This checklist will assist you in preparing for recertification. Update your records listed on this checklist and have them (along with your permanent records, like proof of home ownership or lease agreement) ready for the certifying agent to inspect at the time of your recertification survey. Your residents MUST be home at the time of the survey.

### HOME RECORDS

- [ ] Current First Aid and CPR Certificates
- [ ] Documentation of Ongoing Annual Training
  - Type: At Least Half Interactive Training; Remainder may be Independent Study
  - Content: At Least Half Resident-specific; Remainder may be General Topics
- [ ] Current Homeowner’s or Renter’s Insurance
- [ ] If Applicable, Lab Results within Past Year on Private Water Supply Showing Absence of Bacterial Contamination
- [ ] If Applicable, Proof of Septic Tank Service within Past 5 Years for Nonmunicipal Sewage Disposal Systems
- [ ] Emergency Preparedness Log
- [ ] Video Evidence of Fire Drills (preferred) or Completed Fire Drill Summaries
- [ ] If the Home is So Equipped, Receipts for Inspection of Fuel-Fired Heating Systems (e.g. Gas Furnace/Fireplace, Wood/Pellet Stove) Conducted within the Past Year
- [ ] Receipt for Servicing or Purchase of Dry Chemical, Multipurpose, 2A:10B:C Type Fire Extinguisher(s) within Past Year (Must be at Least 5 lb. Fill Weight)
- [ ] Current Phone Bill
- [ ] Emergency Contacts, Either:
  - Programmed into the Phone
  - Posted Near the Phone
- [ ] If Applicable, Qualifications for Substitute Caregivers you are Currently Using:
  - Current First Aid And CPR
  - Department-approved Medication Course
  - Department Criminal History and Background Check
- [ ] If Applicable, Alternate/Substitute Caregiver Training
- [ ] Criminal History Clearances for Any New Adults (Excluding Residents) Living in the Home
- [ ] If Offering Hourly Adult Care:
  - Enrollment Contract for Each Participant
  - Service Logs for Each Day Services were Provided

### ADMISSION RECORDS

- [ ] Current Admission Agreement
- [ ] Updated Resident Information and Social History
- [ ] If the Resident has a Representative, the Legal Document Authorizing the Appointment
- [ ] Resident Rights Policy Review Log
- [ ] Advance Directive Notification
  - Living Will and Durable Power of Attorney, if the Resident So Chooses to Complete
- [ ] Belongings Inventory – Reviewed within Past Year (Inventory

### May Be Photographs, But Review Date Must be Documented)

- [ ] Results from Most Recent History & Physical Examination
  - Full Results, NOT the Adult DD Medical Care Form
- [ ] Current List of Medications Signed/Dated by Resident’s Health Care Professional
  - Prescriptions List from Pharmacist or Included on the Resident’s History & Physical Examination
  - Non-Prescriptions Listed on Over-the-Counter (OTC) Medications Form
- [ ] If the Resident is Responsible for Own Medications, the Approval to Self-Administer Medication Form
- [ ] Most Recent Assessment
  - Scales of Independent Behavior - Revised (SIB-R) or Supports Intensity Scale - Adult (SIS-A) for Residents Receiving Services Through Developmental Disabilities (DD) Waiver or Self Direction
  - Uniform Assessment Instrument (UAI) or Findings for Residents Receiving Services Through Aged & Disabled (A&D) Waiver, Medicare/Medicaid Coordinated Program (MMCP), Idaho Medicaid Plus, State Only Personal Care Services (PCS), or Similar for Private Pay
- [ ] Most Recent Plan of Service
  - Individual Support Plan (ISP) for Residents Receiving Services Through DD Waiver
  - Support and Spending Plan (SSP) for Residents Receiving Services Through Self Direction
  - Service Agreement for Residents Receiving Services Through A&D Waiver, MMCP, Idaho Medicaid Plus, State Only PCS, or Similar for Private Pay
- [ ] If Applicable, Signed Copy of Any Care Plan that is Prepared for the Resident from Other Service Provider

### ONGOING RESIDENT RECORDS

- [ ] If Provider Manages Resident Funds:
  - Resident’s Bank Statements
  - Resident Cash Ledger
  - Receipts for Purchases Over $5
- [ ] If Money Lent to Resident, Personal Loan Contract
- [ ] If Provider Assists Resident with Medications:
  - Narcotic Inventory, If Applicable
  - Medication Assistance Records
  - Medication Disposal Records
- [ ] Incidents / Accidents / Changes of Condition
- [ ] Grievance Response Records
- [ ] If Applicable, Notes from Other Service Providers for Each Visit to the Home

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