

**ADULT DAY CARE CENTER
CHECKLIST**
(to be used with Review Form)

PHYSICAL:

	Safe and sanitary area
	Shade and sunshine areas?
	Receiving of participants area and staff identified who receives the participants
	Proper waste disposal (anything stand out as unusual?)
	Adequate light and ventilation?
	Rainfall leaks noted?
	Rodent, insect infestation?
	Electrical cords properly used?
	50 square foot per person for recreation, dining
	One toilet and wash basin per 10 persons per sex
	Grab bars in toilet?
	Paper towels, soap, tissue present
	Observe therapeutic, social, recreational activities
	Kitchen properly screened, insect/rodent proofed for preparing food
	Meals and snacks look adequate?
	Adequate sinks with hot and cold water, soap, paper towels?
	10 or less single family dwelling compliance?
	11 or more DOH regulations compliance---
	Adequate facilities for garbage disposal, washing, sanitizing, storage of cooking, eating, drinking utensils
	Combustible materials stored properly
	Stove safe distance from wall and with hood?
	How do they burn trash?
	Poisons and chemicals locked in closet or cupboard?
	Separate facilities for washing, rinsing, drying mops?
	Laundry facilities?

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MEDS – FIRST AID:

	Check where meds are kept? In original container with label, etc.? Stored out of reach of participant?
	Check that they have first aid supplies

EQUIPMENT:

	Sufficient quantity and variety for crafts, etc?
	Equipment safe construction and material, easily cleaned, good condition?
	Furniture not interfering with exits?
	At least one bed, lounging chair or recliner for each 3 participants?
	Comfortable chairs, recliners, rockers to rest?
	Adequate insulation of beds and chairs?
	Bedding protection, pillow coverings, blankets?

FIRE (INCLUDE IN ADMINISTRATIVE):

	Evacuation plan and proof of training?
	Fire drills once a month?
	Staff trained to report, extinguish and escape a fire
	Alarm system
	Adequate # extinguishers and inspected yearly, charged and kept filled (PHYSICAL)
	Is this center in a flood zone and have a plan for evacuation for this?

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ADMINISTRATIVE:

	Who is Director responsible?
	Duties and responsibilities of all staff. Clearly identified who is administrative staff?
	Name, address of center, name of person that operates it?
	Admission policy?
	Maximum # adults center equipped for?
	Hours of operation?
	Meals served?
	Transportation provided? Look at each participants transportation.
	Look at fees charged.
	Policy for routine and emergency medical care for participants
	List of current staff members, their training, work experiences, and health records
	Schedule of activities
	Daily menu
	Emergency information on each participant—name of family MD, where next of kin can be located, written consent to call another MD when family MD not available
	List of all participants
	Attendance record of all participants
	Completed application for each participant
	Health record of each participant
	Look at liability insurance and expiration date
	Who is designated for administration when the Director is gone?
	Look at ratio today – one staff to 6 participants (can include Director but not volunteer workers
	Check that one staff is certified in First Aid and CPR. If participants are at the facility and others are on an outing, the 2 trained staff are needed.
	Each staff should have health exam within one year prior to hire and annually thereafter. Exam includes TB clearance.
	Volunteers need TB clearance and if work 10 or more hours a week, require a health exam too.
	Ask to see proof of two outings a month
	Any client referred to counseling or referred?

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ADMISSIONS ADMINISTRATION:

	Each application shall have participants name, address, DOB, sex, name and address, telephone and other pertinent information of next of kin or responsible person, family Dr. to be called, written consent to call another MD if regular MD is out, the specific hours this participant should be under Center's care
	Look for physical exam prior to admission – within 90 days of admit, includes TB clearance, annual physical thereafter
	Look for interview of applicant and family by the ADCC before admission
	Look for proof of informing participant/family fees charged

SERVICES ADMINISTRATION:

	What do they do if a participant is ill? Look for proper procedures and if contagious if isolated?
	Look for a referral to psychiatric facilities when appropriate or for behavioral or family-related problems
	Do you see any MD instructions for a participant? Check that the Center is adhering to them.
	Medications – Unless you are a licensed Nurse, you can only remind participant to take their medications
	Rest period am and pm?

