## Older Adult Daily Living Center Regulatory Requirements Unique to Title 6, Chapter 11

Date of Compliance Review _______________

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<thead>
<tr>
<th>Regulation</th>
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<tr>
<td>11.8(d)</td>
<td>Responsible Party Designation</td>
<td>If a client has a Power of Attorney, the OADLC shall have a copy of the Power of Attorney in the client’s file.</td>
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<tr>
<td></td>
<td></td>
<td><strong>General Requirements</strong></td>
</tr>
<tr>
<td>11.9(a)</td>
<td>Client Rights</td>
<td>OADLC clients have additional client rights beyond those found in Adult Training Facilities</td>
</tr>
<tr>
<td>11.9(b)</td>
<td>Posting Client Rights</td>
<td>The OADLC client rights are to be posted in the center</td>
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<tr>
<td>11.9(c)</td>
<td>Explaining Client Rights</td>
<td>Client rights are to be explained to clients and responsible parties</td>
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<tr>
<td>11.13(b)</td>
<td>Written Policies and Procedures</td>
<td>OADLCs require additional policies and procedures beyond those found in Adult Training Facilities</td>
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<tr>
<td>11.16(c)</td>
<td>Reporting of Unusual Incidents</td>
<td>Oral reporting requirements of unusual incident reports</td>
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<tr>
<td>11.16(d)</td>
<td>Reporting of Unusual Incidents</td>
<td>Written reporting requirements of unusual incident reports</td>
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<tr>
<td>11.16(e)</td>
<td>Incident Report Filing</td>
<td>A copy of an unusual incident report relating to an individual shall be kept in the client’s record</td>
</tr>
<tr>
<td>11.16(f)</td>
<td>Incident Report Filing</td>
<td>Incident reports relating to the center itself, such as fire department response, shall be kept on file for 4 years</td>
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<tr>
<td>11.17(b)</td>
<td>Death Reporting</td>
<td>Reporting requirements for Death Reports</td>
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<td>11.18(d)</td>
<td>Criminal History Background Checks</td>
<td>This regulation is superseded by the Older Adult Protective Services Act. See regulation Title 6, Chapter 15.141-15.146</td>
</tr>
<tr>
<td>11.18(e)</td>
<td>Criminal History Background Checks</td>
<td>A copy of an employee’s criminal history background check shall be kept on file by the center operator</td>
</tr>
<tr>
<td>11.20(b)</td>
<td>Grievances</td>
<td>The OADLC shall provide clients and responsible parties with contact information for the local Long-Term Care Ombudsman</td>
</tr>
<tr>
<td>11.21(a)</td>
<td>Emergency Procedures</td>
<td>The OADLC shall have written procedures for handling emergencies</td>
</tr>
<tr>
<td>11.21(b)</td>
<td>Emergency Procedures Training</td>
<td>The written emergencies procedures shall be reviewed with staff quarterly</td>
</tr>
<tr>
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<td><strong>Staffing</strong></td>
</tr>
<tr>
<td>11.31(a)</td>
<td>Minimum Staff Requirements</td>
<td>OADLC staff are to meet these minimum requirements</td>
</tr>
<tr>
<td>11.33(a)</td>
<td>Staff Orientation Training</td>
<td>The OADLC must ensure the OADLC unique orientation training topics are covered for all new staff</td>
</tr>
<tr>
<td>11.33(c)</td>
<td>Training Curriculum and Trainer Qualifications</td>
<td>The OADLC must have the training curriculum for orientation and annual training, and ensure the trainers are qualified in those areas</td>
</tr>
<tr>
<td>11.33(f)</td>
<td>Additional Training Mandated by the Department of Aging</td>
<td>OADLC directors and a designee must complete the Department of Aging’s online training course for</td>
</tr>
<tr>
<td>Regulation</td>
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<tr>
<td>11.52(c)</td>
<td>Indoor Floor Space</td>
<td>The OADLC capacity will be based on this regulation</td>
</tr>
<tr>
<td>11.62</td>
<td>Posted Phone Numbers</td>
<td>The center shall post, by each phone with an outside line, the numbers listed in this regulation with the exception of the Governor’s Action Center number, which is no longer active</td>
</tr>
<tr>
<td>11.69(1)</td>
<td>Bathrooms</td>
<td>The bathroom to client ratio of 1:14 applies to OADLCs</td>
</tr>
<tr>
<td>11.82(b)</td>
<td>Evacuation Procedures</td>
<td>Written evacuation procedures shall be posted in program areas</td>
</tr>
<tr>
<td>11.90(a)</td>
<td>Fire Safety Training for Clients</td>
<td>Clients are to be trained upon admission and quarterly on fire safety and smoking.</td>
</tr>
<tr>
<td>11.90(b)</td>
<td>Extent of Participation</td>
<td>Document the extent of the client’s participation in fire safety training</td>
</tr>
<tr>
<td>11.90(c)</td>
<td>Fire Safety Documentation</td>
<td>Center shall document the training as described in regulation</td>
</tr>
<tr>
<td>11.101(a)</td>
<td>Intake Screening</td>
<td>Intake Screening is to be done for each participant within 60 days prior to admission</td>
</tr>
<tr>
<td>11.101(b)</td>
<td>Intake Screening</td>
<td>The information listed in this regulation is to be addressed in the client intake screening</td>
</tr>
<tr>
<td>11.101(c)</td>
<td>Determination of Appropriateness for Center Admission</td>
<td>Determination, based on the intake screening, that the client is appropriate for the OADLC</td>
</tr>
<tr>
<td>11.101(d)</td>
<td>Notification When Not Admitting</td>
<td>The OADLC must notify a client who is determined to not be appropriate for the OADLC</td>
</tr>
<tr>
<td>11.102(c)(5)</td>
<td>Medical Report</td>
<td>The client medical report must also contain a statement affirming the client is free of communicable disease</td>
</tr>
<tr>
<td>11.104(c)(5)</td>
<td>Individual Care Plan</td>
