|  | ADULT FAMILY HOME (AFH)**AFH Initial Licensing Inspection** | APPLICANT’S / ER’S NAME | APPLICANT CONTACT PHONE |
| --- | --- | --- | --- |
| AFH NAME | AFH SITE PHONE |
| AFH SITE ADDRESS | DISTRICT / UNIT | COUNTY | INSPECTION TYPE**Initial** | 12 MONTH DATE |
| FIELD MANAGER’S NAME | FM PHONE | LICENSOR’S NAME |
|  |
|  **Manager Intake Tracking and Inspection Activity Log** Attachment A1 |
| **Section 1: Systems and Processes - Residential Inspection and Quality Assurance Program (RIQAP) Manager Completes** |
| BAAU RECEIVED APPLICATION DATE | RIQAP RECEIVED APPLICATION DATE | APPLICATION WITHDRAWN / DENIED / VOIDED DATE |
| **INTAKE PROCESS STEPS** | **RECOMMENDATION OF LICENSURE DATE:****EACH PERSON AFFILIATED WITH APPLICANT** | **ADDITIONAL ENTRIES REQUIRED** |
| Enter in Initial Excel Spreadsheet [ ]  | APS via TIVA [ ]  | Enter license referral date into Excel Spreadsheet [ ]  |
| Complete Inspection Working Papers [ ]  | TIVA 2 [ ]  | FMS: Add visit and recommend licensure [ ]  |
| Email Licensor file assignment [ ]  | RCPP findings list [ ]  |  [ ]  |
| FMS [ ]  |  [ ]  |
| FamLink [ ]  |  [ ]  |
| **Section 2: Initial Inspection Activity Log Notes - Licensor Completes** |
| **DATE** | **NOTES** | **INITIALS** |
|  | **File received from the BAAU and assigned to Licensor for inspection** | **AJ** |
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|  **Manager Intake Tracking and Inspection Activity Log** Attachment A2 |
| **Section 1: Systems and Processes** |
| EMAIL ADDRESS |
| **Dates** |
| First contact with applicant Enter Excel contact date, visit date Preparation checklist - emailed Schedule visit or agree to postpone Enter Outlook calendar date of visit Confirmation letter Send email to supervisor or designee date of initial visit  |
| **Section 2: Inspection Activity Log Notes** |
| **DATE** | **NOTES** | **INITIALS** |
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|  **Manager Intake Tracking and Inspection Activity Log** Attachment A3 |
| **Section 2: Inspection Activity Log Notes (continued)** |
| **DATE** | **NOTES** | **INITIALS** |
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|  **Entrance Interview** Attachment B1 |
| **INTERVIEW** |
| [ ]  Introductions / hand out business card [ ]  Identify total number of toilets in home: Type of home (check one): [ ]  Review process for day [ ]  Identify total number of toilets for resident use:  [ ]  Single level [ ]  Multi-level[ ]  Are the primary caregiver for another person living in the home: [ ]  Inquire if firearms in home[ ]  Caregiver plan:  [ ]  Inquire if pets in home [ ]  Review application for changes and accuracy [ ]  Type of residents / anticipated types of care needs:  [ ]  Review floor plan and building inspection checklist [ ]  Specialty(ies):  |
| **IDENTIFY WHO CURRENTLY LIVES IN THE HOME (ANY PERSON OVER THE AGE OF 11 WILL REQUIRE A WASHINGTON STATE NAME AND DATE OF BIRTH BGI)** |
| **NAME(S)** | **RELATIONSHIP** | **NAME(S)** | **RELATIONSHIP** |
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| **NAME(S) OF OTHERS WHO WILL HAVE UNSUPERVISED ACCESS TO RESIDENTS** |
| **NAME(S)** | **RELATIONSHIP** | **NAME(S)** | **RELATIONSHIP** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **PETS LIVING IN THE HOME** |
| **PET NAME(S) / TYPE(S)** | **RABIES VACCINATION** | **TEMPERMENT** | **PET NAME(S) / TYPE(S)** | **RABIES VACCINATION** | **TEMPERMENT** |
| 1.  | [ ]  Yes |  | 3.  | [ ]  Yes |  |
| 2.  | [ ]  Yes |  | 4.  | [ ]  Yes |  |
|  **Entrance Interview** Attachment B1 |
| **OTHER BACKGROUND INQUIRIES (BGI) INCLUDED WITH THE AFH APPLICATION** |
| **NAME(S)** | **RELATIONSHIP** | **DATE BGI COMPLETED** | **NAME(S)** | **RELATIONSHIP** | **DATE BGI COMPLETED** |
| 1.  |  |  | 19.  |  |  |
| 2.  |  |  | 20.  |  |  |
| 3.  |  |  | 21.  |  |  |
| 4.  |  |  | 22.  |  |  |
| 5.  |  |  | 23.  |  |  |
| 6.  |  |  | 24.  |  |  |
| 7.  |  |  | 25.  |  |  |
| 8.  |  |  | 26.  |  |  |
| 9.  |  |  | 27.  |  |  |
| 10.  |  |  | 28.  |  |  |
