

### HCHV Site Inspection Contract Residential Checklist

<b>DOES THE OFFEROR'S PROGRAM MEET THE FOLLOWING CRITERIA?</b>		<b>YES</b>	<b>NO</b>
<b>1</b>	HAS ADEQUATE STAFFING AND AN APPROPRIATE SCOPE OF THERAPEUTIC AND REHABILITATIVE SERVICES TO CARRY OUT THIS PROJECT AS OUTLINED IN THE STATEMENT OF WORK (SOW).		
<b>2</b>	IS PHYSICALLY READY TO PROVIDE BASIC SERVICES OUTLINED IN THE SOW (ROOM AND BOARD, LAUNDRY FACILITIES, AND MEDICATION STORAGE). NOTE: LIGHTING, PLUMBING, ELECTRICAL, SPACE, AND SECURITY OF THE FACILITY WILL BE EVALUATED.		

<b>THE FACILITY – (STRUCTURE, SECURITY, LIFE SAFETY)</b>		<b>YES</b>	<b>NO</b>
<b>3</b>	IS STRUCTURALLY SOUND SO AS NOT TO POSE ANY THREAT TO THE HEALTH AND SAFETY OF THE OCCUPANTS AND SO AS TO PROTECT THEM FROM THE ELEMENTS.		
<b>4</b>	PROVIDES A WATER SUPPLY THAT IS FREE FROM CONTAMINATION.		
<b>5</b>	PROVIDES SUFFICIENT SANITARY FACILITIES TO RESIDENTS THAT ARE OPERATIONAL, MAY BE USED IN PRIVACY, AND ARE ADEQUATE FOR PERSONAL CLEANLINESS AND THE DISPOSAL OF HUMAN WASTE.		
<b>6</b>	HAS SUFFICIENT LIGHTING AROUND THE PERIMETER OF THE FACILITY.		
<b>7</b>	HAS INTERIOR AND EXTERIOR LOCKS IN GOOD WORKING ORDER.		
<b>8</b>	HAS PROCEDURES REGARDING FACILITY OR UNIT ACCESS WHICH ARE ADEQUATELY CONTROLLED TO ENSURE THE SAFETY OF ALL RESIDENTS.		
<b>9</b>	HAS WRITTEN POLICIES AND PROCEDURES REGARDING SAFETY, SECURITY, AND PRIVACY.		
<b>10</b>	STAFF OFFICES, TREATMENT, GROUP, PARTICIPANT ROOMS, DORMS, SHOWER, AND RESTROOMS HAVE LOCKS APPROPRIATE FOR THE SETTING AND GENDER MIX.		
<b>11</b>	HAS POSTED EMERGENCY CONTACTS FOR MEDICAL, LAW ENFORCEMENT, FIRE DEPARTMENT, POISON CONTROL, AND AGENCY.		
<b>12</b>	SEPARATE MALE AND FEMALE BATHROOMS (CONGREGATE LIVING).		
<b>13</b>	HAS A WRITTEN DISASTER PLAN THAT HAS BEEN COORDINATED WITH THE EMERGENCY MANAGEMENT ENTITY RESPONSIBLE FOR THE LOCALITY IN WHICH THE PROJECT RESIDES. THE DISASTER PLAN ENCOMPASSES NATURAL AND MANMADE DISASTERS.		

	<b>MEDICATION MANAGEMENT</b>	<b>YES</b>	<b>NO</b>
<b>14</b>	ORGANIZATION HAS WRITTEN PROCEDURES THAT ADDRESSES STORAGE, INVENTORY, AND HANDLING OF MEDICATIONS, SAFE DISPOSAL, AND DOCUMENTATION OF MEDICATION USE.		
<b>15</b>	ORGANIZATION HAS WRITTEN PROCEDURES REGARDING MEDICATIONS THAT PROVIDE FOR COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS PERTAINING TO MEDICATIONS AND CONTROLLED SUBSTANCES.		
<b>16</b>	ORGANIZATION HAS WRITTEN PROCEDURES WHICH INTEGRATE ANY PRESCRIBED MEDICATIONS INTO A PERSON'S OVERALL PLAN, INCLUDING, IF APPLICABLE, SPECIAL DIETARY NEEDS AND RESTRICTIONS ASSOCIATED WITH MEDICATION USE.		

	<b>NUTRITION AND FOOD SERVICES</b>	<b>YES</b>	<b>NO</b>
<b>17</b>	ONE WEEK OF MENUS AVAILABLE FOR REVIEW.		
<b>18</b>	MENUS REPRESENT NUTRITIONALLY ADEQUATE DIET.		
<b>19</b>	DEMONSTRATE THE ABILITY TO MEET SPECIAL DIETARY NEEDS (I.E. KOSHER, DIABETIC, ALLERGIES, MEDICALLY INDICATED.)		
<b>20</b>	REFRIGERATION AND DRY FOOD STORAGE AREAS ARE MAINTAINED AND MONITORED.		
<b>21</b>	ALL FOOD AREAS ARE CLEAN AND FREE OF LITTER.		
<b>22</b>	APPLIANCES ARE IN GOOD WORKING CONDITION (I.E. STOVE, REFRIGERATOR, DISHWASHER).		
<b>23</b>	FOOD PREPARATION AREAS CONTAIN SUITABLE SPACE AND EQUIPMENT TO STORE, PREPARE, AND SERVE FOOD IN A SANITARY MANNER.		
<b>24</b>	RESOURCE INFORMATION IS AVAILABLE TO EDUCATE VETERANS WITH SPECIAL DIETARY NEEDS (I.E. DIABETIC, ALLERGIES, MEDICALLY INDICATED). MAY BE ACCOMPLISHED THROUGH NUTRITIONAL EDUCATION PROVIDED DIRECTLY BY THE AGENCY OR A REFERRAL RESOURCE WITHIN THE COMMUNITY.		

	<b>RECORDS MANAGEMENT</b>	<b>YES</b>	<b>NO</b>
<b>25</b>	HAS POLICY AND PROCEDURES TO KEEP RESIDENT RECORDS CONFIDENTIAL AND SECURED.		