

**PERSONAL CARE HOME**

**8.01 Personal Care Homes**

**(Eff. 2/1/16)**

Personal Care Homes provide residential and personal services to adults who require varying degrees of supervision and care in a safe, humane, comfortable and supportive residential setting.

Reference:

Rules and Regulations for Personal Care Homes, Subject 111-8-62-.02 to 111-8-62.07

#	Criteria	Deficient Practice	Effect / Outcome
1	The organization has a policy in place and substantially practiced that addresses, at a minimum, the following: (1) services available in the home; (2) admissions, discharges and immediate transfers to ensure that the home does not admit or retain individuals who need more care than the home is authorized or capable of providing; (3) refunds when an individual is transferred or discharged; (4) house rules and their enforcement; (5) use of volunteers and their orientation; and, (6) safety and security precautions to protect individuals from harm.		
2	A facility classified as a Community Living Arrangement is not operated on the same premises as a PCH.		
3	The PCH is licensed. The license is displayed in a conspicuous place on the premises that is visible to individuals and visitors.		
4	The PCH does not serve more individuals than its approved licensed capacity.		
5	The PCH maintains a minimum on-site staff to individual ratio of one awake direct care staff person per 15 individuals during waking hours and one awake direct care staff person per 25 individuals during non-waking hours. The PCH staffs above these minimum ratios to meet the specific health, safety and care needs of individuals.		
6	At least one administrator, on-site manager, or a responsible staff person is on the premises 24 hours per day and available to respond to individuals' needs.		

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7	The PCH has an administrator who is at least 21 years of age and has either an Associate's Degree or a GED/high school diploma and 2 years experience working in a licensed personal care home or other healthcare-related setting.		
8	The administrator has designated qualified staff as responsible to act on his/her behalf and to carry out his/her duties in the administrator or on-site manager's absence. No individual is designated as staff.		
9	The PCH retains the completed staff schedules for a minimum of one year.		
10	All staff members who offer direct care to any individual maintain awareness of each individual's usual appearance and condition and take appropriate action if a change in the individual's usual appearance or condition occurs.		

**8.02 Sleeping Area Requirements**

(Rev. 4/1/17)

Personal Care Homes are constructed, arranged, and maintained so as to provide adequately for the individuals' health, safety, well-being, independence, privacy, dignity, and safe access of all individuals with varying degrees of functional impairments to living, dining and activity areas within the home.

Reference:

Rules and Regulations for Personal Care Homes, Subject 111-8-62-.12

#	Criteria	Deficient Practice	Effect / Outcome
1	Separate and distinct sleeping and living areas are provided that allow for necessary supervision and assistance by staff and are conveniently located within easy walking distance of each individual's private living space (room), available for the individuals' informal use at any time and do not require any individual to leave the building to use.		
2	Bedrooms or private living spaces have at least 80 square feet of usable floor space per individual.		
3	Individuals who choose, in writing, to share a bedroom with another individual in the home are allowed to do so, subject to the usable square feet requirement and the limitation that no more than 4 individuals may share a bedroom.		

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4	Each bedroom has at least one window through an exterior wall of the home.		
5	Bedrooms or private living spaces are well ventilated and maintained at a comfortable temperature.		
6	Bedrooms for individuals are separated from halls, corridors and other rooms by floor to ceiling walls.		
7	No person other than the occupant of a bedroom passes through a bedroom in order to reach another room.		
8	Bedrooms occupied by individuals have doors that can be closed. For bedrooms that have locks on doors, both the occupant and staff are provided with keys to ensure easy entry.		
9	The home does not lock the individual into or out of his/her bedroom or private living space.		
10	A room is not used as a bedroom where more than one-half the room height is below ground level. Bedrooms that are partially below ground level have adequate natural light and ventilation and are provided with two useful means of egress.		
11	No living room, dining room, hallway or any other room not ordinarily used for sleeping is used for sleeping by individuals, family, staff or renters.		
12	Each individual has a standard, non-portable bed measuring at least 36 inches wide and 72 inches long with comfortable springs and a clean mattress. The mattress is not less than five-inches thick, or four inches if of a synthetic construction. Couples may request a double bed when available.		
13	Bedrooms include the following: closet/wardrobe, lighting fixtures sufficient for reading and other activities, dresser/bureau or equivalent, at least one chair with arms per individual, and mirror appropriate for grooming. Furnishings, including those provided by the individual, are maintained in good condition, intact, and functional.		
14	Provisions are made for assisting an individual to personalize the bedroom by allowing the use of his or her own furniture if so desired and by mounting or hanging pictures on bedroom walls.		

