

	YES	NO	NA	COMMENTS
H.3.1.2 The living and dining area has furnishings that are adequate in number and				
H.3.1.2.1 are appropriate to the daily living and social activities of the home				
H.3.1.3 The furniture is maintained in a clean and,				
H.3.1.3.1 safely repaired condition.				
H.3.2 Kitchen				
H.3.2.1 The kitchen is large enough to accommodate the necessary equipment and personnel.				
H.3.2.2 The kitchen has an adequate number of utensils, supplies and equipment to serve the required number of meals for the number of residents in the home.				
H.3.2.3 Chipped, cracked, and otherwise unsafe utensils and equipment are not used.				
H.3.3 Bedrooms				
H.3.3.1 Bedrooms are arranged so that privacy is assured for clients.				
H.3.3.2 A maximum of four (4) residents share a bedroom in which a client(s) resides.				
H.3.3.3 Single bedrooms provide at least 80 square feet of usable floor space. In bedrooms with sloped ceilings, only areas with vertical wall heights of five feet or more are included in the required usable floor area.				
H.3.3.4 Multi-occupancy rooms provide at least 60 square feet per person of usable floor space. In bedrooms with sloped ceilings, only areas with vertical wall heights of five feet or more are included in the required usable floor area.				
H.3.3.5 Sole access to bedrooms is not through the kitchen, bathroom, or other bedrooms.				
H.3.3.6 Beds are located so as to avoid drafts from windows and excessive heat from heat sources.				
H.3.3.7 An enclosed closet space adequate for each resident's belongings is provided.				
H.3.3.8 Bedroom doors do not have vision panels.				
H.3.3.9 Each resident has an individual bed with				
H.3.3.9.1 a clean,				
H.3.3.9.2 firm, comfortable mattress,				
H.3.3.9.3 of suitable dimensions to accommodate the person using it. (Bunk beds are not used unless appropriate to the age and functioning level of the clients.)				
H.3.3.10 Each client has available				
H.3.3.10.1 a suitable pillow,				
H.3.3.10.2 pillow case for each pillow,				

YES NO NA COMMENTS

- H.3.3.10.3 sheets,
- H.3.3.10.4 spread, and
- H.3.3.10.5 blanket.

- H.3.3.11 Bedding is appropriate to the season.
- H.3.3.12 Bed linens are replaced with clean linens at least once a week (or more frequently if required).

- H.3.3.13 Bedroom furnishings include:
 - H.3.3.13.1 an individual chest or dresser space,
 - H.3.3.13.2 mirror, and
 - H.3.3.13.3 draperies or shades.

- H.3.3.14 The clients are allowed to decorate their private quarters in an individual style.

H.3.4 Bathrooms

- H.3.4.1 Sole access to the bathrooms is not through the kitchen or another individual's bedroom.
- H.3.4.2 A minimum of one toilet and lavatory facility is provided for every six residents including line-in staff and family members.
- H.3.4.3 A minimum of one tub or shower facility is provided for every eight residents including live-in staff and family members.
- H.3.4.4 Bathrooms are well ventilated by natural or mechanical methods.
- H.3.4.5 Unless specifically contradicted by program needs, privacy is assured for residents when using:

- H.3.4.5.1 toilets,
- H.3.4.5.2 tubs, and/or
- H.3.4.5.3 showers.

- H.3.4.6 Each client is provided with a separate and appropriate place for his own toothbrush and towel.
- H.3.4.7 Toilet and bathing area fixtures approximate normal patterns found in residential construction, except where special requirements are applicable for physically handicapped clients or for special program needs.

H.3.5 Laundry

- H.3.5.1 Laundry services and/or appliances for laundry are available within the facility or
 - H.3.5.1.1 accessible to client commercially.
- H.3.5.2 Laundry services are provided for those clients without the ability to obtain those services for themselves.

H.4.0 Maintenance and Storage

- H.4.1. The interior of the building is maintained in a manner to keep it clean,
 - H.4.1.1 safe, and
 - H.4.1.2 minor repairs are made as needed.

