



Transforming
Lives

AFH Administrator Training

Module 6: Setting Up Your Home

Adult Family Home Administrator Manual, Version 5.2



Washington State
Department of Social
& Health Services

Transforming lives

Agenda

- AFH Initial Inspection Preparation Checklist
- AFH Records
- Electronic Record Keeping
- Resident Photographs
- Video Recording and Notification
- Audio Recording



Learning Objectives

At the end of this module, you will be able to...

- Discuss the requirements for setting up your home
- Explain what postings are required and where they must be located
- Describe how to protect your residents from water hazards
- Identify the exterior physical environment requirements

What Do You Know?

True or False

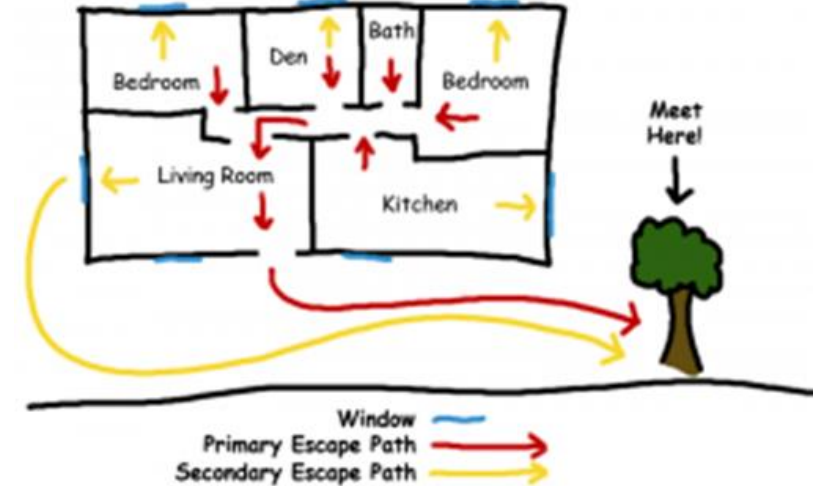
1. All required workplace posters are free
2. Each resident bedroom must have adequate storage space for clothing and personal belongings
3. The AFH checklist is designed to assist the applicant in preparing for the initial inspection

Checklist – AFH Initial Inspection Preparation

- Assist you to prepare for your inspection – always use the most current version
- Meet requirements of current WAC/RCW
- The home should be move in ready on the day of initial inspection.
- Only schedule your initial inspection when you know your home meets all requirements
- Also refer to: [AFH Initial Inspection process slideshow](#)

Checklist – Postings

1. ALTSA/Complaint Resolution Unit (CRU) Hotline
2. WA State Ombudsman
3. Disability Rights of Washington
4. Complaint/Inspection Reports – last 12 months
5. Complaint/Inspection Reports – last 3 years
6. Business License
7. Evacuation Plan on each level of your AFH



Checklist – Common Areas

- Must be homelike, with furnishings that each resident may use
- Large enough for all residents to use at the same time - **enough chairs at the dining table and enough seats in the living room**
- Common Areas must not be used as a bedroom or sleeping area
- Lighting must be adequate
- Fireplaces secured with a sturdy flame-resistant barrier or not used

Checklist – Bedrooms



- Resident privacy maintained
- Be an outside room
- Meet minimal floor space/door width
- Store clothing and Personal Belongings

Checklist – Bedrooms, Continued



- Adequate lighting
- Rapid access for Staff
- Windows must not be blocked, easily opened, and screened
- Must have a minimum opening of 5.7 sq. feet
(minimum height of 24 inches; minimum opening of 20 inches.)

