### GeoSTATE OF WASHINGTON

## **DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

## **Aging and Long-Term Support Administration**

PO Box 45600, Olympia, WA 98504-5600

When a provider requests that additional bedrooms or

bathrooms become licensed…

1. Ask the provider to send in a copy of the Building Inspection Report showing that the bedrooms in question have been inspected and approved by the local building inspector.
2. If this room has been added to the home or modified, request copies of all applicable building inspections.
3. Determine if the home’s capacity will increase once the rooms have been inspected and approved. If so, the provider should have already sent in a capacity increase request to ALTSA Business Analysis Application Unit (BAAU). If the provider has not yet sent in this request, he/she must submit a request for capacity increase and the associated fee prior to proceeding with the onsite inspection. Once the BAAU receives the increase form, they will contact the assigned Field Manager to let him/her know that the home is ready for onsite inspection.
4. Determine the number of toilets available to staff, household members, and residents. The AFH must have at least one toilet per five people in the home. For example, if the home only has one toilet, the home will be limited to four residents and one caregiver.
5. Obtain a current, accurate floor plan of the home. Bring two copies with you for the onsite inspection. Also bring two copies of the floor plan key to update at the end of the visit.
6. Discuss whether or not these additional rooms will affect the provider’s current Medicaid Policy. The Medicaid Policy may need to be updated if the home plans to take more or less Medicaid residents, plans to designate new Medicaid bedrooms, or plans to charge supplemental fees for the newly licensed rooms. If so, plan to review the policy during your onsite visit.
7. Discuss with provider the condition the rooms should be in for licensing. The room must be clean, and all doors, windows, blinds, etc. must be in good working order.
8. Print out initial licensing working papers, “Resident Bedroom/ Bathroom Worksheet”, and/or, “Resident Bathroom Worksheet,” as necessary, as well as, “Notes and Drawings,” “Exit Summary Worksheet,” and, “Adult Family Home Floor Plan Key”. These are the documents that you will bring into the field with you for the onsite inspection.

Onsite Inspection

Bedrooms

1. Observe the room for any significant damage that may affect a resident’s health or causes the room to not be homelike. For instance: chipped paint/exposed drywall, marred doors or doorways, damaged paneling, holes in walls, etc.
2. Observe the room for cleanliness. For instance: stains in carpets, dirty walls, fingerprints on doors, cobwebs, dust, etc.
3. Check all drawers and closets for unsafe items, and toxins which should be removed.
4. Windows :
   1. Measure the rooms window sill height to ensure it does not exceed 44 inches from the floor.
   2. Measure the bedrooms window to ensure it has a minimum of 5.7 square feet opening unless it is a ground level floor window opening, which may have a minimum clear window opening of 5.0 square feet.
   3. In addition to the above minimum square footage, the egress window must have a minimum window opening height of 24 inches, and a minimum opening width of 20 inches.
   4. Check inside and outside of windows for any obstructions located above the window sill like headboards or footboards, tall dressers, plants or trees, etc. If there is more than one window in the room, at least one must be available for emergency egress.
   5. Check window coverings to ensure they open and close easily and allow for residents’ privacy.
   6. Check window to ensure that it opens and closes easily and requires no key or tool to open. The window should be in good working order and should open without difficulty or getting stuck.
   7. Inspect screen to ensure it is securely installed and prevents the entry of insects.
   8. Check the window, track, and sill for cleanliness.
5. Lighting:
   1. Check to ensure lighting is adequate for the space.
   2. Check to ensure the fixture and bulbs are in good working order.
   3. All light sockets should have a light bulb.
6. Doors:
   1. Open and close doors to ensure they open and close easily and latch properly when shut.
   2. For existing door locks, ensure that the provider has an unlocking device nearby and is able to gain rapid access to the room when locked. Make sure the bedroom door handle does not have a lock on the outside where one could be locked in the bedroom.
   3. If the door does not have a lock, discuss with the provider the plan to ensure privacy.
7. Closets/Armoire:
   1. Inspect inside of closet for safety hazards.
   2. Make sure you are able to open the closet door(s) from the inside. For sliding closet doors this may mean having handles on the inside, or a stopper to prevent the doors from closing all the way.
   3. For sliding closet doors, ensure there are floor guides installed securely.
   4. Bi-folding doors do not require an inside door handle as you can just push the door open from the inside.
8. Smoke detector:
   1. Inspect the detector for damage, and ensure that it is securely installed.
   2. Have the provider set off the smoke alarm to ensure it works properly and can be heard from the farthest point in the home. Smoke detectors must be interconnected.
9. Heat Source:
   1. Identify that the room has a heater in good working order.
   2. If there is an electric wall heater and/or cadet heater, check for a manufacturer’s label which should identify how much distance must be left between the heater and flammable items such as the bed, nightstand, curtains, clothes, etc. Typically the recommendation is a 3 foot allowance away from the heater. If the heating element is hot to the touch, a fire resistant barrier must be installed to prevent access to the hot heating surface.
10. Utility Access in Bedrooms
    1. If there is an electrical panel, water shut off valve, access to a crawl space or attic through the bedroom in question, the provider must provide written notice to residents that these utilities are located in the bedroom and may need to be accessed.
    2. If there is utility access in the bedroom, the provider must ensure the resident(s) living in the room are unable to gain access to the utility to ensure their safety.
11. Measuring the room:
    1. First, measure the length and the width of the room, from baseboard to baseboard, excluding built in closets. Calculate the subtotal square footage of the room, and record this information on the working papers.
    2. Second, determine if there is an armoire (used in lieu of a closet), door swing, vestibule or other unusable area in the room that must be subtracted. Measure this area, calculate the square footage and record on the working papers.
    3. Subtract the unusable square footage (calculated in B) from the room subtotal (calculated in A) to determine the usable square footage of this room.