| 11.  |  |  | 29.  |  |  |
| 12.  |  |  | 30.  |  |  |
| 13.  |  |  | 31.  |  |  |
| 14.  |  |  | 32.  |  |  |
| 15.  |  |  | 33.  |  |  |
| 16.  |  |  | 34.  |  |  |
| 17.  |  |  | 35.  |  |  |
| 18.  |  |  | 36.  |  |  |
|  **Pre-Inspection Preparation and Records Review** Attachment B2 |
| **PRE-INSPECTION PREPARATION** | **ADMINISTRATIVE RECORDS** |
| **Electronic Folder Contents:**Application [ ] Copy of floor plans (copies for each floor) [ ] Building checklist [ ]  [ ] **Prior to Visit:**Contact applicant to confirm appointment [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | COMMENTS | **Documents:** CHECK ONE \*M N N/AOrientation checklist for new staff [ ]  [ ]  [ ] Emergency Evacuation Log [ ]  [ ]  [ ] Sewage / Septic system\* Verification – Copy Required [ ]  [ ]  [ ] Water system Verification\* – Copy Required [ ]  [ ]  [ ] Accident / Injury Log – Copy Required [ ]  [ ]  [ ] **MHP:**Staffing Plan [ ]  [ ]  [ ] Operational Plan [ ]  [ ]  [ ] Parking Plan [ ]  [ ]  [ ]  |
| \* Septic system documentation must be from the local health authority and must address the following information: 1) Septic system has been inspected and approved; 2) How many people (not bedrooms) can be accommodated by the septic system; and 3) Local health authority is aware the system will be utilized in an AFH.\* Water sewer verification must show the proposed AFH site address as the service address and must show the water / sewer bill is paid current on the day of inspection.\* Well water must be approved as group B. Must have documentation from the local health authority. |
|  **Staff Records** Attachment C |
| **EXEMPT STAFF** |
| **PLEASE ANSWER THE FOLLOWING:** | **APPLICANT** | **RESIDENT MANAGER** | **ENTITY REPRESENTATIVE** |
| **NAME** |  |  |  |
| **WHY EXEMPT?** |  |  |  |
| **DOH EXPIRATION DATE** |  |  |  |
| **REVISED FUNDAMENTALS DATE COMPLETED** |  |  |  |
| **CPR EXPIRATION DATE** |  |  |  |
| **FIRST AID EXPIRATION DATE** |  |  |  |
| **FOOD SAFETY EXPIRATION DATE** |  |  |  |
| **WA BGI COMPLETION DATE** |  |  |  |
| **FINGERPRINT DATE** |  |  |  |
| **MENTAL HEALTH** |  |  |  |
| **DEVELOPMENTAL DISABILITIES** |  |  |  |
| **DEMENTIA** |  |  |  |
| **NON-EXEMPT STAFF** |
| **NAME OF NON-EXEMPT STAFF** | **Exempt LTC Workers**: LPN, RN, CNA, persons in an approved CNA training program, Medicare Certified Home Health aide, or person with special education training and an endorsement granted by the Superintendent of Public Instruction. LTC worker employed in LTC setting between 01/01/2011 to 01/06/2012 AND met educational requirements at the time. **Non-Exempt LTC Workers:** Staff must have direct supervision until he/she has completed Core Basic Training within 120 days.**Caregiver Specialty**: HCA - Need certificate within 120 days of hire. HCA exempt- need certificate within 90days of hire. |
| **NAME** | **HCA EXPIRATION DATE** |
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| COMMENTS |
|  **Resident Records / Applicant Interview** Attachment D |
| \*M N N/A WAC COMMENTS[ ]  [ ]  [ ]  Notice of rights and service requirements [ ]  [ ]  [ ]  Financial Recordkeeping – SECTION ONLY 10320 [ ]  [ ]  [ ]  Resident Information Sheet – MUST HAVE FORM / SECTION 10320 [ ]  [ ]  [ ]  Assessment / Preliminary Svc Plan – SECTION ONLY 10330 - 10340 [ ]  [ ]  [ ]  Negotiated Care Plan – SECTION ONLY 10355 - 10385 [ ]  [ ]  [ ]  Legal Documents – SECTION ONLY 10325 [ ]  [ ]  [ ]  Personal Belonging Inventory – MUST HAVE FORM / SECTION 10320 [ ]  [ ]  [ ]  Nurse Delegation Paperwork – MUST HAVE SECTION 10320 [ ]  [ ]  [ ]  Medication Log – MUST HAVE FORM 10475 [ ]  [ ]  [ ]  Medication Professional Orders – MUST HAVE SECTION 10320 [ ]  [ ]  [ ]  Disclosure of Charges – MUST HAVE FILLED OUT FORM 10540 [ ]  [ ]  [ ]  Availability of files [ ]  [ ]  [ ]  Plan to keep files confidential  |
| **APPLICANT INTERVIEW – NOT REQUIRED FOR MHP OR RELOCATION FILES** |
| 1. BEFORE A RESIDENT MOVES IN, HOW WILL YOU DETERMINE YOU CAN MEET THEIR NEEDS?