Checklist – Bathrooms

- Grab bars installed correctly
- Tub and/or Shower must have a non-slip surface
- Staff must have rapid access to locked bathroom
- Bathroom vanity drawers must not block door when they are open.
- Every toilet must have a toilet paper holder



Checklist – Bathrooms, Continued

- Access to a toilet, shower/tub without going through another resident's bedroom
- Visual and auditory privacy in the bathroom
- Adequate lighting
- Water temperature cannot be less than 105 degrees or exceed 120 degrees
- Bathroom must be free from toxins



Checklist – Kitchen and Laundry Area

- If laundry passes through kitchen, must have an infection control plan
- Kitchen must be stocked with pots/pans, dishes, silverware, and glasses
- The kitchen should be stocked as if residents were moving in on inspection day.



Checklist – Kitchen and Laundry Area, Continued

- Clean and sanitary
- Sink temperature; not less than 105 degrees and not exceed 120 degrees
- Lighting must be adequate



Checklist – Medications



- All prescribed, over the counter, and refrigerated medications must be kept in locked storage
- Ensure Resident medication are kept separate
- Must be in place on inspection day including how refrigerated medications will be stored



Checklist – Other Items/Interior Physical Environment

Be sure you read and understand the additional requirements for these other items:

- Electronic Monitoring Equipment
- Call bell system
- Hazards in garage
- Smoke detectors

Checklist – Other Items/Interior Physical Environment, Continued

- Space heaters
- Water Temperature
- Room Temperature
- Telephone
- Toxic Substance
- Windows

Checklist – Exterior Physical Environment

- Main entrance/Exit door Doorknobs
- Steps/stairs
- Ramps
- Doorways
- Decks



Checklist – Exterior Physical Environment, Continued

Safe Outdoor Area for Residents:

- Hazards and Toxic Materials
- Large enough to accommodate all residents at the same time
- Water Hazards
- Road Safety
- Drop Off Areas
- Yard Maintenance
- Outdoor Buildings
- Window Wells





Group Activity

What is Wrong with This Ramp?



Checklist – Sample Resident Record Review

- Confidential System In Place
- Resident Record Format
- Documents required to have at time of inspection:
 - Personal Inventory Sheet
 - Resident Information Sheet
 - Disclosure of Charges
 - Medication Log
- Additional document required in the record

Checklist – Administrative Records

- Orientation Checklist
- Caregiver Qualifications
- Disclosure of Charges Form
- Pet Vaccinations
- Sewage System
- Water System
- Respiratory Protection Program
- Succession Plan

Checklist – Policies and Logs

Policies

- Rights and Services
- Disaster Plan
- Medication Disposal
- Contacting Emergency Services
- Accepting Medicaid
- Preventing Abandonment, Abuse, Neglect, and/or Exploitation

Logs

- Accident/Incident/Injury Log
- Emergency Evacuation Drill Log
- Medication Log

Checklist – Emergency and Disaster Plan and Procedures

- Responding to natural and man-made emergencies and disasters
- Outline of actions to be taken by staff and residents
- Fire Drill Plan for evacuation

Checklist – Resources

- <https://www.dshs.wa.gov/altsa/residential-care-services/information-afh-prospective-providers>
- REGULATIONS
 - WACs:
 - 388-76 *AFH Minimum Licensing Requirements*
 - 388-112A *Training*
 - 246-840 *Nurse Delegation*
 - 388-105-0050 *Medicaid Supplementation*
 - RCWs:
 - 70.128 *Adult Family Homes*
 - 70.129 *Resident Rights*
 - 74.34 *Abuse of Vulnerable Adults*
 - Background Check Information
 - Emergency Planning Information
 - Caregiving Experience Attestation [CEA] forms for Entity Representatives & Resident Managers
- <https://www.dshs.wa.gov/altsa/home-and-community-services/training-requirements-and-classes>
 - Training Requirements for adult family homes [AFH]
 - Food Safety
 - Finding community educators in your area
 - Administrator Training Classes
 - AFH Providers minimum instructor requirements

AFH Records

All records must be set up prior to inspection

- Resident
- Employee
- AFH Provider
- Complaint and Inspection Reports



Resident Records – Confidentiality

Prevent unauthorized use, only these individuals are authorized to access resident records:

