

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

FACILITY: _____ ADDRESS: _____ DATE/S: _____

ADMINISTRATOR: _____ TELEPHONE # _____ TASK/WORK ORDER #: _____

SURVEYOR/S: _____ E-Mail/Web: _____ Initial ___ Renewal ___ License #: _____

RULE	GUIDELINES	YES	NO	COMMENTS
<p>Surveyor: Has applicant submitted the following completed times:</p> <ul style="list-style-type: none"> • Application • Floor plan indicating square footage for rooms • Personal statements of health for each employee and each person living in the household (NOT including residents) • TB test results for each employee • Completed release of information form for each member of the family over age 18 (in residence) and each employee • Fire Safety Checklist • Grievance Policy • Resident Payment Refunds Policy • Written Placement Agreement • Accident/sudden illness report form • Resident Admission form 				
<p><u>37.100.121 ADULT FOSTER HOMES, LICENSES</u> (4) An adult foster home may be licensed to care for four or fewer aged persons or disabled adults in need of such care, and shall not care for more residents than the number allowed by their license.</p>	<p>There is a maximum of 4 resident beds. There is a bed (s) for staff/family.</p>			
<p><u>37.100.175 ADULT FOSTER HOMES, PROHIBITED PRACTICES</u>(2) A licensee is prohibited from providing skilled nursing care. (EXCEPTION to ARM 37.100.175) <u>50-5-216 M.C.A. Limitation on Care provided in</u></p>				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
<p><u>adult foster care home.</u></p> <p>(1) Except as provided in this section, the types of care offered by adult foster care homes are limited to light personal care or custodial care and may not include skilled nursing care.</p> <p>(2) An adult foster home may be licensed to provide care for a disabled adult who resided in the home for at least 1 year before reaching 18 years of age, even though the adult is:</p> <p>(a) in need of skilled nursing care;</p> <p>(b) in need of medical, physical, or chemical restraint;</p> <p>(c) non-ambulatory or bedridden;</p> <p>(d) incontinent to the extent that bowel or bladder control is absent; or</p> <p>(e) unable to self-administer medications.</p>				
<p>(3) An adult foster care home that applies for a license under subsection (2) shall provide the department with a copy of the statement required in subsection (4).</p> <p>(4) A resident of an adult foster care home licensed under subsection (2) must have a certification in the form of a signed statement, renewed on an annual basis, from a physician, a physician assistant, a nurse practitioner, or a registered nurse, whose work is unrelated to the operation of the home and who has actually visited the home within the year covered by</p>				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
<p>the statement and certifies that:</p> <p>(a) the services available to the resident in the home or in the community, or services that may be brought into the home from the community, including nursing services or therapies, are appropriate for meeting the health care or other needs of the resident; and</p> <p>(b) the health care status of the resident does not necessitate placing the resident in a more intensive residential service setting.</p> <p>(5) As used in this section, "skilled nursing care" means 24-hour care supervised by a registered nurse or a licensed practical nurse under the orders of an attending physician.</p>				
<p>37.106.313 MINIMUM STANDARDS FOR ALL HEALTH CARE FACILITIES:</p> <p>COMMUNICABLE DISEASE CONTROL (1) All health care facilities shall develop and implement an infection prevention and control program. At minimum the facility shall develop, implement, and review, at least annually, written policies and procedures regarding infection prevention and control which must include, but not be limited to, procedures to identify high risk individuals and what methods are used to protect, contain or minimize the risk to patients, residents, staff and visitors.</p> <p>(2) The administrator, or designee, shall be responsible for the direction, provision, and quality of infection prevention and control services. (History: Sec. 50-5-103 and 50-5-404, MCA; IMP, Sec.</p>	<p>Pursuant to 50-5-101 (23) (a), MCA, adult foster care is included under the definition of health care facility. To assist in assuring the physical health of caregivers and residents, the Department includes this ARM in the determination of compliance for licensure of AFC facilities. <i>The Minimum Standards for All Health Care Facilities Communicable Disease Control ARM was updated and effective on March 12, 2004.</i></p> <p>Please refer providers to the Infection Control link on the AFC web page for assistance in meeting the requirements of this rule.</p> <p>http://www.dphhs.mt.gov/programsser</p>			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
