

ID	Question	Response	Assessor Notes
Date and Time:		Contacts:	
Facility:		Email:	
Address:		Directions: Email or hard copy report?	
Phone:			
QID 1  ANSWER THIS QUESTION AT THE END OF THE SURVEY	Is the site a potential Heightened Scrutiny Site? Answer YES if the setting is located in a building that is also a publicly or privately operated facility that provides inpatient institutional treatment, or in a building located on the grounds of, or immediately adjacent to, a public institution? 1A) Is the site surrounded by a high wall, fence, closed gate or locked gate? 1B) Is the setting the only setting operated by the provider in the immediate area? 1C) Is the site the only setting of its type in the immediate area? <b>Photos – no license plates; locks on gates; cameras; medication security; exit signs; area rugs; setting signage; Bd &amp; Bt Door locks; sign in/out book; hazards; NO PEOPLE in photos</b>	Yes No Yes No Yes No Y N Y N Y N	
QID 2	What California State Department of Social Service License does this provider have? <b>Is Dementia Listed? # on Hospice Waiver? # of ALWP individuals Photo License</b>	RCFE CLHF ARF	

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QID 3	How many beds is the provider licensed for? <i>Pvt or Shared Rooms? How many each?</i> <b>Photo License</b>	Number Drop down or entry	
QID 4	What population does the setting currently serve? <i>TBI, Vent, Special Populations?</i>	Elderly Non Elderly Physically Disabled Veterans Memory Care Men Women	
QID5	Please select which combination of onsite services the setting provides? <i>Bathing, Transferring, Toileting, Continence, Med Mgt, Companionship, Meal Prep, Lit Housekeeping, Transpo IV TX, Inj, Pain Mgt, OT, WC, Mobility Training</i>	Onsite medical Onsite non-medical	
QID 6	Do individuals regularly receive information regarding services in the broader community based on their needs, preferences, and abilities? 6A) Do all activities take place in the home? 6B) Are all external activities/group activities, with no option for individual opportunities in the community? <b>Photo Activity Schedule/Transportation Calendar</b>	Yes No Yes No Yes No	
QID 7 (6 b4)	Is public transportation available to/from the site? Does the setting provide transportation? <i>Taxi, Uber?</i>	Yes No	
QID 8 (7 b4)	Does the provider schedule outings/activities in the community as part of its plan for services? <i>(Are there any policies family must follow when taking individual out?)</i> 8A) Are group and individual activities planned with input from individuals rather than chosen by staff?	Yes No Yes No Yes No Yes No	

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	8B) Can individuals do activities in community alone <b>Photo Schedule</b>		
QID 9 (7B b4)	Do the individuals have the opportunity, if they are interested and able, to run errands independent of their housemates/roommates?	Yes    No	
QID 10	Do individuals have the opportunity to participate in outings with their room/house mates?	Yes    No	
QID 11 (8 b4)	ARF - If an individual wants to seek paid employment in a competitive integrated setting, would the provider's staff refer the individual to the appropriate community agency/resource? RCFE/CLHF – Are people supported to engage in integrated community activities such as Sr. Ctrs or Adult Day Programs? <i>How accommodate? Volunteer outside home?</i>	Yes No  Yes No	
QID12 (9 b4)	Does the provider encourage visitors or other people from the community to visit the setting?	Yes No	
QID13 (10 b4)	Does the setting impose restrictions regarding access to the community? <i>Policy re Can't leave setting, no sharing Txpo info</i>	Yes No	
QID14 (11 b4)	Does the provider have a person-centered plan on file for all individuals based on the individuals' needs and preferences? 14A) Is the setting responsive to each individual's needs and preferences as identified in their person-centered plan?	Yes No  Yes No	

