



Adult Family Care Homes Records Tool

1. Adult Family Care Homes Cx Placement Criteria and procedures for determining the appropriateness of a resident's placement and continued residency in an adult family-care home.

2. Adult Family Care Homes Cx Res Agreement The residency agreement must include the following:
The residency agreement must include the following:
 - (a) A list specifically setting forth the services and accommodations to be provided by the adult family-care home.
 - (b) The daily, weekly or monthly rates and charges and a statement that the provider will provide at least 30 days' notice before implementing a rate increase.
 - (c) A bed hold policy for residents who request the provider to reserve a bed for the resident if the resident's health requires the resident to be admitted to a nursing home or hospital. The bed hold policy shall permit the provider to continue to charge the agreed upon daily rate until the provider receives notification in writing from the resident or the resident's representative that the resident will not be returning to the home. However, the provider may not continue to charge the agreed upon daily rate if the resident's physical or mental condition prevents the resident from giving notification and the resident does not have a representative to act on the resident's behalf.
 - (d) The AFCH's discharge policy.
 - (e) A refund policy to apply when a resident is discharged or dies. The refund policy shall state that:
 1. The resident or resident's representative is entitled to a prorated refund for any unused portion of payment beyond the discharge or termination date. The refund will be less the cost of documented damages to the AFCH caused by the resident before the discharge or termination date that results from circumstances other than normal use. Claims against the refund must be in writing and must include a list of all documented damages and costs.
 2. The refund must occur within 45 days of receipt of a written notice of discharge, or 15 days after the resident has moved or dies, whichever occurs later.
 - 3) An addendum shall be added to the residency agreement to reflect any additional services and charges not covered by the original agreement. Such addendum must be dated and signed by the provider and the resident or resident's representative and a copy given to the provider and the resident or the resident's representative.

3. Adult Family Care Homes Cx Res Agreement Before or at the time of admission to an AFCH, the provider and the resident or the resident's representative must sign a residency agreement, a copy of which must be given to the provider and kept on file for 5 years after the expiration of the agreement, and a copy of which must be provided to the resident or resident's representative.

4. Adult Family Care Homes Cx Res Agreements Each residency agreement must specify the personal care and accommodations to be provided by the adult family-care home, the rates or charges, a requirement of at least 30 days' notice before a rate increase, and any other provisions required by rule of the department.

5. Adult Family Care Homes Cx Res Agreements Each resident must be covered by a residency agreement, executed before or at the time of admission, between the provider and the resident or the resident's designee or legal representative. Each party to the contract must be provided a duplicate copy or the original agreement, and the provider must keep the residency agreement on file for 5 years after expiration of the agreement.

6. Adult Family Care Homes Cx Resident Records Resident Health Assessment for Adult Family-Care Health Homes. A completed and signed form faxed by the health care provider shall be acceptable.



