

**NTP FACILITY WALK THROUGH**

Date of Visit:	ASAM LOC/Modality:
Program:	Facility Type:

There is evidence of the following during the walk through:	Compliance				Findings	Class	Reference
	Y	N	NA	%	Class: H = HIPAA, Q = Quality, R = Recoupment, S = Safety		

**POSTING REQUIREMENTS**

1	<b>Hours of Operations</b> - The hours of operation are posted. When not open, the program provides information about the availability of short-term emergency counseling or referral services, including emergency telephone services.				#DIV/0!		Q	AOD 20020
3	Copies of the following documents have been provided to the person served <b>OR are posted in a prominent place:</b>							
	a) A statement of nondiscrimination by race, religion, sex, ethnicity, age, disability, sexual preference, and ability to pay				#DIV/0!		Q	IA (III)(PP)(7)(vii)
	b) Compliance process and grievance procedures				#DIV/0!		Q	
	c) Appeal process for involuntary discharge				#DIV/0!		Q	
	d) Program rules and expectations				#DIV/0!		Q	

**BUILDING AND GROUNDS**

3	<b>Overall Conditions</b> - Programs/facilities shall be clean, safe, sanitary and in good condition at all times for the safety and wellbeing of persons served, employees and visitors.				#DIV/0!		R	
	The program shall be free from:							
	a) Broken glass, filth, litter, or debris				#DIV/0!		Q	AOD 20000(a) 9 CCR § 10581(a)
	b) Flies, insects, or other vermin				#DIV/0!		Q	
	c) Toxic chemicals or noxious fumes and odors				#DIV/0!		Q	
	d) Exposed electrical wiring				#DIV/0!		Q	
	e) Other health or safety hazards.				#DIV/0!		Q	
	f) Peeling paint or broken plaster				#DIV/0!		Q	
4	<b>Carpet Maintenance</b> - The program shall maintain all carpets and floors are free from filth, holes, cracks, tears, broken tiles, or other safety hazards.				#DIV/0!		Q	AOD 20000(a)(2)
5	<b>Walkways / Passageways</b> - All outdoor and indoor passageways, stairways, inclines, ramps, open porches and other areas of potential hazard shall be kept free of obstruction and lighted for the visibility and safety of all participants.				#DIV/0!		S	AOD 20000 (a)(6) 9 CCR § 10581(c)
6	<b>Protective Devices</b> - All persons served shall be protected against hazards within the program through provision of protective devices including but not limited to:							
	a) nonslip material on rugs				#DIV/0!		S	AOD 20000 (a)(5) 9 CCR § 10581(b)
	b) Smoke detectors functioning				#DIV/0!		S	
	c) Carbon monoxide detectors functioning				#DIV/0!		Q	
	d) Fire Extinguishers charged and present				#DIV/0!		Q	
7	<b>Window Screens</b> - All window screens shall be in good condition and be free of insects, dirt and other debris.				#DIV/0!		Q	9 CCR § 10584 (b)
8	<b>Lighting</b> - Lamps or lights shall be provided as necessary in all rooms and other areas to ensure the safety of all persons in the facility				#DIV/0!		R	9 CCR § 10584 (c)
9	<b>Room Temperature</b> - A comfortable temperature for persons served shall be maintained at all times.				#DIV/0!		Q	9 CCR § 10584 (a)
10	<b>Hot Water</b> - Hot water faucets used by persons served for personal care shall meet the following requirements:							
	a) Hot water delivered to plumbing fixtures used by persons served shall not be less than 105 degrees Fahrenheit (40.5 degrees Celsius) and not more than 130 degrees Fahrenheit (54.4 degrees Celsius)				#DIV/0!		Q	9 CCR § 10584 (d)
	b) Taps delivering water at 131 degrees Fahrenheit (54.9 degrees Celsius) or above shall be prominently identified by warning signs.				#DIV/0!		S	
11	<b>Bathroom Conditions</b> - All toilets, handwashing shall be maintained in safe and sanitary operating conditions.				#DIV/0!		R	9 CCR § 10584 (e)
12	<b>Telephone Access</b> - There is adequate telephone service on the premises for use in emergencies				#DIV/0!		Q	9 CCR § 10570