50-5-103, 50-5-204 and 50-5- 404, MCA; NEW, 1980 MAR p. 1587, Eff. 6/13/80; TRANS, from DHES, 2002 MAR p. 185; AMD, 2004 MAR p. 582, Eff. 3/12/04.)	vices/adultfostercare/index.shtml			
<p><u>37.100.130 ADULT FOSTER HOMES, LICENSE REVOCATION, DENIAL OR SUSPENSION</u> (1) The department may deny, revoke or suspend an adult foster home license by written notification to the licensee specifying the reasons for denial, revocation or suspension within 30 days of the department's determination that:</p> <p>(a) the home is not in compliance with licensing requirements established by this subchapter; or</p> <p>(b) the licensee has made misrepresentations to the department, either negligent or intentional; or</p> <p>(c) the licensee or other persons at the home have been named as a perpetrator in a substantiated report of abuse, neglect or exploitation of an aged person or disabled adult.</p> <p>(d) the licensee or other persons in the home pose a risk or threat to the safety or welfare of any resident of the home.</p> <p>(2) The department must deny a license if:</p> <p>(a) any adult foster care resident of the home requires physical restraint.</p> <p>(b) any adult foster care resident of the home will need to be carried from the home during any</p>				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
<p>emergency that requires evacuation.</p> <p>(c) any adult foster care resident of the home is totally incontinent or is incontinent and unable to manage their incontinence with more than minimal supervision.</p> <p>(3) If any violation of these rules by a licensee places a resident in imminent risk of injury or harm, the license may be immediately revoked.</p> <p>(4) If the department finds that a current licensee who is operating an adult foster care home is out of compliance with the standards set forth in these rules, the department will not revoke or deny renewal of the license if all the following conditions are met:</p> <p>(a) the standards out of compliance do not eminently threaten the life or health of the residents;</p> <p>(b) the standards out of compliance can be corrected within 30 days;</p> <p>(c) the licensee submits a written correction plan within 15 days of the department's notification of noncompliance specifying how compliance will be made within 30 days; and</p> <p>(d) the department approves the correction plan.</p>				
<p><u>37.100.140 ADULT FOSTER HOMES, ENVIRONMENTAL REQUIREMENTS</u></p>	<p>If located outside city limits, owner is willing to transport residents to</p>			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
<p>(1) The home shall be located close to community resources.</p> <p>(a) The home shall be accessible to transportation -- bus, train, car.</p> <p>(b) The home shall be in reasonable proximity to shopping areas, churches, senior centers, medical and dental clinics and hospitals.</p>	<p>church, senior center, physician, etc.</p>			
<p>(2) The home shall have an adequate and safe sewage system and water supply.</p>	<p>The water and sewage system has been approved by local authorities. If a country residence water tested at least annually.</p>			
<p>(3) The foster home must be equipped with a telephone. Telephone numbers of the hospital, police department, fire department, ambulance, and poison control center must be posted by each telephone.</p>	<p>Residents have access to a telephone.</p> <p>A telephone is accessible for wheel chair residents.</p>			
<p>(4) The licensee shall keep the home clean and in good repair and the premises shall be kept free from objects, materials, and conditions which constitute a danger to the residents.</p>	<p>There are no odors of urine, feces or body odor or pet odor.</p>			
<p>(5) The foster home shall make adequate provisions for laundering of residents' personal laundry.</p>				
<p>(6) The licensee shall be equipped to provide an adequate amount of hot water for a resident's use between the temperature range of 110 through 120° F at the fixture.</p>	<p>Check water temperatures at all sinks used by residents.</p>			
<p>(7) Bedrooms. There shall be no more than 3 persons in any bedroom and each room shall include:</p> <p>(a) floor to ceiling walls;</p> <p>(b) one door which can be closed to allow privacy for</p>				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
	changes.			