**STATE OF HAWAII
ADULT DAY CARE CENTER REVIEW**

NAME OF CENTER: _____ DATE: _____
 ADDRESS: _____

 REVIEWER: _____ PHONE: _____
 CONTACT: _____ RVW PD: _____

The center shall have the available documentation for the following:

MET	NOT MET	APPLICATION FOR CERTIFICATE OF APPROVAL §17-1424-3	DOCUMENTATION CHECKED/COMMENTS
		(a) Any individual, organization, or agency desiring to operate an adult day care center shall submit an application to the department for a certificate of approval.	
		(b) The application shall be considered complete when it includes:	
		(1) A signed departmental application form;	
		(2) A written statement of services and operating policies of the applicant's proposed center;	
		(3) Information relating to the applicant's proposed center's organization and administration;	
		(4) Information on the number of staff members and the staff member's duties, educational background, and work experiences;	
		(5) Floor plans of the applicant's proposed center and its location on the property; and	
		(6) Reports of compliance with applicable county building and zoning codes, fire codes, and state sanitation requirements.	
		(c) The date of application shall be the date a complete application is received by the department.	

**STATE OF HAWAII
ADULT DAY CARE CENTER REVIEW**

CENTER: _____ DATE: _____
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The center shall have the available documentation for the following:

MET	NOT MET	ADMINISTRATION §17-1424-11	DOCUMENTATION CHECKED/COMMENTS
		(a) Each center shall have a director responsible for the total program of the center. The duties and responsibilities of staff members shall be clearly defined and individuals exercising administrative authority shall be specifically identified.	
		(b) Each center shall have a written statement of operating policies that shall include:	
		(b1) The name and address of the center;	
		(b2) The name of the individual, organization, or sponsoring agency that operates the center;	
		(b3) Admission policies of the center;	
		(b4) Maximum number of adults for whom the center is equipped to provide services;	
		(b5) Specific hours of operation and whether meals are served or whether transportation is provided;	
		(b6) Fees charged by the center;	
		(b7) Policy and plans for routine and emergency medical care for participants; and	
		(b8) Program of the center and services provided.	
		(c) Each center shall keep the following records:	
		(c1) A list of current staff members, including the staff members' training, work and other related experiences, and health records, as provided in section 17-1424-12;	
		(c2) Daily schedule of activities;	
		(c3) Daily menu, if meals are served;	
		(c4) Emergency information on each participant including:	
		(A) The name of the family physician of the participant;	
		(B) Where next of kin or other relatives may be located; and	
		(C) Written consent to call another physician when the participant's regular physician cannot be contacted;	
		(c5) A list of participants who attend the center;	
		(c6) The record of attendance of the participants;	
		(c7) Completed application forms for each participant; and	
		(c8) A health record for each participant.	
		(d) A staff member shall receive all participants upon the participants' arrival at the center.	
		(e) Each center shall have comprehensive liability insurance coverage.	

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ADULT DAY CARE CENTER REVIEW**

CENTER: _____ DATE: _____
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The center shall have the available documentation for the following:

