

Community Care Licensing Key Indicator Tool Packet (KIT 3)

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Phase Two Child Care Program Area KIT 3 Forms

Inspection Type: <input type="text"/>	KIT 3: FAMILY CHILD CARE HOME	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?						
	Yes	No	N/A*	Regulation	Compliance Indicator Description	
Walk Through	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(g)(5)(A-B)	ZT - All pools, spas, hot tubs, fish ponds, or similar bodies of water are made inaccessible to children by covering or fencing as specified by regulation
	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(g)(4)(A-C)	ZT - Storage areas for firearms and other dangerous weapons are inaccessible to children, and locked. Ammunition is locked separately
	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(g)(4) & (g)(4)(A)	Storage areas for poisons, detergents, cleaning compounds, medications and other items which could pose a danger to children are stored where they are inaccessible to children; and poisons are locked
	4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(g)(1)	Fireplaces and open face heaters are screened to prevent access by children
	5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(g)(1)	Fire extinguishers and smoke detectors meet State Fire Marshall standards
	6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(b)	The home is kept clean and orderly, with heating and ventilation for safety and comfort
	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(g)(3)	Where children less than five years old are in care, stairs are fenced or barricaded
	8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(d)	The home provides safe toys, play equipment, and materials
	9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1597.543	Facility has one or more functioning carbon monoxide detectors that meet the statutory requirements
Care and Supervision	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(a) & H&S 1597.58(c)(2)	ZT - The licensee is present in the home and ensures that children in care are supervised at all times.
	11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(k)(2)	ZT -Children are not left in parked vehicles
	12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(a)	When temporarily absent from the home, the licensee arranges for a substitute adult to care for and supervise children in their absence
	13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102416.5(a)	The licensee maintains capacity specified on the license.
	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102423(a)(2)	Each child has safe, healthful, and comfortable accommodations, furnishings, and equipment
Record Review	15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(g)(8)	The home has a current roster of the children
	16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(g)(9)(A)(1)	The home conducts fire and disaster drills at least once every six months, and documents the date and time of each drill
	17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102418(g)/(g)(1)	Licensee documents immunizations and maintains and updates records for children in care
	18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102419(d)	Licensee provides the child's parent or representative with a copy of the Family Child Care Home Notification of Parents' Rights
Administration	19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102391(a)	ZT - Any authorized employee of the Department may enter and inspect any place providing personal care and services at anytime, with or without advance notice
	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102417(r)(1)	ZT - Upon notice of the Department to remove an individual from the home, pursuant to H&S Code 1596.871(c)(2), or to exclude an individual from the home, pursuant to H&S Code 1596.8897, the licensee immediately removes the individual and prevents them from returning to the home or having contact with children in care
	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102370(d)(1)	All individuals subject to a criminal record review have obtained a criminal record clearance or exemption prior to working, residing, or volunteering in a licensed home
	22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	102416(c)	The licensee and other personnel as specified have completed training on preventive health practices including pediatric CPR and First Aid

Number of staff records reviewed today

Number of children's records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date? <input type="radio"/> Yes <input type="radio"/> No	Was a comprehensive inspection triggered during this inspection? <input type="radio"/> Yes <input type="radio"/> No	If so, was the comprehensive inspection triggered by items on this KIT? <input type="radio"/> Yes <input type="radio"/> No
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Comments or suggestions about this KIT: Final July 27

Print Form

A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited.
 Call ISR at 800-311-4906 for technical assistance. Email: KIT3_CCC@csus.edu Fax: 916-278-5150

Submit by Email

Inspection Type: <input type="text"/>	KIT 3: CHILD CARE INFANT CENTER	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Walk Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238(e)	ZT - All pools, spas, hot tubs, fish ponds, or similar bodies of water are fenced or covered as specified to be inaccessible to children
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238(g)(2)	ZT - Firearms and other weapons are not allowed or stored on the premises of a child care center
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238(g)	Disinfectants, cleaning solutions, poisons and other items that are dangerous to children, shall be inaccessible to children
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101239(n)	Furniture and equipment are in good condition, free of sharp, loose or pointed parts
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238.2(d)(2)	The surface of the outdoor activity space is maintained in a safe condition, and is free of hazards
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101239(f)(1)	All storage containers for solid waste, including moveable bins, have tight fitting covers that are kept on, and are in good repair
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238.2(e)	The areas around or under high climbing equipment, swings, slides, and similar equipment are cushioned with material that absorbs falls
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238(a)(1)	The licensee takes measures to keep the facility free of flies, other insects, and rodents
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101439	The facility has age-appropriate furniture and equipment including, but not limited to, cribs, cots, or mats; changing tables, and feeding chairs
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101439(d)(2)	A baby walker is not allowed on the premises of a child care center in accordance with H & S Code Section 1596.846
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101439.1	The facility has sufficient infant napping equipment that meets the requirements of 101439.1(a)-(f)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101438.3	The facility shall have indoor activity space for infants that is physically separate from space used by preschool child care center/school-age child care center components, and meets the requirements of 101438.3 (a) - (e)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238(a)	The child care center is clean, safe, sanitary, and in good repair at all times to ensure the safety and well-being of children, employees, and visitors
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101417(a)(6)	The toddler program is conducted in areas physically separate from those used by older or younger children. Space planning and usage for the toddler component is governed by the provisions of Section 101438.3. Plans to alternate use of outdoor play space must be approved by the department
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1596.954	Facility has one or more functioning carbon monoxide detectors that meet statutory requirements
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101427(j)	Bottles, dishes, and containers of food brought by the infant's authorized representative are labeled with the infant's name and the current date
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101439(h)(4)	While in use, infant changing tables are placed within arm's reach of a sink
Care and Supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101229(a)(1)	ZT - No child(ren) are left without the supervision, including visual supervision, of a teacher at any time, except as specified in sections 101216.2(e)(1) and 101230(c)(1)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101429(a)(1)	ZT - The facility ensures that each infant is never left unattended, and under the direct visual supervision of a staff person at all times
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101416.5	The facility is in compliance with the staff-infant ratios required in 101416.5 (a)-(e)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101416.5(b)	There is a ratio of one teacher for every four infants in attendance
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101216.2(b)	Notwithstanding Section 101216(d), centers may use aides who are less than 18 provided they are either: high school graduates, or are currently participating in an occupational program conducted by an accredited high school or college

