Department of Health & Welfare	Version Date: 7/10	
Licensing & Certification	Page 1 of 2	
Residential Care/Assisted Living Checklist		
	Checklist #2	
Functional Area: Administrator	Yes = In Compliance	
	No = Further Action Needed	

Objective: The facility has an Administrator who is qualified to accept overall responsibility for the provision of safe and appropriate services to residents.

	Specific Criteria	Yes	No
Require	ments: IDAPA 16.03.22.215		
_	ou have an Administrator currently licensed by the Board of		
	pational Licensing?		
	Have you been granted a variance from the Department if		
	dministrator is over more than one facility?		
	{IDAPA 16.03.22.215}		
2. Does	the Administrator assure all required policies and procedures are		
imple	emented? {IDAPA 16.03.22.215.01}		
3. Is the	Administrator at the facility enough to provide for safe and		
adeqı	uate care for residents according to their NSA?		
	{IDAPA 16.03.22.215.02}		
4. Is the	Administrator or designee available to be on site within 2 hours?		
<i>F</i> TT	{IDAPA 16.03.22.215.02}		
5. Have	you gone more than 30 days without an Administrator? {IDAPA 16.03.22.215.03}		
6 Is the	ere assurance the Administrator, his relatives or employees are not		
	g as legal guardian or power of attorney for any resident?		
acting	{IDAPA 16.03.22.215.04}		
7 Does	the Administrator assure residents are admitted or retained only		
	the facility is able to provide appropriate care and the resident		
	n't need services the facility is not licensed for, can't provide or		
	ge for? {IDAPA 16.03.22.215.05} (see IDAPA 16.03.22.152.05)		
	the Administrator assure no resident is admitted or retained who		
	res ongoing skilled nursing or care not within the licensed		
-	ority of the facility? Including residents		
	Who have a gastrostomy tube arterial-venous shunt or supra-		
	pubic catheter placed within the last 21 days?		
b	. Who receive total parenteral nutrition or intravenous therapy?		
c.			
	chair with locking wheels or a chair the resident can't get out		
	of?		
d.	. Who are comatose unless a physician or authorized provider has		
	determined the resident is likely to die within 30 days?		
e.	Who are on a mechanically supported breathing system except		
	for those who use a CPAP?		
f.	J		
	independently?		
g			
	(continued on next page)		

Specific Criteria	Yes	No
h. Who have open, draining wounds and the drainage can't be		
contained?		
i. Who have Stage III or IV pressure ulcers?		
j. Who have any pressure ulcer that is not improving bi-weekly?		
k. Who have MRSA in an active stage?		
l. Who have physical, emotional, or social needs that are not compatible with other residents?		
m. Who are violent or a danger to themselves or others?		
IN ADDITION:		
n. If any resident needs a nurse, the Administrator must assure a		
licensed nurse is available to meet the resident's needs.		
o. If any resident needs assistance with ambulation, the		
Administrator must assure the resident resides on the first story		
unless the facility meets the requirements of sections 401 – 404.		
p. The Administrator must assure no resident is admitted or		
retained who is not capable of self evacuation unless the facility		
complies with NFPA Standard 101 Life Safety Code, 2000		
edition, Chapter 33. {IDAPA 16.03.22.152.05.a-g}		
9. Does the Administrator assure employees, visitors, or relatives are not		
allowed to live or work in the facility if they are on the sexual offender		
registry? {IDAPA 16.03.22.215.06}		
(Registry at: www.isp.state.id.us/identification/sex_offender/public_access.html)		
10. Does the Administrator assure adult protection and law enforcement are		
informed of suspected abuse, neglect or exploitation?		
(see Section 39-5310, Idaho Code) {IDAPA 16.03.22.215.07}		
11. Does the Administrator assure procedures for investigation of		
allegations of abuse, neglect and exploitation are implemented?		
{IDAPA 16.03.22.215.08}		
12. Does the Administrator assure Licensing & Certification is notified of		
reportable incidents? {IDAPA 16.03.22.215.09}		
(RALF Reporting Hotline (208) 364-1883) 13. Does the Administrator assure that someone who is authorized in		
writing to act in the Administrator's absence, is knowledgeable of		
facility operations, resident needs, emergency procedures and		
equipment, and how the Administrator can be reached in case of		
emergency? {IDAPA 16.03.22.215.10}		
14. Is the Administrator or designee reachable and available at all times?		
{IDAPA 16.03.22.215.11}		
15. Does the Administrator assure all personnel who provide hands-on care		
are 18 years of age or over, or that they have completed a CNA course?		
{IDAPA 16.03.22.215.12}		

The check lists can be used as a quality improvement tool and are offered as a helpful guide.

They do not take the place of the rule requirements.

It is highly recommended that the check lists be used in conjunction with the rules themselves.