

**ECBH LME**  
**CAP-MR/DD Unlicensed AFL**  
**Health and Safety**  
**On-Site Review Form**

Provider Agency: \_\_\_\_\_  
 Date of On-Site Review: \_\_\_\_\_  
 Location Site: \_\_\_\_\_ County: \_\_\_\_\_  
 AFL Provider: \_\_\_\_\_  
 Reviewer's Name: \_\_\_\_\_  
 Provider Staff Name: \_\_\_\_\_

<b>Check the Following</b>	<b>Y/N – ID Problem</b>	<b>Recommendation for Problem</b>	<b>Correction Completed</b>
First Aid supplies are stocked/current <i>(first aid kit)</i>			
Fire escape plan- recommend semi-annual practice tests per Waiver year			
Backup plan for caregiver illness			
Readiness for severe weather - plan			
Medical emergency plan/contact numbers/medical information for consumer			

Check the Following	Y/N – ID Problem	Recommendation for Problem	Correction Completed
Criminal background checks for all people over 16 years old residing in home			
Meals meet nutritional needs and are related to needs on person centered plan (i.e. low fat, diabetic standards etc.)			
Client privacy and visitation assured			
<b>MEDICATIONS</b>			
If the home administers: <ul style="list-style-type: none"> <li>○ Secure</li> <li>○ Documented</li> </ul>			
<ul style="list-style-type: none"> <li>○ Documentation of caregiver med training OR</li> <li>○ Documentation of individual's ability to self medicate</li> </ul>			
Is there enough storage for individual's personal belongings?			

Check the Following	Y/N – ID Problem	Recommendation for Problem	Correction Completed
<b>Home Environment</b>			
UL approved fire extinguishers Number_____			
Smoke Detectors located: <ul style="list-style-type: none"> <li>○ Sleeping room</li> <li>○ Outside of sleeping area</li> <li>○ Each story of the dwelling</li> </ul>			
Flammables in excess of 25 gallons (excluding fuel oil for heating) can not be within the dwelling, or attached/detached garage			
Easy entry and egress from home for client- thumb latch dead bolt locks are permitted (NO deadbolt locks needing a key for interior use)			

Check the Following	Y/N – ID Problem	Recommendation for Problem	Correction Completed
Emergency egress- Each sleeping room has at least 1 working window or door for emergency exit			
Emergency exit operable without key or tool and leads to a full clear opening			
Water temperature between 100-116			
Approved drinking water source: <ul style="list-style-type: none"> <li>○ City Water</li> <li>○ Well Water</li> </ul>			
Easy access/egress to appropriate and private toilet, bathing and person hygiene facilities			
Bathroom have ventilation			
<b>Electrical Appliances</b>			
Range hoods/dryer are vented to the outside			

Check the Following	Y/N – ID Problem	Recommendation for Problem	Correction Completed
GFI outlets are required in bathrooms, kitchen counters tops, wet bars, garages, crawl spaces, outdoors or unfinished basements ( <i>DFS standard for non licensed facilities</i> )			
Safe and appropriate appliances for heating and cooling: Note supervision of the appliances use: <ul style="list-style-type: none"> <li>○ Electric</li> <li>○ Gas</li> <li>○ Oil</li> <li>○ Not sole heat source</li> </ul>			
Garages do not open into a sleeping room			
Enclosed/Accessible under stair storage space should be walled; walls and any electrical outlets are protected.			
Stair landing is at any door opening ( i.e. screen and storm doors excluded)			

Check the Following	Y/N – ID Problem	Recommendation for Problem	Correction Completed
Sturdy railing present on porches, balconies or raised flooring surfaces of 30” above grade			
Adequate lighting in stairways, halls and exits including exterior exit lighting			
Identify hazardous conditions (outdoor decking, swimming pools, exposed car ports etc.)			

Additional Discussion/Recommendation Points with expected completed date:

CAPMRDD Billing for Residential Support is:

- Recommended due to unlicensed AFL meeting satisfactory standards
- Not recommended due to unlicensed AFL not meeting satisfactory standards

LME Approved Signature and Date: \_\_\_\_\_

**Protocol For CAP-MR/DD Unlicensed AFL  
Health and Safety  
On-Site Review Form**

- 1. The entity responsible for health and safety reviews of one person, unlicensed Alternative Family Living (AFL) arrangements is the LME in whose catchment area the AFL is located.**
- 2. A representative of the AFL must be present during the review.**
- 3. The on-site health and safety review must be completed annually by a designated representative of the LME using this Review Form.**
- 4. The Review Form is used as part of the LME monitoring. LME keeps completed review on file.**