 |
| 1. HOW WILL YOU PLAN MEALS AND ACTIVITIES FOR THE HOME?

 |
| 1. WHAT WILL YOU TAKE INTO CONSIDERATION WHEN PLANNING STAFFING FOR YOUR HOME?

 |
| 1. HOW WILL YOU GO ABOUT MAKING A RESIDENT FEEL COMFORTABLE HERE AND MAKE THEM FEEL LIKE THIS IS THEIR HOME?

 |
| 1. HOW WILL YOU RESPOND TO RESIDENT CONCERNS?

 |
| 1. WHAT WAYS WILL YOU HELP RESIDENTS MAINTAIN THEIR INDEPENDENCE?

 |
| 1. WHAT WOULD YOU DO IF YOU SAW, SUSPECTED, OR WERE TOLD THAT A RESIDENT WAS BEING ABUSED, NEGLECTED, OR FINANCIALLY EXPLOITED?

 |
| 1. HOW WILL YOU HONOR RESIDENT’S RIGHTS AND PROTECT THEIR PRIVACY?

 |
|  **Resident Bedroom / Bathroom Worksheet** Attachment E1 |
| **Bedroom A** Measurements: Length (L) x Width (W) divided by 144 = Square Feet (Sq. Ft.)  |
| Evacuation Level[ ]  I [ ]  I/ A | Subtotal Sq. Ft. =  |  |
| - Closet / Storage  |
| - Door Swing  |
| Capacity[ ]  1 [ ]  2 | - Other  |
| - Other  |
| **= Usable Sq. Ft.** |
|  **\*M N N/A****Exit does not pass through another room:** [ ]  [ ]  [ ]  **\*M N N/A****Window:\*\*** [ ]  [ ]  [ ]  Door opening device [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  **Clean:** [ ]  [ ]  [ ] Windowsill height does not exceed **Closet / Storage:** [ ]  [ ]  [ ] 44 inches [ ]  [ ]  [ ]  Open-able [ ]  [ ]  [ ] Screens [ ]  [ ]  [ ]  Floor Guides [ ]  [ ]  [ ] Privacy [ ]  [ ]  [ ]  **Smoke Detector:** [ ]  [ ]  [ ] Open-able [ ]  [ ]  [ ]  Works [ ]  [ ]  [ ] **Lighting:** [ ]  [ ]  [ ]  Audible [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Proximity [ ]  [ ]  [ ] Lock [ ]  [ ]  [ ]  **Heat Source:** [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  | **\*\* Window specifications: Minimum height – 24”, Minimum width – 20”, Minimum square footage opening – 5.7 sq. ft. except at grade level where it may be 5 sq. ft.** |
| **Bathroom attached to Bedroom A Water Temperature:      oF** (Minimum 105oF; maximum 120oF) **\*M N N/A \*M N N/A****Accessibility Level:** **General:** [ ]  [ ]  [ ] [ ]  I [ ]  I/ A [ ]  [ ]  [ ]  Sanitation [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Toxics inaccessible [ ]  [ ]  [ ] Lock with opening device [ ]  [ ]  [ ]  TP holder [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  Toilet grab bars secure [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  Window cover / screens [ ]  [ ]  [ ] **Shower / Tub:** [ ]  [ ]  [ ]  Lighting [ ]  [ ]  [ ] Shower / tub grab bars secure [ ]  [ ]  [ ]  Other [ ]  [ ]  [ ]  Non-Skid Surface [ ]  [ ]  [ ]  |  |
|  **Resident Bedroom / Bathroom Worksheet - Continued** Attachment E1 |
| **Bedroom B** Measurements: Length (L) x Width (W) divided by 144 = Square Feet (Sq. Ft.)  |
| Evacuation Level[ ]  I [ ]  I/ A | Subtotal Sq. Ft. =  |  |
| - Closet / Storage  |
| - Door Swing  |
| Capacity[ ]  1 [ ]  2 | - Other  |
| - Other  |
| **= Usable Sq. Ft.** |
|  **\*M N N/A****Exit does not pass through another room:** [ ]  [ ]  [ ]  **\*M N N/A****Window:\*\*** [ ]  [ ]  [ ]  Door opening device [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  **Clean:** [ ]  [ ]  [ ] Windowsill height does not exceed **Closet / Storage:** [ ]  [ ]  [ ] 44 inches [ ]  [ ]  [ ]  Open-able [ ]  [ ]  [ ] Screens [ ]  [ ]  [ ]  Floor Guides [ ]  [ ]  [ ] Privacy [ ]  [ ]  [ ]  **Smoke Detector:** [ ]  [ ]  [ ] Open-able [ ]  [ ]  [ ]  Works [ ]  [ ]  [ ] **Lighting:** [ ]  [ ]  [ ]  Audible [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Proximity [ ]  [ ]  [ ] Lock [ ]  [ ]  [ ]  **Heat Source:** [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  | **\*\* Window specifications: Minimum height – 24”, Minimum width – 20”, Minimum square footage opening – 5.7 sq. ft. except at grade level where it may be 5 sq. ft.** |
| **Bathroom attached to Bedroom B Water Temperature:      oF** (Minimum 105oF; maximum 120oF) **\*M N N/A \*M N N/A****Accessibility Level:** **General:** [ ]  [ ]  [ ] [ ]  I [ ]  I/ A [ ]  [ ]  [ ]  Sanitation [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Toxics inaccessible [ ]  [ ]  [ ] Lock with opening device [ ]  [ ]  [ ]  TP holder [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  Toilet grab bars secure [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  Window cover / screens [ ]  [ ]  [ ] **Shower / Tub:** [ ]  [ ]  [ ]  Lighting [ ]  [ ]  [ ] Shower / tub grab bars secure [ ]  [ ]  [ ]  Other [ ]  [ ]  [ ]  Non-Skid Surface [ ]  [ ]  [ ]  |  |
