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| **DEPARTMENT OF HEALTH SERVICES**Division of Quality AssuranceF-02634 (02/2023) | **STATE OF WISCONSIN**Page 1 of 3 |
| **ADULT DAY CARE CENTER (ADCC)****INITIAL SURVEY CHECKLIST** |
| Name – Program      | Date Form Completed *(MM/dd/yyyy)*      |
| Street Address      | City      | County      | Zip Code      |
| **The following items will be reviewed during the initial certification survey and tour of the program.** |
| **Disclaimer:** The statements in this document paraphrase the cited administrative rules. Refer to the language of the Wisconsin Administrative Code for the exact wording of the cited rules. This list should not be considered all-inclusive. The applicant is responsible for knowing and meeting all requirements.  |
| **Y** | **N** |  **N/A** |  |
| **PARTICIPANT RIGHTS –** *[Wis. Admin.**Code § DHS 105.14(6)]* |
| [ ]  | [ ]  |  | Participant rights. Evidence of document to be provided to participant/legal representative. *[Wis. Admin.**Code § DHS 105.14(5)(b)3.]* |
| **PARTICIPANT CARE AND SERVICES -** *[Wis. Admin.**Code § DHS 105.14(7)]* |
| [ ]  | [ ]  |  | 1. All food and drink is stored in a safe and sanitary manner. No food or drink is stored on the floor.  *[Wis. Admin.**Code § DHS 105.14(7)(f)6.e.]*
 |
| [ ]  | [ ]  |  | 1. All readily perishable foods are covered and refrigerated at or below 41 degrees F and stored in a sanitary manner.  *[Wis. Admin.**Code § DHS 105.14(7)(f)6.a.]*
 |
| [ ]  | [ ]  |  | 1. Freezing units are maintained at or below 0 degrees F. Foods stored in a freezer are packaged, labeled and dated.  *[Wis. Admin.**Code § DHS 105.14(7)(f)6.b.]*
 |
| [ ]  | [ ]  |  | 1. Each refrigerator and freezer have an accurate thermometer inside the unit.  *[Wis. Admin.**Code § DHS 105.14(7)(f)6.d.]*
 |
| [ ]  | [ ]  |  | 1. Dishwashing. Whether washed by hand or mechanical means, all equipment and utensils shall be cleaned using separate steps for pre-washing, washing, rinsing and sanitizing. *[Wis. Admin.**Code § DHS 105.14(7)(f)3.]*
 |
| [ ]  | [ ]  |  | 1. Nutrition. The ADCC shall arrange for or provide a meal to each participant who is at the ADCC for 5 or more hours. *[Wis. Admin.**Code § DHS 105.14(7)(f)4.]*
 |
| [ ]  | [ ]  |  | 1. Participant records, including:
	1. Participant/guardian enrollment agreements – [Wis. Admin. Code § DHS 105.14(5)(b)3.]
	2. Assessments and service plans [Wis. Admin. Code § DHS 105.14(7)(b)]
	3. Health statements – [Wis. Admin. Code § DHS 105.14(5)(b)4.]
 |
| **MEDICATION ADMINISTRATION –** *[Wis. Admin.**Code § DHS 105.14(7)(d)]* |
| [ ]  | [ ]  |  | 1. A written policy for medication management. Caregiver administering medications shall be 18 years of age or older. *[Wis. Admin.**Code § DHS 105.14(7)(d)1.]* |
| [ ]  | [ ]  |  | 2. Caregiver administered medications: Stored in a locked, safe place; written order; documentation. *[Wis. Admin.**Code § DHS 105.14(7)(d)3.]* |
| [ ]  | [ ]  |  | 3. RN delegation. Medication administration by routes to include: injectable, nebulizers, stomal and enteral medications, and medications, treatments or preparations delivered vaginally or rectally shall be administered by a registered nurse or by a licensed practical nurse within the scope of their license, or may be delegated to a non−licensed caregiver pursuant to s. N 6.03 (3). *[Wis. Admin.**Code § DHS 105.14(7)(d)3.g.]* |
| **PHYSICAL ENVIRONMENT –** *[Wis. Admin.**Code § DHS 105.14(8)]* |
| [ ]  | [ ]  |  | 1. Zoning verification. The ADCC may not be located on a parcel of land zoned for industrial or manufacturing use. *[Wis. Admin. Code § DHS 105.14(2)(a)3.]*
 |
| [ ]  | [ ]  |  | 1. There is a telephone on the premises, which is immediately accessible during hours of operation.  *[Wis. Admin.**Code § DHS 105.14(8)(a)4.]*
 |
| [ ]  | [ ]  |  | 1. The premises and furnishings are clean, comfortable, and in good repair.  *[Wis. Admin.**Code § DHS 105.14(8)(a)7.]*
 |
| [ ]  | [ ]  |  | 1. Stairs, walks, ramps are in a safe condition.  *[Wis. Admin.**Code § DHS 105.14(8)(d)]*
 |
| [ ]  | [ ]  | [ ]  | 1. Animals kept on the premises are tolerant of persons on the premises and vaccinated against diseases including rabies, if indicated.  *[Wis. Admin.**Code § DHS 105.14(8)(a)8.]*