<p>(8) Living rooms. A foster home shall provide distinct living and sleeping areas. All areas shall be well lighted, heated and ventilated.</p> <p>(a) The home shall have a living or day room area for use by a resident and his visitors.</p> <p>(b) The living and sleeping areas for a given resident shall not be in separate wings, units or buildings</p> <p>(c) A living room, dining room or other room not ordinarily used for sleeping shall not be used for sleeping by residents or foster family members.</p>				
<p>(9) Bathrooms. One toilet, sink, and bath or shower shall be provided for each six adults in the foster home, including the foster family and the residents. At least one toilet and sink shall be available on each floor where residents' bedrooms are located.</p> <p>(a) All bathrooms used by residents shall have the following:</p> <p>(i) a toilet and sink;</p> <p>(ii) a tub or shower equipped with non-skid mats or material and permanent sturdy hand grips;</p> <p>(iii) an individual towel rack and place for resident's toilet articles; and</p> <p>(iv) a light switch by the door.</p>	<p>Number adults_____</p> <p>Number of toilets_____</p> <p>Number of tub/showers_____</p>			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
(b) Bathrooms shall be vented to outside or have an outside window.				
(10) Kitchen. The kitchen shall be equipped properly to prepare and serve adequate meals.	There shall be sufficient perishable foods for 3 days and non-perishable foods for 7 days, based upon menus.			
(a) Waste shall be kept in leak proof, nonabsorbent containers with close fitting covers for garbage, refuse and other solid waste. Waste shall be removed from the kitchen daily and from the premises at least weekly.	Waste may be stored under the sink or other enclosed space without a lid if safe from vermin.			
(b) Poisonous compounds, caustics and other dangerous material shall not be kept in the food preparation area. (c) The kitchen shall be maintained in a clean and sanitary condition. (d) Food shall not be stored on the floor.	Identify and describe what you find. Must be stored at least 6" above the floor.			
(11) Heating. The home shall be heated by centralized heating or its equivalent. All rooms used by residents shall be kept at a temperature range of 68° through 72° F during non-sleeping hours.				
(a) If the heating mechanism is located in the basement of the home, the separation shall include at least a 1 3/4 inch solid wood core door or equivalent to create a floor separation between the basement and the first floor.	Door may be to the furnace room, at the bottom of the stairs or at the top of the stairs. May also be a paneled wood door.			
(b) Flame producing water heaters or incinerators shall be installed with the same protection as the heating mechanism.				
(c) The use of space heaters in a foster home is				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
prohibited.				
(d) Factory mutual and underwriter's laboratories approved permanent, fixed type electrical heating, such as recognized panel or baseboard fixed type may be utilized in any location.				
(e) In existing homes where an American gas association (AGA) approved sealed combustion wall heater has been installed in accordance with both the AGA and the manufacturer's recommendations, approval will be given if the unit is located on an outside wall, obtains combustion air directly from the outside and vents products of combustion directly to the outside.	Review survey by local fire authority for compliance and documentation that the facility has corrected any deficiencies cited. (1 time)			
(f) All wood burning stoves must be properly installed and inspected by the local fire inspector or a state fire marshal.	There is documentation the heating mechanism is checked annually. The fire marshal office may not respond to request to complete this inspection, alternatives include a certified chimney sweep. For area inspection options, the provider may contact a local dealer of wood stoves. The dealer should be able to provide a "list" of names of reputable inspectors or sweeps.			
(g) Storage of combustible materials is prohibited in rooms containing the heating mechanism, water heater or incinerator.				
(h) The heating mechanism shall be inspected by the licensee at least yearly and necessary repairs made.				
(12) With respect to any conditions in existence prior to April 5, 1996, any requirement of ARM 37.100.140 may be waived at the discretion of the department if:				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
<p>(a) physical limitations of the adult foster care home would require disproportionate expense or effort to comply with a requirement, with little or no increase in the level of safety to the residents and staff; or</p> <p>(b) compliance with a requirement would involve unreasonable hardship or unnecessary inconvenience, with little or no increase in the level of safety to the residents and staff.</p> <p>(13) With respect to any conditions in existence prior to April 5, 1996, the specific requirements of ARM 37.100.140 may be modified by the department to allow alternative arrangements that will provide the same level of safety to the residents and staff, but in no case shall the modification afford less safety than that which, in the discretion of the department, would be provided by compliance with the corresponding requirement in ARM 37.100.140.</p>				
<p><u>37.100.141 ADULT FOSTER HOMES, FIRE SAFETY</u> (1) A smoke detector approved by a recognized testing laboratory, which is properly maintained and regularly tested, shall be located on each level of the foster home.</p>	<p>Test the smoke detectors to see if they are operating and that there is no way to turn off the smoke detector to prevent activation.</p>			
<p>Mobile homes shall have smoke detectors near all sleeping areas.</p>				
<p>(2) A workable portable fire extinguisher on each floor of the home with a minimum rating of 2A10BC is required. Extinguishers shall be readily accessible at all times.</p>	<p>Locate fire extinguishers. Last time checked_____</p> <p>Date to be recharged:_____</p>			
<p>(3) No unvented fuel-fired heating devices are allowed in the home.</p>				
<p>(4) No stove or combustion heater will be so located</p>				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
as to block escape in case of malfunctioning of the stove or heater.				