|  **Resident Bedroom / Bathroom Worksheet - Continued** Attachment E3 |
| **Bedroom C** Measurements: Length (L) x Width (W) divided by 144 = Square Feet (Sq. Ft.)  |
| Evacuation Level[ ]  I [ ]  I/ A | Subtotal Sq. Ft. =  |  |
| - Closet / Storage  |
| - Door Swing  |
| Capacity[ ]  1 [ ]  2 | - Other  |
| - Other  |
| **= Usable Sq. Ft.** |
|  **\*M N N/A****Exit does not pass through another room:** [ ]  [ ]  [ ]  **\*M N N/A****Window:\*\*** [ ]  [ ]  [ ]  Door opening device [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  **Clean:** [ ]  [ ]  [ ] Windowsill height does not exceed **Closet / Storage:** [ ]  [ ]  [ ] 44 inches [ ]  [ ]  [ ]  Open-able [ ]  [ ]  [ ] Screens [ ]  [ ]  [ ]  Floor Guides [ ]  [ ]  [ ] Privacy [ ]  [ ]  [ ]  **Smoke Detector:** [ ]  [ ]  [ ] Open-able [ ]  [ ]  [ ]  Works [ ]  [ ]  [ ] **Lighting:** [ ]  [ ]  [ ]  Audible [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Proximity [ ]  [ ]  [ ] Lock [ ]  [ ]  [ ]  **Heat Source:** [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  | **\*\* Window specifications: Minimum height – 24”, Minimum width – 20”, Minimum square footage opening – 5.7 sq. ft. except at grade level where it may be 5 sq. ft.** |
| **Bathroom attached to Bedroom C Water Temperature:      oF** (Minimum 105oF; maximum 120oF) **\*M N N/A \*M N N/A****Accessibility Level:** **General:** [ ]  [ ]  [ ] [ ]  I [ ]  I/ A [ ]  [ ]  [ ]  Sanitation [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Toxics inaccessible [ ]  [ ]  [ ] Lock with opening device [ ]  [ ]  [ ]  TP holder [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  Toilet grab bars secure [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  Window cover / screens [ ]  [ ]  [ ] **Shower / Tub:** [ ]  [ ]  [ ]  Lighting [ ]  [ ]  [ ] Shower / tub grab bars secure [ ]  [ ]  [ ]  Other [ ]  [ ]  [ ]  Non-Skid Surface [ ]  [ ]  [ ]  |  |
|  **Resident Bedroom / Bathroom Worksheet - Continued** Attachment E4 |
| **Bedroom D** Measurements: Length (L) x Width (W) divided by 144 = Square Feet (Sq. Ft.)  |
| Evacuation Level[ ]  I [ ]  I/ A | Subtotal Sq. Ft. =  |  |
| - Closet / Storage  |
| - Door Swing  |
| Capacity[ ]  1 [ ]  2 | - Other  |
| - Other  |
| **= Usable Sq. Ft.** |
|  **\*M N N/A****Exit does not pass through another room:** [ ]  [ ]  [ ]  **\*M N N/A****Window:\*\*** [ ]  [ ]  [ ]  Door opening device [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  **Clean:** [ ]  [ ]  [ ] Windowsill height does not exceed **Closet / Storage:** [ ]  [ ]  [ ] 44 inches [ ]  [ ]  [ ]  Open-able [ ]  [ ]  [ ] Screens [ ]  [ ]  [ ]  Floor Guides [ ]  [ ]  [ ] Privacy [ ]  [ ]  [ ]  **Smoke Detector:** [ ]  [ ]  [ ] Open-able [ ]  [ ]  [ ]  Works [ ]  [ ]  [ ] **Lighting:** [ ]  [ ]  [ ]  Audible [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Proximity [ ]  [ ]  [ ] Lock [ ]  [ ]  [ ]  **Heat Source:** [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  | **\*\* Window specifications: Minimum height – 24”, Minimum width – 20”, Minimum square footage opening – 5.7 sq. ft. except at grade level where it may be 5 sq. ft.** |
| **Bathroom attached to Bedroom D Water Temperature:      oF** (Minimum 105oF; maximum 120oF) **\*M N N/A \*M N N/A****Accessibility Level:** **General:** [ ]  [ ]  [ ] [ ]  I [ ]  I/ A [ ]  [ ]  [ ]  Sanitation [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Toxics inaccessible [ ]  [ ]  [ ] Lock with opening device [ ]  [ ]  [ ]  TP holder [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  Toilet grab bars secure [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  Window cover / screens [ ]  [ ]  [ ] **Shower / Tub:** [ ]  [ ]  [ ]  Lighting [ ]  [ ]  [ ] Shower / tub grab bars secure [ ]  [ ]  [ ]  Other [ ]  [ ]  [ ]  Non-Skid Surface [ ]  [ ]  [ ]  |  |
|  **Resident Bedroom / Bathroom Worksheet - Continued** Attachment E5 |
| **Bedroom E** Measurements: Length (L) x Width (W) divided by 144 = Square Feet (Sq. Ft.)  |
| Evacuation Level[ ]  I [ ]  I/ A | Subtotal Sq. Ft. =  |  |
| - Closet / Storage  |
| - Door Swing  |
