

Facility Records – Table of Contents

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

- Employment Information (Applications and Names, Addresses, Telephone Numbers)
- Verification That Care Providers are not listed on the Exclusions Lists
- Copy of ACHP Role Approval (& Background Check Fitness Determination for Operator QEDs)
- Provider Checklist / Orientation to the Home for Each Care Provider
- CPR & First Aid Certificates for Operator, Resident Manager, Caregivers Working Alone
- Certificate from DHS Caregiver Preparatory Training Workbook (for APD & MHA Homes)
- Copies of Care Provider Training Records & Continuing Education Certificates
- Copies of notices sent to ACHP regarding changes to Resident/Shift Manager, Care Providers
- Proof of valid driver license and insurance for care providers who transport residents
- Copies of Unpaid Family Caregiver Applications, Approval Letters & Timesheets

Part Two: Non-Caregiver Role Approvals

Part Three: Operational

- Original signed Back-up Operator Agreement
- Approved Exception Forms pertaining to the dwelling and/or property
- Operator or Resident Manager Absence/Vacation From Home approvals
- Master copy of Residency Agreement(s), Special Needs Contracts, Room & Board Agreements
- Documentation of Operator's Visits to Home (for Operators who do not live in the home)

Part Four: Evacuation & Emergency Preparedness

- Fire/evacuation drill logs for past year
- Monthly smoke detector/carbon monoxide testing log
- Emergency Plans (*Individual Emergency Preparedness Plans should be with resident go-bags*)

Part Five: Staffing Plans *Note: current staffing plan must be posted*

- Archived staffing plans, including one-on-one staffing for individual care needs

Part Six: Weekly Menus *Note: the current menu must be posted*

- Archived menus (must be retained for 12 months)

Part Seven: Licenses, Permits, Inspections

- Current Business License (or posted if required by the local jurisdiction)
- Permits and related Building Inspection Reports for Dwelling and/or Property
- Pet Vaccination Documentation
- Annual Well Water Testing, Wood Stove Installation Permit, Furnace Inspection
- License Inspection & Monitoring Reports (*most recent Inspection Report must be posted*)

Part Eight:

- Multnomah County Administrative Rules (MCARS)

Part Nine:

- Technical Assistance or Reference Materials