<p>(5) Exits. Exits are defined as a means of egress or passage to safe ground outside a building.</p> <p>(a) Every room used for sleeping, living or dining shall have at least two exits, at least one of which shall be a door or stairway providing a means of unobstructed travel to the street or ground level outside of the building.</p> <p>(b) All exits shall be maintained in unobstructed, easily traveled condition at all times, free of ice and snow on the outside.</p>	<p>The house must have two exits: front door and a back door.</p> <p>Each bedroom has a window that may be used as a method of egress.</p>			
<p>(c) Where basements are regularly utilized for resident activities, there shall be two exits.</p> <p>(d) Doors which form a part of a required exit shall be at least 36 inches in width in new construction, and at least 30 inches in width in existing facilities, and insure adequate width for residents requiring wheelchairs.</p>				
<p>(e) Traffic to and from any room shall not be through a resident's bedroom.</p>				
<p>(f) The first floor of a foster home shall have at least two separate and independent exits leading to the outside.</p>				
<p>(g) Homes accommodating residents who regularly require wheelchairs, shall be equipped with ramps located at each exit to the outside. A ramp shall not exceed 1 foot of rise in 12 feet of run.</p>	<p>If there is a resident in a wheelchair, there are ramps to assist with egress. Ramps must have a 1" fall for every 12" length.</p>			
<p>(h) No required path of travel to the outside shall be</p>				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
through rooms that are subject to locking or otherwise controlled by a person other than the person seeking to escape.				
(6) No occupied room shall have as its means of access a trap door, ladder, or folding stairs.				
(7) Every door that can be locked shall have a means to open the door from the outside in case of emergencies. Locks on closet doors shall be openable from both sides.				
<u>37.100.145 ADULT FOSTER HOMES, OTHER SAFETY REQUIREMENTS</u> (1) Rugs shall be attached to the floor or made of non-skid material. Unattached throw rugs and scatter rugs are prohibited.				
(2) Corridors shall be well lighted, uncluttered and at least 3 feet wide.				
(3) Stairways and ramps shall have sturdy banisters. Open stairways should be protected by gates, if aged persons are being cared for. Stairs shall be provided with non-slip tread and shall be at least 3 feet wide.				
(4) Every bathroom door shall be designed to permit the opening of the locked door from the outside in an emergency.				
(5) Bathtubs and showers shall be equipped with non-skid mat and sturdy grips.				
(6) A staff person must have either visual or auditory contact, at least every 30 seconds, with any resident who is able to bathe unassisted but has a condition which may render them physically and/or mentally helpless.				
(7) All areas occupied by residents shall be well lighted. Night lights shall be provided for each resident. Light switches shall be located at the door and switches in bathroom	Each resident or each room-surveyor judgement: depends on number of residents in a room, locaton of night light. If in doubt, ask residents if they			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
shall be located at least 4 feet from tub or shower. Exposed light bulbs shall not be used in the home.	can see at night well enough to go to the bathroom.			
(8) The yard area shall be kept free from all hazards, nuisances, refuse and litter.	Describe what you see.			
<p><u>37.100.146 ADULT FOSTER HOMES, EMERGENCY PREPAREDNESS</u></p> <p>(1) The adult foster home shall have procedures for emergency evacuation to be followed in the case of fire or other emergency.</p>	There is a documented evacuation drill at least annually. The procedure includes a place to meet outside and how to protect residents in extreme weather conditions (winter or high summer temperatures)			
(2) Residents, adult members of the foster family and other persons in the home shall be familiar with emergency procedures and such procedures shall be practiced with the residents at least quarterly.	Look for documentation that emergency procedures are practiced with residents at least quarterly.			