Note: Length in inches × Width in inches ÷ 144 = Square footage

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| **Calculations: for ‘Door Swings’**  Door Width in inches = Sq Ft for ¼ of circle swing | | | |
| Dr Width” | Sq Ft ¼ swing | Dr Width” | Sq Ft ¼ swing |
| **25”** | 3.41 sq ft | **33”** | 5.94 sq ft |
| **26”** | 3.69 sq ft | **34”** | 6.30 sq ft |
| **27”** | 3.98 sq ft | **35”** | 6.68 sq ft |
| **28”** | 4.28 sq ft | **36”** | 7.07 sq ft |
| **29”** | 4.59 sq ft | **37”** | 7.47 sq ft |
| **30”** | 4.91 sq ft | **38”** | 7.88 sq ft |
| **31”** | 5.24 sq ft | **39”** | 8.30 sq ft |
| **32”** | 5.59 sq ft | **40”** | 8.73 sq ft |

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| **Triangular Area (calculate sq ft )**   * + [base and height meet at the right angle](http://www.wikihow.com/Image:Triangle_labeled_505.PNG) A=1/2(**bh**) |
| Measure the base **(b)** of the triangle |
| Measure the height **(h)** of the triangle |
| multiply the base by the height **(b x h)** |
| Divide this amount by **2** (two) |

1. Room Capacity, Configuration and Limitations:
   1. If the usable square footage of the room is 80 - 120 sq. ft. the room may be licensed for one resident as long as the configuration of the room allows for the placement of one bed.
   2. If the usable square footage of the room is 120 and above, the room may be licensed for two residents as long as the configuration of the room allows for the placement of two beds.

Note: The furniture must be able to be placed in safe locations in the room (i.e. beds may not be near electric heaters, dressers may not obstruct window openings, there must be adequate space to access the closet.)

* 1. Some residents who utilize mobility aids for ambulation are unable to safely navigate through narrow doorways and walkways. If you identify a bedroom with a narrow doorway (less than 27” wide) or that can only be accessed through a narrow hallway(less than 27” wide) this bedroom will need to be limited to independent residents only.

