

(Draft)

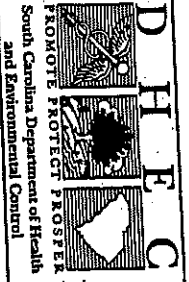
Community Residential Care Facilities

Documentation Required at Time of Inspection-Reg 61-84

Division of Health Licensing

The following documentation is required for inspection of Community Residential Care Facilities in South Carolina. Please have this information available for review by the inspectors. Please ensure that the staff member left in charge in the administrator's absence knows where to locate and is able to access this documentation.

CLASS	SECTION	DOCUMENTATION REQUIRED
II	103.B	Copy of current DHEC Regulation 61-84.
II	401	Policy & Procedures Manual addressing, as a minimum: 1) resident care; 2) client rights; 3) operation of the facility; 4) provision of special care offered by the facility; and 5) time-period of review of P & P.
I	501.B	Individual designated in writing to act in the absence of the administrator.
II	501.F	_____ staff files, to include all personnel newly-hired within the previous year. Health assessment information, to include TB skin tests is also requested.
II	501.G	Contracts with sources outside the facility. Home Health, Hospice,
III	601.A	Incident/accident reports for the previous year.
III	602.A	Reports of any fires that have occurred during the previous year.
II	701	_____ resident records, to include TB skin test information.
II	902	Financial records for _____ residents whose personal money is managed by the facility.
II	1001.H	Grievance/complaint procedure.
I	1207	Medication destruction records for the previous year.
II	1302.D	Records of food and supplies purchased during the previous six months. ✓
III	1306.C	A diet manual published within the <u>previous five years</u> . *
III	1307.B	Past 30 days of menus on file. *
II	1401.A	Plans for actions to be taken in the event of emergencies/disasters.
II	1403	Plan for continuity of essential services.
I	1504.A	Record of fire drills for previous year.
II	1705.A	Veterinarian records for pets (initial and annual), if applicable. *
II	1801	Quality Improvement plan and records/minutes of implementation.
I	2501.B	Electrical inspection report (within the past year).
II	2601.B	Heating, ventilation, and air conditioning inspection report (within the past year).
II	2706.B	Annual elevator inspection report, if applicable.



COMMUNITY RESIDENTIAL CARE: REVIEW OF RESIDENTS' RECORDS
 Division of Health Licensing

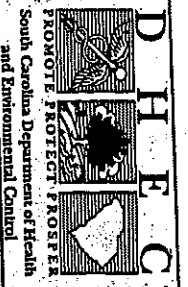
Date: _____

- Facility
- Initial Follow-up General Inspection Food/Sanitation Fire/Life Safety Consultation Complaint Investigation

SSN (Last Four) Of Resident	Date Admitted	
1.		(II) 701 B.1 Consultations by physicians/other providers
2.		(II) 701 B.2. Orders for: diets, medications, care, services.
3.		(II) 701 B.3. Description of care/services provided *
4.		(II) 701 B.4. medications administered/procedures ✓
5.		(II) 701 B. 5. Special procedures/preventative measures
6.		(II) 701 B.6. Notes of observation/signed/dated *
7.		(II) 701 B. 7. Circumstances of discharge./transfer/death; time
		(II) 701 B. 8. Emergency medical care; physician; payment. plan
		(II) 701 B. 9. Special care info. (DNR, allergies)
		(II) 701 B.10. Photo of resident
		(II) 702 Written Assessment within 72 hrs. *
		(II) 703 Individual Care Plan
		(II) 703 A. Signed, within 7 days, updated : 6 mos.
		(II) 703 B.1. ADL's; how much, how often, who?
		(II) 703 B.2. Arrangements for visits to Dr./other providers
		(II) 703 B 3. Advanced directives/medical POA
		(II) 703 B. 3. Recreational/social activities
		(II) 703 B. 5. Dietary requirements
		(III) 703 C. ICP & Sponsor Responsibilities for Monitoring Care & Effectiveness
		(I) 704 B.1. Transfer information (MAR, ICP, etc.) minimal ^{DOCUMENT}
		(III) 704 D. Records by contracted individuals/services
		(III) 704 F. Completion of close record in 30 days ^{Old summary complete summary}
		(II) 901.A.1-8. Written, detailed service agreement, fees, dates; transportation; grievance procedures. *
		(I) 901.B. Care detailed by ICP
		(I) 901.C. Care in accordance with special conditions/activity levels
		(II) 901.D. neat, clean, clean clothes
		(III) 901.E.F. Cultural differences, religious opportunities *
		(II) 901.G. Notification to Dr. re: fac. closure; arrange referrals
		(I) 1101.A. PE 30 days prior to DOA, Annually Thereafter.
		(I) 1101.B. Two Step PPD by Dr./Health Care Provider ^{PPD 2 in 7 days}
		(I) 1101.D. Care for Other Communicable Diseases
		(I) 1702.B.1. 2 step TB Test 3 mos. prior to contact; or 1 neg. test in last 12 mos:
		(I) 1702.C.1. 10mm or more/HIV & 5mm or more result referred to physician.
		(Continued on Back)

0262

Records Retention Schedule 12-3071



COMMUNITY RESIDENTIAL CARE: REVIEW OF STAFF RECORDS
Division of Health Licensing

Date: _____

- Facility: _____
- Initial Follow-up General Inspection Food/Sanitation Fire/Life Safety Consultation Complaint Investigation

SSN (Last Four) Of Employee	Date of Hire	(I) 501B. Employee's current license\certificate.	(II) 501 B. No prior conviction/pled no contest	(II) 501 F. Job Description/Accurate Information	(II) 501 G. Contracted Service personnel	(II) 502.A. Licensed CRCF Administrator	(II) 502.C. Names/titles authorized in Admin. Absence.	(I) 503.A. Adult on duty at all times	(I) 503.B.1. 1:8 ratio during peak hours	(I) 503.B.2. 1:30 ratio non-peak hrs; 8+ and awake	(I) 503.B.3. One staff per floor.	(I) 504 A.1. First Aid & 2. Vital signs Training	(I) 504 A. 3. Commu. Disease & 4. Medication Mgmt	(I) 504 A. 5. Specific Person Care & 6. restraints	(I) 504 A.7. OSHA Stds./bloodborne pathogens	(I) 504 A.8. CPR certified for staff in facility	(I) 504 A.9. Confidentiality & 10. Fire Response Trng.	(I) 504 A. 11. Emergency Procedures	(I) 504 B. Staff/volunteer Recreational annual training*	(I) 504 C. Job Orientation Training	(I) 505 A. Pre-employment Health Assessment	(I) 1503 A. Comp. Fire training for staff/volunteer	(I) 1504.A. Participated in at least 1 fire drill annually.	(I) 1702 B.1. Pre-employment/Annual 2 step PPD
1.																								
2.																								
3.																								
4.																								
5.																								
6.																								
7.																								

07-08/011