

Adult Day Center Licensing Inspection Tool

This worksheet is a voluntary tool designed to help providers prepare for a licensing inspection. It outlines examples of the information and documentation that the licensing inspector will review during the inspection.

Please Note: This worksheet is not an all-inclusive list, as your inspector may request additional information/documentation during the inspection.

General Program Information	
Program Name:	
Program Director:	
Designated person in charge on day of inspection:	
Licensed Capacity:	
Current Census:	
Participant Information	
Participant Admissions	Names of participants who were admitted since the most recent mandated inspection.
Participant Discharges	Names of participants that are no longer at the center since the most recent mandated inspection.
Participant Service Needs Provided at the Program <i>Check all services that apply and provide the names of the participants who receive the applicable services.</i>	<input type="checkbox"/> Non-ambulatory <input type="checkbox"/> Requiring a two-person assist <input type="checkbox"/> Self-administering medications <input type="checkbox"/> In need of diabetic management <input type="checkbox"/> On a special diet <input type="checkbox"/> Receiving skilled health care or rehabilitative services at the center <input type="checkbox"/> Requires an individual schedule of activities <input type="checkbox"/> Assessed with serious cognitive impairment <input type="checkbox"/> Exhibiting aggressive behaviors <input type="checkbox"/> MH/ID/DD diagnosis
Staff Information	
Staff	List of current staff with their job title/position/hire date.
Staff Schedule	Director and staff schedules.

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Documentation Reviews, Inspections, Drills & Exercise

Provide the listed information/documentation for review. (Additional documentation may also be requested and reviewed.)

Infection Control Program	Provide a copy for review if any changes have been made since the most recent mandated inspection.
Medication Review	<ul style="list-style-type: none">• Reviews since the most recent mandated inspection.• Twice a year reviews of center-administered medications with the prescribing health care professional.
Health Department Inspection	Most recent inspection.
Fire Inspection	Most recent inspection.
Fire Drills	Record of fire drills conducted since the most recent mandated inspection.
Emergency Preparedness & Response Plan Review	<ul style="list-style-type: none">• Semi-annual review since the most recent mandated inspection for all staff, participants, and volunteers.• The director/administration annual review of the plan since the most recent mandated inspection, as evidenced by signing and dating the plan and making necessary revisions.
Plan for Participant Emergencies	Revisions or updates to the plan for participant emergencies and documentation of semi-annual review for all staff.
Liability Insurance Coverage	Documentation of liability insurance coverage and required coverage amount.
Policy & Procedures	
Medication Management Plan	Provide a copy for review if any changes have been made since the most recent mandated inspection.
Other Policy & Procedures	<ul style="list-style-type: none">• Have all policy and procedures required by the regulations readily available for review.• Provide a copy for review of policies and procedures that have changed since the most recent mandated inspection.
Activities	
Activities Schedule	Copies of activities schedules since the most recent mandated inspection.