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

FORM CONTINUES ON PAGE 2

Page 2 KIT 3: CHILD CARE INFANT CENTER, continued

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description	
Administration/Staff Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101200(a)	ZT - The Department has inspection authority as specified in H&S Code sections 1596.852, 1596.853, and 1596.8535	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101170.1(a)	ZT - The department shall notify a licensee to remove/bar, any person with specified convictions or for other reasons. The licensee shall comply with the notice	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101161(a)	ZT - The licensee does not exceed the approved capacity of the fire clearance for the facility.	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101170(e)(1)	Prior to working or volunteering in a licensed child care facility, all individuals subject to criminal record review have obtained a clearance or criminal record exemption	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101217	The licensee ensures that personnel records are maintained on the licensee, administrator, and each employee	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101416.2(b)	Prior to employment, an infant care teacher has completed, with passing grades, at least three postsecondary semester or equivalent quarter units in early childhood education or child development, and three postsecondary semester or equivalent quarter units related to the care of infants, at an accredited or approved college or university	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101226(e)	In centers where the licensee chooses to handle medications, all medications are centrally stored, maintained with the child's name, and are dated, and follow the conditions as prescribed in (e)(1) through (e)(6)	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101229.1(b)	The person who brings the child to, and removes the child from the center, signs the child in/out	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101212(b)	The name of the child care center director or fully qualified teacher(s) designated to act in the director's absence is reported to the Department within 10 days of a change.	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101416.2	The facility ensures that staff being utilized as infant teachers during the compliance review meet the qualification requirements of 101416.2 (a), (b), (c) and (g).	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101227(a)(6)	Menus are posted at least one week in advance in a place visible by the child's authorized representative, dated, and kept on file for 30 days, and are made available on request	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101216(f)	At least one person trained in CPR and Pediatric First Aid is present when children are at the facility or at offsite activities	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101161(a)	The licensee does not exceed the conditions, limitations, and capacity specified on the license (if fire clearance capacity is exceeded, use Zero Tolerance item located above)	
	Child Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101221(a)	The licensee ensures that a separate, complete, and current record for each child is maintained
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101221(b)(8)	Each child's record contains a medical assessment
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	101427	The facility has an individual feeding plan for each infant that meets the requirements of 101427 (b) (1)-(5)	
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	101419.2 & .3	The facility ensures that each infant has an Infant Needs and Services Plan that meets the requirements of 101419.2 (a)-(b) and 101419.3 (a)	

Number of staff records reviewed today

Number of children's records reviewed today

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Did this inspection occur on more than one date? Yes No Was a comprehensive inspection triggered during this inspection? Yes No If so, was the comprehensive inspection triggered by items on this KIT? Yes No

Comments or suggestions about this KIT:

Final July 27

Print Form

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Submit by Email

Inspection Type: <input type="text"/>	KIT 3: CHILD CARE CENTER - SCHOOL AGE	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Walk Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238(e)	ZT - All pools, spas, hot tubs, fish ponds, or similar bodies of water are fenced or covered as specified to be inaccessible to children
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238(g)(2)	ZT - Firearms and other weapons are not allowed or stored on the premises of a child care center
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238(a)	The child care center is clean, safe, sanitary and in good repair at all times to ensure the safety and well-being of children, employees, and visitors
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101538.3(b)	In combination programs, outdoor activity space provided for school-age children is physically separate from space provided for infant care and child care center children
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238(g)	Disinfectants, cleaning solutions, poisons and other items that are dangerous to children, are inaccessible to children
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238(g)(1)	Storage areas for poisons are locked
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101239(n)	Furniture and equipment is in good condition, free of sharp, loose, or pointed parts
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101239(e)(4)	All toilets, hand washing, and bathing facilities are in safe and sanitary operating condition
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238.3(b)	All floors are clean and safe
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101227(a)(18)	All kitchen, food preparations and storage areas are kept clean, free of litter, rubbish, and free of rodents and other vermin
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101239(f)(1)	All storage containers for solid waste, including moveable bins, have tight-fitting covers that are kept on, and in good repair
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101239.2(a)	Untaminated drinking water is readily available both indoors and out
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238.2(d)(2)	Outdoor activity space surfaces are free of hazards
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101238.2(e)	The areas around or under high climbing equipment, swings, slides and similar equipment are cushioned with material that absorbs a fall
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101516.5 & 5(b)	The facility maintains compliance with staff-child ratios required in 101516.5(a)-(d)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101227(a)(6)	Menus are posted at least one week in advance, in a place visible by the child's authorized representative, dated and kept on file for 30 days, and made available on request
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1596.954	Facility has one or more functioning carbon monoxide detectors that meet statutory requirements
Child Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101221(a)	There is a separate, complete, and current record maintained for each child enrolled in the child care center