 |
| [ ]  | [ ]  |  | 1. There is a supply of safe drinking water readily available to participants at all times.  *[Wis. Admin.**Code § DHS 105.14(8)(b)1.]*
 |
| [ ]  | [ ]  |  | 1. The temperature of all water heaters connected to sinks, showers and tubs used by participants is set to at least 140 degrees F. The temperature of hot water at plumbing fixtures used by participants does not exceed the range of 110 to 115 degrees F. *[Wis. Admin. Code § DHS 105.14(8)(b)3.]*
 |
| [ ]  | [ ]  |  | 1. The facility is designed in such a way that it is accessible and functional in meeting the identified needs of the participant group served. *[Wis. Admin.**Code § DHS 105.14(8)(a)3.]*
 |
| [ ]  | [ ]  |  | 1. There is at least 50 square feet of usable floor space for each participant exclusive of passageways, bathrooms, lockers, office, storage areas, staff room, furnace rooms, and parts of rooms occupied by stationary equipment. *[Wis. Admin.**Code § DHS 105.14(8)(a)2.]*
 |
| [ ]  | [ ]  |  | 1. There is sufficient furniture and equipment for use by participants that provides comfort and safety, and is appropriate for the participant group served*. [Wis. Admin.**Code § DHS 105.14(8)(c)1.]*
 |
| [ ]  | [ ]  |  | 1. Heat shall be maintained at not less than 70 degrees F. *[Wis. Admin.**Code § DHS 105.14(8)(a)5.]*
 |
| [ ]  | [ ]  |  | 1. Toilet rooms and fixtures function properly and are maintained in a sanitary and odor free condition.  *[Wis. Admin.**Code § DHS 105.14(8)(a)6.]*
 |
| [ ]  | [ ]  |  | 1. Sanitation related to food handling and washing dishes – *[Wis. Admin. Code § DHS 105.14(7)(f)5.]*
 |
| [ ]  | [ ]  | [ ]  | 1. Delayed egress lock system. Meets requirements for signage and function. *[Wis. Admin. Code § DHS 105.14(8)(e)]*
 |
| **EMPLOYEE RECORDS** – *[Wis. Admin. Code § DHS 105.14(3)(e)]* |
| [ ]  | [ ]  |  | 1. Orientation and training. *[Wis. Admin.**Code § DHS 105.14(4).]*
 |
| [ ]  | [ ]  |  | 1. Completed caregiver background check following procedures under s. 50.065, Stats. And ch. DHS 12.
 |
| [ ]  | [ ]  |  | 1. Employee health examination - *[Wis. Admin.**Code § DHS 105.14(3)(d)2.]*
 |
| [ ]  | [ ]  |  | 1. Staff training and continuing education - *[Wis. Admin.**Code § DHS 105.14(4).]*
 |
| **SAFETY–** [*Wis. Admin.**Code § DHS 105.14(9)]* |
| [ ]  | [ ]  |  | 1. There is at least one 2A, 10-B-C fire extinguisher per 1,500 square feet of space. If only one extinguisher is necessary in the building, it is to be located near the cooking area. *[Wis. Admin.**Code § DHS 105.14(9)(b)2.]*
 |
| [ ]  | [ ]  |  | 1. Fire extinguishers are operable at all times, inspected once a year by a qualified person, and shall bear a label indicating its condition and date of the last inspection.  *[Wis. Admin.**Code § DHS 105.14(9)(b)3.]*
 |
| [ ]  | [ ]  |  | 1. There is a smoke detector located in each activity room and hallway.  *[Wis. Admin.**Code § DHS 105.14(9)(b)4.]*
 |
| [ ]  | [ ]  |  | 1. The ADCC has a written plan for responding to fires, tornadoes, missing participants, injuries, and staff absenteeism. The evacuation plan is posted *[Wis. Admin. Code § DHS 105.14(9)(a)]*
 |
| [ ]  | [ ]  |  | 1. Annual tornado drill; quarterly fire drills; monthly smoke detector testing *[Wis. Admin. Code § DHS 105.14(9).]*
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| **Y** | **N** |  **N/A** |  |
| [ ]  | [ ]  | [ ]  | **REQUIREMENTS FOR MULTI-USE FACILITIES –** *(If N/A, skip to next section.) [Wis. Admin.**Code § DHS 105.14(10)]* (Nursing Home, Community-Based Residential Facility (CBRF), Residential Care Apartment Complex (RCAC), or pre-vocational program) |
| [ ]  | [ ]  |  | **1**. An ADCC located in a multi-use facility shall ensure the setting, programs, and physical environment will enhance the dignity and individual respect of every participant. |
|  | **2. Exterior**  |
| [ ]  | [ ]  |  | 1. Access to the ADCC shall be distinct and have separate entrance and exit doors so each participant and staff are not walking through the living or program areas of others. A multi-use facility may have a shared lobby leading to a distinct entrance door for the ADCC.
