

SELF-ASSESSMENT GUIDE

Residential Care Facility for the Elderly

All licensees of Residential Care Facilities for the Elderly (RCFEs) licensed by the California Department of Social Services, Community Care Licensing Division (CCLD) must comply with law in the RCFE Act (Health and Safety Code sections 1569 through 1569.889) and the regulations in Title 22 of the California Code of Regulations (Title 22, CCR), Division 6, Chapter 8, RCFE. Where stated in these laws and regulations, RCFEs must comply with other laws and regulations in addition to the Health and Safety Code (HSC) and Title 22, CCR.

This guide is designed to help licensees perform periodic self-assessments of their facility's operation. By using it, they can find areas needing attention and make corrections accordingly. This guide contains some of the most common problem areas found by Licensing Program Analysts (LPAs) during their facility evaluation inspections. Licensees are encouraged to carefully review each item and check either "Met" or "Not Met" as it applies to the particular facility being assessed. This guide is not an exhaustive treatment of the licensing regulations specific to RCFEs and cannot be used as a substitute for having the requisite working knowledge of applicable laws (i.e., HSC) and requirements of Title 22, CCR. The LPA performing the evaluation inspection may look at more than just the areas covered in this guide. Although the regulations cited in this guide are current as of the publication date of this guide, they are subject to change due to changes in the laws and regulations that affect RCFEs.

Sections from laws and regulations particular to the most commonly cited deficiencies have been included for the reviewer's convenient reference. Licensees should review the full text of the laws and regulations cited for a more complete understanding of the requirements. In addition to helping identify areas of deficiency at the time of assessment, the periodic use of this guide may help identify patterns of deficiencies or areas needing particular attention in the facility's operation or staff training that are usually detected over the course of time. This guide can also serve as a training tool to regularly review basic licensing requirements with staff. Licensees may use the final section of this guide to note areas that have historically proven problematic in their operation.

Medications

Met	Not Met	Regulation
☐	☐	Centrally stored medicines shall be kept in a safe and locked place that is not accessible to persons other than employees responsible for the supervision of the centrally stored medication (22 CCR 87465(h)(2)).
☐	☐	The following shall be stored inaccessible to residents with dementia: over-the-counter medication, nutritional supplements or vitamins (22 CCR 87705(f)(2)).
☐	☐	All centrally stored medications shall be labeled and maintained in compliance with state and federal laws. No persons other than the dispensing pharmacist shall alter a prescription label. (22 CCR 87465(h)(4)).
☐	☐	Each centrally stored medication container shall carry all of the information specified in subsections (h)(6)(A) through (E) plus expiration date and number of refills (22 CCR 87465(h)(3)).

Medications *continued* ...

Met	Not Met	Regulation
☐	☐	Prescription medications which are not taken with the resident upon termination of services, not returned to the issuing pharmacy, nor retained in the facility as ordered by the resident's physician and documented in the resident's record nor disposed of according to the hospice's established procedures or which are otherwise to be disposed of shall be destroyed in the facility by the facility administrator and one other adult who is not a resident. Both shall sign a record, which lists the information specified in subsections (i)(1) through (4), to be retained for at least three years. (22 CCR 87465(i)).
☐	☐	The licensee shall be responsible for assuring that a record of centrally stored prescription medications for each resident, which includes the information specified in subsections (h)(6)(A) through (F), is maintained for at least one year (22 CCR 87465(h)(6)).
☐	☐	The licensee shall, and staff designated by the licensee may, assist residents with self-administered medications as needed (22 CCR 87465(a)(5) and (6)).
☐	☐	Each resident's medication shall be stored in its originally received container. No medications shall be transferred between containers (22 CCR 87465(h)(5)).
☐	☐	If the resident's physician has stated in writing that the resident is able to determine and communicate his/her need for a prescription or nonprescription PRN medication, facility staff shall be permitted to assist the resident with self-administration of his/her PRN medication (22 CCR 87465(b)).
☐	☐	If the resident's physician has stated in writing that the resident is unable to determine his/her own need for nonprescription PRN medication, but can communicate his/her symptoms clearly, facility staff designated by the licensee shall be permitted to assist the resident with self-administration, provided all of the requirements specified in subsections (c)(1) through (3) are met (22 CCR 87465(c)).
☐	☐	If the resident is unable to determine his/her own need for a prescription or nonprescription PRN medication, and is unable to communicate his/her symptoms clearly, facility staff designated by the licensee, shall be permitted to assist the resident with self-administration, provided all of the requirements specified in subsections (d)(1) through (3) are met (22 CCR 87465(d)).
☐	☐	Assistance with self-administration does not include forcing a resident to take medications, hiding or camouflaging medications in other substances without the resident's knowledge and consent, or otherwise infringing upon a resident's right to refuse to take a medication (22 CCR 87465(a)(6)(D)).
☐	☐	Syringes and needles are disposed of in accordance with the California Code of Regulations, Title 8, Section 5193 concerning blood-borne pathogens (22 CCR 87303(f)(2)).