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

FORM CONTINUES ON PAGE 2

Page 2 KIT 3: CHILD CARE CENTER - SCHOOL AGE, continued

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Administration/Staff Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1596.8897(g)	ZT - A licensee's failure to comply with the departments's exclusion order after being notified of the order shall be grounds for disciplining the licensee pursuant to Section 1596.885 or 1596.886
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101200(a)	ZT - The department has inspection authority as specified in Health & Safety Code sections 1596.852, 1596.853, and 1596.8535
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101170.1(a)	ZT - The department shall notify a licensee to remove/bar any person with specified convictions or for other reasons. The licensee shall comply with the notice.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101161(a)	ZT - The licensee shall not exceed the approved capacity of the fire clearance for the facility
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101229(a)(1)	ZT - No child(ren) shall be left without the supervision, including visual supervision, of a teacher at any time except as specified in sections 101216.2(e)(1) and 101230(c)(1)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101170(e)(1) & (e)(2)	Prior to working or volunteering in a licensed child care facility, all individuals subject to criminal record review have obtained a clearance or criminal record exemption, or clearance as specified in 101170 (f)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101161(a)	The licensee does not exceed the conditions, limitations, and capacity specified on the license (if fire clearance capacity is exceeded, use Zero Tolerance item located above)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101216(f)	At least one person trained in CPR and Pediatric First Aid is present when children are at the facility or at offsite activities
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101212(b)	The name of the child care center director or fully qualified teacher(s) designated to act in the director's absence shall be reported to the Department within 10 days of a change
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101229.1(a)(1)	The person who signs the child in/out uses their full legal signature and records the time of day
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101217(a) & (a)(6)	Personnel records are maintained on the licensee, administrator, and each employee which includes documentation of the educational background, training, and/or experience specified in this chapter
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101217(a)(11)	Each personnel record contains a health screening as specified in section 101216(g)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	101216(g)(1)	All personnel are in good health, verified by a health screening, including a test for tuberculosis, performed or supervised by a physician not more than one year prior to, or seven days after, employment or licensure	

Number of staff records reviewed today

Number of children's records reviewed today

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Did this inspection occur on more than one date?	<input type="radio"/> Yes <input type="radio"/> No	Was a comprehensive inspection triggered during this inspection?	<input type="radio"/> Yes <input type="radio"/> No	If so, was the comprehensive inspection triggered by items on this KIT?	<input type="radio"/> Yes <input type="radio"/> No
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Comments or suggestions about this KIT: Final July 27

Print Form	<i>A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited.</i> Call ISR at 800-311-4906 for technical assistance. Email: KIT3_CCC@csus.edu Fax: 916-278-5150	Submit by Email
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Inspection Type: <input type="text"/>	KIT 3: CHILD CARE CENTER - MILDLY ILL	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?		Regulation	Compliance Indicator Description
Yes	No	N/A*	
Walk Through	1	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101238(e)	ZT - All pools, spas, hot tubs, fish ponds, or similar bodies of water are fenced or covered as specified to be inaccessible to children
	2	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101238(g)(2)	ZT - Firearms and other weapons are not allowed or stored on the premises of a child care center
	3	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101238(g)	Disinfectants, cleaning solutions, poisons and other items that are dangerous to children, are inaccessible to children
	4	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101238(g)(1)	Storage areas for poisons are locked
	5	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101226(e)(1)(A)	Medications are kept in a safe place inaccessible to children
	6	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101239(f)(1)	All storage containers for solid waste, including moveable bins, have tight fitting covers that are kept on, and are in good repair
	7	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101239(e)(4)	All toilets, hand washing, and bathing facilities are in safe and sanitary operating condition
	8	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101238.3(b)	All floors are clean and safe
	9	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101238(a)(1)	The licensee takes measures to keep the facility free of flies, other insects and rodents
	10	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101239(n)	Furniture and equipment are in good condition, free of sharp, loose, or pointed parts
	11	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101639(e)	Not withstanding Section 101239(b), the total licensed capacity of a center does not exceed 10 mildly ill children for every toilet and hand washing sink
	12	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101639(e)(2)	Toilets used by mildly ill school-age children provide for individual privacy
	13	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101626.2(b)(1)	The isolation area is physically separate from the indoor activity area and is located to afford easy observation of, and access to, children requiring isolation
	14	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101638.3(b)	In combination centers with a Level I or Level II component for mildly ill children, indoor activity space for the Level I or Level II component is physically separate from indoor activity space for any other child care center component
	15	<input type="radio"/> <input type="radio"/> <input type="radio"/> H&S 1596.954	Facility has one or more functioning carbon monoxide detectors that meet statutory requirements
Outdoors	16	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101239(q)	All materials and surfaces accessible to children, including toys, shall be free from toxic substances
	17	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101238.2(d)(2)	The surface of the outdoor activity space is maintained in a safe condition, and is free of hazards
	18	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101238.2(e)	The areas around or under high climbing equipment, swings, slides, and similar equipment are cushioned with material that absorbs falls
	19	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101239(o)	Playground equipment is in safe condition, free of sharp, loose or pointed parts
Food Service	20	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101227(a)(18)	All food prep and storage areas are kept clean, free of litter, and rubbish, and are free of rodents and other vermin
	21	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101227(a)(19)	All food is protected against contamination. Contaminated food is discarded immediately
	22	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101639.2(b)	Each child uses a cup or bottle labeled with his/her name, or a single-use disposable cup
	23	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101227(a)(15)	All foods capable of spoiling and causing food intoxications are stored in covered containers at 45 F
Care and Supervision	24	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101229(a)(1)	ZT - No child(ren) are left without the supervision, including visual supervision, of a teacher at any time, except as specified in sections 101216.2(e)(1) and 101230(c)(1)
	25	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101216(f)	At least one person trained in CPR and Pediatric First Aid is present when children are at the facility or at offsite activities
	26	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101616.5(b)	There is a ratio of one teacher to every 3 infants in attendance
	27	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101616.5(c)	There is a ratio of one teacher to every 6 preschool aged child in attendance
	28	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101616.5(d)	There is a ratio of one teacher to every 8 school-aged child in attendance
	29	<input type="radio"/> <input type="radio"/> <input type="radio"/> 101616.5(e)	When groups are mixed, staffing ratio will be based on the youngest child in the group