| Capacity[ ]  1 [ ]  2 | - Other  |
| - Other  |
| **= Usable Sq. Ft.** |
|  **\*M N N/A****Exit does not pass through another room:** [ ]  [ ]  [ ]  **\*M N N/A****Window:\*\*** [ ]  [ ]  [ ]  Door opening device [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  **Clean:** [ ]  [ ]  [ ] Windowsill height does not exceed **Closet / Storage:** [ ]  [ ]  [ ] 44 inches [ ]  [ ]  [ ]  Open-able [ ]  [ ]  [ ] Screens [ ]  [ ]  [ ]  Floor Guides [ ]  [ ]  [ ] Privacy [ ]  [ ]  [ ]  **Smoke Detector:** [ ]  [ ]  [ ] Open-able [ ]  [ ]  [ ]  Works [ ]  [ ]  [ ] **Lighting:** [ ]  [ ]  [ ]  Audible [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Proximity [ ]  [ ]  [ ] Lock [ ]  [ ]  [ ]  **Heat Source:** [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  | **\*\* Window specifications: Minimum height – 24”, Minimum width – 20”, Minimum square footage opening – 5.7 sq. ft. except at grade level where it may be 5 sq. ft.** |
| **Bathroom attached to Bedroom E Water Temperature:      oF** (Minimum 105oF; maximum 120oF) **\*M N N/A \*M N N/A****Accessibility Level:** **General:** [ ]  [ ]  [ ] [ ]  I [ ]  I/ A [ ]  [ ]  [ ]  Sanitation [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Toxics inaccessible [ ]  [ ]  [ ] Lock with opening device [ ]  [ ]  [ ]  TP holder [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  Toilet grab bars secure [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  Window cover / screens [ ]  [ ]  [ ] **Shower / Tub:** [ ]  [ ]  [ ]  Lighting [ ]  [ ]  [ ] Shower / tub grab bars secure [ ]  [ ]  [ ]  Other [ ]  [ ]  [ ]  Non-Skid Surface [ ]  [ ]  [ ]  |  |
|  **Resident Bedroom / Bathroom Worksheet - Continued** Attachment E6 |
| **Bedroom F** Measurements: Length (L) x Width (W) divided by 144 = Square Feet (Sq. Ft.)  |
| Evacuation Level[ ]  I [ ]  I/ A | Subtotal Sq. Ft. =  |  |
| - Closet / Storage  |
| - Door Swing  |
| Capacity[ ]  1 [ ]  2 | - Other  |
| - Other  |
| **= Usable Sq. Ft.** |
|  **\*M N N/A****Exit does not pass through another room:** [ ]  [ ]  [ ]  **\*M N N/A****Window:\*\*** [ ]  [ ]  [ ]  Door opening device [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  **Clean:** [ ]  [ ]  [ ] Windowsill height does not exceed **Closet / Storage:** [ ]  [ ]  [ ] 44 inches [ ]  [ ]  [ ]  Open-able [ ]  [ ]  [ ] Screens [ ]  [ ]  [ ]  Floor Guides [ ]  [ ]  [ ] Privacy [ ]  [ ]  [ ]  **Smoke Detector:** [ ]  [ ]  [ ] Open-able [ ]  [ ]  [ ]  Works [ ]  [ ]  [ ] **Lighting:** [ ]  [ ]  [ ]  Audible [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Proximity [ ]  [ ]  [ ] Lock [ ]  [ ]  [ ]  **Heat Source:** [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  | **\*\* Window specifications: Minimum height – 24”, Minimum width – 20”, Minimum square footage opening – 5.7 sq. ft. except at grade level where it may be 5 sq. ft.** |
| **Bathroom attached to Bedroom F Water Temperature:      oF** (Minimum 105oF; maximum 120oF) **\*M N N/A \*M N N/A****Accessibility Level:** **General:** [ ]  [ ]  [ ] [ ]  I [ ]  I/ A [ ]  [ ]  [ ]  Sanitation [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Toxics inaccessible [ ]  [ ]  [ ] Lock with opening device [ ]  [ ]  [ ]  TP holder [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  Toilet grab bars secure [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  Window cover / screens [ ]  [ ]  [ ] **Shower / Tub:** [ ]  [ ]  [ ]  Lighting [ ]  [ ]  [ ] Shower / tub grab bars secure [ ]  [ ]  [ ]  Other [ ]  [ ]  [ ]  Non-Skid Surface [ ]  [ ]  [ ]  |  |
|  **Resident Bedroom / Bathroom Worksheet - Continued** Attachment E7 |
| **Main Bathroom Water Temperature:      oF** (Minimum 105oF; maximum 120oF)**Accessibility Level:** **\*M N N/A \*M N N/A**[ ]  I [ ]  I/ A [ ]  [ ]  [ ]  **General:** [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Sanitation [ ]  [ ]  [ ] Lock with opening device [ ]  [ ]  [ ]  Toxics inaccessible [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  TP holder [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  Toilet grab bars secure [ ]  [ ]  [ ] **Shower / Tub:** [ ]  [ ]  [ ]  Window cover / screens [ ]  [ ]  [ ] Shower / tub grab bars secure [ ]  [ ]  [ ]  Lighting [ ]  [ ]  [ ] Non-Skid Surface [ ]  [ ]  [ ]  | Location:  |
