



**Provider Setting Final Rule Checklist – Adult Day Health**

<b>ONSITE VISIT INFORMATION</b>			
Provider/Facility Name:			
Resource Developer:			
Onsite Visit Date:			
<b>POLICY REVIEW</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>
1. Are the individuals able to independently enter and leave the building at any time? <i>Guidance: Are any doors locked that prevent entry/exit, are there any rules in place that limit hours/time individuals can leave?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are there person centered plans for individual's based on needs and preferences? <i>Guidance: There are plans available to individual and staff working with the individual, there are individual schedules based on need.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the setting allow individuals the freedom to move about inside and outside of the setting as opposed to one restricted room or area within the setting <i>Guidance: Can the individuals choose where and who they sit with? Individuals are allowed to move about the area.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the setting offer individuals the ability to choose which activities or groups they want to participate in? <i>Guidance: Individuals choose the activities they want to do. Grouping based on interest is okay as long as an individual can choose to do something different.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the setting provide opportunities for regular meaningful activities in the community, including work related activities if desired? <i>Guidance: Are individuals involved in community activities including work related activities if they desire to do so?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OBSERVATION REVIEW</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>
1. Are there gates, Velcro strips, locked doors, or other barriers preventing individuals' entrance to or exit from certain areas of the setting? <i>Guidance: The common areas of the assisted living facility are accessible to all individuals. The only locked doors are rooms such as the nurse's station, mechanical closet, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

2.	Is the setting physically accessible? <i>(Based off the needs of the current clients served in the setting)</i> <b>Guidance: Bathrooms and hallways are accessible, tables/microwaves are at appropriate height, etc.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Do staff protect information about the individuals' care by not posting their information and/or discussing their services in public? <b>Guidance: Identifying information is not posted in public areas; private and health matters are discussed in a confidential manner.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are the individuals' privacy protected during medication distribution? <b>Guidance: All information is kept private, names are not used if distributing medications in common areas with others around (such as at mealtimes).</b>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Do individuals have a means of private conversation, including the use of a facility phone or computer in a private area, for those without their own means of communication? <b>Guidance: There is privacy in written communication, including sending and receiving mail and email. There is a telephone with auxiliary aides where calls can be made without being overheard.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Do the individuals have access to materials to learn of activities in the community? <b>Guidance: Community activities are posted on bulletin boards, calendar of activities in monthly newsletter, access to newspaper, internet access, etc.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Do staff converse with individuals in the setting while aiding and during the regular course of daily activities? <b>Guidance: Does staff engage in meaningful conversations with the individuals?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Does staff address individuals in a manner in which the person would like to be addressed as opposed to routinely addressing individuals as "hon" or "sweetie"? <b>Guidance: Staff interact with individuals in a respectful manner and call them by their preferred/chosen name.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Does the setting allow individuals the freedom to move about inside and outside of the setting as opposed to one restricted room or area within the setting? <b>Guidance: Individuals move about the facility as they desire.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Are bus and other transportation schedules and telephone numbers posted in a convenient location (where applicable)? <b>Guidance: Public transportation contact numbers and schedules in the area should be posted in a common area. Rural communities might not have public transport, so transportation should be available in other ways.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Is information about filing a complaint posted in an obvious location and in an understandable format? <b>Guidance: Information is posted or given to individuals annually.</b>	<input type="checkbox"/>	<input type="checkbox"/>	

Resource Developer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_