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

FORM CONTINUES ON PAGE 2

Page 2 KIT 3: CHILDCARE CENTER - MILDLY ILL, continued

In compliance?		Regulation	Compliance Indicator Description
Yes	No		
Administration/Staff Records	30	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101200(a) ZT - The Department has inspection authority as specified in H&S Code sections 1596.852, 1596.853, and 1596.8535
	31	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101170.1(a) ZT - The department shall notify a licensee to remove/bar, any person with specified convictions or for other reasons. The licensee shall comply with the notice.
	32	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101161(a) ZT - The licensee does not exceed the approved capacity of the fire clearance for the facility
	33	<input type="radio"/> <input type="radio"/> <input type="radio"/>	H & S 1596.8897(g) ZT - A licensee's failure to comply with the department's exclusion order after being notified of the order shall be grounds for disciplining the licensee
	34	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101170(e)(1) Prior to working or volunteering in a licensed child care facility, all individuals subject to criminal record review have obtained a clearance or criminal record exemption
	35	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101212(b) The name of the child care center director or fully qualified teacher(s) designated to act in the director's absence is reported to the Department within 10 days of a change.
	36	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101217(a)(11) Each personnel record contains a health screening
	37	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101217(a)(6) Each personnel record contains documentation of the educational background, training, and/or experience of the employee
	38	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101629.1(b) The licensee shall require that each child be signed in and out by his/her authorized representative
	39	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101161(a) The licensee does not exceed the conditions, limitations, and capacity specified on the license (if fire clearance capacity is exceeded, use Zero Tolerance item located above)
	40	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101615(b) The director of a Level I or Level II child care center for mildly ill children shall, prior to employment, meet the requirements of Section 10161b5(1) OR (b)(2)
Child Records	41	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101227(a)(6) Menus are posted at least one week in advance in a place visible by the child's authorized representative, dated, and kept on file for 30 days, and are made available on request
	42	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101621(b)(5) Each child's record contains the daily inspection form completed by the qualified staff who performed the inspection
	43	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101626(c) Each child has a written plan of care that is updated daily
	44	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101221(b)(5) Each child's record contains information including; the name, address and telephone number of the child's authorized representative, and of relatives, or others who can assume responsibility for the child if the authorized representative cannot be reached when necessary
	45	<input type="radio"/> <input type="radio"/> <input type="radio"/>	101221(b)(8) Each child's record contains a medical assessment

Number of staff records reviewed today

Number of children's records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur Yes No Was a comprehensive inspection Yes No If so, was the comprehensive inspection Yes No
 on more than one visit? triggered during this inspection? triggered by items on this KIT?

Comments or suggestions about this KIT:

Final July 27

Print Form

A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited.
 Call ISR at 800-311-4906 for technical assistance. Email: KIT3_CCC@csus.edu Fax: 916-278-5150

Submit by Email

Phase Two Children's Residential Care KIT 3 Forms

Inspection Type: <input type="text"/>	KIT 3: FOSTER FAMILY HOME	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description	
Walk Through	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89387(d)	Swimming pools and all other bodies of water are inaccessible to children who are under the age of 10 years old or who are disabled
	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1503.2	Facility has one or more functioning carbon monoxide detectors that meet the statutory requirements
	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89387.2(a)(1)	Storage areas for firearms/dangerous weapons are locked
	4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89387(a)(7)	Children have comfortable mattresses, clean linens, blankets, and pillows, all in good repair
	5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89387(b)	The home is clean, safe, sanitary, and in good repair
	6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89387.2(a)	Medicines, disinfectants, and cleaning solutions are inaccessible to children
	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89387(n)	Hot water is kept at a safe temperature
	8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89387(a)(1)	No more than two children share a bedroom
Supervision	9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89378(a)	Adequate supervision is provided for children in care (Consider Prudent Parent Exception)
	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89376(a)	Caregiver ensures three nutritious meals, snacks, and special diets
	11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89372(a)	Children are accorded personal rights
	12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89361 (a)	Caregiver submits special incident reports as required
Child Records	13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89468(a)	Needs and Services plans are in children's files
	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89370(a)	For each child in the home, the caregiver maintains a separate, complete, and current record on file
Staff Records	15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89319	Caregivers/adults residing in the home have Child Abuse Index checks, and have DOJ/FBI criminal record clearances
	16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89405(a)	Caregivers have 12 hours foster parent training prior to placement, and 8 hours annual training thereafter
	17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89219(d)	Prior to presence in the home, all persons (unless exempt under subsection (b)) obtained a CA criminal record clearance or exemption
	18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89405(b) & (b)(1)	Foster parents and caregivers have First Aid and CPR training, and training was obtained from an agency offering such training including, but not limited to, the American Red Cross, the American Heart Association, a training program approved by the State Emergency Medical Services Authority, or a course offered by an accredited college or university
Administration	19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89420(a)	Appropriate fire clearance is maintained as required when a non-ambulatory child or more than six (6) foster children are in care
	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89410(a)	Home operates within capacity/limitations of license
	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	89475(b)	Caregiver maintains age appropriate first aid supplies

