

SENIOR INFORMATION & ASSISTANCE

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Adult Family Home Checklist

Certification / Experience

Does the adult family home operator have any pertinent certifications?	Yes	No
Does operator have experience or training in working with elders and/or disabled?	Yes	No
Does the adult family home have Washington State license and Medicaid certification?	Yes	No

Staff

Is the home adequately staffed (at least one full-time staff if five or more residents)?	Yes	No
How many staff are available at night?	Yes	No
How many residents live at the home?	What are their care needs?	

Daily Routine

What time do people get up?
When are meals scheduled?
When is bedtime?

Food

Did you receive a menu or meal plan?	Yes	No
Did the pantry look well-stocked?	Yes	No
Did you visit at meal-time and observe nutritious food being served?	Yes	No
Does the operator have any background in food handling or nutrition?	Yes	No
What kind of snacks are served?	Yes	No
Is there a dishwasher used?	Yes	No

Care Practices

Does the operator provide the kind of care your elder needs?	Yes	No
Does the operator allow other caregivers to attend to residents' needs?	Yes	No
Are nail and hair care services provided? If so, are they provided by licensed professionals? Who?	Yes	No
Is privacy available to attend to personal needs?	Yes	No

Can residents decorate their own rooms with personal items?	Yes	No
Can and do residents or their legal agents manage their own financial affairs?	Yes	No

Visitation

Does the operator allow reasonable unrestricted visitation?	Yes	No
Have you made unscheduled visits and been welcomed?	Yes	No

Activities

Is there a calendar of daily activities?	Yes	No
Who will take residents to appointments?	Yes	No

Conflict Resolution

Has the operator shared experiences of conflict resolution?	Yes	No
Were the conflicts resolved in a manner comfortable to you?	Yes	No
Does the operator have a policy of resident behavior management?	Yes	No

Contracts

What is the rate (cost) of this adult family home?		
Did you read the contract thoroughly?	Yes	No
Has someone else you know read the contract?	Yes	No
Are there extra charges for any services?	Yes	No
Is the rate negotiable? When, how, and why will rates increase?	Yes	No
Does the contract contain provisions for refunds?	Yes	No
Does the contract contain references to deposits of any kind (bed-holding fees, paying for multiple months, damage deposit, advance notification)?	Yes	No
If the contract contains changes, have they been initialed by you?	Yes	No
Did you receive a copy of the contract?	Yes	No