

Assisted Living Facilities 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 Facility Information	
Facility Name:	
Facility Administrator:	
Designated person in charge on day of inspection:	
Licensed Capacity:	
Current Census:	
Does this facility serve a mixed population?	
Does this facility have a special care unit?	
Resident Information	
Resident Admissions	Names and room numbers of residents who were admitted since the most recent mandated inspection.
Resident Discharges	Names of residents that are no longer at the facility since the most recent mandated inspection.
Resident Service Needs: 1. Check all services provided at the facility. 2. Provide the name of one resident who receives the applicable service; one resident may receive multiple services.	<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 home health care services <input type="checkbox"/> Receiving wound care treatments <input type="checkbox"/> Receiving hospice services <input type="checkbox"/> Receiving private companion services (not through an agency) <input type="checkbox"/> Using oxygen <input type="checkbox"/> Assessed with serious cognitive impairment <input type="checkbox"/> Exhibiting aggressive behaviors <input type="checkbox"/> MH/ID/DD diagnosis <input type="checkbox"/> Currently using physical restraints as defined in the regulation <input type="checkbox"/> Currently using assistive/adaptive devices

Continued on Next Page

	<input type="checkbox"/> Receiving an Auxiliary Grant
Staff Information	
Staff	A list of current staff with their job title/position/hire date.
Staff Schedule	Administrator and staff schedule.
Documentation Reviews, Inspections, Drills & Exercise <i>Provide the listed information/documentation for review. (Additional documentation may also be requested and reviewed.)</i>	
Health Care Oversight	Reviews since the most recent mandated inspection.
Medication Review	Reviews since the most recent mandated inspection. <ul style="list-style-type: none"> • Annual reviews for residents assessed as residential living care. • Six-month reviews for residents assessed as assisted living care.
Special Diets Oversight	Reviews since the most recent mandated inspection.
Health Department Inspection	Most recent inspection.
Fire Inspection	Most recent inspection.
Fire Drills	Record of quarterly fire drills conducted since the most recent mandated inspection, to include the shift the drill was conducted on.
Emergency Preparedness & Response Plan Review	<ul style="list-style-type: none"> • Semi-annual review since the most recent mandated inspection for all staff, residents, and volunteers. • The administrator/administration annual review of the plan since the most recent mandated inspection, as evidenced by signing and dating the plan and making necessary revisions.
Exercise of the Procedures for Resident Emergencies	Record of six-month exercises conducted since the most recent mandated inspection; include the shift the exercise was conducted on.
Contracts for Mental Health Services	Contracts for mental health services between the facility and the mental health services provider.
Liability Insurance Coverage	Documentation of liability insurance coverage and required coverage amount.
Policy & Procedures	
Infection Control Program Policies and Procedures	Provide a copy for review if any changes have been made since the most recent mandated inspection.
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.