

## Adult Foster Care Relicensing Checklist

### Relicensing Paperwork:

License Application
Privacy Rights/HIPAA
Home Safety Checklist
Training Record (N/A for Consolidated Rule)
Well-Water Test Results
Fire/Storm Drill Log
Placement Record
Background Checks
Rule 203 Checklist

### Corporations (Non-Consolidated Rule) Changes:

Name & Address of Owner/Board Members
Name & Address of Employee
Organizational Chart
Personnel Policies
Personnel Records/Employee Qualifications
Job Description
Staffing Pattern
Internal Review Policies/Procedures
New Hire/Re-Hire Background Checks
Background study info – highest ranking official

### Home Safety Items:

Emergency Numbers Posted
Floor/Escape Plan Posted
Battery Powered Flashlight & Radio/TV
First Aid Supplies
Weapons/Ammunition Locked Separately
Controlled Substances Locked
Fire Extinguisher Serviced
Water Temperature <120 degrees
Pet Immunization Record

### Corporations (Consolidated Rule) Changes:

Name & Address of Owner/Board Members
Organizational Chart
Personnel Policies
Personnel Records/Employee Qualifications
Job Descriptions
Staffing Pattern
Background study info – highest ranking official

### Policies/Procedures/Plans:

Facility Abuse Prevention Plan Posted
Grievance Policy
Maltreatment Reporting Policy Available
Substance Abuse Policy
Background Check Documentation Log

### Resident Records (N/A for Consolidated Rule):

Resident Initials				Document
				Individual Abuse Prevention Plan
				Resident Placement Agreement
				Resident Information Record
				Mobility Access Assessment
				Cash Resource Record
				Resident Medication Information
				Permission to Administer Meds
				Self-Medication Statement
				Resident's Rights/VA Act Summary
				Physical Exam of Resident

### Training Needs:

### Questions: