



Housing Bureau for Seniors

Adult Foster Care Checklist

Adult Foster Care (AFC) can be: family homes which offer a private residence for under 6 people; small group homes for 12 or fewer adults; and large group homes for 13-20 people. Foster care means " the provision of supervision, personal care, and protection in addition to room and board, for 24 hours a day, 5 or more days a week, and for 2 or consecutive weeks for compensation." Services are for seniors who want to live with some support services, but who do not require the medical care that a nursing home provides. In AFCs you are a resident, not a patient. Visit several AFCs, and once you narrow your search to two or three residences, ask for a copy of their most recent licensing inspection report.

As you move through the selection process use the checklist below to compare the features of places you visit. This checklist can help you keep track of what you have seen and remind you of some important questions to ask.

Instructions

Below there are spaces for three AFC homes. Consider each an **option**. Circle each option (1, 2 or 3) when you can answer **YES** to the question in each category. For example, with the question "Do you like the location?" circle 1 if you like the location and can say **YES** for your Option 1. Make notes as you wish.

ALC Option 1.
ALC Option 2.
ALC Option 3.

Location and Appearance				Notes
Option 1	2	3	Do you like the location?	
Option 1	2	3	Is it easy for family and friends to visit?	
Option 1	2	3	Is it homelike and comfortable?	
Option 1	2	3	Are the common areas clean?	
Option 1	2	3	Is the noise level acceptable?	
Option 1	2	3	Are the grounds well maintained?	
Option 1	2	3	Is the AFC handicap accessible?	
Staff				
Option 1	2	3	Do you have a list of the staff who works there?	
Option 1	2	3	Is the staff friendly?	
Option 1	2	3	Are you satisfied with the ... -weekend and after hours staffing	
Option 1	2	3	-staff turnover rate	
Option 1	2	3	-training of staff for residents with memory disorders	
Option 1	2	3	-continuing education of staff	

Safety

Option 1	2	3	Has each staff person undergone a criminal record check?	
Option 1	2	3	Are there smoke detectors between each sleeping area and other areas?	
Option 1	2	3	Do residents with special needs have an individual written procedure for emergencies?	

Fees

Option 1	2	3	Do you know what is included in the base rate?	
Option 1	2	3	Do you know what services or items are at an additional cost (e.g., transportation, incontinence care, supplies)?	
Option 1	2	3	Do you know why and how often fees can be increased and how much notice you get?	

Care Services and Posting of Important Matters

Option 1	2	3	Are there sample menus that you can look at?	
Option 1	2	3	Can special diets be accommodated?	
Option 1	2	3	Do you know what activities are offered to residents?	
Option 1	2	3	Do you know the process for a service plan of care and its implementation?	
Option 1	2	3	Do you know how medications are administered?	
Option 1	2	3	Do you know how medication errors are handled?	
Option 1	2	3	Do you know if a licensed hospice program offered?	
Option 1	2	3	Does the AFC offers care to people with Alzheimer's or related conditions? If so, ask for a written description of services to meet resident needs.	
Option 1	2	3	Is there in plain view a -complete copy of the most recent inspection (ask for the past 5 years)	
Option 1	2	3	- current licensee	
Option 1	2	3	-description of complaint procedures	
Option 1	2	3	- evacuation plan and emergency procedures	

Policies

Option 1	2	3	Do you have a copy of resident handbook?	
Option 1	2	3	Do you know the discharge policies?	
Option 1	2	3	Do you know the policy ... -on pets?	
Option 1	2	3	-for non-payment of fees?	
Option 1	2	3	-on smoking?	
Option 1	2	3	-use of a wheelchair?	
Option 1	2	3	-having guests	
Option 1	2	3		

