



RTF Tool

1. RTF Tool 2022 1) All Levels Criteria; does the individual meet the following minimum criteria:

- a. Diagnosed as having mental illness,
- b. Age 18 or older,
- c. Ambulatory or capable of self-transfer,
- d. Able to participate in treatment programming and services,
- e. Free of major medical conditions requiring ongoing 24 hours per day, 7 days per week nursing services,
- f. Assessed as having the potential, with staff supervision, to self-administer medication, maintain personal hygiene, and participate in social interaction; and,
- g. Does not exhibit chronic inappropriate behavior which disrupts the facility's activities or is harmful to self or others.

2. RTF Tool 2022 2) Level II and above Criteria; does the individual meet the following additional criteria:

- a. Self-administers medication with staff supervision,
- b. Maintains personal hygiene and grooming with staff supervision,
- c. Initiates and participates in social interaction with staff supervision,
- d. Performs assigned household chores with staff supervision; and,
- e. Is capable of self-preservation in accordance with subparagraph 65E-4.016(17)(b)2., F.A.C.

3. RTF Tool 2022 3) Level III and above Criteria; does the individual meet the following criteria:

- a. Self-administers and monitors own medication with minimal prompting,
- b. Performs household chores with minimal prompting,
- c. Maintains personal hygiene and grooming with minimal prompting,
- d. Utilizes recreational and social resources with staff encouragement,
- e. Utilizes community transportation systems,
- f. Manages income with assistance; and,
- g. Expresses problems and concerns to appropriate persons.

4. RTF Tool 2022 4) Level IV and above Criteria; does the individual demonstrate proficiency in performing at least the following skills without daily supervision:

- a. Self-administers and monitors own medications,
- b. Performs household chores and activities,
- c. Maintains personal hygiene and grooming,
- d. Manages income,
- e. Utilizes recreational and social resources,
- f. Procures food and other items necessary to maintain a household,
- g. Prepares meals either individually or cooperatively; and,
- h. Utilizes community transportation systems.

5. RTF Tool 2022 5) Intake: Physical Assessment; if this individual was accepted into the facility from a state institution is there a prior medical summary consisting of a problem list, current status, significant lab reports and a copy of the most recent physical examination? Or if a physical examination has not been completed within 60 days prior to admission to the RTF has an examination shall be initiated within 24 hours of the admission/completed within 30 days of admission?

6. RTF Tool 2022 6) Intake: Does the physical examination include:

- a. A medical history, including responses to medication, physical diseases and physical handicaps,
- b. The date of the last physical examination,
- c. A description of physical status, including diagnosis and any functional limitation,
- d. Recommendations for care, including medication, diet and therapy; and,
- e. To the extent possible, a determination of the presence of a communicable disease.



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7. RTF Tool 2022 7) Intake: Is there a psychiatric or psychological assessment completed?

8. RTF Tool 2022 8) Intake: Is there a Mental status examination completed?

9. RTF Tool 2022 9) Intake: Psychosocial assessment and history which includes:

1. Developmental problems, including past experiences that may have affected development,
2. Peer group relationships and activities,
3. Social skills and deficits,
4. Past and present relationship with family and community,
5. Prior placement settings,
6. Recreational experiences, activities and interests,
7. Expectations and role of the family in the treatment process,
8. Psychiatric history, including any previous treatment and the reason for termination,
9. Vocational history; and,
10. Educational history.

10. RTF Tool 2022 10) Admission: Was the individual provided an orientation within 24 hours?

11. RTF Tool 2022 11) Admission: Did orientation include the following:

1. Facility service, activities, performance expectations, rules and regulations, including providing to the resident written facility rules,
2. Familiarizing the resident with the facility's premises, the neighborhood and public transportation systems,
3. Scheduling activities.
4. Rights and grievance procedures.

12. RTF Tool 2022 12) Admission: Does the individual's file include a signed statement by the resident or guardian that the resident has received an orientation?

13. RTF Tool 2022 13) Admission: Does the individual's file include a signed statement that the resident has either read or has been explained facility rules?

