



**DEPARTMENT OF DEVELOPMENTAL SERVICES  
OFFICE OF QUALITY MANAGEMENT  
LICENSURE AND CERTIFICATION  
ROUTING FOR POST 60 DAY LICENSURE FOLLOW-UP**

**Appendix O  
Part 2  
revision 2021**

<b>Area Director</b> – typically follow-up would be by the Program Monitor, but the Area Office Nurse, Clinician, or other person might be assigned)		
<b>Human Rights</b> – Conducted by the Human Rights Specialist for the Region		
<b>L1</b>	<b>PERSONAL SAFETY</b> Individuals and guardians are trained in how to report alleged abuse/neglect.	Human Rights
<b>L2</b> <input type="checkbox"/>	Allegations of abuse/neglect are reported as mandated by regulation.	<b>Corrective Action Plan or Non- Licensure</b>
<b>L3</b>	Immediate action is taken to protect the health and safety of individuals when potential abuse/neglect is reported.	Area Director
<b>L4</b>	Action is taken when an individual is subject to abuse or neglect.	Area Director
<b>L5</b>	There is an approved safety plan in home and work locations.	Area Director
<b>L6</b> <input type="checkbox"/>	<input type="checkbox"/> All individuals are able to evacuate homes in 2.5 minutes with or without assistance and workplaces within a reasonable amount of time.	<b>Corrective Action Plan or Non- Licensure</b>
<b>L7</b>	Fire drills are conducted as required.	Area Director
<b>L8</b>	Emergency fact sheets are current and accurate and available on site.	Area Director
<b>L9</b>	Individuals are able to utilize equipment and machinery safely.	Area Director
<b>L10</b>	The provider implements interventions to reduce risk for individuals whose behaviors may pose a risk to themselves or others.	Area Director
<b>L11</b> <input type="checkbox"/>	<b>ENVIRONMENTAL SAFETY</b> <input type="checkbox"/> All required annual inspections have been conducted.	<b>Corrective Action Plan or Non- Licensure</b>
<b>L12</b> <input type="checkbox"/>	<input type="checkbox"/> Smoke detectors and carbon monoxide detectors, and other essential elements of the fire alarm system required for evacuation are located where required and are operational.	<b>Corrective Action Plan or Non- Licensure</b>
<b>L13</b> <input type="checkbox"/>	<input type="checkbox"/> Location is clean and free of rodent and/or insect infestation.	<b>Corrective Action Plan or Non- Licensure</b>
<b>L14</b>	Handrails, balusters, stairs, and stairways are in good repair.	Area Director
<b>L15</b>	Hot water temperature tests between 110 and 130 degrees	Area Director
<b>L16</b>	The location is adapted and accessible to the needs of the individuals	Area Director
<b>L17</b>	There are two means of egress from floor at grade level.	Area Director
<b>L18</b>	All other floors above grade have one means of egress and one escape route on each floor leading to grade.	Area Director
<b>L19</b>	Bedrooms for individuals requiring hands on physical assistance to evacuate or who have mobility impairments are on a floor at grade or with a horizontal exit.	Area Director
<b>L20</b>	Exit doors are easily operable by hand from inside without the use of keys.	Area Director
<b>L21</b>	Electrical equipment is safely maintained.	Area Director
<b>L22</b>	All appliances are clean and properly maintained.	Area Director
<b>L23</b>	There are no locks on bedroom doors that provide access to an egress.	Area Director
<b>L24</b>	Locks on doors not providing egress can be opened by the individuals from the inside and staff carry a key to open in an emergency.	Area Director
<b>L25</b>	Potentially dangerous substances are stored separately from food and are in containers that are accurately labeled.	Area Director