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	<p><i>Important to &amp; for individual, specific goals, hopes &amp; dreams; Frequency of updates (see also #51) Are there any rules individuals need to adhere to when they are home, such as limited access to a common room or the kitchen at certain times of the day? Are there any rooms they cannot access due to health and safety precautions?</i></p>		
<p>QID15 (12 b\$2)</p>	<p>Does the provider encourage individuals and/or families to participate in the individual's program planning process? 15A) Do individuals choose who participates in their planning meetings? 15B) If yes, ask about family involvement and if staff participate. <i>Are there invitations sent, where is meeting held? Rules on accessing the kitchen at certain times? Health and safety precautions – restricted areas?</i></p>	<p>Yes No</p>	
<p>QID16 (13 b4)</p>	<p>Does the provider discuss with the individual the various community settings and service options available to them, including non-disability specific settings, and document the options discussed in the person-centered plan?</p>	<p>Yes No</p>	
<p>QID17 (14 b4)</p>	<p>Does the provider document in the person-centered plan the individual's choice to attend and receive services at this setting? <i>Std ISP?</i></p>	<p>Yes No</p>	
<p>QID18 (15 b5)</p>	<p>Does the provider inform individuals of their rights to privacy, dignity, respect, and freedom from coercion and restraint upon admission and annually thereafter? <i>How is individual informed, ongoing training 4 indiv? frequency, what if they can't understand, does individual/family get a copy?</i></p>	<p>Yes No</p>	

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QID19 (16 b4)	<p>Does the provider post these rights in a prominent location? <i>ongoing rights trainings? How often? Where is it posted?</i></p> <p><b>Photo Bill of Rights</b></p>	<p>Yes No</p>	
QID20 (17 b4)	<p>Does the provider conduct communications about the individual's medical conditions, financial situation and other personal information in a place where privacy/confidentiality is assured?</p> <p>20A) How does the site ensure protection of each individual's personal financial information?</p> <p>20B) Does the site ensure HI is only discussed with individual or those authorized?</p> <p><i>How are MR &amp; MAR's kept secure? Can individuals Self-medicate? Where are Meds given? 20A - Regarding the protection of the individual's personal financial information - The assessor can inquire if files are kept electronically (in which they would be password protected and only available to those that have been given permission), is the information kept in a binder that is kept in a locked office or drawer? What we do not want to see it charts with any type of personal information laying about a site, unsecured, where either other individuals or the public could have easy access to it. I have noticed that most admission agreements clearly state what the per diem is and other costs associated with the care of an individual. It is important that this information is secured. Admission agreements often also contain MediCal (medicare) numbers. If a site keeps personal spending monies secured for an individual there should be a log or ledger.</i></p>	<p>Yes No Yes No Yes No</p>	

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	<p><i>Ask if they keep paper or electronic records. Paper records should be secured and electronic records should be on password protected computers. Ask where discussions with the individual about their health, treatments, meds etc. typically take place. If they say in their bedroom and they share a room ask how they make sure privacy is ensured if the roommate is present. Ask where they typically pass meds. If it is in the dining room we can be relatively sure that health information is not being protected as the med carts will be in the dining room and the staff giving the meds will be talking to the individuals about what they are taking.</i></p>		
<p>QID21 (18 b4)</p>	<p>Does the provider ensure individuals have privacy while using the bathroom and when assisted with personal care? <i>Private rooms? Examples of personal care activities include personal hygiene, blood pressure readings, and medication management. Policy re knocking b4 entering room</i></p>	<p>Yes No</p>	
<p>QID22 (19 b4)</p>	<p>Does the provider offer a secure place to store individuals' personal belongings? <i>Handle/access own \$; bank account? Lock box, Locked drawer, cabinet, closets? Where is cash kept? Room locks? <b>Photo</b></i></p>	<p>Designated Secure Place is sufficient  Designated Secure Place not sufficient</p>	
<p>QID23 (20 b4)</p>	<p>Do staff communicate with individuals based on needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, participants' language, etc.)? <i>Communication need addressed anywhere? Pet/nicknames used? How is ind addressed? Is communication</i></p>	<p>Yes No</p>	

