

## **Supplemental Documentation Review for 902 KAR 20:066. Operation and Services. Adult Day Health Care Programs**

As part of the initial application process, please provide the following documents with your initial application:

1. Certificate of Need
2. Fire Marshall Report
3. Staffing – Please provide a list of staff, including the Administrator, Nurse if applicable, direct care and ancillary staff.
4. Description of services provided by the program.
5. Procedure for providing first aid and making arrangements for medical care with a physician or hospital in case of accidents or medical emergencies.
6. Procedure for transporting patients to a physician or hospital in case of accidents or medical emergencies.
7. Procedure which assures the reporting of abuse, neglect, or exploitation of adults and children to the Cabinet for Families and Children pursuant to KRS Chapters 209 and 620.
8. Guidelines for storage and administration of medications that include:
  - a. Provision to ensure that medicines kept by the program shall be labeled with the patient's name, name of the drug, strength of the drug, name of the dispensing pharmacy, prescription number, date, physician's name, caution statements, and directions for use;
  - b. Provision to ensure that medicines requiring refrigeration are kept in a refrigerator;
  - c. Provision that medications kept by the program are kept under lock;
  - d. Provision to ensure that controlled substances are kept under double lock; and
  - e. Provision to ensure that there is a controlled substances record.
9. Provisions for promptly and conveniently obtaining prescribed drugs and biological from a community or institutional pharmacy.
10. Documentation of direct care staff having current CPR certification.
11. Documentation of employee's tuberculosis test.

Please return the listed items via mail with your completed application and subsequent fee to:

Office of Inspector General  
Division of Health Care  
275 East Main Street, 5E-A  
Frankfort, KY 40621

\*\*Please submit each of the items/documents listed above as short specific descriptions/procedures each listed on an individual page by itself, this will make any corrections needed easier to correct and fit back into order of pages. This is only a preliminary review of procedures and documentation for a provisional license; it will go through 2 reviews, myself and my supervisor before the provisional license is issued.

\*\*\*Your complete policy and procedures is not needed, when you open and begin to provide services an on-site survey will be conducted and your complete policy and procedures along with client records will be reviewed at that time.