

## E&D Initial On Site Review

**Facility Name & Phone#:**

**Facility Address:**

**Provider Contact Name & Title:**

**Date of Visit:**

**DOM Reviewer Name & Title:**

**Is follow-up required?**

<i>Facility Tour</i>	<i>YES/NO</i>	<i>Comments</i>
Facility signage is permanent and visible from the road.		
Hours of operation are posted on entrance door. Must be Monday - Friday, 8am - 5pm		
Facility exterior and grounds are clean, maintained, accessible, and safe (free of hazards).		
Parking and arrival/departure areas are well-lit, include 2 marked handicap parking spaces 13' wide, and are free of hazards.		
Facility is ADA compliant *Minimum width of 36 inches (ramps, hand rails, sufficient door width, stairs, etc.) *Ramps require 1 foot of length for every 1 inch of rise; *Ramps that change direction have 5ft x 5ft turn space; *Threshold ramps between rooms with uneven floors.		
At least two well-identified, exits are available. *Doors swing outward with side hinges (not overhead or sliding door); *Less than 10 feet from an outside exit if not exiting to the outside; *Does not require exit through kitchen; *Unlocked from inside; *Alarm warning system to prevent wandering.		
Furniture is comfortable, sturdy, correct height (16.5" for seating), firm support, free of damage/rips, secure (shelving tethered).		
The ADC is free from trip and safety hazards (slippery floors, uneven floors, barriers, clutter, exposed cords, high steps, weapons).		
A clear, understandable evacuation plan is posted in each room of the facility.		
Fire safety is evident by posted procedures, maintained fire extinguishers, and operable smoke detectors.		
Activities are posted in a visible place. They are varied, based on participant needs.		
Hazardous materials and toxic substances are stored in a locked storage area (scissors, sharps containers, chemicals, etc.)		

ADC Name:

Date of Review:

Name of DOM Reviewer:

First aid kits are stocked and all staff/volunteers knowledgeable of their location.		
A rest area is available for participants. *It must be separate from activities areas, *near a restroom, *operable call button within easy reach, *furniture appropriate for safely resting/lying down.		
Restrooms are available for participants. *Within 40 ft of the activity area, * has operable call button within easy reach, *access to warm water and appropriate hygiene supplies (hand soap, tissue, paper towels), *ADA compliant grab bars, rotating space, & sink.		
Staff has separate restroom and eating area.		
ADC has the following documents posted: *Non-Discrimination Notice; *Applicable business license or permits; *Participant Bill of Rights and Responsibilities; *Telephone numbers for local police, fire department, & ambulance; *Dietary Menu for 2 weeks; *Organizational chart posted with staff names and positions: *Facility has a grievance procedure posted including method of reporting anonymous complaints.		
ADC has the following documents available for review: *Current DOM Quality Assurance Standards; *Current DOM Administrative Code; *Written Plan for handling emergencies; *Daily attendance record Form; *Individualized Service Plan Form; *Agency Policy & Procedures.		
If facility prepares food on site, the following requirements must be met. If facility does not prepare food, a current valid catering contract must be available for verification.		
A current Food Service Permit is displayed if food is prepared onsite, other than pre-packaged items.		
The kitchen is clean. Safe and sanitary handling, storing, preparation, and serving of food are evident.		
Food products stored in the kitchen area reflect the provider's choice of whether meals are prepared onsite or if meals are provided by an outside source. Food products are not expired.		
Appropriate water temperature is available. (hot enough to sanitize dishes if food is prepared on-site)		
If facility provides transportation to and from participant homes, the following requirements must be met. If facility does not provide transportation, facility must have written contract with transportation provider at no cost to participants.		

ADC Name:

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Exterior and interior are clean with no damage or safety hazards (dents, sharp edges, torn upholstery, unsecured items, etc).		
Fire Extinguisher is fully charged and is securely stored in the cabin area.		
Business Sign with ADC name and phone # are on both sides of the vehicle.		
Interior mirror is mounted for monitoring the passenger compartment.		
The vehicle is ADA accessible (equipped with an operable lift or ramp for transporting wheelchairs, handrails, step stool, and a bi-annual inspection record) *If not equipped with a lift or ramp, provider must show current contract with ADA compliant transportation service.		
An information packet is in the vehicle (registration, insurance card, accident forms, transportation schedule/policy and procedures, ADC phone number and complaint procedures)		
The AC and heater are in working order.		
Seat belts are functioning; if standard sized, seat belt extensions are made available.		
A seat belt cutter is within reach of the driver.		
A stocked first aid kit is maintained in the vehicle (antiseptic cleansing wipes, antibiotic ointment, bandages, tape, scissors, gloves, eyewash).		
A spill kit is maintained in the vehicle (liquid spill absorbent, gloves, disposal bags, scrub brush, disinfectant, and deodorizer)		
Interior postings must include "No Smoking", the vehicle license #, and the ADC phone #		
Is vehicle equipment maintained (tires, check engine light, windows, signals, lights, horn)?		

**Notes:**

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signature/title of person completing review

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Date Completed

\_\_\_\_\_  
signature/title of ADC owner/administrator

\_\_\_\_\_  
Date Completed

ADC Name:

Date of Review:

Name of DOM Reviewer: