

**QUALITY ASSURANCE TEAM EVALUATION OF RESIDENTIAL CARE HOMES**  
**San Andreas Regional Center**  
**Quality Assurance Department**

In order to assist you in maintaining organized and complete records, the QA Team has developed the list below of what should be in each binder. Please consider organizing the dividers in your binders accordingly.

**Consumer Records:**

Emergency Information Sheet  
San Andreas Regional Center Admission Agreement  
Physician's Report (LIC602)  
Immunization Records  
Restricted Health Care Plan if required  
Current IPP, Addendum, and Signature Sheet  
Appraisal/Needs and Services Plan Signed by the Service Coordinator (LIC625)  
Current CDER  
Semi-Annual Reports or Quarterly Reports signed by the Service Coordinator  
Medical Record Log  
Current information provided by SARC  
Special Incident Reports  
Ongoing Progress Notes  
Signed Release of Information  
Documentation of Explained Rights, House Rules, and Complaint Procedure  
Title 17 Rights of Individual with Development Disabilities (DSP304)  
Title 22 Personal Rights - Adult CCF, Children's Residential Facility, or RCF for the Elderly (LIC613, LIC613B, or LIC613C)  
House Rules  
Internal Grievance Procedure  
Current Personal Property Sheet (LIC405)

*NOTE: Written documentation of requests for documents should be retained by the home for any items which need to be provided by SARC and have not yet been received*

**P&I Money:**

Record of Client/Resident's Safeguarded Cash Resources (LIC405)  
Receipts for Purchases in chronological order

**Consultant Binder:** *(for Level 4 Homes Only)*

Contract between Consultant and Facility  
Job Description  
Professional License and/or Qualifications/Resume  
Verification of Consultant Hours (separated into January - June & July - December)

**Facility File:**

Program Design  
Previous Quality Assurance Evaluation Reports  
Corrective Action Plans (must have a section even if home does not have any CAPs)  
Weekly Staffing Schedule  
Weekly Consumer Schedule  
Personnel & Training Record with Completion Dates (may be in Personnel Binder)  
Current Hire and Separation Sheet

**Personnel Record:**

Health Screening Report & TB Clearance (LIC503)  
Current First Aid Certificate  
Employment Application or Resume with previous work experience listed (LIC501)  
Job Description  
Signed Statement Acknowledging Requirement to Report Suspected Abuse of Dependent Adults and Elders (SOC341A)  
Signed Statement Acknowledging Requirement to Report Suspected Child Abuse (LIC9108)  
Child Abuse Central Index Check for State Licensed Facilities (LIC198A)  
Fingerprint Clearance Documentation  
Criminal Background Clearance Transfer Request (Criminal Records Statement (Current California Driver's License (if driving consumers)  
On-Site Orientation for Direct Care Staff within first 40 hours of employment  
Residential Services Orientation (only for Administrator)  
On-the-job training for direct care staff as relates to IPP, RHCP, etc.  
Continuing Education Unit (CEU) Certificates in separated by calendar year  
Proof of additional 12 hours within first 6 months of employment for staff who work in a Level 4 home without 6 months of experience working with the developmentally disabled  
Current Administrator's Certificate from Community Care Licensing (Administrator only)  
DSP I Certificate and verification of additional training if needed  
DSP II Certificate and verification of additional training if needed

**Facility Observation:**

Emergency Disaster Plan (LIC610D)  
Weekly Menu  
Must be posted: Title 17 Personal Rights (in English and Spanish), Title 22 Personal Rights, House Rules, Grievance Procedure)  
Earthquake Drill Log  
Fire Drill Log  
Documentation of Annual Disaster Training Provided to Staff  
Current Surety Bond  
Consumer Day Program/School Contact Information

**Medication Records:**

Centrally Stored Medication and Destruction Record (LIC622)  
Medication Administration Record (  
PRN Medication Log  
PRN Authorization Letter  
Side Effect Sheets for All Medications Taken by Consumer

**Additional Community Care Licensing Forms Can Be Found at:  
[www.dss.cahwnet.gov/cdssweb/FormsandPu\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm)**

**Additional Information:**

Restricted Health Conditions in Community Care Facilities  
Nonverbal Signs and Symptoms of Physical Discomfort  
Urgent Medical Conditions  
Emergency Conditions  
Medical Definitions/Explanations  
Medical Conditions  
Earthquake Preparedness & Disaster Plan  
Determining Direct Care Staff Hours: Basic Staffing and Additional Hours