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15	Bedding is available for each individual, including two sheets, a pillow, a pillowcase, a minimum of one blanket and bedspread. The home maintains a linen supply for not less than twice the bed capacity. The home provides sufficient bed linen so that all beds may be changed at least weekly and more often if soiled.		
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**8.03 Bathroom Requirements**

(Rev. 10/15/16)

Personal Care Homes are constructed, arranged, and maintained so as to provide adequately for the individuals' health, safety, well-being, independence, privacy, dignity, and safe access of all individuals with varying degrees of functional impairments to living, dining and activity areas within the home.

Reference:

Rules and Regulations for Personal Care Homes, Subject 111-8-62-.12

#	Criteria	Deficient Practice	Effect / Outcome
1	At least one functional toilet and lavatory is provided for each 4 individuals. At least one bathing or showering facility is provided for each 8 individuals.		
2	At least one toilet and lavatory is provided on each floor having bedrooms.		
3	At least one fully handicap accessible bathroom is available if any individual requires handicap access.		
4	Grab bars and non-skid surfacing or strips are installed in all showers and bath areas.		
5	Bathrooms and toilet facilities have a window that can be opened or have forced ventilation.		
6	All plumbing and bathroom fixtures are maintained in good working order at all times and present a clean and sanitary appearance.		
7	Bathrooms are kept clean and sanitized at least once daily with disinfectant and more often as needed to ensure cleanliness and sanitation.		
8	Toilet tissue is available for use at each commode.		

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**8.04 Common Area Requirements**

(Rev. 4/1/17)

Personal Care Homes are constructed, arranged, and maintained so as to provide adequately for the individuals' health, safety, well-being, independence, privacy, dignity, and safe access of all individuals with varying degrees of functional impairments to living, dining and activity areas within the home.

Reference:

Rules and Regulations for Personal Care Homes, Subject 111-8-62-.12

#	Criteria	Deficient Practice	Effect / Outcome
1	The PCH provides for safe access of all individuals with varying degrees of functional impairments to living, dining and activity areas within the home. The home has handrails, grab bars, doorways and corridors that accommodate mobility devices (e.g., walkers, motorized scooters, wheelchairs, etc.).		
2	The PCH has at least one current calendar and working clock in the common living area.		
3	Living rooms are provided that are large enough to accommodate the individuals without crowding. The rooms are comfortably and attractively furnished, well heated, well lighted, ventilated and clean.		
4	The PCH has a comfortable dining area that is properly equipped and adequate in size for the number of individuals being served.		
5	The PCH provides an area for use by individuals and visitors that affords privacy.		
6	The PCH does not restrict an individual's free access to the common areas of the home.		

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**8.05 General Residence Requirements**

(Rev. 4/1/17)

Residences are constructed, arranged, and maintained so as to provide adequately for the health, safety, access, and well-being of the individual.

Reference:

Rules and Regulations for Community Living Arrangements, Subject 290-9-37-.08, 290-9-37-.10

#	Criteria	Deficient Practice	Effect / Outcome
1	The PCH presents a clean and orderly appearance.		
2	The PCH has its house number displayed so as to be easily visible from the street.		
3	The exterior of the the PCH is properly maintained to remain safe and in good repair.		
4	All areas including hallways and stairs are lighted sufficiently.		
5	Floors, walls, and ceilings are kept clean and in good repair.		
6	The kitchen area is kept clean and sanitized at least once daily with disinfectant and more often as needed to ensure cleanliness and sanitation.		
7	The PCH provides laundering facilities on the premises for individuals' personal laundry that prevents the cross-contamination of clean and dirty laundry.		
8	All stairways and ramps have sturdy handrails, securely fastened not less than 30 inches nor more than 34 inches above the center of the tread. Exterior stairways, decks, and porches have handrails on the open sides.		
9	Floor coverings are intact, safely secured, and free of any hazard that may cause tripping.		
10	The PCH has a means of locked storage for any individual's valuables or personal belongings, upon request.		
11	Entrances and exits, sidewalks, yards and escape routes are maintained free of any hazards such as refuse, equipment, unsafe furniture, debris or any other impediments. Ice and snow are cleared from the home's entrances, exits and walkways.		