| **Additional Bathroom Water Temperature:      oF** (Minimum 105oF; maximum 120oF)**Accessibility Level:** **\*M N N/A \*M N N/A**[ ]  I [ ]  I/ A [ ]  [ ]  [ ]  **General:** [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Sanitation [ ]  [ ]  [ ] Lock with opening device [ ]  [ ]  [ ]  Toxics inaccessible [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  TP holder [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  Toilet grab bars secure [ ]  [ ]  [ ] **Shower / Tub:** [ ]  [ ]  [ ]  Window cover / screens [ ]  [ ]  [ ] Shower / tub grab bars secure [ ]  [ ]  [ ]  Lighting [ ]  [ ]  [ ] Non-Skid Surface [ ]  [ ]  [ ]  | Location:  |
| **Additional Bathroom Water Temperature:      oF** (Minimum 105oF; maximum 120oF)**Accessibility Level:** **\*M N N/A \*M N N/A**[ ]  I [ ]  I/ A [ ]  [ ]  [ ]  **General:** [ ]  [ ]  [ ] **Door:** [ ]  [ ]  [ ]  Sanitation [ ]  [ ]  [ ] Lock with opening device [ ]  [ ]  [ ]  Toxics inaccessible [ ]  [ ]  [ ] Unobstructed [ ]  [ ]  [ ]  TP holder [ ]  [ ]  [ ] Doorway width minimum 27 inches [ ]  [ ]  [ ]  Toilet grab bars secure [ ]  [ ]  [ ] **Shower / Tub:** [ ]  [ ]  [ ]  Window cover / screens [ ]  [ ]  [ ] Shower / tub grab bars secure [ ]  [ ]  [ ]  Lighting [ ]  [ ]  [ ] Non-Skid Surface [ ]  [ ]  [ ]  | Location:  |
|  **Interior Physical Environment** Attachment F1 |
| **Postings \*M N N/A** | **Notes** |
| DSHS / ALTSA CRU Number [ ]  [ ]  [ ] DRW Information [ ]  [ ]  [ ] 12-month inspection report [ ]  [ ]  [ ] 3-year inspection posting [ ]  [ ]  [ ] 1st floor evacuation plan [ ]  [ ]  [ ] 2nd floor evacuation plan [ ]  [ ]  [ ] Place to hang license [ ]  [ ]  [ ]  |  |
| **Common Areas:** **\*M N N/A \*M N N/A** | **Notes** |
| Accessibility [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Capacity [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Seating / furnishings [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Lighting [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Fireplace safety [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Ventilation [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |  |
| **Telephone \*M N N/A** | **Notes** |
| Telephone Working [ ]  [ ]  [ ] Available for resident use [ ]  [ ]  [ ] Privacy [ ]  [ ]  [ ]  |  |
| **General / Safety \*M N N/A** | **Notes** |
| Call system [ ]  [ ]  [ ] Heating / cooling [ ]  [ ]  [ ] Trip hazards [ ]  [ ]  [ ] Indoor ramps [ ]  [ ]  [ ] Indoor steps [ ]  [ ]  [ ] Clean / good repair [ ]  [ ]  [ ] Other safety issues [ ]  [ ]  [ ]  | \*\* The adult family home must ensure that fireplaces, stoves, or heaters that get hot to the touch when in use have a stable, flame-resistant barrier that does not get hot to the touch and that prevents any contact by residents or any flammable materials. |
| **Laundry \*M N N/A** | **Notes** |
| Plan (if not home) [ ]  [ ]  [ ] Supplies [ ]  [ ]  [ ] Location [ ]  [ ]  [ ]  | **Must provide an infection control plan if residents would be required to pass through the kitchen to access the laundry area.** |
|  **Interior Physical Environment - Continued** Attachment F2 |
| **Kitchen / Dining Area \*M N N/A** | **Notes** |
| Stocked (pots / pans, dishes, equipment) [ ]  [ ]  [ ] Safe storage for toxics [ ]  [ ]  [ ] Sink temperature (Minimum 105oF; maximum 120oF) [ ]  [ ]  [ ] Adequate seating [ ]  [ ]  [ ] Lighting [ ]  [ ]  [ ] Safety [ ]  [ ]  [ ]  |  |
| **Fire Extinguisher (5 lbs.) \*M N N/A** | **Notes** |
| 1st floor date:  [ ]  Mounted [ ]  [ ]  [ ] 2nd floor date:  [ ]  Mounted [ ]  [ ]  [ ] 3rd floor date:  [ ]  Mounted [ ]  [ ]  [ ]  | **Must be mounted or securely fastened in a stationary position at a minimum of four inches from the floor (when measured from the bottom) and a maximum of 60 inches from the floor (when measured from the top).** |
| **Smoke Detectors \*M N N/A** | **Notes** |
| Interconnected throughout home [ ]  [ ]  [ ] In working order [ ]  [ ]  [ ] Audible throughout house [ ]  [ ]  [ ] In sleeping areas used by AFH staff [ ]  [ ]  [ ] In immediate vicinity of resident rooms [ ]  [ ]  [ ] On every level of multi-level home [ ]  [ ]  [ ]  |  |
| **Medications \*M N N/A** | **Notes** |
| Adequate locked storage [ ]  [ ]  [ ] Plan for refrigerated meds [ ]  [ ]  [ ]  |  |