 |
| [ ]  | [ ]  |  | 1. The ADCC shall have a separate door to the outside so each participant and staff are not walking through the living or program areas of others.
 |
|  | **3. Interior**  |
| [ ]  | [ ]  |  | (a) The ADCC shall be separate from living areas, shall be in addition to space required for other programs, and shall meet the requirements of Wis. Admin. Code *§ DHS 105.14(8)(a)2.*  |
| [ ]  | [ ]  |  | (b) Spaces designated for program activities, dining, toileting, exercise and ambulation are distinctly part of the adult day care area and limited to use by an ADCC participant. An ADCC participant may be provided personal care or therapy in space also used by residents or attendees of a multi-use facility provided that the ADCC services are scheduled at different times from any other occupants. |
| [ ]  | [ ]  |  | **4. Staffing**The ADCC shall have distinct and separate caregivers. No caregiver may be concurrently assigned to the ADCC and another program. All staff assigned to the ADCC shall meet requirements for orientation and training under Wis. Admin. Code § DHS 105.14(4).  |
| [ ]  | [ ]  |  | **5. Activities**The ADCC activity program shall be programmatically distinct from the weekly or monthly calendar of activities planned for residents or attendees of a multi-use facility, but may include special events provided on a non-routine basis. |
| **ADCC PROGRAM IN A PRIVATE FAMILY HOME**  |
| [ ]  | [ ]  | [ ]  | If ADCC participants and other occupants are intermixed in a private family home and the common dining and living space is available to ADCC participants and other occupants, the common dining and living space shall be determined by the total capacity of the building as described in Wis. Admin. Code § DHS 105.14(8)(a)2.  |
| **MISCELLANEOUS INITIAL SURVEY REVIEW AND DISCUSSION ITEMS** |

1. [Adult Day Care Center Certification Application Checklist (DQA form F-02106A)](https://dhs.wisconsin.gov/forms/index.htm?combine=F-02106A&field_division_office_owner_target_id=All&field_language_target_id=All)
2. Home and Community Based Services (HCBS) Rules for Non-Residential Providers are found at: <https://dhs.wisconsin.gov/hcbs/nonresidential.htm>. Please also reference [F-03124, Adult Day Care Center HCBS Benchmark Checklist](https://dhs.wisconsin.gov/forms/f03124.docx) and [F-3124B, Adult Day Care Center HCBS Reviewer Guidelines.](https://dhs.wisconsin.gov/forms/f03124b.pdf)
3. Staffing patterns including volunteers – *[Wis. Admin.**Code § DHS 105.14(7)(c)]*
4. Reporting requirements. Death reporting, elopements, law enforcement, incident/accident resulting in serious injury requiring hospital admission or emergency room treatment; and misconduct. *[Wis. Admin. Code § DHS 105.14(2)(k-m)].* E-mail reports to DHSDQABHSACCS@dhs.wisconsin.gov.
5. [Electronic Statement of Deficiencies (E-SOD)/Electronic Plan of Correction (E-POC) Process](https://www.dhs.wisconsin.gov/regulations/e-sod.htm)
6. [Background Check and Caregiver Misconduct Investigations](https://dhs.wisconsin.gov/misconduct/index.htm)
7. Communicating with the Bureau of Health Services - [Adult Day Care Centers](https://dhs.wisconsin.gov/regulations/adultdaycare/introduction.htm)
8. [DQA Email Subscription Service](https://www.dhs.wisconsin.gov/regulations/listserv-signup.htm)