Format updated 5-2021 and 5-2022

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| **Residential Facilities** **and** **Health** **Care** **Services (RFHC)** For any organization or school operating a residential facility.**Organization will establish a self-study committee to assess and rate the organization on the following:**Note: Items with an asterisk (\*) indicate Absolute Standards. The other items are Critical Standards. See Accreditation Handbook for Organizations, page 5 of 17: “All absolute standards must be fully met to receive accreditation. Critical standards must be at least partially met to receive accreditation.” | Supporting DocumentationIndicate name of file or cite page in documents you provide to show compliance. | Review Committee Decision |
| Fully Met | Partially Met | Not Met |
| 1. \*Residential living and health care services are within the scope of the mission of the organization.  |  |  |  |  |
| 2. Residential services are based upon written short- and long-range plans and reflect input from a variety of sources including consumers, staff, and community organizations. |  |  |  |  |
| 3. Residential services ~~are directed by an assessment of needs from which goals and objectives are identified followed by an implementation plan.~~ are guided and directed by a process for assessment of needs, goal setting, ~~planning~~ and evaluation**.** |  |  |  |  |
| 4. Evaluations are conducted at least monthly to determine the progress made toward meeting residents’ goals and objectives. |  |  |  |  |
| 5. Residential services are clearly and purposefully organized to provide a safe, comfortable living environment conducive to the physical, social, and emotional growth of each individual. |  |  |  |  |
| 6. Residents have functional and comfortable living quarters and furnishings suited to chronological ages**,** developmental levels, and visual and physical limitations. |  |  |  |  |
| 7. Facilities are provided for residents to learn and practice skills necessary for independent living.  |  |  |  |  |
| 8. There is a consistent system of supervision with appropriate staff to learner ratios including night times and off-campus activities. |  |  |  |  |
| 9. Residential and health care staff use a regular system of communication which includes written reports and records to facilitate daily shift changes and coordinate with academic/vocational staff. |  |  |  |  |
| 10. There is compliance with statutory and regulatory accessibility mandates. |  |  |  |  |
| 11. The residents have decision-making responsibilities and freedom of choice. |  |  |  |  |
| 12. A written description of resident rights and responsibilities is available upon arrival at the facility. |  |  |  |  |
| 13. Health care facilities are properly staffed, supplied, and equipped to meet the needs of the organization.  |  |  |  |  |
| 14. Health care staff is appropriately licensed and are available to provide and interpret health information to consumers, families, and staff. |  |  |  |  |
| 15. Health care services are available throughout times when consumers are in residence and in the care of the organization. |  |  |  |  |
| 16. Current and comprehensive medical, psychological, and behavioral information is available and kept in confidential files. |  |  |  |  |
| 17. Procedures are in place to provide emergency care. |  |  |  |  |
| 18. There are written policies to care for and isolate consumers with communicable diseases and the handling of fluids that may contain blood borne pathogens. |  |  |  |  |
| 19. Staff is trained to implement emergency procedures, care for and isolate consumers with communicable diseases and handle fluids that may contain blood borne pathogens. |  |  |  |  |
| 20. Health services staff administers and monitors medications as prescribed. |  |  |  |  |
| 21. Health services staff identifies health problems and refers for additional treatments. |  |  |  |  |
| 22. Rules, policies and procedures**,** including safety and emergency issues**,** are available to each resident in written form and in the appropriate media. |  |  |  |  |
| 23. Rules, policies and procedures are reviewed and modified at least annually with input from residents. |  |  |  |  |
| 24. At least one staff member trained in facility policies and procedures is on duty whenever individuals are in residence. |  |  |  |  |
| 25. Residential staff participates in a staff development program which includes residents’ rights, confidentiality, incident reporting, safety and health needs, symptoms of abuse and neglect, interpersonal skills in relating to and supporting residents, and human guide techniques. |  |  |  |  |
| Total Standards |  | /25 |  /25 | /25 |

Required Documents

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your organization’s Rehabilitation Residential and Health Care Services Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Policies and Procedures for Rehabilitation Residential and Health Care Services including Confidentiality, Emergency Care, Safety, Medication and Resident Grievances
* Description of Services that includes Scope, Goals and Objectives
* Resident Intake Application and Admissions Criteria
* Sample Client Records that include the Resident’s Needs Assessments Conducted, Assessment Results, Resident’s Goals and Objectives and Implementation Plan
* Documentation of Resident Rights and Responsibilities
* Monthly Resident Progress Reports
* Resident Grievance Reports and the Findings and Resolutions for Past 12 Months
* Fire, Evacuation and Emergency Plans
* Credential Verifications and Resumes for Personnel Providing Services
* Personnel Job Descriptions
* List of Staff Trained in First Aid
* Records of Fire Drills
* Internal and External Health and Safety Inspection Reports
* Verification of Relevant In-service Training and Continuing Education Provided for**,** and Completed by**,** Personnel including Emergency Response and Safety Training
* Total Number of Program Personnel Providing Services and Total Number of Residents Served Daily, Weekly and Monthly
* **See** **Section** **I.** **(G)** **Program** **Evaluation** **and** **Improvement** **Required** **Documents** **and** **Submit** **Each** **Item** **for** **Rehabilitation** **Residential** **and** **Health** **Care** **Services** **and** **Label** **“I.** **(G)** **Rehabilitation** **Residential** **and** **Health** **Care** **Services.”**
* Narrative to explain any standards you rated as partially met or not met.
* Any other Narrative Remarks

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study: