

**AFC SPECIAL CERTIFICATION STAFF WORKSHEET**

( ) Original

( ) Renewal

Facility: \_\_\_\_\_ License# \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

**STAFFING & TRAINING**

		Y	N	Comment
R 1806(3)	Training curriculum approved by Dept. Comm. Health			
<b>EMPLOYEE NAME:</b>				
<b>START DATE:</b>				
R 1806(2)(a)	Intro to community residential services			
R 1806(2)(b)	Intro to the special needs of clients...			
R 1806(2)(c)	Basic interventions			
R 1806(2)(d)	Basic first aid and CPR			
R 1806(2)(e)	Precaution & procedures for admin. medications			
R 1806(2)(f)	Preventing, preparing & procedures for emergencies			
R 1806(2)(g)	Resident rights			
R 1806(2)(h)	Nonaversive techniques...challenging behaviors			
Notes:				

**FACILITY RECORDS**

		Y	N	Comments
R 1802(4)	Review of Recipient Right policies			
R 1803(5)	Evacuation "E score" for facility completed			
R 1803(6)	Evacuation assessment including all occupants done w/ 30 days of admission/or moving into home and annually thereafter			
R 1806(1)	Sufficient staff to implement plans of service			
R 1806(1)	Plans of Service implemented			
R 1805	Common use areas accessible to residents			
R 1805	Transportation to meet all resident needs			

**FIRE SAFETY EQUIPMENT**

		Y	N	Comment
	<b>4-6 Capacity</b>			
R 1803(1)	Interconnected Smoke Detection System (4-6 capacity) Audible in all areas of the home			
R 1803 (1)	Installed on all levels including basement.			
R 1803 (1)	Shall have battery back-up –			
R 1803 (1)	Accommodate sensory impaired			
R 1803 (1)	Installed by licensed electrical contractor			
R 1803 (1)	Recorded annual inspections			
R 1803(3)	Fire drills: day, evening & sleeping hrs. once each quarter (4 or more capacity)			
	<b>3 or fewer capacity</b>			
R 1803(2)	Assured alarm audible in all areas of the home. (3 or fewer capacity). Detectors on each level and basement. Not required to be interconnected			
R 1803(4)	Fire Drills 4 X's a year 2 of which must be in sleeping hours (FA homes with 3 or fewer capacity only)			