

FACILITY LIAISON - UNANNOUNCED FACILITY VISIT REPORT (CCF)

Date of Visit:

Facility Name:

Vendor Number:

Start Time of Visit

End Time of Visit

Name of staff in charge:

Names of staff in facility:

Clients present (use initials)

The assigned Facility Liaison is responsible for conducting two (2) unannounced visits to the licensed residential facility during each calendar year. The Facility Liaison will visit the residential facility without any prior notice to the facility administrator, staff, or licensee. If no one is present at the time of the unannounced visit, it is not counted toward the two yearly visits.

Complete the Visit Checklist below prior to completing this form and incorporate identified strengths and concerns below (attach additional paper as needed).

Observations:

Concerns/problems/deficiencies (if any):

Where/how does the client make choices about their life?

Actions taken / to be taken (if any) and due date:

Commendations (if any):

Reviewer Signature

Unannounced Visit Checklist

Common Areas:

Cleanliness & Upkeep

Temperature, odors, ventilation and

Lighting

Safety Concerns

Is home accessible to all clients?

Comments:

Client Room:

Overall Condition

Privacy

Storage

Personal Items

Does Bedroom Door Lock?

Comments:

Client Room 2:

Overall Condition

Privacy

Storage

Personal Items

Does Bedroom Door Lock?

Comments:

Kitchen

Safety Concerns

Cleanliness

Food Supply Corresponds with Menu

24 Hour Food Access

Comments:

Bathroom(s)

Cleanliness/Condition

Space for privacy/hygiene supplies

Does Bathroom Door Lock?

Comments:

Medication

Locked storage

Appropriately documented

Comments:

Staffing

Adequate Number of staff on site

Staff match staffing schedule

Client Choice in Schedules?

Comments:

Safety

Fire Alarms

Posted Evacuation Route

Comments:

Client Interview

How do you feel about your living arrangement

What independent choices do you get to make

Client Interview

How do you feel about your living arrangement

What independent choices do you get to make

Staff Interview

How are things going?

Policies Regarding Visitation

Give feedback to staff regarding the finding of your visit. Give praise for good work when appropriate and expectations / timelines for any needed corrections.

Follow up on any concerns noted in previous unannounced facility liaison visits – Please note what is being reviewed:

Facility Liaison to Forward Report to the Following Individuals:

Email to Client Services Manager, Designated Facility Service Coordinator contact (SC please print out for facility binder), and Community Resource Manager

Mail a copy to Facility Administrator.

Send original to Vendor and Rates Coordinator for Vendor file.