

## DDA Center Facility Standards and Business Operations Review Form

Date(s) of Review: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Agency: \_\_\_\_\_ **Center Location : (street address, city and zip)**

Center Location 1: \_\_\_\_\_

Center Location 2: \_\_\_\_\_

Center Location 3: \_\_\_\_\_

Center Location 4: \_\_\_\_\_

Center Location 5: \_\_\_\_\_

Requirement	Location 1 (Check if in compliance)	Location 2 (Check if in compliance)	Location 3 (Check if in compliance)	Location 4 (Check if in compliance)	Location 5 (Check if in compliance)
<b>FACILITY</b>					
Renewal and Expiration of the Certificate. An agency must request renewal of its certificate no less than 90 days before the expiration date of the certificate. (16.03.21.125)					
Availability of Certificate. The certificate must be posted in a conspicuous location in the DDA where it may be seen readily by the participants and members of the public. (16.03.21.120.04)					
When center based services are provided the agency must prominently post list of <i>rights</i> contained in 16.03.21.905.01-02. (16.03.21.905.03.b)					
ADA Checklist reviewed (16.03.21.500.01)					
Redesign: Each DDA is required to provide HS. When a DDA opts to provide HI, the DDA must also provide HS and family training. (16.03.10.685.09.11)					
Annual fire inspection by local authority or Idaho State Fire Marshall's office, copy of inspection available, including any corrective action. (16.03.21.500.03.a.)					
Evidence of quarterly fire drills for employees and participants, 2 of which include complete evacuation of the building; documentation includes the amount of time it took to evacuate the building; and a brief summary of each fire drill conducted must be written and maintained on file. The summary must indicate the date, time the drill occurred, participants and staff participating, problems encountered and corrective action(s) taken. (16.03.21.500.04.a& b).					

Evacuation plans must be posted throughout the center. Plans must indicate point of orientation, location of all fire extinguishers, location of all fire exits, and designated meeting area outside of the building. (16.03.21.500.04)					
Telephones available for emergencies and emergency numbers posted near telephones. (16.03.21.500.03.h.)					
Water temperatures in areas accessed by participants don't exceed 120 degrees Fahrenheit. (16.03.21.500.03.g.)					
Hazardous/toxic materials properly labeled and stored under lock and key. (16.03.21.500.03.f.)					
On the premises where natural or man-made hazards are present, suitable fences, guards, or railings must be provided to protect participants. (16.03.21.500.03.c.)					
Interior and exterior maintained in a clean, safe and orderly manner and kept in good repair. (16.03.21.500.06.a)					
Sufficient space, equipment, lighting, noise control. (16.03.21.500.02)					
Free from trash, weeds, and rubbish. (16.03.21.500.03.d.)					
Deodorizers not used to cover odors caused by poor housekeeping or unsanitary conditions. (16.03.21.500.06.b.)					
Free from infestations of insects, rodents and other pests. (16.03.21.500.06.c.)					
Center temperature and humidity is within a normal comfort range by heating, air conditioning or other means. (16.03.21.500.06.d.)					
Portable heaters prohibited unless units have heating elements limited to not more than 212 degrees Fahrenheit; no unvented, fuel-fired heating devices; all portable space heaters U.L. approved and approved by local fire or building authority. (16.03.21.500.03.e.)					
Refrigerators and freezers used to store participant lunches and other perishable foods must be kept in good repair and equipped with an easily readable thermometer. Refrigerators must be maintained at 40 degrees Fahrenheit or below. Freezers must be maintained at 10 degrees Fahrenheit or below. (16.03.21.500.05.b)					

