



RCFE/ASL Evaluation Check List

RESIDENTIAL CARE FACILITIES FOR THE ELDERLY (RCFE) OR Assisted Living (ASL)

This check list is provided to assist you with questions to ask and things to observe as you visit facilities. Please ask about the food, daily schedules, staff and services. Some of the questions below may pertain to a smaller RCFE and some to a larger assisted living facility.

FACILITIES VISITED

1. Name: _____ Address: _____ Phone: _____

2. Name: _____ Address: _____ Phone: _____

3 Name: _____ Address: _____ Phone: _____

	Facility 1	Facility 2	Facility 3
<u>Administrator:</u>			
What is administrator's name?			
Is administrator also the owner?			
Does the administrator live at facility?			
<u>License:</u>			
How many years has facility been licensed& is license posted?			
<u>Facility Location:</u>			
Is facility's location convenient for visitors& family?			
What are the visiting hours?			
Are their front and / or back yards available for residents?			
Is facility near a senior center or day program?			
Is facility near shopping, hospitals and doctors?			



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	Facility 1	Facility 2	Facility 3
<u>Facility Interior:</u>			
Is facility clean and well maintained?			
Are exits clearly marked?			
Is emergency evacuation plan posted?			
Number of bathrooms?			
Are there alarms on outside doors?			
Are there grab bars on tubs, showers, toilets and hallways?			
Are toilets easy to use for non-ambulatory residents?			
Are personal rights and Ombudsman poster displayed?			
<u>Facility Bedrooms:</u>			
Number of private bedrooms?			
Number of shared bedrooms?			
Is there adequate drawer, closet space and lighting?			
Do they allow the resident to have a TV in their bedroom&their own personal furniture?			
Can resident have telephone in their bedroom?			
<u>Kitchen and Food Service:</u>			
Does food look good (if there at meal time)?			
Are kitchen and dining areas clean?			
Does facility provide doctor ordered diets?			
Are there menus and variety in meals&are the meal menus posted?			
<u>Activities:</u>			
Are outside trips and outings planned or posted?			
Is there a planned activity program with a calendar?			
Is there a full or part time activity director?			



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	Facility 1	Facility 2	Facility 3
Staff:			
Is staff trained in caring for the elderly& dementia?			
What is staff/resident ratio in day time?			
Number of staff awake at night?			
In small RCFE how is care provided at night?			
Does staff understand and speak English?			
Will staff get up at night to help residents to the toilet			
What kind of training does staff has administering medication?			
Is staff trained in first aid, CPR and medication management?			
Is all staff personnel fingerprinted& have criminal background clearance?			
Facility Residents:			
Do they offer regular family meetings?			
Do residents appear to be well groomed?			
Does facility accept smokers?			
Are resident records secured in locked file cabinet?			
Miscellaneous:			
Where are telephone numbers of emergency services posted?			
What is the procedure in an emergency?			
Are medications secured in locked cabinet and separated by resident?			
How often is housekeeping done?			
How often is laundry done?			
Is cable TV or internet servicesavailable?			
Does facility provide transportation to beauty shop, medical appointments and shopping?			
Does facility accept small pets?			
Is there a pet deposit if they allow pets?			
What does family need to do prior to bringing senior to the facility? (Provide Physicians Report form & by when?)			



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<u>Financial:</u>			
What are monthly costs for private room or apartment?			
What are monthly costs for shared room or apartment?			
Are all services included in monthly rate?			
When are monthly payments due?			
Is a security deposit required?			
Is there a community fee?			
What is policy for changing rates?			
Does facility accept SSI?			

Services:

How often are residents bathed?			
Will staff assist with feeding?			
Does staff assist with incontinency problems?			
Will facility accept a senior with urinary catheter?			
Does facility accept a senior with diabetes?			
How often are bed sheets changed?			
Does the facility provide respite care?			
Does the facility provide hospice care?			
Does facility accept oxygen?			

Notes:
