

Starting Up an Adult Family Home



What is an Adult Family Home (AFH)

- A place where 3 or 4 adults not related to the operator reside and receive care, treatment or services above the level of room and board.
- Residents cannot receive more than 7 hours of nursing care per week.
- Authority for the licensing of Adult Family Homes is based in Chapter 50, Wisconsin Statutes.
- Standards for the operation of an Adult Family Home are found in Wisconsin Administrative Code Chapter HFS 88.

Steps to take prior to applying for an AFH license:

- Complete a market analysis of the community to determine the need for an AFH. A map showing AFHs in your area can be found at: <http://dhs.wisconsin.gov/bqaconsumer/AssistedLiving/facilitymap.htm>
- Contact potential funding agencies to determine if funding is available to pay for resident care.
- Ensure that you have sufficient funds to pay the expenses necessary to operate an AFH for 60 days.

Steps to take prior to applying for an AFH license
(continued):

The following regulations apply to the operation of an AFH, and should be reviewed prior to submitting your application:

- Wisconsin Administrative Code, Chapter HFS 88 – Licensed Adult Family Homes:
<http://www.legis.state.wi.us/rsb/code/hfs/hfs088.pdf>
- Wisconsin Statutes, Chapter 50 Uniform Licensure:
<http://www.legis.state.wi.us/statutes/Stat0050.pdf>
- Wisconsin Administrative Code, Chapter HFS 12 – Caregiver Background Checks:
<http://www.legis.state.wi.us/rsb/code/hfs/hfs012.pdf>
- Wisconsin Administrative Code, Chapter HFS 13 – Reporting and Investigation of Caregiver Misconduct:
<http://www.legis.state.wi.us/rsb/code/hfs/hfs013.pdf>

Steps to take prior to applying for an AFH license
(continued):

Determine the type of client group you want to serve:

- Developmentally Disabled
- Advanced Age
- Alcohol/Drug Dependent
- Physically Disabled
- Persons with Traumatic Brain Injury
- Terminally Ill
- Correctional Clients
- Pregnant Women Who Need Counseling
- Persons with AIDs



Note: If you intend to serve more than one client group you will need to state in the program statement how they are compatible with each other and how their diverse needs will be met.

Application Form



- AFH Initial License Application:
<http://dhs.wisconsin.gov/forms1/OQA/oqa0945.pdf>
- Incomplete applications will not be accepted
- Licensee or designee signature is required

Materials to be Submitted with Application:



- Biennial License Fee of \$135.00
- Program Statement
- Floor Plan (with room dimensions, number of residents per room, exits, ramps, and room usage)
- Evidence of Vehicle and Homeowners/Renters Insurance
- Evidence of financial stability to permit operation of the home for at least 60 days
- Assisted Living Facility Model Balance Sheet:
<http://dhs.wisconsin.gov/forms1/OQA/OQA2674A.pdf>
(The balance sheet must reflect current financial status.)

Program Statement – Content

The program statement must include:

- The number and types of individuals (client group) that the applicant will serve in the AFH
- Whether the home is accessible to individuals with mobility concerns
- A brief description of the home and its location
- What services are available and who provides the services
- What community resources are available to residents who live in the home



Licensing

- Upon receipt of a completed application and a background check on the applicant, an assisted living surveyor will arrange for a visit to the AFH.
- Notification of licensure or denial of licensure will be issued within 70 days of receipt of a complete application and completion of the on-site visit.



Background Check: Licensee

- Any individual who applies for an AFH license must submit a Background Information Disclosure (BID) form and Background Information Disclosure Appendix (BID Appendix).
- Any principal officers or board members of a corporation applying for licensure must also complete a BID and BID Appendix if they have regular, direct contact with residents of the AFH.
- Any non-client resident of the AFH (individuals age 10 and older who are not residents but live at the AFH) must also complete a BID form and BID Appendix.

Background Check: Licensee (continued)

Additional information, forms, and mailing address for the completed BID and BID Appendix can be found at:

<http://dhs.wisconsin.gov/caregiver/NewApplicants.htm>

Licensee Qualifications

- Must be at least 21 years old
- Must be physically, emotionally and mentally capable of providing care for residents
- Must be responsible, mature and of reputable character
- Must have the capacity to successfully provide care for adult residents as identified in the program statement (i.e., training, education or experience in the provision of care for vulnerable adults)



Compliance History

For licensees who own or operate other facilities in Wisconsin or other states, a review of the compliance history for those facilities will be conducted.



Licensee Responsibilities

- The licensee shall ensure the home and its operation comply with Chapter HFS 88 and all other laws governing the home and its operation.
- If any resident is in need of continuous care, the licensee or a service provider must be present and awake at all times.
- A copy of Chapter HFS 88 shall be in the home at all times and available for review.
- The licensee may not permit the existence of a condition in the home which places the health, safety or welfare of a resident at risk or harm.

Reporting Requirements

The licensee is responsible for reporting to the licensing agency as follows:

- Report within 24 hours any significant change in a resident's status, such as but not limited to:
 - An accident requiring hospitalization
 - Elopement from the home
 - A reportable death
- Report within 48 hours if the licensee or service provider has pending, has been charged with, or convicted of any crime that is substantially related to caring for dependent persons.
- Report within 3 days any death due to an incident or accident and not due to use of a restraint, psychotropic medication, or suicide. (NOTE: Deaths resulting from natural causes such as heart attack, a stroke or an illness do not need to be reported.)



Reporting Requirements (continued)

- Report within 7 days:
 - any significant and ongoing change in the type or amount of services the licensee will provide, if the change adversely affects any resident who needs the service
 - any change in household members (except paid staff)
 - any change in the home's structure or damages that may present a hazard to the residents
- Any change in the type of individuals served or a change in the home's program statement shall be reported at least 30 days before the change is implemented.
- Reporting requirements can be found at:
http://dhs.wisconsin.gov/rl_dsl/Publications/07-018.htm

Service Provider Qualifications

- Must be responsible, mature and of reputable character.
- Must be at least 18 years old.
- Must have the capacity to successfully provide care for residents as identified in the program statement (i.e., training, education or experience in the provision of care for vulnerable adults)



NOTE: "Service Provider" is defined in HFS 88 as a person who provides direct care or supervision of a resident of the AFH, either as an employee of the licensee or as a volunteer.


Background Checks for Service Providers

Three forms must be completed/obtained for each employee:

- A completed HFS-64 Background Information Disclosure (BID) form;
- A response from the Department of Justice (DOJ) Wisconsin Criminal History Record Request; and,
- A "Response to Caregiver Background Check" letter from the Department of Health Services' Integrated Background Information System (IBIS).

Health Certificates

Obtain documentation that the licensee and all service providers have been screened for illness detrimental to residents, including tuberculosis.




Licensee & Service Provider Required Training

- The licensee and all staff shall complete 15 hours of training related to health, safety and welfare of residents, resident rights and treatment, fire safety and first aid. This training must be completed prior to or within 6 months after starting to provide care.
- The licensee and all staff shall complete 8 hours of training related to the health, safety, welfare, rights and treatment of residents every year.
- The licensee and all staff shall complete annual training in standard precautions as specified in BQA Memo 06-017: http://dhs.wisconsin.gov/rl_dsl/Publications/pdfmemos/06-017.pdf

Home Environment

- All living areas of the home shall be physically accessible to residents.
- The home shall not be used for any other business purpose that regularly brings customers to the home.



Home Environment (continued)

- The home must be free of clutter, hazards, dangerous substances, insects and rodents.
- The home shall have sufficient space to accommodate all household activities.
- All household items and furnishings shall be clean, in good repair and safe.
- There must be at least one window which opens to the outside in each bedroom or common room used by residents.

Home Environment (continued)

- The dining area shall be large enough to allow all household members to dine together.
- A non-pay telephone shall be provided for residents to make and receive calls
- Household pets are allowed. The wishes of the residents must be considered.



Home Environment (continued)

Requirements for residents who need assistance to ambulate:

- There shall be 2 exits from the home that are ramped to grade with a hard surfaced pathway. Ramps shall be provided with handrails.
- All entrance, exit and interior doors shall have a clear opening of at least 32 inches.
- Toilet and bathing facilities used by a resident not able to walk at all shall have enough space to provide a turning radius for resident's wheelchair and provide accessibility to resident's needs.



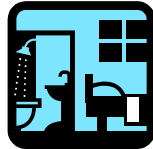
Resident Bedrooms

- There shall be no more than 2 residents per bedroom. Although the regulation allows double occupancy, most new facilities are built with private bedrooms in response to consumer choice.
- Bedrooms shall be at least 60 square feet per resident in shared bedrooms and at least 80 square feet per resident in single occupancy bedrooms.
- If a resident requires the use of a wheelchair, there shall be at least 100 square feet per resident.
- A resident's bedroom may not be used to get to any other part of the home.
- No resident may regularly sleep in a basement bedroom or in a bedroom above the second floor of a single family dwelling unless there are 2 exits to grade from that floor level.



