

ADCC SURVEY TAGS

Center Name: _____

Date: _____

GENERAL LICENSE STANDARDS	___ 0501 Staff trained to implement policies and procedures; Written orientation and training plan
0001 Center is licensed at this location	0502 Center shall maintain minimum staff ratio
0002 Center has governing authority	0503 Two staff, one of whom is certified in first aid and CPR
___ 0003 Owner/operator or designee is on premises	___ 0504 Staff is free of TB/communicable disease as documented by health care statement
0004 Change of operator reported to Agency within 30 days	0505 Center has qualified staff to provide services
___ 0005 Agency/participants notified 60 days prior to center closure	___ 0506 Staff maintains personal cleanliness/hygiene
0006 Advertise only when licensed / Alzheimer's advertising	0507 Personnel files on all staff are maintained
FISCAL STANDARDS	0508 Written job descriptions are maintained
0100 Participants funds managed as required	0509 Background screening on staff hired eff. 10/1/98
0101 Center accepts fee-for-service; signed agreement	0510 Center does not retain staff who do not meet screen. req
___ 0102 Center has current liability insurance	___ 0511 Staff refrains from abusive or unacceptable conduct, and behavior which may be injurious to participants
CENTER RECORD STANDARDS	0512 Staff is terminated if conduct is abusive
0201 Center maintains record of participant data	0513 Adult Day Health Care staffing requirements are met
___ 0202 Center maintains record of staff assignments	___ 0514 Employee receives basic written information about interacting with participants with Alzheimer's disease
___ 0203 Center maintains record of major incidents/ immediately reported to field office	___ 0515 Direct contact personnel complete 1 hour of initial training on Alzheimer's disease within 3 months
___ 0204 Center develops & follows written Comprehensive Emergency Mgt. Plan; reviewed by Em. Mgt. Agency	___ 0516 Direct care staff complete additional 3 hours training on Alzheimer's disease within 9 months of employment
___ 0205 Revisions to CEMP resubmitted to Em. Mgt. Agency within 30 days of notification	MEDICATION STANDARDS
___ 0206 Center reviews and updates CEMP annually; submitted annually to Em. Mgt. Agency	___ 0601 Supervision of self-administered medication
0207 Signed release for emergency treatment on file	0602 Only licensed persons administer medication
___ 0208 Food service complies w/ Ch. 64E-11 for 17 + participants	___ 0603 Centrally stored medications are locked in a safe place
___ 0209 Central Abuse Registry information posted	___ 0604 Only pharmacist can alter prescription label or transfer medications
___ 0210 Social, medical & fiscal records reflect extent of services	___ 0605 Meds not taken with participant shall be destroyed
PARTICIPANT RECORD STANDARDS	0606 Staff available for distribution of centrally stored meds
0300 Participant rights are ensured	PARTICIPANT SERVICES STANDARDS
0301 Participant file contains participant data sheet	0700 Center offers planned services and programs
___ 0302 Documentation of services, medications, special diets are in participant's file	___ 0701 Monthly schedule of activities is maintained
0303 Part. file updated when sig. change or at least quarterly	0702 Center provides family consultation or referrals
ADMISSION CRITERIA STANDARDS	0703 Center provides required basic services
___ 0400 Admission and retention of participants supervised by owner/operator	___ 0704 Center may provide optional supportive services
___ 0401 TB/Communicable disease statement signed 45 days before admission	___ 0705 Adult day health care services may be provided
___ 0402 Part. who cannot self-administer cannot be accepted or retained unless licensed staff is available to admin. meds.	___ 0706 Adult day health care services must be documented
___ 0403 Individuals whose behavior or phys. limitations are hazardous to self/other part. are not accepted or retained	___ 0707 Medicaid waiver requirements for centers
STAFFING STANDARDS	NUTRITION AND DIETARY STANDARDS
___ 0500 Daily operation of center under control of owner or operator	___ 0800 Owner/operator/designee responsible for food service

