



**AFC/Assisted Living/Homes for the Aged Final Rule Compliance checklist to be verified during site visit.**

- ☐ Locks on waiver participants' doors that can be opened from the inside with one motion
- ☐ Locks on bathroom doors that can be opened from the inside with one motion
- ☐ Key to bedroom for participants; key to bathrooms and bedrooms for necessary staff in case of emergencies.
- ☐ No restrictions on visitors or times when allowed to visit (visiting hours)
- ☐ Residential Agreement/Lease for each participant
- ☐ Does the Participant have the freedom to come and go outside and inside the facility
- ☐ Does the facility have house rules (if so, they must be reviewed as per the Final Rule; they should not have them)
- ☐ Participant records are securely stored
- ☐ Sample of participant bedrooms- to ensure cameras or baby monitors are not used unless in the care plan
- ☐ Home accessibility
- ☐ Policies concerning visiting hours
- ☐ Copy of lease or residential agreement
- ☐ policies or procedures concerning the eviction process and the means to appeal an eviction
- ☐ Policies outlining individual rights, protections, and expectations of services and support
- ☐ Information about filing a complaint
- ☐ Participant privacy/confidentiality policy
- ☐ Policies or processes relating to participant funds
- ☐ Staff training on individual rights and protections
- ☐ Policy on physical restraints and/or restrictive intervention
- ☐ Employee handbook
- ☐ Policies and procedures manual
- ☐ Emergency plan
- ☐ Policy of access to food and or the kitchen
- ☐ Current staff training or training plans
- ☐ Sample of participant case records to include a daily tasks list that AFC staff assist with
- ☐ Policy for documenting hours of services billed
- ☐ Policy on storing/ securing bedroom or bathroom keys
- ☐ Technology/ Communication access, i.e., computer, cell phone, or television
- ☐ Resident transportation
- ☐ Community inclusion/ outings