Number of staff records reviewed today
 Number of children's records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date? <input type="radio"/> Yes <input type="radio"/> No	Was a comprehensive inspection triggered during this inspection? <input type="radio"/> Yes <input type="radio"/> No	If so, was the comprehensive inspection triggered by items on this KIT? <input type="radio"/> Yes <input type="radio"/> No
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Comments or suggestions about this KIT: *Draft: July 2015*

 A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited. Call ISR at 800-311-4906 for technical assistance. Email: KIT3_CRES@csus.edu Fax: 916-278-5150

Inspection Type: <input type="text"/>	KIT 3: ADOPTION AGENCY	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?		Regulation	Compliance Indicator Description
Yes	No	N/A*	
Walk Through	1	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89164(a)(2) Agency provides separate waiting rooms for adoptive parents and for natural parents
	2	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89165(a)(3) Agency provides play and viewing rooms when extensive child placing activities are conducted
	3	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89179(b) Agency retains adoption case records indefinitely
Participant Records	4	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89182(a) Agency maintains a case record for each family unit or individual served in its program
	5	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89182(b)(1) Each case record includes: A face sheet or application form
	6	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89182(b)(2) Each case record includes: A typewritten record of the study
	7	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89182(b)(3) Each case record includes: Medical and other reports
	8	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89182(b)(5) Each case record includes: Applicable legal documents
	9	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89182(b)(10) Each case record includes: Court reports
	10	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89182(d) All case records shall be available to the licensing agency to inspect, audit, and copy upon demand during normal business hours
Facility/Staff Records	11	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89034(a) Personnel of private adoption agencies have submitted fingerprints as required in Section 80019 ch. 1
	12	<input type="radio"/> <input type="radio"/> <input type="radio"/>	80019(e)(1) & (e)(2) All individuals subject to a criminal record review have obtained a California clearance or a criminal record exemption as required by the Department, or requested a transfer of a criminal record clearance prior to working, residing or volunteering in a licensed facility
	13	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89155(b) Agency social workers have master's degrees from accredited graduate schools of social work, or meet additional requirements
	14	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89143 Staff members are qualified for their responsibilities by education, training, experience, personality, and health
	15	<input type="radio"/> <input type="radio"/> <input type="radio"/>	80066(a)(10) & (a)(11) Personnel records are maintained on the licensee, administrator, and each employee, which contain a health screening and tuberculosis test documents
	16	<input type="radio"/> <input type="radio"/> <input type="radio"/>	80022 Licensee has, and maintains on file, a current, written, definitive plan of operation
	17	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89040(a) Adoption services are limited to those specified on the license
	18	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89155(a) Agency employs social workers to provide social services in the adoption program
	19	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89158 Agency employs professional and clerical staff in sufficient numbers to perform adoption agency functions
	20	<input type="radio"/> <input type="radio"/> <input type="radio"/>	89164(a)(6) Agency maintains adoption case records in locked files

<input type="checkbox"/> Number of staff records reviewed today	<input type="checkbox"/> Number of participant records reviewed today
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* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date? <input type="radio"/> Yes <input type="radio"/> No	Was a comprehensive inspection triggered during this inspection? <input type="radio"/> Yes <input type="radio"/> No	If so, was the comprehensive inspection triggered by items on this KIT? <input type="radio"/> Yes <input type="radio"/> No
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Comments or suggestions about this KIT: Draft: July 2015

Print Form	<i>A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited.</i> Call ISR at 800-311-4906 for technical assistance. Email: KIT3_CRE5@csus.edu Fax: 916-278-5150	Submit by Email
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Inspection Type: <input type="text"/>	KIT 3: FOSTER FAMILY AGENCY	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?			Regulation	Compliance Indicator Description		
			Yes	No	N/A*	
Administration Records	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88087(b)	Agency ensures that all confidential records are kept in locked cabinets in administrative/sub offices
	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88022(a)(4)(C)	Agency's plan of operation contains a description of the services to be provided to children, certified parents(s), and foster family home licensee(s) including the treatment services to be provided by the foster family agency program
	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88061(a)	Agency submits reports to the licensing agency as required
	4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88063(c)(3)	Agency board of directors actively ensures accountability, and accesses and maintains the level of funds necessary to cover FFA operational costs
	5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88068.2(d)	Agency completes a Needs and Services plan within 30 days of child placement
Staff Records	6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88019(a)(2)	Agency personnel obtain DOJ or FBI criminal record clearances or exemptions prior to being home alone with, or having supervisory control of children.
	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88064(a)&(a)(1)&(a)(1)(A)	Administrator has a Master's Degree from an accredited or state approved graduate school in social work or social welfare; marriage, family, and child counseling; counseling psychology; social psychology; or equivalent education, and has a minimum of three years of experience in the field of child or family services, two years of which have been in an administrative or managerial position
	8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88065.3 (g)(3)&(g)(6)	Social work personnel are responsible for the evaluation and assessment of a child for placement and for continued supervision of the placement of the child, including direct contact with the child and the certified parent(s) or foster family home licensee(s)
	9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88065.2(b) &.3(b)	Social work supervisors and social workers have required education and experience
	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88066(a)(1)(A)	Agency personnel records document that staff completed required training
CFH Records	11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88019(a)(1)	CFH applicants and all adults residing in the home have obtained a criminal record clearance or exemption prior to certification
	12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88030(b)&(c)(1)&(c)(2)	Agency provides CFH with a signed Certificate of Approval, which includes the capacity for which the home has been certified, and the age range of children to be served
	13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88069.7(b)(2)	CFH case records contain written records of the home study
	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88069.7(b)(11)	CFH case records contain each child's records and the date the child was placed in care
	15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88069.7(c)(4)	CFH case records contain a copy of the Certificate of Approval
	16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88069.7(c)(5)	CFH case records document 12 hours training for certified parents
Child Records	17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88070(a)(1)(E)	Agency ensures that child's records, if available, contain medical/dental history, immunization records, and physicians orders for any medically necessary diet
	18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88070(a)(1)(J)	Agency ensures that child's records contain medical consent forms signed by authorized representatives.
	19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88070(a)(1)(K)	Agency ensures that child's records contain copies of original and modified Needs and Services Plans
	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	88070(a)(1)(M)	Agency ensures that child's records contain vaccination documentation