Physical Plant – All Facilities

Met	Not Met	Regulation
☐	☐	The facility shall be clean, safe, sanitary, and in good repair at all times. Maintenance shall include provision of maintenance services and procedures for the safety and well-being of residents, employees and visitors. (22 CCR 87303(a)). <i>Examples:</i> There is no broken glass or exposed electrical wiring. There are no protruding nails or flies and insects. Furniture and fixtures are in good repair.
☐	☐	Floor surfaces in bath, laundry and kitchen areas shall be maintained in a clean, sanitary, and odorless condition (22 CCR 87303(a)(1)).

Physical Plant – All Facilities *continued ...*

Met	Not Met	Regulation
☐	☐	All window screens shall be clean and maintained in good repair (22 CCR 87303(c)).
☐	☐	When not in use, recreational equipment and supplies shall be stored where they do not create a hazard to residents (22 CCR 87219(i)(1)).
☐	☐	All facilities shall maintain a fire clearance appropriate to the residents being cared for in the facility and approved by the city, county, or city and county fire department or district providing fire protection services, or the State Fire Marshal (22, CCR 87202(a)).
☐	☐	All facilities shall be maintained in conformity with the regulations adopted by the State Fire Marshal for the protection of life and property against fire and panic (22 CCR 87203). <i>Example:</i> Smoke detectors operate properly and fire extinguishers are properly charged.
☐	☐	Every residential care facility for the elderly shall have one or more carbon monoxide detectors in the facility that meet the standards established in Chapter 8 (commencing with Section 13260) of Part 2 of Division 12 [the Carbon Monoxide Poisoning Prevention Act of 2010, Health and Safety Code sections 13260 through 13263] (HSC 1569.311).
☐	☐	Living accommodations and grounds shall be related to the facility's function. The facility shall be large enough to provide comfortable living accommodations and privacy for residents, staff, and others. (22 CCR 87307(a)).
☐	☐	There shall be lamps or light appropriate for the use of each room and sufficient to ensure the comfort and safety of all persons in the facility (22 CCR 87303(d)).
☐	☐	Disinfectants, cleaning solutions, and other items which could pose a danger if readily available to clients shall be stored where inaccessible to clients (22 CCR 87309(a)).
☐	☐	Storage areas for poisons, and firearms and other dangerous weapons shall be locked. In lieu of locked storage of firearms, the licensee may use trigger locks or remove the firing pin. Firing pins shall be stored and locked separately from firearms. Ammunition shall be stored and locked separately from firearms. (22 CCR 87309(a)(1) to 87309(a)(3)).
☐	☐	Stairways, inclines, ramps and open porches and areas of potential hazard to residents with poor balance or eyesight shall be made inaccessible to residents unless equipped with sturdy hand railings and unless well-lighted (22 CCR 87307(d)(4)).
☐	☐	Hot water temperature controls shall be maintained to automatically regulate the temperature of hot water used by residents to attain a temperature of not less than 105 degrees F (41 degrees C) and not more than 120 degrees F (49 degrees C) (22 CCR 87303(e)(2)).
☐	☐	Night lights shall be maintained in hallways and passages to non-private bathrooms (22 CCR 87307(d)(5)).
☐	☐	All outdoor and indoor passageways and stairways shall be kept free of obstruction (22 CCR 87307(d)(6)).
☐	☐	All facilities licensed for 16 or more and all residential facilities having separate wings, floors or buildings shall have a signal system that meets the criteria specified in subsections (i)(1)(A) through (C) (22 CCR 87303(i)(1) & 87303(i)(2)).

Physical Plant – All Facilities *continued* ...