| **Emergency Supplies \*M N N/A** | **Notes** |
| Lighting (for each resident) [ ]  [ ]  [ ] First Aid kit [ ]  [ ]  [ ] First Aid manual or guide [ ]  [ ]  [ ]  |  |
| **Firearms \*M N N/A** | **Notes** |
| In locked storage [ ]  [ ]  [ ]  |  |
| NOTES |
|  **Exterior Physical Environment** Attachment F3 |
| **Emergency Exit Door(s):** **\*M N N/A \*M N N/A \*M N N/A** | **Notes** |
| EMG unlocked lever handle / hinged [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Minimum doorway width is 32 inches [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Minimum door way height 78 inches [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Threshold [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Doorway / hallway limitations [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Door alarms [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Door to garage [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Resident can exit without specialknowledge or assistance 10715(3) [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |  |
| **Ramps:** **\*M N N/A \*M N N/A** | **Notes** |
| Bilateral handrails secure [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Handrails extend full length of slope [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Smooth transition at ends [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Non-skid surface [ ]  [ ]  [ ]  [ ]  [ ]  [ ] General safety [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |  |
| **Deck \*M N N/A** | **Notes** |
| Wheelchair accessible [ ]  [ ]  [ ] Barriers on sides [ ]  [ ]  [ ] Secure / sturdy [ ]  [ ]  [ ] Steps off deck have barrier [ ]  [ ]  [ ] Good condition – no gaps [ ]  [ ]  [ ] Threshold in / out [ ]  [ ]  [ ] Non-skid [ ]  [ ]  [ ]  |  |
| **Steps \*M N N/A** | **Notes** |
| Steps off landing have barrier [ ]  [ ]  [ ] Handrails on both sides [ ]  [ ]  [ ] Safety [ ]  [ ]  [ ]  |  |
|  **Exterior Physical Environment - Continued** Attachment F4 |
| **General Safety Issues \*M N N/A** | **Notes** |
| Located on busy street [ ]  [ ]  [ ] Located at top of ravine [ ]  [ ]  [ ] Drop off areas such as rock walls [ ]  [ ]  [ ] Walkways used by residents(no trip / fall hazards) [ ]  [ ]  [ ] House numbers visible from street [ ]  [ ]  [ ] Outdoor resident use area [ ]  [ ]  [ ] Designated safe meeting place [ ]  [ ]  [ ]  | Designated safe meeting location: Outdoor resident use area location: \*\* Any outdoor security cameras must not interfere with resident privacy. |
| **Front, Back, Side Yards \*M N N/A** | **Notes** |
| No hazards, toxic materials [ ]  [ ]  [ ] No debris, broken glass [ ]  [ ]  [ ] \*\* No obstructions egress residence windows [ ]  [ ]  [ ] \*\* No obstructions walkways [ ]  [ ]  [ ] Yards maintained [ ]  [ ]  [ ]  | \*\* Any outdoor storage areas, structures, or living quarters on the AFH property must be inspected for safety. |
| **Water Hazard Identified \*M N N/A** | **Notes** |
| \*\*\* Type:  [ ]  [ ]  [ ] Secured by locking any doors,screens, or gates that lead directlyto or surround the water hazard [ ]  [ ]  [ ] Requires fencing 48 inches [ ]  [ ]  [ ] Requires door alarm and lock forany gate leading to the waterhazard [ ]  [ ]  [ ] Non-potable water identified [ ]  [ ]  [ ]  |  |
| **Outdoor Buildings \*M N N/A** | **Notes** |
| Locked [ ]  [ ]  [ ] Safety [ ]  [ ]  [ ] Step(s) [ ]  [ ]  [ ]  |  |
| \*\*\* i.e., fountain, hot tub, pool, natural body of water such as stream, river, lake, pond, etc. |
|  **Physical Environment** Attachment F5 |
| **Types of locking devices and door activation:**WAC 51-51-0330 R 330.4Operable parts of door handles, pulls, latches, locks, and other devices installed in adult family homes shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Pocket doors shall have graspable hardware available when in the closed or open position.The force required to activate operable parts shall be 5.0 pounds (22.2 N) maximum. Required exit doors shall have no additional locking devices.Required exit door hardware shall unlock inside and outside mechanisms when exiting the building allowing reentry into the adult family home without the use of a key, tool, or special knowledge. |