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7. Adult Family Care Homes Cx Resident Records The AFCH provider shall maintain a separate record for each resident on the premises and available for inspection by the agency
8. Adult Family Care Homes Cx Resident Records A copy of any notice of discharge sent to the resident or the resident's representative pursuant to Rule 58A-14.0061, F.A.C.
(b) Closed resident records shall be retained for a period of 5 years after the resident leaves the AFCH. The provider shall be permitted 1 working day to produce closed records.
9. Adult Family Care Homes Cx Resident Records A record of any major incidents or significant health changes and action taken in response to such incidents or changes as required under Rule 58A-14.007, F.A.C.
10. Adult Family Care Homes Cx Resident Records The name, address and telephone number of the resident's guardian, attorney-in-fact, health care surrogate, next-of-kin, and any other responsible party with authority to make decisions on behalf of the resident.
11. Adult Family Care Homes Cx Resident Records A copy of any special diet order prescribed by the resident's health care provider as required under Rule 58A-14.007, F.A.C.
12. Adult Family Care Homes Cx Resident Records The name, address and telephone number of the resident's health care provider, health maintenance organization, dentist and case manager as applicable.
13. Adult Family Care Homes Cx Resident Records For residents receiving nursing services provided or arranged for by the provider, the nursing progress notes required under Rule 58A-14.007, F.A.C., and the health care provider's order authorizing the nursing service.
14. Adult Family Care Homes Cx Resident Records Documentation that the resident's bill of rights and the procedure for lodging complaints has been discussed with the resident or the resident's representative, as required by Rule 58A-14.0061, F.A.C.
15. Adult Family Care Homes Cx Resident Records A complete accounting of any resident funds being received or distributed by the provider.
16. Adult Family Care Homes Cx Resident Records The resident's monthly weight record as required by Rule 58A-14.007, F.A.C
17. Adult Family Care Homes Cx Resident Records For residents who are OSS recipients, a copy of the Alternate Care Certification for Optional State Supplementation (OSS) Form, CF-ES 1006, February 2005, provided by the Department of Children and Family Services.
18. Adult Family Care Homes Cx Resident Records For residents who self-administer, with or without supervision or assistance, a list of the resident's current medications; or for resident's receiving administration, the record of medications administered.
19. Adult Family Care Homes Cx Res Records Documentation that the house rules have been discussed with the resident or the resident's representative as required by Rule 58A-14.0061, F.A.C.



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20. Adult Family Care Homes Cx Res Records For residents who self-administer, with or without supervision or assistance, a list of the resident's current medications; or for resident's receiving administration, the record of medications administered.
21. Adult Family Care Homes Cx Res Rights Keep and use the resident's own clothes and other personal property in the resident's immediate living quarters, so as to maintain individuality and personal dignity, except when the provider can demonstrate that to do so would be unsafe or an infringement upon the rights of other residents.
22. Adult Family Care Homes Cx Res Rights Manage the resident's own financial affairs unless the resident or the resident's guardian authorizes the provider to provide safekeeping for funds.
23. Adult Family Care Homes Cx Res Rights Have access to adequate and appropriate health care.
24. Adult Family Care Homes Cx Res Rights Share a room with the resident's spouse if both are residents of the home.
25. Adult Family Care Homes Cx Res Rights Have unrestricted private communication, including receiving and sending unopened correspondence, having access to a telephone, and visiting with any person of his or her choice, at any time between the hours of 9 a.m. and 9 p.m. at a minimum.
26. Adult Family Care Homes Cx Res Rights Present grievances and recommend changes to the provider, to staff, or to any other person without restraint, interference, coercion, discrimination, or reprisal. This right includes the right to have access to ombudsman volunteers and advocates and the right to be a member of, to be active in, and to associate with advocacy or special interest groups.
27. Adult Family Care Homes Cx Res Rights Have reasonable opportunity for regular exercise several times a week and to be outdoors at regular and frequent intervals.
28. Adult Family Care Homes Cx Res Rights Be free to participate in and benefit from community services and activities and to achieve the highest possible level of independence, autonomy, and interaction within the community.
29. Adult Family Care Homes Cx Res Rights Residents must also be given the names, addresses, and telephone numbers of the local ombudsman council and the central abuse hotline where they may lodge complaints.
30. Adult Family Care Homes Cx Res Rights Be free from chemical and physical restraints.
31. Adult Family Care Homes Cx Res Rights Live in a safe and decent living environment, free from abuse and neglect.
32. Adult Family Care Homes Cx Res Rights Be treated with consideration and respect and with due recognition of personal dignity, individuality, and privacy.



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33. Adult Family Care Homes Cx Res Rights Exercise civil and religious liberties, including the right to independent personal decisions. Religious beliefs or practices and attendance at religious services may not be imposed upon a resident

34. Adult Family Care Homes Cx Services "Services that must be provided to all residents of an adult family-care home and standards for such services, which must include, but need not be limited to:

1. Room and board.
2. Assistance necessary to perform the activities of daily living.
3. Assistance necessary to administer medication.
4. Supervision of residents.
5. Health monitoring.
6. Social and leisure activities."