Met	Not Met	Regulation
☐	☐	Facilities providing services to residents who have physical or mental disabilities shall assure the inaccessibility of fishponds, wading pools, hot tubs, swimming pools or similar bodies of water, when not in active use by residents, through fencing, covering or other means. (22 CCR 87307(e). For facilities providing care to residents with dementia, swimming pools and other bodies of water shall be fenced and in compliance with state and local building codes (22 CCR 87705(e)).
☐	☐	The following additional items shall be stored inaccessible to residents with dementia: knives, matches, tools, alcohol, cigarettes, and toxic substances such as certain plants and gardening supplies, and other items that could constitute a danger to the resident(s) (22 CCR 87705(f)(1) and (2)).
☐	☐	For facilities providing care to residents with dementia, the licensee shall have an auditory device or other staff alert feature to monitor exits, if exiting presents a hazard to any resident (22 CCR 87705(j)).
☐	☐	A comfortable temperature for residents shall be maintained at all areas (22 CCR 87303(b)).

Physical Plant – Facilities Providing Care for Residents with Dementia

Met	Not Met	Regulation
☐	☐	Swimming pools and other bodies of water shall be fenced and in compliance with state and local building codes (22 CCR 87705(e)).
☐	☐	The following shall be stored inaccessible to residents with dementia: knives, matches, firearms, tools and other items that could constitute a danger to the resident(s); over-the-counter medication, nutritional supplements or vitamins, alcohol, cigarettes, and toxic substances such as certain plants, gardening supplies, cleaning supplies and disinfectants (22 CCR 87705(f) to 87705(f)(2)).
☐	☐	Outdoor facility space used for resident recreation and leisure shall be completely enclosed by a fence with self-closing latches and gates, or walls, to protect the safety of residents (22 CCR 87705(h)).
☐	☐	The licensee shall have an auditory device or other staff alert feature to monitor exits, if exiting presents a hazard to any resident (22 CCR 87705(j)).
		The following initial and continuing requirements must be met for the licensee to utilize delayed egress devices on exterior doors or perimeter fence gates:
☐	☐	The licensee shall notify the licensing agency immediately after determining the date that the device will be installed (22 CCR 87705(k)(1)).
☐	☐	The licensee shall ensure that the fire clearance includes approval of delayed egress devices (22 CCR 87705(k)(2)).
☐	☐	Fire and earthquake drills shall be conducted at least once every three months on each shift and shall include, at a minimum, all direct care staff (22 CCR 87705(k)(3)).
		The following initial and continuing requirements shall be met for the licensee to lock exterior doors or perimeter fence gates:
☐	☐	Licensees shall notify the licensing agency of their intention to lock exterior doors and/or perimeter fence gates (22 CCR 87705(l)(1)).
☐	☐	The licensee shall ensure that the fire clearance includes approval of locked exterior doors or locked perimeter fence gates (22 CCR 87705(l)(2)).
☐	☐	Interior and exterior space shall be available on the facility premises to permit residents with dementia to wander freely and safely (22 CCR 87705(l)(5)).

Resident Rooms

Met	Not Met	Regulation
☐	☐	A licensee shall provide clean linen, including blankets, bedspreads, top bed sheets, bottom bed sheets, pillow cases, mattress pads, bath towels, hand towels and wash cloths. The quantity of these items shall be sufficient to permit changing at least once per week or more often when indicated to ensure that clean linen is in use by residents at all times. The linen shall be in good repair. (22 CCR 87307(a)(3)(C)).
☐	☐	A bed for each resident, except that married couples may be provided with one appropriate sized bed. Each bed shall be equipped with good springs, a clean and comfortable mattress, available pillow(s) and lightweight warm bedding. Fillings and covers for mattresses and pillows shall be flame retardant. Rubber sheeting shall be provided when necessary. (22 CCR 87307(a)(3)(A)).
☐	☐	Bedroom furniture, which shall include, for each resident, a chair, night stand, a lamp, or lights sufficient for reading, and a chest of drawers (22 CCR 87307(a)(3)(B)).
☐	☐	Portable or permanent closets and drawer space in the bedrooms for clothing and personal belongings. A minimum of eight (8) cubic feet (.743 cubic meters) of drawer space per resident shall be provided. (22 CCR 87307(a)(3)(E)).
☐	☐	A licensee shall provide basic laundry service (washing, drying, and ironing of personal clothing) (22 CCR 87307(a)(3)(F)). <i>Example:</i> Clothes in dressers and closets are clean.
☐	☐	A bed rail that extends from the head half the length of the bed and used only for assistance with mobility shall be allowed (22 CCR 87608(a)(5)(A)).