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	<p><i>provided in format individual requires; ASL needed? White board, bilingual posters, cards</i></p> <p><b>Photo bilingual, white boards</b></p>		
<p>QID24 (21 b4)</p>	<p>Are individuals allowed to dress or groom in a manner that is while honoring individual choice and life-style preference? 24A) Clothing appropriate for time of day &amp; weather? <i>Observations re cleanliness, well-fitting, in good repair; PJ's all day, all common areas?</i></p>	<p>Yes No Yes      No</p>	
<p>QID25 (22 b4)</p>	<p>Does the provider utilize restraints? 25A) Does the setting prohibit the use of unauthorized restraining interventions such as seclusion, physical restraints, chemical restraints, or locked doors? 25B) If the provider responds yes, Ask for policy and evidence of staff training. <i>Does the provider have a policy about the use of restraints both chemical and physical? How &amp; where is the use of chemical or physical restraint documented? Seat belt, bed rails, soft ties? Modify behavior - drugs</i></p>	<p>Yes    No Yes    No Yes    No Yes    No</p>	
<p>QID26 (23 b4)</p>	<p>Does the setting have any of the following barriers preventing individuals' movement? -Gates - -Locked doors -Fences -Other (please specify under Evidence for Observation) 26A) Does the provider use delayed egress devices or secured perimeters? <i>Latched gates – keep people in or community out? Alarmed doors, camera's used? Where? Monitored?</i></p>	<p>Yes    No Yes    No Yes    No Yes    No Yes    No Yes with Medical Order</p>	

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QID27 (24 b4)	Does the provider offer daily activities that are based on the individuals' needs and preferences? Afford the opportunity for tasks and activities that match to the following attributes for individuals? -age -skills -abilities -desires/goals <i>Observe staff engaging with individuals?</i> <b>Photo activity schedule</b>	Yes No	
QID28 (25 b4)	Does the provider encourage individuals to interact with whomever they choose? <i>Male/female exclusion; community; interaction with others in home? Who they spend time with?</i>	Yes No	
QID29 (26 b4)  QID 29 cont'd	Does the provider encourage individuals to engage in whichever activities they choose? 29A) Does the setting support individuals to do the following: -Make decisions -Move about the community -Associate with others -Practice their religion -Access their money -Vote ( <i>absentee ballot assistance &amp; txpo?</i> ) 29B) Are individuals given the choice to participate in menu planning and cooking activities? 29C) Are individuals given the choice to participate in laundry, cleaning, or other household chores? <i>How are activities determined; are they documented in Care Plan? Important to &amp; for individual; dreams &amp; hopes</i>	Yes No  Yes    No Yes    No Yes    No Yes    No Yes    No Yes    No	
QID30 (27 b4)	Can individuals choose to dine alone or in a private area? 30A) Do individuals have to sit by the same person at every meal?	Yes No  Yes    No	



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QID31 (28 b4)	<p>Do individuals have the choice to remain at home during the day rather than being required to attend a day program or place of employment?  <i>(If not able to go into community alone doc why not?)</i>  <i>How &amp; who determines? Where documented?</i></p>	Yes No Yes    No	
QID32 (29 b4)	<p>Does the provider support individuals in choosing which staff provide their care to the extent that alternative staff are available?            What happens when indiv does not get along w staff?  <i>Male/female; cultural. Any male care givers?</i></p>	Yes No	
QUD33 (30 b4)	<p>Does the provider have a complaint/grievance policy?            33A) Are individuals able to freely express complaints without fear or staff-imposed consequences?  <i>Ongoing training on how to file, how often, Required? Ombudsman, HRs, See/Say poster, Residence Council? Do the individuals have personal cell phones or phones in their rooms? Is the information for the Ombudsman posted in the site? Is there information in a resident handbook with phone numbers to call if there is an issue? I have seen a few reports where the site has a suggestion box or complaint box which is a great way to provide anonymity when expressing a complaint. Resident Councils are also important to look for as often discussions take place about meals, outings, and complaints. Notes should be taken during these meetings. I also think the answer to last question is also a good</i></p>	Yes No Yes    No	