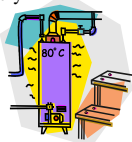
Bathrooms

- There shall be a minimum of one bathroom with a sink, stool, shower or tub for every 8 household members.
- There shall be sufficient towel rack space for each household member's use.
- Grab bars must be provided in toilet and bath areas used by residents not able to walk at all or with difficulty, or by residents with physical limitations that make transferring difficult.



Mechanicals & Safety

- All heating, electrical and plumbing systems shall meet all local and other applicable building codes.
- Gas furnaces shall be inspected and serviced every 3 years by a heating contractor or local utility company.
- Clothes dryers shall be vented with rigid metal venting material per BQA Memo 98-024: http://dhs.wisconsin.gov/ri_DSL/Publications/98-024.htm
- The temperature of hot water at any fixture accessible to residents shall not exceed 120 degrees F. per BQA Memo 98-021: http://dhs.wisconsin.gov/ri_DSL/AdultFamilyHomes/AFH98021.htm



Fire Extinguishers

- Every home shall be equipped with 1 or more fire extinguishers on each floor.
- Each fire extinguisher shall have a minimum 2A, 10-B-C rating.
- All required fire extinguishers shall be mounted.
- There shall be an extinguisher at the head of each stairway and in or near the kitchen.
- All fire extinguishers shall be inspected annually by an authorized dealer or the local fire department and have an attached tag documenting the date of the inspection.



Smoke Detectors



- There shall be smoke detectors located on each floor level and in each habitable room except the kitchen and bathroom.
- Smoke detectors shall be placed at the head of each open stairway, by each door leading to an enclosed stairway, on the ceiling of any living or family room, on the ceiling of any bedroom and in the basement.
- All smoke detectors shall be tested monthly.

Exits

- The first floor of the home shall have at least 2 means of exiting which provide unobstructed access to the outside.
- Exits shall be doors.



Evacuation Plan

- There shall be a written plan for the immediate and safe evacuation of all residents in the event of a fire.
- Each resident shall be evaluated for evacuation time using the department's form DQA-2373:
<http://dhs.wisconsin.gov/forms1/OQA/oqa2373.pdf>
- The licensee shall conduct semi-annual fire drills with participation by all household members.
- There shall be written documentation of the date and evacuation time for each drill.
- For additional information regarding Emergency Preparedness and Evacuation of Healthcare Facilities go to:
http://dhs.wisconsin.gov/rl_DSL/Publications/06-027.htm



Resident Assessment & Planning

- The licensee shall obtain information from a prospective resident to determine whether the person's needs can be met.
- The pre-admission assessment shall include an evaluation of the person's needs and abilities in the areas of Activities of Daily Living (ADLs), medications, health, level of supervision required and recreational and social interests.

NOTE: Activities of Daily Living include dressing, eating, bathing, grooming, toileting, mobility, ambulation and social activities.



Admission



- A service agreement shall be completed prior to admission. The agreement shall include all of the requirements specified in HFS 88.06(2)(c) and shall be dated and signed by the licensee and the resident or the resident's legal representative.
- There shall be a statement indicating that resident rights and the grievance procedure have been explained and copies provided to the resident and the resident's guardian or designated representative, if any.
- Each resident shall have a health examination by a physician to identify health problems and shall be screened for communicable disease including tuberculosis.

Individual Service Plan (ISP) & Assessment

- The licensee shall ensure that a written assessment and Individual Service Plan (ISP) are completed and developed for each resident within 30 days after admission.
- The assessment shall identify the person's needs and abilities in the areas of ADLs, medications, health, level of supervision required, vocational, recreational, social and transportation.
- The ISP shall be based on the resident assessment and developed by the facility with participation by the resident, resident's guardian or designated representative, placing agency and service coordinator.



Individual Service Plan & Assessment (continued)

- The ISP shall describe the services that will be provided to meet the resident's assessed needs and who will monitor the plan.
- The ISP shall be dated and signed by all parties involved in developing the plan.
- The ISP shall be reviewed at least every 6 months and with any significant change in the resident's condition or preferences.



General Requirements

- The licensee shall provide a safe, emotionally stable, homelike and humane environment for residents.
- The licensee shall encourage the resident's autonomy and respect the resident's choices.
- The licensee shall allow the residents to participate in religious, cultural, political, social and intellectual activities of the resident's choice.
- The licensee shall ensure that a service provider is present in the home when the licensee is gone overnight.