Bathrooms

Met	Not Met	Regulation
☐	☐	Faucets used by residents for personal care such as shaving and grooming shall deliver hot water (22 CCR 87303(e)(2)).
☐	☐	Grab bars shall be maintained for each toilet, bathtub and shower used by residents. Additional equipment shall be provided in facilities accommodating physically handicapped and/or non-ambulatory residents, based on the residents' needs. (22 CCR 87303(e)(4) and (6)).
☐	☐	Non-skid mats or strips shall be used in all bathtubs and showers (22 CCR 87303(e)(5)).
☐	☐	Toilet, hand-washing and bathing facilities shall be maintained in operating condition (22 CCR 87303(e)(6)).
☐	☐	The use of common wash cloths and towels shall be prohibited (22 CCR 87307(a)(3)(C)).

Supplies

Met	Not Met	Regulation
☐	☐	Equipment and supplies necessary for personal care and maintenance of adequate hygiene practice shall be readily available to each resident. The resident may provide the following items; however, if the resident is unable or chooses not to provide them, the licensee shall assure provision of hygiene items of general use such as soap and toilet paper. (22 CCR 87307(a)(3) & 87307(a)(3)(D)).
☐	☐	Facilities which have machines and do their own laundry shall have adequate supplies available and equipment maintained in good repair. Space used to sort soiled linen shall be separate from the clean linen storage and handling area. (22 CCR 87303(g)(1)).

Food Service

Met	Not Met	Regulation
☐	☐	All kitchen areas shall be kept clean and free of litter, rodents, vermin and insects (22 CCR 87555(b)(27)).
☐	☐	Pesticides and other toxic substances shall not be stored in food storerooms, kitchen areas, or where kitchen equipment or utensils are stored (22 CCR 87555(b)(24)).
☐	☐	Soaps, detergents, cleaning compounds or similar substances shall be stored in areas separate from food supplies (22 CCR 87555(b)(25)).
☐	☐	Procedures which protect the safety, acceptability and nutritive values of food shall be observed in food storage, preparation and service (22 CCR 87555(b)(9)). <i>Example: Food supplies are dated or rotated to ensure freshness.</i>
☐	☐	All readily perishable foods or beverages capable of supporting rapid and progressive growth of micro-organisms which can cause food infections or food intoxications shall be stored in covered containers at appropriate temperatures (22 CCR 87555(b)(23)).
☐	☐	Freezers of adequate size shall be maintained at a temperature of 0 degrees F (-17.7 degrees C) (22 CCR 87555(b)(21)).
☐	☐	Refrigerators of adequate size shall maintain a maximum temperature of 40 degrees F. (4 degrees C) (22 CCR 87555(b)(21)).
☐	☐	In facilities for sixteen (16) persons or more, menus shall be written at least one week in advance and copies of the menus as served shall be dated and kept on file for at least 30 days (22 CCR 87555(b)(6)). <i>Example: Food is available for meals as stated on the menu.</i>
☐	☐	Supplies of nonperishable foods for a minimum of one week and perishable foods for a minimum of two days shall be maintained on the premises (22 CCR 87555(b)(26)).
☐	☐	Between-meal nourishment or snacks shall be made available for all residents unless limited by dietary restrictions prescribed by a physician (22 CCR 87555(b)(3)).
☐	☐	All equipment, fixed or mobile, and dishes, shall be kept clean and maintained in good repair and free of breaks, open seams, cracks or chips (22 CCR 87555(b)(29)).
☐	☐	The total daily diet provided by the facility shall be of the quality and in the quantity necessary to meet the needs of residents and shall meet the Recommended Dietary Allowances of the Food and Nutrition Board of the National Research Council (22 CCR 87555(a)).
☐	☐	Modified diets prescribed by a resident's physician as a medical necessity shall be provided (22 CCR 87555(b)(7)).
☐	☐	Where indicated, food shall be cut, chopped or ground to meet individual needs (22 CCR 87555(b)(10)).
☐	☐	Powdered milk shall not be used as a beverage but may be used in cooking or baking. Raw milk shall not be used. Milk shall be pasteurized (22 CCR 87555(b)(11)).

Personal Property

Met	Not Met	Regulation
☐	☐	Each licensee, other than a county, who is entrusted to safeguard resident cash resources, shall file or have on file with the licensing agency a copy of a bond issued by a surety company to the State of California as principal. The amount of the bond shall be in accordance with the specified schedule (22 CCR 87216(a)(1)).