- The department (DSHS)
- A health care institution
- When requested by the law
- The resident
- Your staff – needed to provide care and services
- LTC ombuds if met requirements
- Anyone the resident or their legal representative authorizes

Resident Record – Location/Storage

Must be:

- Kept in the home where the resident lives
- Easily accessible to those providing care
- Identifiable - right record for the right resident
- Format useful to the home
- Confidentially stored for 3 years

Resident Record - Content

Must contain:

- Resident Information/Face Sheet
- Personal Belongs Inventory Log
- Assessment/Preliminary Care Plan/NCP
- Current Medical History
- Medication Logs/MAR
- Nurse Delegation documents (If receiving ND)
- Legal Documents
- Financial records/Manage resident funds
- Disclosure of Charges Form
- Admission Records

Electronic Record Keeping

If you keep your records electronically, you must be able to:

- Have them accessible to all staff who need them
- Be able to maintain confidentiality
- Print them out if requested by an RCS licensor

Resident Record

Example Pages 19-30



Poppy McGee

Medical History, Dr. Orders	Medications/MAR	Nurse Delegation	Disclosure of Charges	Admission Documents
Resident Information	Personal Belongings Inventory	Assessment-Preliminary SP Negotiated SP	Financial	Legal Documents

Staff Records

- Accessible to department staff
- Must be available during staff employment
- Kept for 2 years following employment
- Document caregiver qualifications
- Orientation checklist
- Address/Contract information
- Orientation and training records
- TB Testing results
- Background checks

AFH Administrative Records

- Evacuation Drills
- Accident/Injury Log
- Policies
- Disaster Plans
- Notice of Rights and Service Requirement
- Liability Insurance
- Respiratory Protection Program

NOTE: See pages 32-33 for binder content and tabs

Resident Photographs and Video Recording

- A resident has the right to personal privacy
- CMS sent out a stern reminder about protecting resident privacy and prohibiting mental abuse
- Must have written authorization from the resident or their representative
- WAC allows for a few exceptions



Video Monitoring

- Entrance/Exits
- Outdoor Areas
 - Does NOT replace your supervision/monitoring responsibilities
 - You must notify all residents in writing of the monitoring equipment
- Sleeping Area – Only with Resident request



Audio Monitoring

- Only the resident or their court appointed guardian/attorney-in-fact can request and give consent
- If requested by the guardian/rep., they must have a court order
- You must obtain a copy of the court order and keep the court order and consent in the resident's record

Electronic Monitoring – Key Points

- You cannot refuse to admit or discharge a resident due to electronic monitoring
- You cannot release any audio or video monitoring except to those authorized or required by law
- Must remove any equipment that doesn't follow the requirements



Allowable Electronic Monitoring

- Allowable video monitoring includes:
 - Motion sensor alerts
 - Floor pressure sensors
 - Global positioning devices (exceptions)
- Must be included in the resident's NCP

Home Maintenance

- Home must be kept in good repair and condition – safe and sanitary
- Outdoor space is safe and useable
- Household items and furnishings
- Safe and functioning home systems



Home Maintenance, Continued

- Toxic/hazardous materials are locked and in original containers
- Rapid access for all staff to any bedroom, toilet room, shower room, closet, other room occupied by a resident
- Firearms are locked and only accessible by authorized persons
- Home is free from rodents, insects, and other vermin

Summary Review

During this module, we learned about:

- The requirements for setting up your home
- The postings that are required and where they must be located
- How to protect your residents from hazards
- The exterior physical environment requirements
- What else?

Test Your Knowledge

True or False

1. Resident records are confidential and only accessible to authorized individuals
2. If you use the checklist, you will cover all requirements and be ready for your inspection
3. The hot water temperature must not exceed 140 degrees.





Get Ready For Your Next Class

- Read assigned modules