(3) Emergency procedures shall include a plan for removing all residents, including residents who need assistance in exiting.	Very simple procedure: residents and staff will meet at a specific location outside the house. Review the evacuation plan.			
<p><u>37.100.150 ADULT FOSTER HOMES, PROGRAM</u> (1) The licensee shall provide light personal care, custodial care and supervision for residents, including:</p> <p>(a) a minimum of three regular, nutritious, attractively prepared meals per day served family style;</p> <p>(i) Not more than 15 hours shall elapse between the evening and morning meal.</p>	<p>Approximate times meals are served:</p> <p>Breakfast: _____</p> <p>Noon: _____</p> <p>Evening: _____</p>			
(ii) All perishable foods shall be stored at such temperatures as will protect against spoilage.	Refrigerators and freezers shall have thermometers and temperatures are monitored and recorded periodically. Based upon <u>ARM 37.110.201 Food</u>			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
	<p>Service Establishment (61) "Safe temperature" means temperatures of 41 ° F or below and 135 ° F or above for perishable and potentially hazardous foods; 42 ° F through 45 ° may also be considered safe if existing equipment cannot maintain 41 ° F or below and food storage and display is reduced to a maximum of 4 days for ready-to-eat foods.</p>			
<p>(iii) All foods while being stored, prepared or served shall be protected against contamination and be kept safe for human consumption.</p> <p>(iv) Home canned foods cannot be used for resident's meals.</p>	<p>All foods not in their original container shall be labeled as to content and date.</p>			
<p>(v) The licensee shall prepare meals which comply with the special dietary needs of the resident who has been placed on a special diet by his physician.</p>	<p>Look for any special diets and determine that facility knows how to prepare/provide diet as ordered.</p>			
<p>(b) opportunities for residents to participate in community organizations and activities.</p>				
<p>(2) The licensee shall cooperate with the placing agency to implement the resident's case plan.</p>				
<p>(3) The licensee shall allow each resident the opportunity to voluntarily practice his or her own religion. Residents shall be permitted by the licensee to attend religious services of the resident's choice in the community and to visit with representatives of their faith.</p>				
<p>(4) The licensee shall allow each resident the opportunity to identify with his cultural heritage.</p>				
<p>(5) The licensee shall allow for the privacy for the resident. The licensee shall provide appropriate</p>				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
sleeping arrangements, separate storage space for clothing and personal articles, and a place to display pictures, belongings and other personal items.				
(6) The resident shall be provided the opportunity for bathing and personal grooming as desired.				
(7) If a resident requires assistance in bathing, the person assisting should be of the same sex whenever possible. If not possible, appropriate covering shall be used to assure the resident's privacy.				
(8) The resident shall be allowed to dress as fashion, personal tastes, cleanliness and the season warrants.	Residents area allowed to choose their clothing as much as they are capable.			
(9) An adult member of the foster family or another adult employee of the licensee shall always be present when a resident is in the home except as may be provided in a resident's individual assessment plan.				
(10) The licensee shall not subject the resident to moral, social and financial exploitation.				
(11) Residents shall not be used as employees of the foster home or be coerced into performing tasks such as housekeeping, laundering and yard work for the operator or others.	Residents may perform tasks around the home, but may not be required to do tasks unless the task is a part of their individual rehabilitative plan.			
(12) A resident shall have access to the use of the United States mails, and may write and send mail at his own expense without censorship and receive mail addressed to him unopened.	Do residents get their mail unopened?			
(13) A resident shall have daily, private access and use of a telephone for local calls. Similar access is to be granted for long distance calls which are made collect or for which charges are otherwise paid by the resident.	Are residents allowed to use the telephone? Are telephones accessible to wheelchair patients?			
(14) Restrictive visiting hours shall not be maintained and residents shall be allowed to receive reasonable				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
numbers of visitors at any reasonable time.				
(15) An elderly or disabled adult shall not be denied admission to, or be discharged from, a foster home because of race, religion, color or national origin.				
<u>37.100.151 ADULT FOSTER HOMES, MEDICATION</u> (1) All residents must take their own medications.				