MEDICATION					
<p>The medication must be in the original pharmacy-dispensed container, or in an original over-the-counter container, or placed in a unit container by a licensed nurse and be appropriately labeled with the name of the medication, dosage, time to be taken, route of administration, and any special instructions. Each medication must be packaged separately, unless in a Mediset, blister pack, or similar system. (16.03.21.511.02.a)</p>					
<p>Evidence of the written or verbal order for the medication from the physician or other practitioner of the healing arts must be maintained in the participant's record. Medisets filled and labeled by a pharmacist or licensed nurse can serve as written evidence of the order. An original prescription bottle labeled by a pharmacist describing the order and instructions for use can also serve as written evidence of an order from the physician or other practitioner of the healing arts.(16.03.21.511.02.b)</p>					
<p>The agency is responsible to safeguard the participant's medications while the participant is at the agency or in the community. (16.03.21.511.02.c)</p>					
<p>Medications that are no longer used by the participant must not be retained by the agency or agency staff for longer than thirty (30) calendar days. (16.03.21.511.02.d)</p>					
<p>Refrigerated medications are stored in a package and kept inside a covered leak-proof container that is clearly identified as a container for the storage of medicines. (16.03.21.500.05.c)</p>					
TRANSPORTATION					
<p>Each DDA that transports participants must: Establish a <i>preventive maintenance program</i> for each agency-owned or leased vehicle, including vehicle inspections and other regular maintenance to ensure participant safety. (16.03.21.501.01)</p>					
<p><i>Transportation safety policy:</i> Develop and implement a written transportation safety policy. (16.03.21.501.02)</p>					

<b>POLICY AND PROCEDURE</b>					
An annual review of the agency's code of ethics, identification of violations, and implementation of an internal plan of correction. 16.03.21.900.02.e					
An annual review of agency's Policy and procedure manual to specify date and content of revisions made. (16.03.21.900.02.f)					
P&P: written medication policies and procedures that outline in detail how the agency will ensure appropriate handling and safeguarding of medications. If agencies choose to assist with meds they must also develop specific P&P to ensure this assistance is safe and is delivered by qualified, fully-trained staff. (16.03.21.511.01)					
P&P regarding development of social skills and management of maladaptive behaviors. (16.03.21.915) Must include: 01. Adaptive and Maladaptive behaviors. 02. Social Skills Development. 03. Prevention Strategies. 04. Function of Behavior. 05. Behavior replacement. 06. Protected Rights. 07. Objectives and Plans. 08. Participant Involvement. 09. Written Informed Consent. 10. Review and Approval. 11. Appropriate use of interventions.					
P&P covering the protection of all persons in the event of fire and other emergencies. (16.03.21.500.03.b)					
P&P that describes how the agency will ensure that each staff person is free from communicable disease. (16.03.21.510.01.a)					
P&P that describes how the agency will protect participants from exposure to individuals exhibiting symptoms of illness. (16.03.21.510.01.b)					
P&P that addresses any special medical or health care needs of particular participants being served by the agency. (16.03.21.510.01.c)					
<b>QUALITY ASSURANCE</b>					
QUALITY ASSURANCE PROGRAM: On-going, proactive, internal review of the DDA to ensure the following:(16.03.21.900.01)					

Services produce measureable outcomes, are high quality, and are consistent with individual choices, interests, needs and current standard of practice. (16.03.21.900.01.a)					
There is sufficient staff and material resources are available to meet the needs of each person served. (16.03.21.900.01.b)					
The environment in which services are delivered is safe and conducive to learning. (16.03.21.900.01.c)					
Skill training activities are conducted in the natural setting where a person would commonly learn and utilize the skill, whenever appropriate. (16.03.21.900.01.d)					
The rights of a person with disabilities are protected and each person is provided opportunities and training to make informed choices. (16.03.21.900.01.e)					
QA must include: Goals and procedures to be implemented to achieve the purpose of the quality assurance program (16.03.21.900.02.a)					
QA must include: Person, discipline, or department responsible for each goal. (16.03.21.900.02.b)					
QA must include: A system to ensure the correction of problems identified within a specified period of time. (16.03.21.900.02.c)					
Notes:					