 Number of staff records reviewed today

 Number of children's records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date? <input type="radio"/> Yes <input type="radio"/> No	Was a comprehensive inspection triggered during this inspection? <input type="radio"/> Yes <input type="radio"/> No	If so, was the comprehensive inspection triggered by items on this KIT? <input type="radio"/> Yes <input type="radio"/> No
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Comments or suggestions about this KIT:

Draft: July 2015

A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited. Call ISR at 800-311-4906 for technical assistance. Email: KIT3_CRES@csu.edu Fax: 916-278-5150

Inspection Type: <input type="text"/>	KIT 3: SMALL FAMILY HOME	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?		Regulation	Compliance Indicator Description		
	Yes	No	N/A*		
Walk Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80010(a)	ZT - The home is operating within the capacity and limitations of the license
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(e)	ZT - All licensees ensure the inaccessibility of pools (in-ground & above-ground), wading pools, hot tubs, spas, fish ponds, or similar bodies of water through a pool cover or surrounding fence.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(g)(1)	ZT - Storage areas for firearms and dangerous weapons are locked
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(g)(2)	ZT - Firing pins are stored and locked separately from firearms
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(g)(3)	ZT - Ammunition is stored and locked separately from firearms
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83023(b)	ZT - Home maintains appropriate fire clearance
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(a)	The home is clean, safe, sanitary, and in good repair
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83087.2(a)	Outdoor activity space is free of obstructions and hazards
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83088(c)	Children have individual beds, comfortable mattresses, clean linens, blankets, and pillows, that are in good repair
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83087(b)(5)	Except for infants, children do not share a bedroom with an adult
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83087(b)(3)	No room commonly used for other purposes is used as a bedroom
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83076(b)	There is fresh perishable and nonperishable food in the home in a quantity to meet the needs of the next three meals and the between meal snacks
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1503.2	Facility has one or more functioning carbon monoxide detectors that meet the statutory requirements
Care and Supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83075(f)	ZT - Any time a child is in the home, at least one of the persons providing regular and routine direct care and supervision has current training in first aid and CPR
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83078(a)(1)	Licensee provides services identified in child's needs and services plan, and individualized health care plan, for children with special health care needs
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83064(b)(2)	When absent from the home while children are present, the licensee provides for supervision of the children by a responsible adult unless otherwise agreed to in advance by the licensing agencies
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83072(c)(20)	Children have the right to attend school and participate in extracurricular, cultural, and personal enrichment activities consistent with the child's age and developmental level
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83072(c)(5)	Each school age child has access to an individual storage space for his/her private use
	Child Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	83070(b)(5)
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	83072(c)	Personal rights forms are in the children's files
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	83070(b)(7)	Each child's record contains dental and medical history, including immunization records and any physician's orders for any medically necessary diet
Administration		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80026(h)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80066(a)(6)	Facility personnel files document that staff meet training requirements
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80019(c)	The licensee, applicant, administrator, and any adult other than a client, residing in the facility, has a California criminal record clearance or exemption

Number of staff records reviewed today
 Number of children's records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one visit? <input type="radio"/> Yes <input type="radio"/> No	Was a comprehensive inspection triggered during this inspection? <input type="radio"/> Yes <input type="radio"/> No	If so, was the comprehensive inspection triggered by items on this KIT? <input type="radio"/> Yes <input type="radio"/> No
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Comments or suggestions about this KIT: Draft: July 2015

Print Form	A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited. Call ISR at 800-311-4906 for technical assistance. Email: KIT3_CRE@csus.edu Fax: 916-278-5150	Submit by Email
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Inspection Type: <input type="text"/>	KIT 3: CRISIS NURSERY	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Walk Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86587(g)(4)	ZT - Firearms and other dangerous weapons are not be allowed into or stored on the premises
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86587(e)	ZT - Swimming pools, hot tubs, spas, fish ponds and similar bodies of water are made inaccessible by covers or fences
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86587(a)	Crisis nurseries are clean, safe, sanitary, and in good repair
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86587(g)	Disinfectants, cleaning solutions, poisons, and other dangerous items are inaccessible
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1503.2	Facility has one or more functioning carbon monoxide detectors that meet the statutory requirements
Child Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86568.1(c)(1)(A)	Upon admission or placement, the crisis nursery completes an admission form that includes a family history, child health information, emergency information, dietary requirements, daily needs, habits or routines, and the disciplinary methods used by the parents or guardian
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86568.1(c)(1)	Upon admission or placement, the crisis nursery obtains information and signed consent forms specified in 86570(b)(1) to (16)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86568.1(c)(4)(A)	Upon admission or placement, the crisis nursery ensures that the authorized representatives understand, sign, and receive a copy of the child's personal rights
Staff Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86519(e)(1)	Prior to working or volunteering in a crisis nursery, all individuals obtained a California Criminal Record Clearance or exemption
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86519.2(b)	Prior to employment, residence, or initial presence in a crisis nursery, all individuals completed a Child Abuse Index Check (LIC 198A)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86565(h)(1)	All crisis nursery personnel, including the administrator, staff and volunteers, have a health screening report signed by a physician not more than one year prior to, or seven days after employment
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86565(n)	Lead caregivers, caregivers, and volunteers have a current and valid certificate verifying successful completion of pediatric first aid and pediatric cardiopulmonary resuscitation training
Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86510(a)	ZT - A crisis nursery shall not operate beyond the conditions and limitations specified on the license, including the capacity limitation
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86505.1(a)	ZT - The maximum capacity of a crisis nursery shall be 14
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86502(a)	ZT - All crisis nurseries shall obtain and maintain a fire clearance
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	85665.5(a)	ZT - There is at least one fully qualified and employed lead caregiver on site at all times
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86522(a)	Crisis nursery maintains a written plan of operation
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86523(a)	Crisis nursery posts current written emergency plans
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86561(a)(4)	Any suspected physical or psychological abuse or neglect of any child in care is reported to the Department and to other reporting agencies by the next business day (PC 11165.6 and PC 11166)