MET	NOT MET	PERSONNEL AND STAFFING §17-1424-12	DOCUMENTATION CHECKED/COMMENTS
		(a) A director's responsibilities shall include:	
		(1) Possession of basic knowledge and training or experiences in caring for disabled adults;	
		(2) Responsibility for the overall administration of the center and arrangement for adequate care of the participants; and	
		(3) Designation of a staff member to be responsible for administration, whenever the director is absent for any part of the day.	
		(b) Each center shall have staff members who are:	
		(1) Possession of basic knowledge and training or experiences in caring for disabled adults;	
		(2) Responsibility for the overall administration of the center and arrangement for adequate care of the participants; and	
		(3) Designation of a staff member to be responsible for administration, whenever the director is absent for any part of the day.	
		(b) Each center shall have staff members who are:	
		(1) Capable of providing supervision to the number of participants at the center at all times. The staff-participant ratio shall be one regular staff member to six participants. This ratio may include the director of the facility. Volunteer workers shall not be included in the staff-participant ratio;	
		(2) Mature, responsible persons. Staff members shall be capable of handling emergencies and accidents. Staff members shall have attributes and the ability to understand the disabled person;	
		(3) Currently certified in first aid and cardiovascular pulmonary resuscitation (CPR). At least one staff member currently certified in first aid and CPR training shall:	
		(A) Be at the center while participants are present; and	
		(B) Accompany participants on field trips; and	
		(4) In good physical and mental health as evidenced by results of a complete health examination by a licensed physician and obtained within one year prior to initial hire, and annually thereafter. The examination shall include a tuberculosis clearance that complies with department of health guidelines. All required examination reports shall be maintained at the center, available for review by department staff.	
		(c) All volunteer workers shall be required to have a tuberculosis clearance that complies with department of health guidelines, obtained within one year prior to starting volunteer work. In addition, the volunteer worker who works ten or more hours per week shall be required to provide to the center a complete health examination report obtained within one year prior to starting work at the center. All examination reports shall be maintained at the center for review by department staff.	

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CENTER: _____ DATE: _____
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The center shall have the available documentation for the following:

MET	NOT MET		DOCUMENTATION CHECKED/COMMENTS
		ADMISSIONS §17-1424-13	
		(a) Each application form for admission to the center shall include:	
		(1) The name of the applicant, home address, date of birth, and sex;	
		(2) The name, address, telephone number, and other pertinent information of next of kin or any other person responsible for the applicant's care;	
		(3) The family physician who may be called;	
		(4) Written consent to call another physician when the family physician cannot be located; and	
		(5) The specific hours of the day the applicant shall be under the care of the center.	
		(b) Each applicant shall have a physical examination by a licensed physician prior to admission to a center. The examination shall take place within ninety calendar days prior to admission to the center. The physician's report shall contain information regarding the applicant's medical diagnosis, including a tuberculosis clearance that complies with department of health guidelines and instructions concerning any special care required by the applicant while at the center. An annual physical examination or statement of health, including a tuberculosis clearance that complies with department of health guidelines, shall be required after an individual becomes a client of the center.	
		(c) The applicant and the applicant's family shall be interviewed prior to admission to the center. The personal interview shall be conducted to secure pertinent information on the applicant's overall behavior as well as to acquaint the applicant and family about the center's program, policies, and administration.	
		PARTICIPANT FEES §17-1424-14	
		Participants shall be informed in writing of the fees they will be charged for adult day care services.	
		TRANSPORTATION §17-1424-15	
		When transportation is provided by the center, rules of the public utilities commission and chapter 286, Hawaii Revised Statutes, shall be met.	

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The center shall have the available documentation for the following:

MET	NOT MET	SERVICES FOR CENTER PARTICIPANTS §17-1424-16	DOCUMENTATION CHECKED/COMMENTS
		(a) Services through the center shall include:	
		(1) Observation and supervision by center staff throughout the participant's stay at the center;	
		(2) Proper handling and notification of the person responsible for the participant's care or a physician when a participant becomes ill;	
		(3) Counseling and referral to a social agency or psychiatric facility when participants have inter-personal, behavioral, or family-related problems;	
		(4) Isolation of a participant when symptoms of a communicable disease are evident, pending medical clearance. The family or the participant's representative shall be contacted and encouraged to seek medical care for the participant;	
		(5) Adherence by staff members to specific instructions obtained from a physician for the care of a participant with special problems. The instructions shall be written in the participant's records;	
		(6) Provision of a participant's medication by the family to the center on a daily basis. The staff shall not give the medication, except as allowed under subparagraph (A), but may supervise or remind a participant about the need to take the prescribed medication. Medication:	
		(A) May be administered by staff members licensed by the state as a licensed practical nurse or registered nurse, or by unlicensed assistive personnel delegated the task by a licensed registered nurse as provided in chapter 16-89, subchapter 15, Hawaii Administrative Rules, and if the participant's physician has signed an authorization statement for the administration of medication by staff licensed as a practical nurse or registered nurse, or by unlicensed assistive personnel delegated the task by a licensed registered nurse as provided in chapter 16-89, subchapter 15, Hawaii Administrative Rules;	
		(B) Shall be kept in their original container bearing the prescription label which shows the date filled, the physician's directions for use and the adult participant's name; and	
		(C) Shall be stored out of reach of participants and returned to the participant or responsible family member at the end of each day; and	
		(7) Retention of first aid supplies at the center.	
		(b) Meal requirements shall include:	
		(1) Well balanced meals, when provided by the centers, which approximate federal standards, type A lunch requirements, which provide the framework for nutritionally adequate school lunches based on the recommended daily dietary allowances chart; and	
		(2) Appropriate snacks between meals.	
		(c) Program requirements shall include:	

