Adult Foster Care and Homes for the Aged Licensing
Bureau of Children and Adult Licensing

FOR CONSULTANTS

PROCESSES, TIPS AND RECOMMENDATIONS

RENEWAL INSPECTIONS

INTERVIEW & OBSERVATION
Investigations for full details. Please refer to M1 265 Conducting Onsite Inspections and Observations for the specific process.

**RECOMMENDATIONS**

- Identified by this symbol.

**TIPS**

- Identified by this symbol.

Consultants that provided helpful during inspection with observations.

**PROCESSES**

- Steps that reference policy, Manual Item 265 Conducting Onsite Inspections and Investigations is the policy being referenced.
tentative inspection date.

Then... after the call, determine a

The medication administration schedule.

The meal schedule.

The best time of day for an inspection.

The days they are not available.

The term of the new process and find out:
License expiration month (or sooner), informing the licensee at the beginning of the

Planning a Renewal Inspection
Time to conduct the inspection

- Call the licensee one day prior to the inspection.
- Inform them that you will be out to the home the next day.

*Friday calls are permitted for Monday inspections. You may follow the same format for holidays; call before the holiday break to notify licensees you will conduct the inspection the next business day (this is not applicable if you are combining annual leave with State holidays).*
Now what?

They can't meet?

Can't meet. The license says they your one-day notice and you just called to give Eghdsh...
next day.

license that you will be to their home the day prior to the inspection to inform the tentative date to conduct the inspection. Call (and end the call). Establish another license. Find out the days they are available

Do not schedule the inspection with the
the new inspection method.

You also have the renewal inspections brochure to introduce.

You have been doing all along.

The "new" aspects are practices of conducting an inspection.

Observations are a regular part

whether formal or informal, frequently. Now

these practices have become the

means of gaining information.

A Reference for AFC & HFA licensees

LICENSE

RENEWAL

INSPECTIONS

Homes for the Aged

Adult Foster Care and
Renewal Inspections.

Rule you will focus on during Interview & Observation
most prevalent to Resident quality of care. These are the
Key Indicators Reference Sheets identify the rules
While all licensing rules are relevant and applicable,

KEY INDICATORS
Now what?

a minimum of one resident.
Policy requires you to interview activity.
medical appointment or another social
gone. They could be at a day program,
inspection and all the residents are
You arrive to conduct your renewal

Residents aren't home?!

What if...
Worksheet Renewal Inspection

You complete your inspection, change to a

If residents are not home and the licensee can not determine if they will return before

Post: While residents are at a day program, you can conduct

Interview staff, interview residents when they return home.

The physical plant portion of the renewal inspection and
Simulated med passes provide insight too!

- Medication set ups (a yes-no)
- When staff initial medication record
- Medication Passes
- Sanitary precautions
- Sufficient staff to meet resident needs
- Staff and resident interaction
- Meals

You can learn a lot from observing...
Observations and interviews should support the
Resident's should be consistent,
Administrator/Licensee, staff and the home explained by the
Information about the practices in

**Consistency**

Listen for...
The documents you will need to review at the facility are:

Prior to the inspection, review previous renewal inspection documents to determine compliance.

Documents for facilities with a history of non-compliance:

- To confirm rule compliance, review applicable documents for certified facilities.

 Necessary:

- E-scores for certified facilities
- Fire drill records
- For at least one resident:
  - Resident fund records and medication records

Document Review
Now what?

...compliance or resident safety. You are hearing may interfere with your concern that the inconsistencies look at additional documentation, you learned in an interview, you want to based on what you have observed or

...in 8 O inspections? You want to look at documents not included...
need to follow up on.

have a history (previous violations) that you

in compliance. Particularly licensees that

Review documents to confirm the licensee is
Staff Interviews

- Inspection. You will be able to gauge the quality of the home better and you will like the residents and staff.
- You will get to know the residents and staff from interviews and observations.
- You gain a lot of knowledge about the home.
- Know more than what they initially present.
- Some staff may need to ask multiple questions about one topic to get to the facts; sometimes staff allow staff to share their competencies and skills.
- Interview & Observation Renewal Inspections.
physical plant compliance, conduct the interview with them. Incorporate the interview in the physical plant portion of your inspection.

- a resident room.
- Knock on bedroom doors and ask if you can enter.
- Interview residents away from staff and licenses.

vital. Ways to implement these are: Resident dignity, respect and protection are

Resident Interviews
Now what?

Enough to ensure resident safety, residents in some manner but it consultants interact with non-verbal, non-verbal. Many care can be a challenge when ensuring resident safety and quality of care.

Residents are non-verbal?
Talk with relatives, guardians, case managers and other professionals that work with the resident, that are not employed at the AFC facility, to determine resident safety and quality of care. Do this after the inspection.
in the Contacts area.

They can also complete it online at www.michigan.gov/atchfa.

They can also complete it explained on the survey.

Fax the document as completion they can mail or be anonymous. Upon voluntary and they can participation (aka survey). Participation questionnaire.

License Renewal (or)

License Renewal Questionnaire.

Don't forget the survey.

Before you leave,
One more thing....
If you need to work after regular work hours, or begin work ahead of schedule, notify your manager.

If you need to work after hours...