	YES	NO	NA	COMMENTS
H.4.2 The exterior of the building is maintained in a manner to keep it clean,				
H.4.2.1 safe, and				
H.4.2.2 minor repairs are made as needed.				
H.4.3 The grounds surrounding the facility are				
H.4.3.1 maintained in a safe condition, with				
H.4.3.2 all outdoor garbage, trash, and other waste materials kept in covered containers until removed, and				
H.4.3.2.1 such containers are emptied as often as necessary to prevent public nuisance, health hazards, and unsightliness.				
H.4.4. The facility is kept free of an unnecessary accumulation of possessions that constitute a health hazard and/or fire hazard.				
H.4.5 The group home operator is not dependent upon the use of clients or volunteers for basic maintenance and care.				
H.4.6 Adequate storage space is available to accommodate residents' luggage and personal belongings.				
H.4.7 An area of the facility is designated as office space where files, desk, telephone and other equipment are installed.				
H.4.8 The facility has adequate equipment and supplies for housekeeping.				
H.4.9 Bath tubs, showers and lavatories are not used for janitorial storage purposes.				
H.4.10 The temperature and humidity are maintained within a normal comfort range, and				
H.4.10.1 the heating apparatus does not constitute a burn hazard to the residents.				
H.4.11 The grounds surrounding the facility are sufficient to allow social, physical and recreational activities.				
H.4.12 The facility is maintained free of infestations of insects and rodents and,				
H.4.12.1 has a pest control program provided by maintenance personnel or by a private contract.				
H.4.13 Those facilities serving the physically handicapped are free of architectural barriers in that				
H.4.13.1 doors, corridors and toilets accommodate wheelchairs,				
H.4.13.2 ramps are provided, and				
H.4.13.3 furnishings and equipment are designed to meet client needs.				

H.5.0 Food Service

H.5.1 Food and beverages are				
H.5.1.1 of adequate quantity,				
H.5.1.2 of adequate variety,				
H.5.1.3 served at appropriate temperatures, and,				
H.5.1.4 prepared by methods that conserve nutritional value.				

	YES	NO	NA	COMMENTS
H.5.2 Within reason, dietary practices are in keeping with religious requirements of the client's faith, if requested by the client or guardian.				
H.5.3 At least three meals are prepared at regular times during each 24 hour period (applicable to homes in which the clients are home during the day; otherwise two meals are required).				
H.5.4 A take-out meal is provided if a resident is absent from the facility for work or other programs during the regular meal and other provisions are not made by or for the client.				
H.5.5 Food services are supervised by a nutritionist, or				
H.5.5.1 a dietician is consulted at least annually, and				
H.5.5.2 summaries of the consultations are retained in the facility's administrative records two years from the date of consultation.				
H.5.6 Menus are planned and written at least two days in advance and are				
H.5.6.1 dated, and				
H.5.6.2 menus, as served, are kept on file for a minimum of one month.				
H.5.7 Food supplies available at the facility include:				
H.5.7.1 fresh food supplies sufficient for two days, and				
H.5.7.2 staple food supplies sufficient for five (5) days.				
H.5.8 Clients are encouraged to eat with staff members.				
H.5.9 All clients including the multiple handicapped and non-ambulatory are given the opportunity to eat in the dining area (except when prevented by health reasons or physical limitations specific to the eating process).				
H.6.0 Medication				
H.6.1 Prescription medication and/or medical treatment is given only on the written order of a physician.				
H.6.2 Prescription medication is				
H.6.2.1 kept in its original container,				
H.6.2.2 with the original dated label, to include				
H.6.2.2.1 prescription number,				
H.6.2.2.2 directions for use,				
H.6.2.2.3 physician's name,				
H.6.2.2.4 client's name, and				
H.6.2.2.5 address of the issuing pharmacy.				
H.6.3 Medication is kept in a locked enclosure.				
H.6.4 Clients are encouraged to self-administer their own medications if the physician deems them capable, and if specified in the Habilitation Plan.				
H.6.4.1 The staff assists the client by making the medication available, and				
H.6.4.2 reminding the client to take medication at the appropriate times, if necessary				

H.6.5 A daily record is kept of prescription and/or nonprescription medication administered (not required for clients who self-administer, if approved in the Habilitation Plan) which includes:

- H.6.5.1 client's name,
- H.6.5.2 date,
- H.6.5.3 time,
- H.6.5.4 dosage,
- H.6.5.5 name of medication, and
- H.6.5.6 signature of person administering.

YES	NO	NA	COMMENTS