	(1) A planned, well-balanced program of activities and services at each center in order to enhance the participant's well-being and to maximize individual functioning;	
	(2) Supervision and personal care services by staff members in order to protect the participants. The center shall provide assistance such as toileting and shall encourage a withdrawn or passive individual to participate in activities and to develop self-help skills;	
	(3) Therapeutic, social, educational, recreational, and other activities such as:	
	(A) Opportunities for arts and crafts;	
	(B) Daily exercise as can be tolerated by the participant or as prescribed by the participant's physician;	
	(C) Development of hobbies;	
	(D) Helping with community activities which may be handled at the center and as the participant is capable of managing;	
	(E) Reading magazines and books or other sedentary activities such as television viewing or listening to the radio; and	
	(F) Excursions or outings at least twice monthly to points of interest to the participants, such as senior centers or other group functions;	
	(4) Provision of regular rest periods in the morning and in the afternoon; and	
	(5) Provision of family consultation or referral services to appropriate community agencies, clinics, or physicians when a participant or family is observed to be in need of intensive counseling, medical, or mental health services.	

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CENTER: _____ DATE: _____
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The center shall have the available documentation for the following:

MET	NOT MET	PHYSICAL LOCATION §17-1424-17	DOCUMENTATION CHECKED/COMMENTS
		(a) Site requirements shall include:	
		(1) Location of the center in a safe and sanitary area which conforms to laws and regulations of the state and county governments;	
		(2) Clean and sanitary conditions for the center, with proper means of refuse disposal. All solid waste generated by the operation shall be properly stored and removed from the premises at least once a week. There shall be proper disposal of sewage with all plumbing outlets connected to a private sewage disposal system or a public sewer system;	
		(3) Provision of adequate natural light, artificial lighting, and ventilation in the building;	
		(4) Proper maintenance of the building so that it is free from leakage during periods of rainfall and free from rodent and insect infestation;	
		(5) Adequate space for outdoor activities; and	
		(6) Well-drained outdoor space with both sunny and shady areas. The outdoor space shall not be subject to ponding during periods of heavy rainfall.	
		(b) Building requirements shall include:	
		(1) Conformance by the center to construction standards of the local county building ordinances, state statutes, including architectural barrier requirements, applicable local fire codes, and rules of the state department of health, and other government agencies having jurisdiction; and	
		(2) Conformance by the center to county building code requirements for buildings used for day care purposes for children.	
		(c) Electrical requirements shall include:	
		(1) Maintenance of electrical circuits with proper fire protection which shall be installed in accordance with the respective county electrical code; and	
		(2) Proper use of extension cords which shall not exceed ten feet in length and shall not extend from one room to another. The extension cords shall not be extended under rugs or be stapled, nailed, or otherwise permanently fastened to walls, floors, or ceilings.	
		(d) There shall be a minimum of fifty square feet of floor space per person for recreational, resting, and dining purposes.	
		(e) Requirements of toilet facilities shall include:	
		(1) A minimum of one toilet and one wash basin conveniently located for every ten persons or fraction thereof, for each sex;	
		(2) Installation of grab bars in the toilet enclosures; and	
		(3) An adequate supply of soap, toilet tissues, and paper hand towels.	