Personal Property *continued ...*

Met	Not Met	Regulation
☐	☐	Each licensee shall maintain adequate safeguards and accurate records of cash resources and valuables entrusted to the licensee's care through methods that include, but are not limited to, those specified in subsections (g)(1) through (3) (22 CCR 87217(g)).
☐	☐	The licensee shall ensure an adequate theft and loss program as specified in Health and Safety Code Section 1569.153 and as specified in subsections (a)(1) through (3) (22 CCR 87218(a)).
☐	☐	Records of residents' cash resources and other valuables entrusted to the licensee for safekeeping shall include a copy of a receipt for these articles that is furnished to the resident or to the resident's responsible person. The receipt provided to the resident for money or valuables entrusted to the licensee shall be original and include the resident's and/or the resident's responsible person's signature. (22 CCR 87217(g)(2)).

Acceptance and Observation of Residents

Met	Not Met	Regulation
☐	☐	A licensee shall not operate a facility beyond the conditions and limitations specified on the license, including the maximum number of people who may receive services at any one time (22 CCR 87204(a)).
☐	☐	The pre-admission appraisal for a resident shall be updated in writing as frequently as necessary to note significant changes in the resident's physical, medical, mental, and social condition that include, but are not limited to, those specified in subsections (a)(1) through (3) and to keep the appraisal accurate (22 CCR 87463(a)).
☐	☐	The licensee shall ensure that residents are regularly observed for changes in physical, mental, emotional and social functioning and that appropriate assistance is provided when such observation reveals unmet needs (22 CCR 87466).
☐	☐	The licensee shall immediately bring any significant changes in a resident's condition to the attention of the resident's physician and the resident's family or responsible person (22 CCR 87463(b)).
☐	☐	Unless the licensee receives prior written approval of a written request for an exception, a prospective resident who has a prohibited health condition including, but not limited to, those specified in subsections (a)(1) through (6) may not be admitted or retained in a residential care facility for the elderly (22 CCR 87615(a) and 87616(a)).

Resident Records

Met	Not Met	Regulation
☐	☐	All information and records obtained from or regarding residents shall be confidential (22 CCR 87506(c)).
☐	☐	The licensee shall ensure that a separate, complete, and current record is maintained for each resident in the facility or in a central administrative location readily available to facility staff and to licensing agency staff (22 CCR 87506(a)).
☐	☐	Prior to admission, a determination of the prospective resident's suitability for admission shall be completed and shall include an appraisal of his or her individual service needs (22 CCR 87457(c)).

Resident Records *continued ...*

Met	Not Met	Regulation
☐	☐	The licensee shall complete an individual written admission agreement with each resident and that resident's responsible person or conservator, if any (22 CCR 87507(a)).
☐	☐	A licensee shall be permitted to accept or retain persons who have a health condition(s) which requires incidental medical services including, but not limited to, the conditions specified in Section 87612 (22 CCR 87609(a)).
☐	☐	The licensee and home health agency agree in writing on the responsibilities of the home health agency and those of the licensee in caring for the resident's medical condition(s) (22 CCR 87609(b)(4)).
☐	☐	A telecommunications Device Notification form (LIC 9158) is maintained for each resident whose pre-admission appraisal or medical assessment indicates that he or she is deaf, hearing-impaired, or otherwise disabled (22 CCR 87507(b)).
☐	☐	A current and complete hospice care plan that includes the information specified in subsections (b)(1) through (7) shall be maintained in the facility for each hospice resident (22 CCR 87633(b)).
☐	☐	Upon admission, the licensee shall provide each resident, and representative or responsible person of each resident, with "Your Right To Make Decisions About Medical Treatment," (PUB 325) and a copy of Sections 87469(b), (c) and (d) (22 CCR 87469(a)).
☐	☐	Prior to, or within two weeks of a resident's admission, the licensee shall arrange a meeting with the resident, the resident's representative, if any, appropriate facility staff, and a representative of the resident's home health agency, if any, and any other appropriate parties to prepare a written record of the care the resident will receive in the facility and the resident's preferences regarding the services provided (22 CCR 87467(a)).
☐	☐	Prior to a person's acceptance as a resident, the licensee shall obtain and keep on file, documentation of a medical assessment, signed by a physician, made within the last year (22 CCR 87458(a)). Each resident with dementia shall have an annual medical assessment as specified in Section 87458 and a reappraisal done at least annually (22 CCR 87705(c)(5)).
☐	☐	A written order from a physician indicating the need for a postural support shall be maintained in the resident's record (22 CCR 87608(a)(3)).
☐	☐	The licensee shall arrange a meeting with the resident, the resident's representative, if any, appropriate facility staff, and a representative of the resident's home health agency, if any, when there is significant change in the resident's condition, or once every 12 months, whichever occurs first, as specified in Section 87467 (22 CCR 87463(c)).

