

## Facility Records – Table of Contents

### Part One: Staff Information (individual tabbed section for each staff person)

- Caregiver Qualifications & Training Log for each Caregiver/Provider
- Checklist for each Caregiver/Provider
- Copy of ACHP Role Approval for Operator, Resident Manager and Caregivers
- Background Check Fitness Determination Forms (only for Operator QED's)
- CPR and First Aid Certificates for Operator, Resident Manager and all Caregivers who work alone
- Certificate from DHS Caregiver Preparatory Training Workbook (APD and Mental Health licensed homes)
- Continuing Education Unit (CEU) Certificates

### Part Two: Non-Caregiver Background Check Approvals

### Part Three: Operational

- Original signed Back-up Operator Agreement
- Approved Exception Forms pertaining to the dwelling and/or property (where does interagency go?)
- Operator or Resident Manager Absence/Vacation From Home approvals
- Documentation of change in Resident Manager or Shift Manager
- Log for Operator's Visits to Home (for Operators who do not live in the home)

### Part Four: Evacuation Drill Records

- Retain these records for a minimum of three years

### Part Five: Staffing Plans (the current staffing plan must be posted)

### Part Six: Weekly Menus (the current menu must be posted)

### Part Seven: Licenses, Permits, Inspections

- Business License and Registration
- Permits and related Building Inspection Reports for Dwelling and/or Property
- Pet Vaccination Documentation
- Well Water Testing
- License Inspection and Monitoring Reports (most recent License Inspection Report must be posted)

### Part Eight:

- Multnomah County Administrative Rules (MCARS)

### Part Nine:

- Technical Assistance or Reference Materials

*Note: Maintain a separate Emergency Preparedness book with a current, completed Emergency Preparedness Template and current resident information. This Emergency Preparedness book should be in a clearly labeled binder in a location accessible to all caregivers, visible to first responders and readily available in an emergency.*