

## Department of Aging Older Adult Daily Living Centers Inspection Checklist

The following list includes the minimum information that will be reviewed during a licensing inspection. Gather the requested materials **prior** to the Department's arrival. Immediate availability of the requested materials will expedite the inspection process. Certain information not provided or available during the inspection may lead to a regulatory citation(s).

*In order to determine compliance with regulation(s) required annually or bi-annually, the center must provide the Licensing Representative with the current and previous year(s) documentation.*

- Application for License (AGL 02)**
- Provider Self-Certification and Civil Rights Compliance Form (AGL 07)**
- Center Operations and Demographics Form (AGL 08)**
- Application Fee** made payable to the Commonwealth of Pennsylvania
- Policies and Procedures**, especially any that have changed
- Current Occupancy Permit**
- Fire Safety Inspection** by a fire safety authority
- Floor Plans or Diagram** including dimensions of each program space
- Written Sanitation Approval** for centers not connected to public sewer
- Written Certification of Water Tests** for centers not connected to public water
- Valid Elevator Certification** if applicable
- Personal and Professional Liability Insurance**
- License/Certification/Insurance** for all service providers
- Organizational Chart** including all staff names and titles
- Date of Hire, Qualifications and Job Descriptions** for all staff
- Current Driver's License** for all staff who transport clients
- Final Criminal History Background Check Reports from State Police** for all staff \*
- Final Reports from FBI** for staff who have not lived in PA for 2 years prior to hire \*
- Medical Reports** for all staff
- Training Curriculum**
- General Orientation and Annual Training Records** for all staff
- CPR and First Aid Certification** for a sufficient number of staff
- Quarterly Emergency Procedures Training Records** for all staff
- Medications Administration Course Training Records** if applicable
- Diabetes Patient Education Program Training Records** if applicable
- Fire Drill Records**
- Fire Safety Training Records** for all clients
- Activities Calendar**
- Menus** if applicable
- Client Roster** including the date of enrollment for each client
- Client Attendance Log**
- Grievance Reports**
- Portable Client Emergency Information Folder** containing the information in §11.191
- Client Records** containing the information in §11.193. If certain information is kept off-site, it is the center's responsibility to bring the information to the inspection site.

\*State criminal history background reports must be requested through the State Police. FBI reports must be requested through the Department of Aging. Reports conducted by third party agencies are not acceptable.

**IMPORTANT: This checklist is a general guideline; it is NOT all inclusive. The Licensing Representative may ask for additional information at the time of the inspection.**