<b>L26</b>	Walkways, driveways and ramps are in good repair and clear of ice and snow.	Area Director
<b>L27</b>	If applicable, swimming pools are safe and secure according to policy.	Area Director
<b>L28</b>	Flammables are stored appropriately.	Area Director
<b>L29</b>	No rubbish or other combustibles are accumulated within the location including near heating equipment and exits.	Area Director
<b>L30</b>	The exterior of the home, including every porch, balcony, deck or roof used as a porch or deck has a wall or protective railing, is in good repair.	Area Director
<b>L31</b>	<b>COMMUNICATION</b> Staff understand and can communicate with individuals in their primary language and method of communication.	Area Director
<b>L32</b>	Individuals receive support to understand verbal and written communication.	Area Director
<b>L33</b>	<b>HEALTH</b> Individuals receive an annual physical exam.	Area Director
<b>L34</b>	Individuals receive an annual dental exam.	Area Director
<b>L35</b>	Individuals receive routine preventive screenings.	Area Director
<b>L36</b>	Recommended tests and appointments with specialists are made and kept.	Area Director
<b>L37</b>	Individuals receive prompt treatment for episodic health care conditions.	Area Director
<b>L38</b> ⌘	⌘ Physicians' orders and treatment protocols are followed (when agreement for treatment has been reached by the individual/guardian/team).	<b>Corrective Action Plan or Non-Licensure</b>
<b>L39</b>	Special dietary requirements are followed.	Area Director
<b>L40</b>	There is an adequate supply of nutritional foods available at all times.	Area Director
<b>L41</b>	Individuals are supported to follow a healthy diet.	Area Director
<b>L42</b>	Individuals are supported to engage in physical activity.	Area Director
<b>L43</b>	The health care record is maintained and updated as required.	Area Director
<b>L44</b>	The location where MAP certified staff is administering medication is registered by DPH.	Area Director
L45	Medications are stored in a locked container or area in which nothing except such medications are stored.	Area Director
⌘ <b>L46</b>	⌘ All prescription medications are administered according to the written order of a practitioner and are properly documented on a Medication Treatment Chart.	<b>Corrective Action Plan or Non-Licensure</b>
L47	Individuals are supported to become self medicating when appropriate.	Area Director
<b>L48</b>	<b>HUMAN RIGHTS</b> The agency has an effective Human Rights Committee.	Human Rights
L49	Individuals and guardians have been informed of their human rights and know how to file a grievance or to whom they should talk if the have a concern.	Human Rights
L50	Written and oral communication about and with individuals is respectful.	Human Rights
L51	Individuals can access and keep their own possessions.	Human Rights
L52	Individuals can make and receive phone calls.	Human Rights
L53	Individuals can visit with family and friends.	Human Rights
L54	Individuals have privacy when taking care of personal needs and discussing personal matters.	Human Rights
L55	Informed consent is obtained from individuals or their guardians when required; Individuals or their guardians know that they have the right to withdraw consent.	Human Rights
L56	Restrictive practices intended for one individual that affect all individuals served at a location need to have a written rationale that is reviewed as required and have provisions so as not to unduly restrict the rights of others.	Human Rights
L57	All behavior plans are in a written plan.	Human Rights
L58	All behavior plans contain the required components.	Human Rights

L59	Behavior plans have received all the required reviews.	Human Rights
L60	Data are consistently maintained and used to determine the efficacy of behavioral interventions.	Human Rights
L61	Supports and health related protections and supports are included in ISP assessments; and the continued need is outlined.	Human Rights
L62	Supports and health related protections are reviewed by the required groups.	Human Rights
L63	Medication treatment plans are in written format with required components.	Human Rights
L64	Medication treatment plans are reviewed by the required groups.	Human Rights
L65	Restraint reports are submitted within required timelines.	Human Rights
L66	All restraints are reviewed by the Human Rights Committee.	Human Rights
L67	There is a written plan in place accompanied by a training plan when the agency has shared or delegated money management responsibility.	Area Director
L68	Expenditures of individual's funds are made only for purposes that directly benefit the individual.	Area Director
L69	Individual expenditures are documented and tracked.	Area Director
L70	Charges for care are calculated appropriately.	Area Director
L71	Individuals are notified of their appeal rights for their charges for care.	Area Director
L72	Sub-minimum wages are earned in accordance with Department of Labor (DOL) requirements for compensation.	Area Director
L73	The provider has a current DOL certificate.	Area Director
L74	<b>COMPETENT WORKFORCE</b> The agency screens prospective employees per requirements.	Area Director
L75	The agency assures that staff have the necessary qualifications and certifications to do the job.	Area Director
L76	The agency has and utilizes a system to track required trainings.	Area Director
L77	The agency assures that staff are familiar with and trained to support the unique needs of individuals.	Area Director
L78	Staff are trained to safely and consistently implement restrictive interventions.	Area Director
L79	Staff are trained in safe and correct administration of restraint.	Human Rights
L80	Support staff are trained to recognize signs and symptoms of illness.	Area Director
L81	Support staff know what to do in a medical emergency.	Area Director
 <b>L82</b>	 Medications are administered by licensed professional staff or by MAP certified staff (or by PCAs) for individuals unable to administer their own medications.	<b>Corrective Action Plan or Non-Licensure</b>
L83	Support staff are trained in human rights.	Human Rights
L84	Staff are trained in the correct utilization of health-related protections per regulation.	Human Rights
L85	The agency provides on-going supervision and staff development.	Area Director
L86	<b>GOAL DEVELOPMENT AND IMPLEMENTATION</b> Required assessments concerning individual needs and abilities are completed in preparation for the ISP.	Area Director
L87	Support strategies necessary to assist an individual to meet their goals and objectives are completed and submitted as part of the ISP.	Area Director
L88	Services and support strategies identified and agreed upon in the ISP for which the provider has designated responsibility are being implemented.	Area Director
L89	The provider has a complaint and resolution process that is effectively implemented at the local level.	Human Rights
L90	Individuals are able to have privacy in their own personal space.	Human Rights
L91	Incidents are reported and reviewed as mandated by regulations.	Area Director