		Compliance				Findings	Class	Reference
		Y	N	NA	%			
<b>There is evidence of the following during the walk through:</b>								
13	<b>Type of Transportation Vehicle</b> - Only drivers licensed for the type of vehicle operated are permitted to transport residents				#DIV/0!		Q	9 CCR § 10571
14	<b>Weapons Policy</b> - The program shall have a written policy that prohibits individuals from possessing guns, knives (other than kitchen utensils), or other weapons (except for law enforcement officers or security guards acting in the line of duty) at the program site				#DIV/0!		S	AOD 20000 (a)(4)
<b>WASTE/CHEMICAL DISPOSAL</b>								
16	<b>Waste Disposal</b> - Solid waste shall be stored, located and disposed in such a manner that will not transmit communicable diseases, emit odors, create a nuisance, or provide a breeding place or food source for insects or rodents				#DIV/0!		Q	
	a) All containers, including moveable bins, used for storage of solid waste shall have tight-fitting covers that are kept in place. The containers and covers shall be in good repair, leak proof and rodent-proof.				#DIV/0!		Q	9 CCR § 10584 (f)
	b) Solid waste containers, including moveable bins, receiving putrescible waste shall be emptied at least once per week or more often if necessary to comply with (f) above.				#DIV/0!		Q	
17	<b>Water/Chemical Disposal</b> - The program shall provide for the safe disposal of contaminated water and chemicals used for cleaning purposes.				#DIV/0!		S	AOD 20000(a)(3) 9 CCR § 10581(a)(2)
<b>STORAGE SPACE</b>								
18	<b>Equipment &amp; Supply Storage</b> - Program equipment and supplies shall be stored in appropriate space and shall not be stored in space designated for other				#DIV/0!		R	AOD 20000 (a)(7) 9 CCR § 10581(d)
20	<b>Staff Storage</b> - There shall be space available for storage of staff members' immediate personal belongings.				#DIV/0!		Q	9 CCR § 10583(c)
21	<b>Facility Records Storage</b> - There shall be space available for storage of the facility records				#DIV/0!		Q	9 CCR § 10583(d)
22	<b>Persons Served Records</b>							
	a) Written records which are subject to these regulations must be maintained in a secure room, locked file cabinet, safe or other similar container when not in use				#DIV/0!		Q	CFR 42 Section 2.16
	b) Each program shall adopt in writing procedures which regulate and control access to and use of written records which are subject to these regulations.				#DIV/0!		Q	
<b>MEDICATION &amp; EMERGENCY SERVICES (RN URS)</b>								
23	<b>First Aid Supplies</b> - Shall be maintained and be readily available in the facility:				#DIV/0!		S	
	a) A current edition of a first aid manual approved by the American Red Cross, the American Medical Association or a state or federal health agency				#DIV/0!		S	
	b) Sterile first aid dressings				#DIV/0!		S	
	c) Bandages or roller bandages				#DIV/0!		S	9 CCR § 10572(c)
	d) Adhesive tape				#DIV/0!		S	
	e) Scissors				#DIV/0!		S	
	f) Tweezers				#DIV/0!		S	
	g) Thermometers				#DIV/0!		S	
	h) Antiseptic solution				#DIV/0!		S	
24	<b>Emergency Info</b> - The following information shall be readily available:				#DIV/0!		S	
	a) The name, address and telephone number of emergency agencies, including but not limited to the fire department, crisis center or paramedical unit				#DIV/0!		S	9 CCR § 10572(d)
	b) The name and telephone number of an ambulance service				#DIV/0!		S	
	c) It is recommended that persons served sign consent forms in advance to permit the authorization of emergency medical care				#DIV/0!		S	
25	<b>Medications</b> - Licit medications which are permitted by the licensee shall be controlled as specified by the licensee's written goals, objectives and procedures.				#DIV/0!		Q	9 CCR § 10572(f)
26	<b>Medication Removal</b> - Prescription medications which are not removed by the resident upon termination of services shall be destroyed by the facility administrator, or a designated substitute, and one other adult who is not a resident. Both shall sign a record, to be retained for at least one (1) year, which lists the following:				#DIV/0!		Q	9 CCR § 10572(g)