(2) The licensee shall, as necessary, be responsible for providing assistance to the resident in taking his medications, including, but not limited to: (a) reminding the resident to take medications; (b) assisting with the removal of a cap; (c) assisting with the removal of a medication from a container for residents with a disability which prevents performance of this act; or (d) observing the resident take the medication.	May provide any assistance needed to get medication to resident's mouth: can not place medication in the resident's mouth. Observe residents taking medications.			
(3) If the licensee must assist the resident in taking medicine in any way, the licensee shall assure that a medication record is kept noting the doses taken and not taken.				
(4) The medication record shall indicate the reason for the omission of any dose of medication.				
(5) Prescription drugs shall be purchased from a licensed pharmacy, labeled with the name, address and telephone number of the pharmacy, name of the resident, name and strength of the drug, direction for use, date filled, prescription number and name of physician and expiration date. Controlled substances				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
shall have a warning label on the bottle.				
(6) There shall be a locked storage space provided for resident's medication.				
(7) All medication shall be left in the container in which it was provided to the resident by the pharmacist or physician.				
(8) If the resident is not able to do so, the licensee shall destroy all discontinued prescriptions. Documentation of disposition including resident's name, name of drug, quantity and prescription number shall be signed by the licensee disposing of the medication. This documentation shall be filed in the resident's record.				
(9) Over-the-counter drugs shall be locked up and made available only to the resident who purchased them.				
<u>37.100.152 ADULT FOSTER HOMES, ILLNESSES, ACCIDENTS, ABSENCES OR DEATH</u> (1) In case of an accident or sudden illness, the licensee shall obtain needed care immediately and notify the relative, other person or agency responsible for placing and maintaining the resident in the foster home.				
(2) Accidents or incidents resulting in injury to resident which required medical attention shall be reported to the department within 72 hours. An accident record or incident report shall be prepared for any accident involving a resident, foster family member or visitor. Incident includes seizures or highly unusual behavior episodes. An accident record or incident report shall include the following information:	Interview residents and administrator for incidents and review reports. Reports should be on separate form, not just in the resident's file.			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
<p>(a) name of person involved in accident or incident;</p> <p>(b) date, hour, place and cause of accident or incident;</p> <p>(c) description of the accident or incident;</p> <p>(d) effect of accident or incident on person involved and care given;</p> <p>(e) name of physician notified and time of notification;</p> <p>(f) physician's statement regarding extent of injuries, treatment ordered and disposition of person involved;</p> <p>(g) corrective measures taken to avoid repetition of accident or incident.</p>				
<p>(3) If a resident is absent from the home without explanation for a period of 4 hours or more, the foster parents shall notify the local law enforcement authorities, the licensing social worker, the relatives or legal guardian and the person or agency responsible for placing and maintaining the resident in the adult foster home.</p>				
<p>(4) When a resident dies, the licensee shall immediately notify the resident's physician, the next of kin or legal guardian, the licensing social worker and the person or agency responsible for placing and maintaining the resident in the adult foster home.</p>				
<p><u>37.100.153 ADULT FOSTER HOMES, RECORDS</u></p>				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
(1) The licensee shall submit to the department, upon its request, any reports required by federal or state law or regulation.				
(2) A licensee shall report a change of address to the department at least 3 weeks prior to moving, and the department shall evaluate whether the new residence meets the licensing requirements before the licensee may operate an adult foster home in the new residence.				
(3) As required by the Elder Abuse Prevention Act, 53-5-511(3)(e), MCA, any person who operates or is employed by an adult foster home shall report any abuse, neglect or exploitation of a resident to the department or its local affiliate.				