Staff Records

Met	Not Met	Regulation
☐	☐	The licensee shall ensure that personnel records are maintained on the licensee, administrator and each employee (22 CCR 87412(a)).
☐	☐	Staff providing care shall receive appropriate training in first aid (22 CCR 87411(c)(1)).
☐	☐	All individuals subject to a criminal record review shall prior to working, residing or volunteering in a licensed facility obtain a California clearance or a criminal record exemption (22 CCR 87355(e)).

Staff Records *continued ...*

Met	Not Met	Regulation
☐	☐	All staff who assist residents with personal activities of daily living shall receive 12 hours of initial, and 8 hours of annual, training regarding dementia care (HSC 1569.625(b)(1) and (2) & 1569.626(a)(1) and (2)).
☐	☐	All staff who assist residents with personal activities of daily living shall receive 4 hours of initial, and 4 hours of annual, training regarding postural supports, restricted health conditions, and hospice care (HSC 1569.625(b)(1) and (2) & 1569.696(a)(1) and (2)).
☐	☐	Documentation of staff training shall include trainer's full name, subject(s) covered in the training, date(s) of attendance, and number of training hours per subject (22 CCR 87412(c)(2)).
☐	☐	All staff who assist residents with personal activities of daily living shall receive 40 hours of training. At least 20 hours of initial training shall be completed before working independently with residents. The remaining 20 hours shall be completed within the first four weeks of employment. These staff shall complete 20 hours of training annually. (HSC 1569.625(b)(1) and (2)).
☐	☐	In facilities licensed to provide care for 15 or fewer people, all staff who assist residents with self-administration of medication shall complete 10 hours of initial training. At least 6 hours of hands-on training shall be completed prior to assisting with self-administration of medications. At least 4 hours of other training or instruction shall be completed within the first two weeks of employment. These staff shall complete 8 hours of training annually. (HSC 1569.69(a)(2) and (b)).
☐	☐	In facilities licensed to provide care for 16 or more people, all staff who assist residents with self-administration of medication shall complete 24 hours of initial training. At least 16 hours of hands-on training shall be completed prior to assisting with self-administration of medications. At least 8 hours of other training or instruction shall be completed within the first four weeks of employment. (HSC 1569.69(a)(1) and (b)).
☐	☐	All services requiring specialized skills shall be performed by personnel qualified by training or experience in accordance with recognized professional standards (22 CCR 87411(h)).
☐	☐	The licensee shall ensure that personnel records are maintained on the licensee, administrator and each employee (22 CCR 87412(a)).
☐	☐	Staff providing care shall receive appropriate training in first aid (22 CCR 87411(c)(1)).
☐	☐	All individuals subject to a criminal record review shall prior to working, residing or volunteering in a licensed facility obtain a California clearance or a criminal record exemption (22 CCR 87355(e)).

Administration

Met	Not Met	Regulation
☐	☐	The license shall be posted in a prominent location in the licensed facility accessible to public view (22 CCR 87113).
☐	☐	Each facility shall have a disaster and mass casualty plan of action. The plan shall be in writing and shall be readily available. (22 CCR 87212(a))
☐	☐	Emergency exiting plans and telephone numbers shall be posted (22 CCR 87212(c)).
☐	☐	All individuals shall be residential care facility for the elderly administrator certificate holders prior to being employed as an administrator (22 CCR 87406(a)).

Administration continued ...

Met	Not Met	Regulation
☐	☐	The licensee shall ensure that a current register of all residents in the facility is maintained and contains current information specified in subsections (a)(1) through (3) (22 CCR 87508(a)).
☐	☐	All licensees shall ensure that at least one administrator, facility manager, or designated substitute who meets specified requirements, is on the premises of a facility 24 hours per day. A designated substitute may be a direct care staff member who meets the qualifications specified in subsections (b)(1) through (3). (HSC 1569.618(b)).
☐	☐	Facility personnel shall at all times be sufficient in numbers, and competent to provide the services necessary to meet resident needs (22 CCR 87411(a)).
☐	☐	Each licensee of a RCFE shall place all licensing reports in a conspicuous place. These shall include copies of all licensing reports within the preceding 12 months and all licensing reports resulting from the most recent annual visit of the department to the facility. This requirement shall not apply to any portion of a licensing report referring to a complaint that was found by the department to be unfounded or unsubstantiated. (HSC 1569.38(a)).