Bathrooms

1. Inspect the configuration and size of the bathroom to determine the accessibility for those using mobility aids or needing standby assistance. If the bathroom is small and does not allow for unrestricted use by those residents using mobility aids or needing standby assistance, contact your Field Manager/Upper Management to determine if the bathroom will be licensed for Independent residents only. The initial licensing program reviews such scenarios with the Program Manager.
2. Inspect the bathroom for cleanliness and safety hazards, like toxins, area rugs, etc.
3. Doors:
   1. Open and close doors to ensure they open and close easily and latch properly when shut.
   2. For existing door locks, ensure that the provider has an unlocking device nearby and is able to gain rapid access to the room when locked.
   3. Check to ensure that nothing obstructs the provider’s ability to open the door from the outside, such as vanity drawers that pull out in front of the door.
4. Water:
   1. Ensure that water does not exceed 120 degrees Fahrenheit, but should be warm enough to allow residents to comfortably bathe.
   2. Ensure that the water runs clear/clean and is not rusty or dirty.
   3. Ensure that the aerator is in good working condition and does not spray water out of the sink.
   4. Make sure the sink drains properly.
5. Shower/Tub:
   1. Ensure that there are at least five grab bars installed; two on the faucet wall, two opposite the faucet wall, and one on the long back wall of the shower. Pull firmly on the grab bars to ensure they do not move, and are securely installed. Refer to [WAC 51-51-0330](https://app.leg.wa.gov/wac/default.aspx?cite=51-51-0330) for detailed information about proper placement.
   2. Check the floor of the shower/tub for a non-slip surface. A shower mat on the floor that rolls or moves easily underfoot is not safe and should not be accepted.
   3. If shower doesn’t have a shower curtain have a conversation regarding how they will prevent water from getting on the floor and causing a slip/fall hazard.
6. Toilets:
   1. As of 7/1/13 grab bars must be installed on either side of the toilet. See International Residential Code, [WAC 51-51-0330](https://app.leg.wa.gov/wac/default.aspx?cite=51-51-0330) for detailed information about proper placement.
   2. Check to see that there is a toilet paper holder within arm’s reach of the toilet.





After the Physical Inspection…

1. If the bedrooms or bathrooms meet licensing requirements:
   1. Update the floor plan and floor plan key to reflect the rooms previously and newly licensed. Include the room designation (A, B, C, etc.), the number of residents that can be in each room, and the assigned evacuation level of each room (Independent or Independent/Needing Assistance). Always be sure the floor plan and the key match. Both the licensor and the provider need to sign all copies of the floor plan and key. One set is for the provider to keep and one set should be filed in the licensing office.
   2. If the home’s capacity has changed, note the home’s new capacity on the floor plan and the key.
   3. If the newly licensed bedrooms will affect the provider’s Medicaid Policy you should have reviewed the policy to ensure that no residents’ rights are infringed upon, and the policy is in compliance with licensing requirements. If the policy did not meet requirements at the onsite visit, have the provider send in an acceptable policy before recommending that the additional rooms be licensed.
   4. If the home’s capacity will change, either the licensor or the FM, based on your unit’s protocol, will contact the BAAU to let them know that the new rooms have been licensed and the capacity of the home can be updated in FMS.

If the AFH’s capacity cannot be increased, have your Field Manager notify the BAAU. The BAAU will send the AFH provider a denial letter and the ADSA Finance and Accounting will send a refund in 4- 6 weeks.

* 1. The provider cannot exceed their current licensed capacity until the BAAU has formally changed the home’s licensed capacity. The BAAU will send the home a new license reflecting the change in capacity.

1. If the bedrooms/bathrooms do not meet minimum licensing requirements, document the items that do not meet requirements on the, “Exit Summary Worksheet.” Keep a copy of this form in the licensing file and give one copy to the provider. The provider will need to contact the licensor for another onsite inspection once the identified issues have been addressed.