<p>(4) The licensee shall maintain a record regarding each resident in the home which shall contain at least the following information:</p> <ul style="list-style-type: none"> (a) name, address and telephone number of next of kin or legal guardian; (b) name, address and telephone number of person or agency responsible for placing the resident in the home and a copy of the placement agreement; (c) date of admission; 	<p>There is a record for each resident in the home.</p>			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
<p>(d) the name and address of the preferred physician and hospital;</p> <p>(e) any accident reports or other incident reports regarding the resident;</p> <p>(f) any grievance or complaints lodged by the resident;</p> <p>(g) an individual record of prescribed medication taken or not taken;</p> <p>(h) all resident records shall be updated at least quarterly.</p>	<p>The facility has some type of medication administration record.</p> <p>Review records to identify quarterly updates.</p>			
<p><u>37.100.157 ADULT FOSTER HOMES, THIRD PARTY PROVIDERS</u></p> <p>(1) It is recognized that residents may require temporary in-home services from third party providers. The following third party services are allowed in adult foster care homes:</p> <p>(a) If the home operator who is the only service provider in the home becomes temporarily incapacitated (2 weeks or less), a home attendant, personal care attendant or other qualified person may come into the home to provide the needed services.</p> <p>(b) If a resident's physician prescribes temporary (less than 30 days) in-home skilled nursing services to prevent the resident's hospital confinement, skilled nursing services may be provided in the adult foster home for a period not to exceed 30 days.</p>	<p>The licensee may not provide 3rd party services, EVEN THOUGH THEY MAY BE QUALIFIED!</p> <p>Resident: _____</p> <p>Alternative caregiver/s: _____</p> <p>_____</p> <p>_____</p> <p>Resident: _____</p> <p>Alternative caregiver/s: _____</p> <p>_____</p> <p>_____</p> <p>Resident: _____</p>			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
<p>(c) If a current resident requires hospice services, such services may be provided in the adult foster home for an indefinite period.</p> <p>(2) The third party in-home skilled nursing services or hospice services shall not exceed 2 hours per day per resident.</p>	<p>Alternative caregiver/s: _____ _____ _____</p>			
<p>(3) The day and hour limits established in this section are not limitations on the availability of services from any state or federally funded in-home service programs, but are established to insure that adult foster care homes provide light personal care and custodial services, not skilled nursing services.</p>				
<p>(4) Payment from third party services is the responsibility of the resident.</p>				
<p><u>37.100.161 ADULT FOSTER HOMES, RESIDENT'S FUNDS</u> (1) A resident shall have access to and use of his or her personal funds. Exceptions shall be subject to provisions of the resident's assessment plan.</p>	<p>If the resident is placed by Case Management, there will be a copy of the habilitation plan.</p>			
<p>(2) A licensee may handle a resident's finances only if no other responsible person is available and willing to do so.</p>				
<p>(a) The maximum value of money and valuables a licensee shall accept for safekeeping shall not exceed \$100.00 per resident.</p> <p>(b) Resident's funds shall be kept separate and apart from all funds and monies of the licensee and treated as a trust obligation of the licensee.</p>				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
(3) The foster parent is responsible for maintaining a written record of each resident's personal property and personal financial transactions, except for those residents who are capable of handling their own financial affairs or those residents whose financial affairs are handled by a relative, guardian or conservator.	There is a record of receipt of and disbursement of funds if the licensee handles any resident funds. Is there documentation of who will handle financial matters, possibly in the admission agreement?			
(4) The licensee shall keep a current monthly record of the income and source of income and expenses for each resident except those residents who are capable of handling their own financial affairs.	How do residents get their money?			
(a) The licensee shall insure that the resident's personal money and personal property is not appropriated or misused by any person. Any unethical use of a resident's money or property by another shall be reported to the department or its local affiliate pursuant to 53-5-511, MCA.				
(5) Transactions prohibited: (a) A member or employee of a foster family shall not borrow money, property or other valuables from a resident. (b) Sales or other financial transactions between a resident and a member or employee of the foster family are prohibited.				
<u>37.100.162 ADULT FOSTER HOMES, PLACEMENT</u> (1) The licensee shall enter into a written placement agreement with the agency or person placing the elderly or disabled adult in the home.	Review the written agreement.			
(a) The agreement shall specify the responsibilities of the licensee and the placing agency or person	There is a copy of the written agreement in each resident's record.			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
<p>requesting care.</p> <p>(b) The agreement shall set forth the charges that will be made to the resident for care and an itemized statement of what expenses in addition to the cost for care will be charged to the resident.</p> <p>(c) A copy of the agreement shall be filed in the resident's file.</p> <p>(d) For those residents placed in the home by the department, a copy of the agreement shall be sent to the department within 3 days from the day the adult begins to reside in the home.</p> <p>(e) As part of the written agreement for residents not placed by the department, the licensee will state the policy for refunding the resident's payments.</p>				
<p>(2) The prospective resident or his guardian shall be allowed to participate in the selection of a foster home.</p>				
<p>(3) If there is a question as to whether the aged or disabled adult can be adequately cared for in foster care, the licensee or placing agency shall contact the adult's personal physician for a recommendation.</p>				
<p>(4) The licensee shall not discharge or transfer a resident from the home without prior planning, including but not limited to:</p> <p>(a) determining that the move is in the resident's best interest;</p> <p>(b) maintaining a record that includes date of discharge, the reason for discharge, the disposition of</p>	<p>Review a selection of closed records.</p>			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
money and valuables held for safekeeping and a forwarding address of the resident or a relative, guardian or other adult;				
(c) providing 10 days prior notice to the placing agency or person responsible for placing the resident.				