Reporting Requirements

Met	Not Met	Regulation
☐	☐	Each licensee shall submit a written report to the licensing agency and to the person responsible for the resident within seven days of the occurrence of any of the events specified in subsections (a)(1)(A) through (D) (22 CCR 87211(a)(1)).
☐	☐	Occurrences, such as epidemic outbreaks, poisonings, catastrophes or major accidents which threaten the welfare, safety or health of residents, personnel or visitors, shall be reported within 24 hours either by telephone or facsimile to the licensing agency and to the local health officer when appropriate (22 CCR 87211(a)(2)).
☐	☐	Fires or explosions which occur in or on the premises shall be reported immediately to the local fire authority; in areas not having organized fire services, within 24 hours to the State Fire Marshal; and no later than the next working day to the licensing agency (22 CCR 87211(a)(3)).
☐	☐	The licensee shall notify the Department, in writing, within thirty (30) days of hiring of a new administrator. The notification shall include the information specified in subsections (b)(1) through (3). (22 CCR 87211(b)).
☐	☐	Any change in the chief corporate officer of an organization, corporation or association shall be reported to the licensing agency in writing within fifteen (15) working days following such change. The notification shall include the name, address, and fingerprint card of the new chief officer. (22 CCR 87211(c)).

Activities

Met	Not Met	Regulation
☐	☐	In facilities licensed for seven (7) or more persons, notices of planned activities shall be posted in a central location readily accessible to residents, relatives, and representatives of placement and referral agencies. Copies of these notices shall be retained for at least six (6) months. (22 CCR 87219(d)).

Activities continued ...

Met	Not Met	Regulation
☐	☐	Facilities shall have sufficient equipment and supplies to meet the requirements of the activity program including access to daily newspapers, current magazines and a variety of reading materials. Special equipment and supplies necessary to accommodate persons with physical handicaps or other special needs shall be provided as appropriate. (22 CCR 87219(i)).
☐	☐	Residents shall be encouraged to maintain and develop their fullest potential for independent living through participation in planned activities. These activities shall include those specified in subsections (a)(1) through (6). (22 CCR 87219(a)).
☐	☐	The licensee shall arrange for utilization of available community resources through contact with organizations and volunteers to promote resident participation in community-centered activities. These activities may include those specified in subsections (c)(1) through (4). (22 CCR 87219(c)).
☐	☐	Every licensed residential care facility for the elderly, at the request of two or more residents, shall assist the residents in establishing and maintaining a single resident council at the facility. The resident council shall be composed of residents of the facility. Family members, resident representatives, advocates, long-term care ombudsman program representatives, facility staff, or others may participate in resident council meetings and activities at the invitation of the resident council. (HSC 1569.157(a)).
☐	☐	A residential care facility for the elderly shall not prohibit the formation of a family council. When requested by a member of the resident's family or the resident representative, a family council shall be allowed to meet in a common meeting room of the facility during mutually agreed upon hours. (HSC 1569.158(a)).

Care and Supervision

Met	Not Met	Regulation
☐	☐	Any vehicle used by the licensee of a RCFE to transport residents shall be maintained in safe operating condition (22 CCR 87312).
☐	☐	When residents require prosthetic devices, vision and hearing aids, the staff shall be familiar with the use of these devices, and shall assist such persons with their utilization as needed (22 CCR 87465(a)(4)).
☐	☐	If a facility has no medical unit on the grounds, a complete first aid kit shall be maintained and be readily available in a specific location in the facility. The kit shall be a general type approved by the American Red Cross or shall contain at least the items specified in subsections (a)(9)(A) through (F) (22 CCR 87465(a)(9)).

Criminal Record Clearance

Met	Not Met	Regulation
☐	☐	The persons specified in subsections (b)(2)(A) through (H) are exempt from criminal record clearance requirements (HSC 1569.17(b)(2)).

Facility Concerns – Licensee to list any regulations sections for which compliance issues have been identified and/or deficiencies have been cited for the facility

Met	Not Met	Regulation
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