<td>The care plan/ISP must identify the staff person(s) responsible for the implementation of the plan, or specific components of the plan</td>
</tr>
<tr>
<td>11.105(b)</td>
<td>Review of Individual Care Plan</td>
<td>Each semi-annual review must be conducted with the client and/or responsible party. The OADLC must document the review occurred</td>
</tr>
<tr>
<td>11.109</td>
<td>Service Documentation</td>
<td>Client progress notes shall be written at least monthly and shall cover those areas addressed in this regulation</td>
</tr>
<tr>
<td>11.110(a)</td>
<td>Written Discharge Policy</td>
<td>The discharge policy shall be available to client upon admission</td>
</tr>
<tr>
<td>11.110(b)</td>
<td>Discharge Policy Components</td>
<td>The discharge policy must address at least the items noted in this regulation</td>
</tr>
<tr>
<td>11.110(c)</td>
<td>Discharge Procedure</td>
<td>The OADLC must have a discharge procedure that addresses recommendations for continuing care and referrals to community services</td>
</tr>
<tr>
<td>11.110(d)</td>
<td>Discharge Procedure</td>
<td>The OADLC shall document the date and reason for discharge or transfer and the client’s destination, if known</td>
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<tr>
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<tr>
<td>11.111(a)</td>
<td>Notification of Discharge</td>
<td>The center must give oral and written notice at least 30 days prior to discharge</td>
</tr>
<tr>
<td><strong>Center Services</strong></td>
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<tr>
<td>11.122</td>
<td>Assurance of Service Quality</td>
<td>The OADLC shall assure the quality of services it makes available to clients to include proof an any professional licensure or certification, and proof of professional liability insurance</td>
</tr>
<tr>
<td>11.123(2)</td>
<td>Nursing Services</td>
<td>The OADLC must provide the nursing services described in this regulation</td>
</tr>
<tr>
<td>11.123(ii)</td>
<td>Therapeutic Activities</td>
<td>The OADLC must prepare and post a monthly activities calendar and these activities must be coordinated with other services offered in the center</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td></td>
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<tr>
<td>11.132(a)</td>
<td>Staff Physical Examination</td>
<td>OADLC staff shall have a physical exam within 12 months prior to employment and every 2 years thereafter</td>
</tr>
<tr>
<td>11.132(c)(3)</td>
<td>Staff Physical Examination</td>
<td>The staff medical report must include a statement affirming the staff person is free of communicable disease</td>
</tr>
<tr>
<td>11.133</td>
<td>Communicable Disease</td>
<td>If a staff person or volunteer has a communicable disease, the requirements in this regulation must be followed</td>
</tr>
<tr>
<td><strong>Medications</strong></td>
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<tr>
<td>11.147</td>
<td>Self-Administration of Medications</td>
<td>If an OADLC client self-administers medications, this regulation must be followed</td>
</tr>
<tr>
<td><strong>Nutrition</strong></td>
<td></td>
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<tr>
<td>11.151</td>
<td>Dining Area</td>
<td>The OADLC shall have a dining area as described in this regulation</td>
</tr>
<tr>
<td>11.152</td>
<td>Food Provided or Arranged by Center</td>
<td>If the OADLC provides meals, the provisions of this regulation must be followed</td>
</tr>
<tr>
<td><strong>Protective Devices</strong></td>
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<tr>
<td>11.171(a)</td>
<td>Use of Restraints, Seclusion, and Adverse Conditioning is prohibited</td>
<td>The use of these devices in an OADLC is prohibited</td>
</tr>
<tr>
<td><strong>Client Records</strong></td>
<td></td>
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<tr>
<td>11.193(1)(v)</td>
<td>Content of Records</td>
<td>A photograph, taken with the last 5 years, must be in the client record</td>
</tr>
<tr>
<td><strong>Application</strong></td>
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<tr>
<td>11.231</td>
<td>Application Form</td>
<td>The OADLC shall apply for a license as described in this regulation</td>
</tr>
<tr>
<td>11.232</td>
<td>Reapplication</td>
<td>The legal entity shall apply for a renewal of its OADLC license at least 60 days prior to the expiration of its OADLC license</td>
</tr>
<tr>
<td><strong>Inspection</strong></td>
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<tr>
<td>11.243</td>
<td>Other Inspections</td>
<td>The OADLC is subject to announced and unannounced inspections as described in this regulation</td>
</tr>
<tr>
<td>11.244</td>
<td>Access</td>
<td>OADLCs shall provide authorized agents of the Department of Aging full access to its records during all inspections. The Department has the right to enter and inspect as described in this regulation</td>
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<th>Section</th>
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<td>11.251</td>
<td>Payment of Fees</td>
<td>The legal entity shall pay the applicable license fee prior to the issuance of a license</td>
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<td></td>
<td><strong>Licensure</strong></td>
</tr>
<tr>
<td>11.267</td>
<td>Posting of the License</td>
<td>The OADLC license must be posted in a public place in the center</td>
</tr>
<tr>
<td>11.268</td>
<td>Restriction on the License</td>
<td>This regulation lists the conditions that cause an OADLC license to become void</td>
</tr>
<tr>
<td>11.269</td>
<td>Change in Ownership, Name, or Structure</td>
<td>The Department shall be notified in advance of these changes as described in this regulation</td>
</tr>
<tr>
<td>11.270</td>
<td>Notification of Change</td>
<td>The OADLC must notify the Department per the timeframes noted in this regulation</td>
</tr>
</tbody>
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