



ADULT FAMILY HOME'S (AFH) NAME	LICENSE NUMBER
PROVIDER / LICENSEE'S NAME	INSPECTION DATE
LICENSOR'S NAME	

ATTACHMENT B

AGING AND LONG-TERM SUPPORT ADMINISTRATION (ALTSA)
ADULT FAMILY HOME (AFH)

Inspection Process and Records Request

The inspection process consists of:

- Entrance onsite
- Inspection tour
- Sample selection
- Resident interviews
- Observation of care
- Medication review
- Resident record review
- Provider and staff interviews
- Staff record review
- Exit conference

Field Manager's Contact Information:

LICENSEE / RESIDENT MANAGER

Please make the following available to the Licensor today:

- ☐ Resident and staff list (please include all employees since the last inspection, but no further back than 2 years)
- ☐ Entire resident records, including the negotiated care plan and nurse delegation records, if applicable
- ☐ Personnel files, including orientation, CPR, First Aid training, TB testing, background check information, basic or modified training, continuing education and specialty training (as required)
- ☐ Proof of current liability insurance (commercial and professional)
- ☐ Succession Plan
- ☐ Evacuation drills
- ☐ Medical Test Site Waiver, if applicable
- ☐ Infection Prevention and Control policy and recommended practices
- ☐ Staffing plan and policy
- ☐ Pet vaccination records, if applicable

The Licensor may require further records and information during the inspection process. Thank you for your assistance.

NOTES



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AGING AND LONG-TERM SUPPORT ADMINISTRATION (AL TSA)

Inspection Process and Records Request Notes

NOTE: This form should be used to document any additional information or data that does not fit in the designated space.

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