| **Window Well Requirements:**R310.2.3 Window wells.The horizontal area of the window well shall be not less than 9 square feet (0.9 m2), with a horizontal projection and width of not less than 36 inches (914 mm). The area of the window well shall allow the emergency escape and rescue opening to be fully opened.**Exception:** The ladder or steps required by Section R310.2.3.1 shall be permitted to encroach not more than 6 inches (152 mm) into the required dimensions of the window well.R310.2.3.1 Ladder and steps.Window wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or steps required by this section shall not be required to comply with Sections R311.7 and R311.8. Ladders or rungs shall have an inside width of not less than 12 inches (305 mm), shall project not less than 3 inches (76 mm) from the wall and shall be spaced not more than 18 inches (457 mm) on center vertically for the full height of the window well.**Formulas and Reference:** |
|  |  |
|  **Exit Summary Worksheet** Attachment G1 |
| **Applicant:** Below is a preliminary list of findings and comments.**Please review the notice letter carefully.** |
| **WAC 388-76** | **Finding(s) and Comments** |
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|  **Exit Summary Worksheet** Attachment G2 |
| **Applicant:** Below is a preliminary list of findings and comments; **however, the department will send you a certified notice letter describing the complete list of issues addressed today.****Please review the notice letter carefully.** |
| **WAC 388-76** | **Finding(s) and Comments** |
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|  **Exit Summary Worksheet** Attachment G3 |
| **Applicant:** Below is a preliminary list of findings and comments; **however, the department will send you a certified notice letter describing the complete list of issues addressed today.****Please review the notice letter carefully.** |
| **WAC 388-76** | **Finding(s) and Comments** |
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|  **Exit Summary Worksheet** Attachment G4 |
| **Applicant:** Below is a preliminary list of findings and comments; **however, the department will send you a certified notice letter describing the complete list of issues addressed today.****Please review the notice letter carefully.** |
| **WAC 388-76** | **Finding(s) and Comments** |
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|  **Exit Summary Worksheet** Attachment G6 |
| **Applicant:** Below is a preliminary list of findings and comments; **however, the department will send you a certified notice letter describing the complete list of issues addressed today.****Please review the notice letter carefully.** |
| **WAC 388-76** | **Finding(s) and Comments** |
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|  **Adult Family Home Initial Licensing Inspection Notes** Attachment H |
|  |
|  **Post Inspection – Meets Requirements** Attachment I |
| **Applicant meets minimum licensing requirements and is recommended for licensure.** |
|  **Check if****Discuss: discussed:** |
| Licensure recommendation; approval process | [ ]  |  |
| BAAU will: mail license and background check results | [ ]  |  |
| Request Medicaid contract, if desired | [ ]  |  |
| Identify District / Unit – Field Manager | [ ]  |  |
| AFH Locator will list home at <https://fortress.wa.gov/dshs/adsaapps/lookup/AFHAdvLookup.aspx>  | [ ]  |  |
| AFH Locator will indicate Medicaid contract, once the contract has been signed | [ ]  |  |
| Emergency food / water requirement once licensed | [ ]  |  |
| Complete floor plan and key with identified, approved resident bedrooms, capacity, and evacuation level | [ ]  |  |
| Floor plan of home does have limited space that may or may not accommodate larger mobility aids. Applicant was informed: if the home accepts or retains residents that can use mobility aids independently, they must be able to safely and freely self-propel / navigate through doorways, hallways, bathroom, and/or any part of the home the residents needs or wants to use.  | **N/A** | **Discussed** |
| NOTES |
| DATE | CAPACITY | SPECIALTIES APPLICANT RESIDENT MANAGER[ ]  Dementia [ ]  Mental Health [ ]  Developmental Disabilities | CONTRACT[ ]  Yes[ ]  No |
| NOTES |