14. RTF Tool 2022 14) Admission: Does the individual's file include a signed statement indicating the resident's financial obligations to the facility and the person responsible for meeting such obligations?

15. RTF Tool 2022 15) Admission: Does the individual's file include, for incompetent residents, a statement identifying and locating the guardian of record, legal guardian or court ordered custodian with responsibility for medical and dental care and signed consent for treatment from such person?

16. RTF Tool 2022 16) Admission: Does the individual's file include written arrangements for phone calls, visits, and, when indicated, family participation in the treatment process?

17. RTF Tool 2022 17) Admission: Does the individual's file include written arrangements for clothing, allowances and gifts?



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18. RTF Tool 2022 18) Admission: Does the individual's file include, for forensic residents, a copy of any court order, charges pending and any other legal status documents and procedures to be followed if the resident leaves the program without approval?
19. RTF Tool 2022 19) Assessment and Treatment Planning: Was a functional assessment initiated within 72 hours of admission and completed within 30 days of admission?
20. RTF Tool 2022 20) Assessment and Treatment Planning: Was an individual treatment plan initiated within 72 hours of admission and completed within 30 days of admission?
21. RTF Tool 2022 21) Assessment and Treatment Planning: Does the functional assessment determine the resident's ability to utilize the skills needed to function successfully in the RTF environment, and identify any obstacles to the resident's learning or using such skills?
22. RTF Tool 2022 22) Assessment and Treatment Planning: Are treatment goals or objectives achievable, have a reasonable time frame for achievement, and be stated in terms of measurable and observable changes?
23. RTF Tool 2022 23) Assessment and Treatment Planning: Was the treatment plan developed with and signed by the resident or guardian?
24. RTF Tool 2022 24) Assessment and Treatment Planning: has RTF staff or the treatment team reviewed the treatment plan at least monthly and noted this in the record?
25. RTF Tool 2022 25) Assessment and Treatment Planning: has RTF staff or the treatment team updated and revised the treatment plan when goals or objectives were accomplished or when additional resident deficits were identified?
26. RTF Tool 2022 26) Assessment and Treatment Planning: Was the treatment plan updated at least every 60 days for facility Levels I, II and III?
27. RTF Tool 2022 27) Assessment and Treatment Planning: Was the treatment plan updated at least every 120 days for facility Levels IV and V?
28. RTF Tool 2022 28) Assessment and Treatment Planning: Were family members, guardians or significant others included in treatment planning, treatment, and discharge planning to the extent permitted or requested by the resident and when the staff has determined that such participation will be in the best interests of the resident?
29. RTF Tool 2022 29) Treatment Services and Activities: Does the RTF provide services and activities which are adaptable to the individual needs of the resident and promote personal growth and development, and prevent deterioration or loss of ability?
30. RTF Tool 2022 30) Treatment Services and Activities: Does the facility have a Policy and Procedures Manual which guides its services and activities?
31. RTF Tool 2022 31) Treatment Services and Activities: Does the RTF provide or refer residents to recreational and social activities during the hours they are not involved in other planned or structured activities?



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32. RTF Tool 2022 32) Treatment Services and Activities: Are recreational and social activities planned with resident participation and posted in a conspicuous location?
33. RTF Tool 2022 33) Treatment Services and Activities: Is opportunity provided for resident to participate in religious services and other religious activities within the framework of their individual and family interests?
34. RTF Tool 2022 34) Treatment Services and Activities: Is the individual assigned tasks related to facility operation, including but not limited to cooking, laundering, housekeeping and maintenance?
35. RTF Tool 2022 35) Discharge, Termination and Transfer: Is there a discharge, termination or transfer summary included in the resident's record?
36. RTF Tool 2022 36) Discharge, Termination and Transfer: If required by the court, was court approval obtained for the discharge of forensic residents and were required reports submitted to the court?
37. RTF Tool 2022 37) Resident Rights: Was the individual informed of their rights, including the right to legal counsel and all other requirements of due process as evidenced by the signatures of the resident or guardian?