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12	Solid waste that is not disposed of by mechanical means is stored in vermin-proof, leak-proof, nonabsorbent containers with closefitting lids until removed. Waste is removed from the kitchen as necessary and from the premises at least weekly.		
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**8.06 Health and Safety Requirements**

(Rev. 4/1/17)

The home is maintained in such a manner as to comply with fire safety codes and not threaten the health and safety of the individuals.

Reference:

Rules and Regulations for Personal Care Homes, 111-8-62-.13

#	Criteria	Deficient Practice	Effect / Outcome
1	The home has a working doorbell or doorknocker that is audible to staff inside at all times.		
2	Wall-mounted electric outlets and lamps or light fixtures are maintained in a safe and operational condition. The home provides functioning light bulbs for light fixtures.		
3	Space heaters are not used.		
4	Fire screens and protective devices are used with fireplaces, stoves, and heaters.		
5	Sufficient AC powered smoke detectors, with battery backup, are in place and, when activated, initiate an alarm that is audible in the sleeping rooms.		
6	The home has at least one charged, 5 pound multipurpose ABC fire extinguisher on each occupied floor and in the basement that is readily accessible. These extinguishers are checked annually to ensure they are charged and in operable condition.		
7	Exterior doors are equipped with locks that do not require keys to open the door from the inside.		
8	Poisons, caustics and other dangerous materials are stored and safeguarded in areas away from individuals, food preparation and food storage areas, and medication storage areas.		

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9	The home is equipped and maintained so as to provide a sufficient amount of hot water for the use of individuals. Heated water provided for use of individuals does not exceed 120 degrees Fahrenheit at the hot water fixture, unless a cooler temperature is required by the needs of the individual.		
10	The home provides hand sanitizing agents or soap, water and clean towels at sinks.		
11	Individuals who need assistance with ambulation are provided bedrooms that have access to a ground-level exit to the outside or provided bedrooms above ground level that have access to exits with easily negotiable ramps or easily accessible lifts.		
12	There are established procedures and mechanisms for alerting and caring for individuals in case of emergencies and for evacuating them to safety. An evacuation plan with clear instructions is available within the home. Each sleeping room has a secondary exit, which may be a door or a window usable for escape.		
13	A home serving a individual dependent upon a wheelchair or other mechanical device for mobility provides at least 2 exits, remote from each other, that are accessible to the individual.		
14	A plan showing the escape routes is posted in the home on each floor.		
15	Entrances and exits, sidewalks, yards and escape routes are maintained free of any hazards such as refuse, equipment, unsafe furniture, debris or any other impediments. Ice and snow are cleared from the home's entrances, exits and walkways.		
16	The home has a supply of first-aid materials available for use that includes, at a minimum: gloves, band aids, thermometer, tape, gauze and an antiseptic.		

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**8.07 Admission**

**(Rev. 4/1/17)**

Each home provides room, meals and services that are commensurate with the needs of the individuals. The home admits or retains individuals whose care requirements are within that which the home is able to support.

Reference:

Rules and Regulations for Personal Care Homes, Subject 111-8-62-.16, 111-8-62-.17

#	Criteria	Deficient Practice	Effect / Outcome
1	The administrator conducts an interview with the individual requesting services and, as authorized by the individual, the individual's legally authorized representative or legal guardian, if any, to ascertain that the home can meet the individual's needs.		
2	The administrator or on-site manager obtains a report of physical examination conducted by a licensed MD, NP or PA dated within 30 days prior to the date of admission using the specific report of physical examination form. For emergency placements, the home retains documentation of the emergency placement and obtains a copy of a physical examination within 14 days following the emergency admission.		