Number of staff records reviewed today

Number of children's records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date? <input type="radio"/> Yes <input type="radio"/> No	Was a comprehensive inspection triggered during this inspection? <input type="radio"/> Yes <input type="radio"/> No	If so, was the comprehensive inspection triggered by items on this KIT? <input type="radio"/> Yes <input type="radio"/> No
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Comments or suggestions about this KIT:

Draft: July 2015

Print Form	<p>A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited. Call ISR at 800-311-4906 for technical assistance. Email: KIT3_CRES@csus.edu Fax: 916-278-5150</p>	Submit by Email
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Inspection Type:	<input type="text"/>	KIT 3: Transitional Housing Placement Program	LPA Code:	<input type="text"/>	
Facility Lic Num:	<input type="text"/>	Facility Name:	<input type="text"/>	KIT Date:	<input type="text"/>

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Walk Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087 (e)	ZT - All licensees ensure the inaccessibility of pools (in-ground & above-ground), wading pools, hot tubs, spas, fish ponds, or similar bodies of water through a pool cover or surrounding fence.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80010 (a)	ZT - Licensee shall not operate a facility beyond the conditions and limitations specified on the license, including the capacity limitation.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86078(a)(2)	ZT - Licensee ensures that THPP participants provide care and supervision for participant's children
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86087(d)	ZT - Firearms and other weapons are not stored in THPP living units
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86087(e)(1)	If the children of the participant reside in the THPP living unit, disinfectants, cleaning solutions, poisons, and other items that could pose a danger are not accessible
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(a)	The facility is clean, safe, sanitary, and in good repair for the safety and well-being of clients, employees, and visitors
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86088(a)(2)	THPP participants and their minor children are provided with household essentials including, but not limited to: cooking utensils, furniture, equipment, supplies, and linens
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1503.2	Facility has one or more functioning carbon monoxide detectors that meet the statutory requirements
Participant Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86070(b)	Each THPP participant's record contains copies of important documents as listed in subsection 86070(b)(1 through 9) - Including, but not limited to: copies of school records, immunization records, and medical records.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86068.2	Each THPP participant's records include a personalized Needs and Services plan
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86068.2(c)	The Needs and Services plan is completed within 30 calendar days from the date of placement
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86066(a)	Personnel records include documentation that THPP personnel meet the education and experience requirements
Staff Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80019(d)	THPP licensee and staff have criminal record clearances
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80019.2	THPP licensee and staff have child abuse index checks
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86075(d)(2)	Employees responsible for direct care and supervision of participants have current training, from persons qualified to provide such training, in CPR and First Aid
Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	86020(b)	ZT - THPP licensee requests fire clearances for participant living units prior to residence of non-ambulatory individuals
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80065(g)	All personnel, including the licensee, administrator, and volunteers, are in good health, and are physically, mentally, and occupationally capable of performing assigned tasks

Number of staff records reviewed today

Number of participant records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date?	<input type="radio"/> Yes <input type="radio"/> No	Was a comprehensive inspection triggered during this inspection?	<input type="radio"/> Yes <input type="radio"/> No	If so, was the comprehensive inspection triggered by items on this KIT?	<input type="radio"/> Yes <input type="radio"/> No
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Comments or suggestions about this KIT:

Draft: July 2015

Print Form

A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited. Call ISR at 800-311-4906 for technical assistance. Email: KIT3_CRE@csus.edu Fax: 916-278-5150

Submit by Email

Phase Two Adult and Senior Care KIT 3 Forms

Inspection Type: <input type="text"/>	KIT 3: ASC - ADULT RESIDENTIAL	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Walk Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80020(a)	ZT - Facility fire clearance is maintained in conformity with State Fire Marshall regulations
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(e)	ZT - All pools and bodies of water are appropriately secured
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(g)(1)	ZT - Storage areas for firearms and other dangerous weapons are locked
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(c)	All outdoor and indoor passageways are free of obstruction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(g)	Disinfectants, cleaning solutions, poisons are inaccessible to clients.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80088(d)	Lamps or lights are present in all rooms to ensure the comfort and safety of all clients
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80088(e)(1)	Hot water temperature is maintained between 105 degrees F and 120 degrees F
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80088(e)(3)	All toilets, hand washing, and bathing facilities are safe, sanitary, and in operating condition with additional equipment for physically handicapped clients
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	85088(c)(4)	The licensee ensures that each client has clean linen in good repair, including lightweight warm blankets and bedspreads, top and bottom sheets, pillow cases, mattress pads, rubber or plastic sheeting when necessary, and bath towels, hand towels, and washcloths
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1503.2	Facility has one or more functioning carbon monoxide detectors that meet statutory requirements
Food Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80076(a)(1)	All food is selected, stored, prepared, and served in a safe and healthful manner
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	85076(d)(1)	Supplies of nonperishable foods are maintained on the premises to last for a minimum of one week and fresh perishable foods for a minimum of two days
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80076(a)(18)	All foods are protected against contamination. Contaminated food is discarded immediately
Care and Supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	85065(b)	ZT - The licensee employs staff as necessary to ensure provision of care and supervision to meet clients' needs
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80072(a)(2)	Each client is accorded safe, healthful, and comfortable accommodations, furnishings and equipment to meet his/her needs
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	85078(a)(1)	The licensee provides those services identified in the client's needs and services plan as necessary to meet the client's needs
Inc. Med. Care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80075(n)(3)	All medications are labeled and are maintained in compliance with label instructions, and state and federal law
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80075(n)(1)	Medication is kept in a safe and locked place that is not accessible to persons other than employees responsible for the supervision of the centrally stored medication