	(f) Kitchen facility requirements shall include:	
	(1) Kitchen facilities that comply with the requirements of a single family dwelling when used for the preparation of meals for ten or less persons. When meals are prepared for more than ten persons, kitchen facilities shall comply with the food service establishment regulations of the state department of health.	
	(2) Adequate facilities and use of proper methods for the preparation, serving, refrigeration, and storage of food according to public health regulations of the state department of health including:	
	(A) A separate kitchen, which is properly screened and insect and rodent proofed, for preparing food; and	
	(B) An adequate number of sinks with hot and cold running water, soap, and paper towels;	
	(3) Adequate facilities and use of proper methods for garbage disposal and for washing, sanitizing, and storage of cooking, eating, and drinking utensils;	
	(4) Kitchen stoves or commercial types of heating appliances requiring stacks or hoods located at a safe distance from the wall, ceiling, roof, or other combustible material which conform to requirements of the state fire marshal's rules; and	
	(5) An approved potable water supply. Adequate and approved drinking facilities shall be provided.	
	(g) Health and safety requirements shall include:	
	(1) Provision of moisture proofed below finished grade walls and floors, adequate natural light, and ventilation where a basement is used as a center;	
	(2) Proper artificial lighting in all indoor areas;	
	(3) Confinement of the storage of combustible material to essential articles in line with operations of the center. There shall be no unnecessary storage of combustible material, flammable liquids, or other explosive materials within the building or on the premises;	
	(4) Confinement of the burning of rubbish where necessary to an approved type domestic incinerator with suitable stack. An incinerator shall meet pollution regulations of the department of health;	
	(5) Storage of all poisons and dangerous chemicals in locked closet or cupboard;	
	(6) Facilities for washing, rinsing, and drying of mops provided exclusively for this purpose; and	
	(7) Proper facilities for laundering.	
	(h) Equipment requirements shall include:	
	(1) Equipment and material of sufficient quantity and variety suited to the needs of disabled adults; and crafts activities;	
	(3) Equipment of safe construction and material, which is easily cleaned, sturdy, and in good condition;	
	(4) Arrangement of furniture and equipment so as not to interfere with exits;	
	(5) At least one bed, lounging chair or reclining chair for each three participants for resting purposes;	
	(6) Comfortable chairs such as recliners or rockers so the participants may rest while remaining within the central activity area;	
	(7) Adequate insulation of beds and chairs;	
	(8) Bedding protection, pillow coverings, coverlets, and blankets for each participant. Each participant shall store the above provisions between usage; and	
	(9) All equipment used by participants being maintained in a clean and safe condition.	

**STATE OF HAWAII
ADULT DAY CARE CENTER REVIEW**

CENTER: _____ DATE: _____
 REVIEWER: _____ PHONE: _____
 CONTACT: _____ RVW PD: _____

The center shall have the available documentation for the following:

MET	NOT MET	FIRE PROTECTION §17-1424-18	DOCUMENTATION CHECKED/COMMENTS
		(a) The director shall formulate an evacuation plan for the protection and evacuation of the participants to areas of refuge. This plan shall include training of all staff members and participants in the event of fire. The plan shall be submitted to the fire department for approval.	
		(1) Fire drills shall be staged at least once a month in which all participants and staff members shall participate;	
		(2) The staff members shall be trained to properly report a fire, to extinguish a small fire, and to escape from a fire; and	
		(3) There shall be an alarm system that meets local fire codes to notify the staff and the participants in case of fire.	
		(b) An adequate number of fire extinguishers that meet local fire codes shall be installed for use in extinguishing fires. The extinguishers shall be inspected at least once a year and be kept charged and filled at all times.	
		(c) An automatic fire alarm system conforming to appropriate local fire codes shall be installed at all centers giving care to disabled adults for any part of a night.	
		OTHER DISASTERS AND EVACUATIONS-17-1424-19	
		Centers located in areas subject to tsunami action, flooding, or similar disasters, shall have a plan of evacuation to a place of refuge, according to local civil defense regulations.	