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	<p><i>indicator as to whether complaints are being addressed. If the care agencies are coming in monthly to see the individuals this also gives them an opportunity to observe the individuals for any signs of stress or change even if the individual is non-verbal. As an assessor I look to see how the individuals and staff engage with each other.</i></p>		
<p>QID34 (31 b4)</p>	<p>Do you inform individuals how to file a grievance?  <i>Given to individual/family? Handbook? What if they can't use phone or read? See policy, Check Person Rights posting</i>  <b>Photo policy; postings</b></p>	<p>Yes No</p>	
<p>QID35 (32 b4)</p>	<p>Does the provider enable individuals to modify their services?            35A) Do individuals know who to speak with if they want to request a change in their plan or services?  <i>How &amp; when can modification occur?</i></p>	<p>Yes No</p>	
<p>QID36 (33 b4)</p>	<p>Do individuals know who to speak with if they want to request a change in their plan or services? <i>Does the provider enable individuals to voice their concerns or ask questions regarding the services received? What is frequency of plan updates? Phone use? How does individual contact Agency to modify outside of monthly visit?; who does individual ask to change services? How often is plan reviewed with staff?</i></p>	<p>Yes No</p>	
<p>QID37 (34 b4)</p>	<p>Do individuals have a legally enforceable lease or residency agreement?  <i>Eviction – w/o or w reason, notice needed?, relocation/transfer, house rules, grievance, visitor policy, roommate policy, care giver change, service change, furniture, decorations, money, valuables; how often are items reviewed?</i></p>	<p>Yes No</p>	

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	<b>Photo all pages</b>		
QID38 (35 b4)	Upon admission and <u>annually</u> thereafter, are individuals informed of their rights regarding housing and when they could be required to relocate?	Yes No Yes No	
QID39 (36 b4)	Do individuals have a choice regarding roommates or private accommodations? <i>Were individuals informed of this at the time of choosing the setting?</i>	Yes No N/A Yes No N/A	
QID40 (37 b4)	Is there a process for changing roommates? <i>Written or verbal; change room i.e. closer to window, bathroom i.e., change house mates? <b>Photo</b></i>	Yes No N/A	
QID41 (38 b4)	Are individuals informed of this process? <i>Where documented?</i>	Yes No N/A	
QID42 (39 b4)	Can individuals choose their own bedroom furniture and accessories? <i>Change paint? drapes, hang pictures?</i>	Yes No	
QID43 (40 b4)	Do individuals have access to food as desired? <i>Mini fridge/microwave ok? Snacks in room? Monitoring for dietary concerns? How/where addressed, Alternatives, snacks w/o asking/ missing meal/sack lunch/ hungry later/food restrictions in CP?</i>	Yes No	
QID44 (41 b4)	Are there set meal times for the setting? <i>Who develops meal plan? RN? Dietitian? Any individual input?; alternatives/options <b>Photo</b></i>	Yes No	
QID45 (42 b4)	Is there flexibility in scheduled meal times? <i>Individuals able to cook? Want or don't want to help? Individuals assist staff? <b>Photo meal plan, schedule</b></i>	Yes No	
QID46 (43 b4)	Are visitors welcome to visit the individuals in their room or in common areas of the home?	In room In common area	

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	46A) Do individuals have the opportunity to meet with visitors in private?	In room and common area Yes No	
QID47 (44 b4)	Can individuals have visitors over whenever they choose? ( <i>sign in/out? Posted visitor hours?</i> ) 47A) Can individuals have visitors stay overnight? 47B) Does the site have a method to allow guests to enter the location without the assistance of staff? <i>Opposite sex able to visit privately? Photo</i>	Yes No Yes No Yes No Yes No	
QID48 (45 b4)	Can visitors take the individuals outside the home; such as for a meal or shopping, or for a longer visit outside the home, such as for holidays or weekends? <i>Sign in/out, posted visitor hours</i>	Yes No	
QID49 (46 b4)	Do the individuals have the freedom to move about inside and outside the setting or are they primarily restricted to one room or area? Setting free from gates or other barriers preventing entrance to/exit from all areas of the setting?	Free to move about inside Restricted to one area inside  Free to move about outside Restricted to one area outside	
QID50 (47 b4)	Does the setting ensure physical accessibility based on individuals' needs (e.g., grab bars, seats in the bathroom, ramps for wheelchairs and table/counter heights appropriate to the individuals)? <i>What is Not Accessible Evidence if No</i>	Yes No	
QID51 (48 b4)	Does the Care Coordinator Agency conduct monthly service plan reviews with the individuals at the setting? <i>Agencies</i>	Yes No	