Review Date (MMDD

Reviewer Initials		

_	Day Program Facility Review					Standard		0 1
1	Physical Plant Review	Standard	Yes	No	N/A	Gained	Weight	Comments
2	,							
3	Is there a minimum of two exits unlocked from the inside during program hours with doors that open out with ease?	11.3					С	
4	If program has an occupancy of more than 50 people, is panic hardware installed?	11.3:1					D	
5	Are Exit signs posted over all exits?	11.3:2					С	
6	Does the site have sufficient ventilation in all areas and, if applicable, be in compliance with Appendix #2?	11.5					D	
7	Does the site have adequate lighting?	11.6					m	
8	Does the site have a lunch area that is separate from the work area?	11.7					m	
9	Is a copy of the Certificate of Continued Occupancy (CCO) or Certificate of Occupancy (CO) or other documentation issued by local authority available?	11.8					s	
10	Is the facility maintained in a clean, safe condition, including the internal and external structure?	11.1					s	
11	Are aisles, hallways, stairways, and main routes of egress clear of obstruction and stored material?	11.10:1					С	
12	Are floors and stairs free and clear of obstruction and slip resistant?	11.10:2					С	
13	Are adequate sanitary supplies available including soap, paper towels, toilet tissue?	11.10:4					С	
14	Are appropriate local or county Department of Health certificates maintained where appropriate?	11.11:1					s	
15	If the adult day service is located in a facility housing other aspects of service provision of the agency during operational hours is there a:							
16	• Separate designated space	11.12:1					m	
17	Separate designated personnel	11.12:2					m	
18	Emergency Plan							
19	Is an evacuation diagram specific to the facility/program posted conspicuously throughout the facility?	13A.2					s	
20	Does the evacuation diagram include the following:							
21	Evacuation route and/or nearest exit	13A.2:1					m	

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Provider ID					

Review	Date	

Reviewer	Initials	
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	Day Program Facility Review	Standard	Yes	No	N/A	Standard Gained	Weight	Comments
22	•Location of all exits	13A.2:2					m	
23	Location of alarm boxes (pull station)	13A.2:3					m	
24	Location of fire extinguishers	13A.2:4					m	
25	Are emergency numbers posted by each telephone?	13A.3					С	
26	Are emergency cards available in a central location so that they are portable in emergencies?	13A.4					С	
27	Fire Safety Review							
28	Are fire drills:							
29	Conducted monthly with individuals served present	13B.1:1					s	
30	Varied as to accessible exits	13B.1:2					S	
31	Does the documentation of Fire Drills include the following:							
32	• Date	13B.1:3a					m	
33	•Time of drill	13B.1:3b					m	
34	•Length of time to evacuate	13B.1:3c					m	
35	Number of individuals served participating	13B.1:3d					m	
36	Problems noted (See work Instructions)	13B.1:3f					m	
37	•Signature of person in charge	13B.1:3g					m	
38	Are fire extinguishers serviced annually?	13B.2					С	
39	Are fire extinguishers examined quarterly with documentation that they are adequately charged?	13B.3					S	
40	Are non-wired (battery-operated) smoke detectors examined quarterly with documentation that they are operable?	13B.4					s	
41	Does the site have a fire alarm system appropriate to the population served?	11.4					С	
42	Are the required safety inspections current:							
43	•Insurance (Please indicate date)	13B.5					s	
44	Pire (Please indicate date)	13B.5					S	
45	Department of Community Affairs (Please indicate date)	13B.5					S	



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Review	Date	!		

	Day Program Facility Review	Standard	Yes	No	N <i>I</i> A	Stan dard Gained	Weight	Comments
46	Rules Review						_	
47	Does the program have rules? (Yes or N/A)	15.2					d	
48	If the program has rules, are the rules respectful of the rights of the individuals?	15.4					С	
49	Activity Schedule Review							
50	Does the program site have an activity Schedule?	16.5					d	
51	Does the activity schedule reflect varied activities?	16.5:2/3					m	
52	Was the activity schedule being implemented at the time of the review?	16.5:4					m	
	Were individuals engaged in active programming?	16.4					m	
54	Required Staff/Client Ratios Review							
55	Is the day service program in compliance with the following staff/client ratios (Conduct observation)? (i.e., (1) Adult Day Services- the total program ratio is no more than six individuals served to one direct service staff (2) Adult Day Services, Special Needs- the total program ratio is no more than three individuals served to one direct service staff (3) Adult Day Services, Crew Labor- the total program ratio is no more than five individuals served to one direct service staff	16.10:1, 16.10:2, 16.10:3					С	
56	Is a supervisor available on site or an on site 'in charge" person designated during hours of operation?	16.11					С	
57	Health/Medical Review							
58	Are liquids available and accessible for individuals throughout the day to prevent dehydration?	19.19					С	
59	Does the day program site have a first aid kit which includes all of the following:	19.21					s	
60	• Antiseptic	19.21:1					d	
61	•Rolled gauze bandages	19.21:2					d	
62	Sterile gauze bandages	19.21:3					d	
63	•Adhesive paper or ribbon tape	19.21:4					d	
64	•Scissors	19.21:5					d	
65	Adhesive bandage (Band-Aids)	19.21:6					d	
66	•Standard type or digital thermometer	19.21:7					d	



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Rev	iewer	Initials	

	Day Program Facility Review		Yes	No	N/A	Stan dard Gained	Weight	Comments
67	Compensation Review							
68	Does the service provider have a current State or Federal Certificate to Pay Wages Below the Minimum?	25.2:3a/b					m	
69	Financial Review							
70	Where the service provider holds an individual's funds, does the service provider maintain a record of all purchases made with the personal funds of service recipients that have been entrusted to them? (does not include one time funds)	26.1					s	
71	Does the service provider maintain financial records for the current year and two years prior? (Effective 1/2008)	26.1:1					m	
72	Does the service provider maintain receipts for all purchases over \$5.00?	26.2					m	
73	Other Required Records Review							
74	Is attendance recorded daily?	28.1:1					С	
75	Does the Service provider maintain completed Adult Services Monthly Reports on site?	28.1:2					m	
76	Is the Pdicy & Procedure Manual available on site for the Day Program staff to review?	7.5					m	
77	Unusual Incidents Review							
78	Are Unusual Incident Reports and Follow Up reports maintained separate from the individual record?	21.2:1					S	

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