<p><u>37.100.165 ADULT FOSTER HOMES, FOSTER PARENTS</u> (1) Foster parents, employees and other members of the household must be in good physical and mental health. To assist the department in evaluating the mental and physical health of applicants, foster parents, employees and members of the foster home household, the applicant or licensee shall cooperate with the department in providing the following information:</p> <p>(a) A CSD-SS-33, "personal statement of health for licensure" form provided by the department must be completed for each person living in the household or employed by the licensee and submitted to the department with the initial application for licensure and annually thereafter.</p>				
(b) The applicant for licensure or relicensure shall complete the application form provided by the department, which shall include questions regarding whether the applicant or other member living in the household has received inpatient or outpatient treatment for mental illness, drug or alcohol abuse.				
(c) Any applicant, any licensed foster parent or any member of the foster home household or employed by the licensee may be asked to obtain a psychological evaluation or medical examination by the department.				
(d) Any applicant, any licensed foster parent or any				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
<p>member of the foster home household or person employed by the licensee may be asked to sign an authorization of release of medical or psychological records allowing the department to obtain medical records concerning the applicant, licensed foster home parent, any other member of the household or person employed by the licensee.</p>				
<p>(e) Any applicant, licensed foster parent, member of the foster home household or staff member may be asked to sign an authorization of release of criminal record information if the department believes that the person may pose a risk or threat to the safety or welfare of any resident of the home.</p>				
<p>(2) A foster family must include at least one adult who lives in the home on a permanent basis and who is not engaged in employment outside the home. Exceptions may be granted by the department if there is adequate provision for alternative care.</p>				
<p>(3) The foster parent, employees and other members of the household shall:</p> <p>(a) accept agency supervision;</p> <p>(b) share information about the residents with the department and the agency or persons responsible for placing and maintaining the resident in the home; and</p>				
<p>(c) cooperate with any resident's physician in assisting the resident in following the physician's recommendations to the resident.</p>				
<p><u>37.100.170 ADULT FOSTER HOMES, COMPLAINTS</u> (1) The licensee shall have a written</p>	<p>Review grievance policy.</p>			

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
grievance policy which outlines the procedures to be followed by a resident in presenting a grievance to the family concerning his care in the home.				
(2) A resident's grievances and complaint record shall be maintained which shall include copies of all residents' grievances or complaints filed in chronological order. The report shall include the nature of the complaint, the date of the complaint and a statement indicating how the issue was resolved.				
<u>37.100.175 ADULT FOSTER HOMES, PROHIBITED PRACTICES</u> (1) A foster home shall not subject any resident to physical restraint, isolation, corporal punishment, personal humiliation or the withholding of meals, water, clothing, mail or visits.				
(2) A licensee is prohibited from providing skilled nursing care.				
(3) A foster home shall not provide day care services to adults or children, except that a foster home under this rule may provide day care services to children while foster care residents are present in the home for a maximum period of 3 hours per any 24-hour period, if special approval is given by the regional administrator. The regional administrator's decision on granting or denying special approval must be based on the following: (a) facts demonstrating the ability (or, in cases where special approval is denied, the inability) of the operator to provide for the needs of both the child day care enrollees and the foster care residents during the 3-hour period of time that this rule allows for the presence of both foster care residents and child day care enrollees;				

ADULT FOSTER HOME SURVEY TOOL (revised 5/06)

RULE	GUIDELINES	YES	NO	COMMENTS
(b) facts bearing on whether there is beneficial social interaction between the foster care residents and the day care enrollees; and				
(c) any other relevant facts and/or circumstances bearing on the best interests of the foster care residents and the day care enrollees.				