open at any time for ventilation or other purposes; | Environmental
<input type="checkbox"/> |
| 4. | Biohazardous medical waste is identified, stored, and disposed of according to 18 A.A.C. 13, Article 14 and policies and procedures; | <input type="checkbox"/> |
| 5. | Equipment used at the adult day health care facility is: | --- |
| a. | Maintained in working order; | <input type="checkbox"/> |
| b. | Tested and calibrated according to the manufacturer's recommendations or, if there are no manufacturer's recommendations, as specified in policies and procedures; and | <input type="checkbox"/> |
| c. | Used according to the manufacturer's recommendations; | <input type="checkbox"/> |
| 7. | Garbage and refuse are: | --- |
| a. | Stored in covered containers lined with plastic bags, and | <input type="checkbox"/> |
| b. | Removed from the premises at least once a week; | <input type="checkbox"/> |
| 8. | Heating and cooling systems maintain the adult day health care facility at a temperature between 70° F and 84° F; | <input type="checkbox"/> |
| 9. | The supply of hot and cold water is sufficient to meet the personal hygiene needs of participants and the cleaning and sanitation requirements in this Article; | <input type="checkbox"/> |
| 10. | Soiled linen and soiled clothing stored by the adult day health care facility are maintained separate from clean linen and clothing and stored in closed containers away from food storage, kitchen, and dining areas; | <input type="checkbox"/> |
| 11. | Oxygen containers are secured in an upright position; | <input type="checkbox"/> |
| 12. | Poisonous or toxic materials stored by the adult day health care facility are maintained in labeled containers in a locked area separate from food preparation and storage, dining areas, and medications and are inaccessible to participants; | <input type="checkbox"/> |
| 13. | Combustible or flammable liquids and hazardous materials stored by the adult day health care facility are stored in the original labeled containers or safety containers in a locked area inaccessible to participants; and | <input type="checkbox"/> |
| 14. | Pets or animals are: | --- |
| a. | Controlled to prevent endangering the participants and to maintain sanitation; | <input type="checkbox"/> |
| b. | Not allowed in treatment, food storage, food preparation, or dining areas; | <input type="checkbox"/> |
| c. | Licensed consistent with local ordinances; and | <input type="checkbox"/> |
| d. | For a dog or cat, vaccinated against rabies. | <input type="checkbox"/> |

R9-10-1117.	Physical Plant Standards	Check box when compliant
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|-----------|--|--------------------------|
| B. | An administrator shall ensure that the premises and equipment are sufficient to accommodate: | Environmental |
| 1. | The services stated in the adult day health care facility's scope of services, and | <input type="checkbox"/> |
| | An administrator shall ensure that an adult day health care facility has at least 40 square feet of indoor activity space for each participant, excluding bathrooms, halls, storage areas, kitchens, wall thicknesses, and rooms designated for use by individuals who are not participants. | <input type="checkbox"/> |
| D. | An administrator shall ensure that an outside activity space is provided and available that: | --- |
| 1. | Is on the premises, | <input type="checkbox"/> |
| 2. | Has a hard-surfaced section for wheelchairs, | <input type="checkbox"/> |
| 3. | Has an available shaded area, and | <input type="checkbox"/> |

- 4. Has a means of egress without entering the adult day health care facility.
- E. An administrator shall ensure that:
 - 1. There is at least one working toilet that flushes and has a seat and one sink with running water for each ten participants;
 - 2. A bathroom for use by participants provides privacy when in use and contains in a location accessible to participants:
 - a. A mirror;
 - b. Toilet paper for each toilet;
 - c. Soap accessible from each sink;
 - d. Paper towels in a dispenser or an air hand dryer; and
 - e. Grab bars for the toilet and other assistive devices, if required, to provide for participant safety;
 - 3. A bathroom has a window that opens or another means of ventilation;
 - 4. If a bathing facility is provided:
 - a. The bathing facility provides privacy when in use,
 - b. Shower enclosures have nonporous surfaces,
 - c. Showers and tubs have grab bars for participant safety, and
 - d. Tub and shower floors have slip-resistant surfaces;
 - 5. Dining areas are furnished with dining tables and chairs and large enough to accommodate participants;
 - 6. There is a wall or other means of physical separation between dining facilities and food preparation areas;
 - 7. If the adult day health care facility serves food, areas are designated for food preparation, storage, and handling and are not used as a passageway by participants; and
 - 8. All flooring is slip-resistant.
- F. If the adult day health care facility has a swimming pool on the premises, an administrator shall ensure that:
 - 1. The swimming pool is equipped with the following:
 - a. An operational water circulation system that clarifies and disinfects the swimming pool water continuously and that includes at least:
 - i. A removable strainer,
 - ii. Two swimming pool inlets located on opposite sides of the swimming pool, and
 - iii. A drain located at the swimming pool's lowest point and covered by a grating that cannot be removed without using tools; and
 - b. An operational vacuum cleaning system;
 - 2. The swimming pool is enclosed by a wall or fence that:
 - a. Is at least five feet in height as measured on the exterior of the wall or fence;
 - b. Has no vertical openings greater than four inches across;
 - c. Has no horizontal openings, except as described in subsection (C)(2)(e);
 - d. Is not chain-link;
 - e. Does not have a space between the ground and the bottom fence rail that exceeds four inches in height; and
 - f. Has a self-closing, self-latching gate that:
 - i. Opens away from the swimming pool,
 - ii. Has a latch located at least 54 inches from the ground; and
 - iii. Is locked when the swimming pool is not in use;
 - 3. A life preserver or shepherd's crook is available and accessible in the pool area; and
 - 4. If the swimming pool is used by participants, pool safety requirements are conspicuously posted in the pool area.

Provider Notes