<p>3</p>	<p>A written admission agreement is entered into between the governing body and the individual and contains the following: (1) a statement of all fees and daily, weekly or monthly charges; any other services that are available on an additional fee basis for which the individual must sign a request acknowledging the additional cost; and the services provided in the home for that charge; (2) a statement that individuals and their representatives or legal surrogates are informed, in writing, at least 60 days prior to changes in charges or services; (3) a statement of the home's refund policy including but not limited to when a resident decides not to move into the home, dies, is transferred or discharged; (4) provision for transportation of individuals for shopping, recreation, rehabilitation and medical services, which must be available either as a basic service or on a reimbursement basis. Provision is also made for access to emergency transportation at all times; (5) a statement that individuals may not perform services for the home; (6) a copy of the house rules, consistent with the individuals' rights, in writing and also posted in the home to include policies regarding the use of tobacco and alcohol, the times and frequency of use of the telephone, visitors, hours and volume for viewing the listening to TV, radio and other audiovisual equipment, whether individuals' personal pets or household pets are permitted, and the use of personal property; and, (7) an explanation of how social media, photos of individuals and other media involving individuals are handled.                  decides not to move into the home, dies, is transferred or discharged. [111-8-62.15 (f)]</p>		
<p>4</p>	<p>Prior to the execution of the admissions agreement, the individual has an opportunity to read the agreement. In the event that the individual is unable to read the agreement, the administrator or site manager takes special steps to ensure communication of its contents to the individual. The individual and his/her representative or legal guardian, if any, is each given a photocopy of the signed agreement. A photocopy is retained in the file of the individual.</p>		

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**8.08 PCH Services**

**(Eff. 4/1/17)**

Each home provides room, meals and services that are commensurate with the needs of the individuals. The home admits or retains individuals whose care requirements are within that which the home is able to support.

Reference:

Rules and Regulations for Personal Care Homes, Subject 111-8-62-.16, 111-8-62-.17

#	Criteria	Deficient Practice	Effect / Outcome
1	The administrator conducts an interview with the individual requesting services and, as authorized by the individual, the individual's legally authorized representative or legal guardian, if any, to ascertain that the home can meet the individual's needs.		
2	The administrator or on-site manager obtains a report of physical examination conducted by a licensed MD, NP or PA dated within 30 days prior to the date of admission using the specific report of physical examination form. For emergency placements, the home retains documentation of the emergency placement and obtains a copy of a physical examination within 14 days following the emergency admission.		

3	<p>A written admission agreement is entered into between the governing body and the individual and contains the following: (1) a statement of all fees and daily, weekly or monthly charges; any other services that are available on an additional fee basis for which the individual must sign a request acknowledging the additional cost; and the services provided in the home for that charge; (2) a statement that individuals and their representatives or legal surrogates are informed, in writing, at least 60 days prior to changes in charges or services; (3) a statement of the home's refund policy including but not limited to when a resident decides not to move into the home, dies, is transferred or discharged; (4) provision for transportation of individuals for shopping, recreation, rehabilitation and medical services, which must be available either as a basic service or on a reimbursement basis. Provision is also made for access to emergency transportation at all times; (5) a statement that individuals may not perform services for the home; (6) a copy of the house rules, consistent with the individuals' rights, in writing and also posted in the home to include policies regarding the use of tobacco and alcohol, the times and frequency of use of the telephone, visitors, hours and volume for viewing the listening to TV, radio and other audiovisual equipment, whether individuals' personal pets or household pets are permitted, and the use of personal property; and, (7) an explanation of how social media, photos of individuals and other media involving individuals are handled.</p> <p>decides not to move into the home, dies, is transferred or discharged. [111-8-62.15 (f)]</p>		
4	<p>Prior to the execution of the admissions agreement, the individual has an opportunity to read the agreement. In the event that the individual is unable to read the agreement, the administrator or site manager takes special steps to ensure communication of its contents to the individual. The individual and his/her representative or legal guardian, if any, is each given a photocopy of the signed agreement. A photocopy is retained in the file of the individual.</p>		
5	<p>Personal hygiene assistance is given to those individuals who are unable to keep themselves neat and clean.</p>		

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6	The home provides sufficient activities to promote the physical, mental and social well being of each individual.		
7	Each home provides books, newspapers and games for leisure time activities. The home encourages and offers assistance to individuals who wish to participate in hobbies, music, arts and crafts, religion, games, sports, social, recreational and cultural activities available in the home and in the community.		
8	The daily living routine of the home is such that an individual may spend the majority of his/her non-sleeping hours out of the bedrooms, if he/she so chooses.		
9	The home has at least one operable, non-pay telephone which is accessible at all times for emergency use by staff. Individuals have access to an operable, non-pay telephone in a private location, both to make and receive personal calls. The same telephone may be used to meet both requirements.		