Services

- The licensee shall arrange for or provide all services specified in each resident's ISP.
- Services shall include:
 - Monitoring resident health by observing and documenting changes and referring the resident to health care providers when necessary
 - Supervising or assisting the resident with, or teaching the resident about, activities of daily living
 - Notification of the resident's guardian, family and placing agency of any significant changes in a resident's condition
 - Annual health examination by a physician
 - Transportation to activities, employment and appointments
 - Keeping a current record of all medical visits, reports and recommendations for residents



Medications

- Every prescription medication shall be securely stored, shall remain in its original container as received from the pharmacy and shall be stored as specified by the pharmacist.
- A resident has the right to refuse medications unless there is a court order requiring the resident to take the medication.
- If the licensee or service provider assists a resident with a prescription medication, they shall help the resident securely store the medication, take the correct dosage at the correct time and communicate effectively with the physician.



Medications (continued)

- Before any AFH staff administer prescription medications, the licensee shall obtain a complete written order for the medication from a physician.
- The licensee shall keep the written medication order in the resident's file.
- The licensee shall keep an accurate record of all prescription medications administered. Documentation shall include the resident's name, the name of the medication, dosage, date and time of administration and who administered the medication. The documentation shall also include any medication errors and omitted doses.
- The medication controlled by the licensee shall be kept in a locked place.



Nutrition

- The licensee shall provide residents with a quantity and variety of foods sufficient to meet the residents' nutritional needs and preferences.
- The licensee shall provide 3 nutritious meals each day and snacks that are typical in a family setting.
- Food shall be prepared and stored in a sanitary manner.
- Meals shall take into account special physical and religious dietary needs of the resident.
- A special diet shall be served if prescribed by the resident's physician.



Resident Rights

- The licensee shall promote and protect all of the resident rights included in HFS 88.10:
<http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=code&jd=ch.%20hfs%2088>
- The licensee shall explain and provide copies of resident rights and the grievance procedure before the service agreement is signed.



Grievance Resolution

- A grievance procedure shall be established in accordance with ch. HFS 94.
- An adult family home shall assist residents as needed and enable residents to access representatives of regulatory or advocacy agencies.
- Any form of coercion from exercising any of the rights under this section is prohibited.
- Resource:
<http://dhs.wisconsin.gov/clientrights/intro.htm>



Prevention, Investigation & Reporting of Abuse, Neglect, Misappropriation

- The licensee shall comply with the requirements of the Wisconsin Caregiver Law:
<http://dhs.wisconsin.gov/caregiver/INDEX.HTM>
- The licensee shall report to law enforcement if appropriate.
- The licensee shall immediately notify the resident's guardian, placing agency, service coordinator and designated representative when there is an allegation of abuse, neglect or misappropriation of the resident's property.



Resident Records

- The resident record shall include all of the information required at HFS 88.09(1)(d).
- Resident records shall be maintained in a secure location within the home to prevent unauthorized access.
- The records of residents shall be confidential.
- The licensee shall retain a resident's record in a secure, dry place for at least 7 years after the resident's discharge.



Licensee/Service Provider Records

- The licensee shall maintain records for the licensee and each service provider. The licensee and service provider records shall include all of the information required at HFS 88.09(2)(a).
- Licensee and service provider records shall be available at the adult family home for review by the licensing agency.
- A service provider's record shall be available while the service provider is employed by the home and for at least 3 years after ending employment.





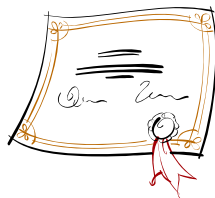
- Incomplete or inactive applications will be closed after one year.
- Licensing fees will not be refunded.
- The Bureau of Assisted Living does not provide resident referrals or funding for assisted living facilities.

Resources

- Starting Up an Adult Family Home (includes funding information):
http://dhs.wisconsin.gov/rl_DSL/AdultFamilyHomes/AFHingResp.htm
- Wisconsin Assisted Living Facilities and Programs:
<http://dhs.wisconsin.gov/bqaconsumer/AssistedLiving/AsLivindex.htm>
- DQA Memos:
http://dhs.wisconsin.gov/rl_DSL/Publications/BQAnodMems.htm
- Provider Associations:
http://dhs.wisconsin.gov/rl_DSL/RelatedSites/provassoc.htm

Verification of Completion

- On the next slide is a form on which to verify that you have viewed this webcast in its entirety.
- Print the form, sign and date where indicated and submit the form with your AFH application materials.



Bureau of Assisted Living

Verification of Completion
Adult Family Home Webcast

Signature: _____

Date Completed: _____

Submit this form with your application for an Adult Family Home license.
