

## Home and School Association of STS – Community Facility Checklist

You will have an opportunity to evaluate potential community facilities before making an informed judgment about the suitability of the proposed placement.

Here are some of the factors to consider:

### Medical Care

Will the proposed placement provide all the services my loved one now receives at STS including, among others, dental, psychiatric, ENT, ophthalmologic and optometric, dermatologic, psychological and behavioral support?

#### **Physicians:**

- What physicians are available for my loved one?
- Is there one primary care physician or more?
- Will there be someone I can call about my loved one's care and condition?
- Will there be one psychiatrist or more than one available?
- Are the physicians familiar with people with I/DD?
- How long does it take to get an appointment?
- Will the physicians provide services at the home?

#### **Staff Support:**

- Does a staff member accompany the individual to all medical appointments?
- Can staff be made available if there is an emergency?
- If the individual requires extra attention, is there a separate driver available?
- How many staff and residents would then be left in the home?
- Where is the closest hospital? How quickly do ambulances arrive at the home?
- How often will my loved one see a nurse? LPN or RN?
- What is the nurse to resident ratio? What is the nurse to home ratio?  
*This information will reveal the number of homes and residents a nurse must accommodate and thus, his/her caseload and the time spent on the road between houses/patients (and not providing care to individuals).*
- For individuals who require sedation before appointments, how is it provided and by whom?
- In the past year, how many times was it necessary to call 911?
- In the past year, how many times was an individual taken to the emergency room? Admitted to the hospital?
- What is this home's medication disbursement policy?
- **What will happen to my loved one as he/she ages? What level of care will be provided and where?**

## **The Home**

- What is the distance from this home to my residence? How easy is it to get to the home?
- Is the home rented, leased or owned by the provider?
- If leased, how long is the lease and what happens when the lease is up?

### **Staff:**

- Staff-resident ratio
- Turnover
- Training
  - Ask how long each staff member has been at the home, how much time they spend there each week (to be sure they are actually home staff), what their training is, and where else they have worked.*
- Required Certifications: CPR; First Aid; EMT; Mandated Reporter; Other
- Can the staff provide special nursing support if needed, such as tube feeding, seizure control?
- Who administers medications? What are their qualifications?
- What percentage of medicine administrations are errors?
  - Should be less than 1%, as it is at STS*
- What staff is on duty for all three shifts? At night, does the staff sleep in?

### **Dietary Needs and Meals**

- How are meals and dietary needs handled?
- Where/how is food prepared? Served?
- Is a dietician involved?
- Calories
- Pureed Food
- Special diets like gluten-free, casein-free and allergy-sensitive
- How are individuals, who can't feed themselves without help, fed?
- What is a typical day/week of meals/menus?
- Where and how often is food purchased?

### **Human Rights and Protections**

- What steps are taken to protect the human rights of the residents?
- Is there a regular review of human rights issues? Who conducts this review?
- Do the programs at the home meet ICF/MR standards?
- Who (besides the provider) inspects individual homes?
- How often does the provider do inspections? Anyone else?
- Will injuries be reported to me?
- How often does the staff meet to discuss each resident?
- How often do the doctors meet to discuss each resident?

## **Building Features, Structure, Resident Accommodations**

- Is the home all on one floor level? If not, explain. Is there a working elevator? Aging individuals often cannot live in homes with stairs.
- How many clients and bedrooms are there in the home?
- Does the provider ever place two or more clients in one bedroom?
- How many bathrooms?
- Are there safety rails in the bathrooms?
- Is there a Heuer lift and can the home accommodate wheelchairs and walkers?
- Are there ramps provided for entry and exit?
- Is the hot water temperature controlled at a safe level?
- What is the hot water temperature?
- Is the home centrally air-conditioned and heated?
- What types of transportation are available? Are there accommodations for both people who use wheelchairs and those who are ambulatory?
- Is the home well constructed?
- What year was the home built?
- Are funds available for home repairs? How much? From where?
- Does the home have a fenced-in yard, front and back?
- How much sun and shade?
- How is snow shoveling/plowing handled? Can residents get out during the winter?
- What types of door locks are used? Can doors be unlocked without a key?
- Are there screens in the windows?
- Are there two or more outside exits?
- Is the home comparable to other homes in the area?
- Is the outside of the home attractive and in good repair?
- What local community activities do residents of the home participate in?
- Describe an ordinary day/week for residents.

## **The Provider**

- Provider Corporate Headquarters – Name, Address and Phone Number?
- How long has the provider been in business in Connecticut?
- In which cities does the provider have homes and how many in each city?
- How many provider homes are in the same neighborhood or subdivision as the home I am considering?
- What are the provider's procedures for reporting incidents?
- Does the provider have a current license? If yes, for how many homes and clients? Has it ever been revoked or suspended?
- What is the length of the current certification in months?
- Please provide the dates and numbers of discrepancies for the past three CHPS inspections.

## **Staff Policies**

- Background Checks  
*To ensure there has been no record of child abuse or a criminal history in Connecticut and other states and at the federal level, FBI fingerprints or a history of being fired from any care positions in any state.*
- Education
- Training
- Is there room for growth with training and years of service?
- Hours
- Back-up available
- Can we see financial statements for the provider?
- How has the provider's funding changed over the past seven years?