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

FORM CONTINUES ON PAGE 2

Page 2 KIT 3: ADULT RESIDENTIAL, Continued

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Facility/Staff Records	19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80010(a) ZT - Licensee does not operate beyond the conditions and limitations specified on the license, including the capacity
	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80046(a) ZT - Pursuant to H & S Code sections 1558 and 1558.1, an individual can be prohibited from serving as a member of a board of directors, executive director, or officer; from being employed or allowed in a licensed facility
	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80044(a) ZT - Employees of CCLD are allowed to enter the facility to conduct inspections, as specified in H & S Code sections 1526.5, 1533, 1534, and 1538
	22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80019(e)(1) All staff have a criminal record clearance or a criminal record exemption
	23	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80075(j)(i) Staff responsible for direct care and supervision have current first aid training
	24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80023(d) Disaster drills are conducted at least every six months
	25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	85064(b) The adult residential facility has a certified administrator
Resident Records	26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80075(a) The licensee ensures that each client receives first aid and other needed medical or dental services, including arrangement for and/or provision of transportation to the nearest available services
	27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80069(b) Prior to accepting a client into care, the licensee obtained and kept on file documentation of the client's medical assessment
	28	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80069(c)(1) The client's medical assessment includes the results of an examination for communicable tuberculosis and other contagious/infectious diseases
	29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80026(e) Cash resources, personal property, and valuables of clients are kept separate and intact, and are not co-mingled with facility funds or petty cash
	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80070(a) The licensee ensures that a separate, complete, and current record is maintained for each client
	31	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	85068.3(a) Initial needs and services plan is updated as necessary
	32	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80068(a) The licensee completes an individual written admission agreement with each client and the client's authorized representative if any

Number of staff records reviewed today

Number of resident records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date?	<input type="radio"/> Yes <input type="radio"/> No	Was a comprehensive inspection triggered during this inspection?	<input type="radio"/> Yes <input type="radio"/> No	If so, was the comprehensive inspection triggered by items on this KIT?	<input type="radio"/> Yes <input type="radio"/> No
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Comments or suggestions about this KIT:

Final July 27

Print Form

A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited. Call ISR at 800-311-4906 for technical assistance. Email: KIT3_ASC@csus.edu Fax: 916-278-5150

Submit by Email

Inspection Type: <input type="text"/>	KIT 3: ASC - ADULT DAY	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Walk Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82020	ZT - Facility fire clearance is maintained in conformity with State Fire Marshall regulations
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82087(f)	ZT - All pools and bodies of water are appropriately secured
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(g)(1)	ZT - Storage areas for firearms/poisons/other dangerous weapons is locked
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82087(a)(3)	Disinfectants, cleaning solutions, and poisons are inaccessible to clients
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82088(e)(1)	Hot water temperature is maintained between 105 degrees F and 120 degrees F
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82088(e)(3)	All toilets, hand washing, and bathing facilities are maintained in a safe, sanitary, operating condition, with provisions/equipment for handicapped individuals
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82087(a)	The program site is clean, safe, sanitary, and in good repair at all times for the safety and well-being of clients, employees, and visitors
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1503.2	Facility has one or more functioning carbon monoxide detectors that meet statutory requirements
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82072(a)(2)	Each client is accorded safe, healthful, and comfortable accommodations, furnishings and equipment to meet his/her needs
Food Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82076(a)(1)	All food is selected, stored, prepared, and served in a safe and healthful manner
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82076(a)(16)	All kitchen, food preparation, and storage areas are kept clean, free of litter and rubbish, and measures are taken to keep all such areas free of rodents and other vermin
Care and Supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82078(a)	ZT - There is care and supervision necessary to meet the client's needs and all services specified in the admissions
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82065(e)	ZT - There is direct supervision of clients during participation in, or presence at, potentially dangerous activities or areas
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82072(a)(8)	Clients' personal rights include not being placed in a restraining device. Postural supports may be used, under conditions listed in 82072(a)(8)(A - E)
Inc. Med. Care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82075(b)	Clients are assisted with self-administration of medications
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82075(f)(1)	Medication is kept in a safe and locked place that is not accessible to persons other than employees responsible for the supervision of the centrally stored medication

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

FORM CONTINUES ON PAGE 2

Page 2 KIT 3: ADULT DAY, Continued

In compliance?		Regulation	Compliance Indicator Description		
Yes	No			N/A*	
17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82010	ZT - The licensee is operating the day program within the conditions and limitations specified on the license, including the capacity limitation
18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82065(a)	ZT - Program personnel are at all times sufficient in numbers and competent to provide the services necessary to meet individual client needs
19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82046(a)	ZT - Excluded person - Department may prohibit an individual from serving as a member of a board of directors, executive director, or officer; or from being employed or present in a licensed facility
20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82044(a)	ZT - Pursuant to the authority specified in H&S code sections 1526.5, 1533, 1534, and 1538; the licensing agency shall evaluate and inspect Adult Day Programs
21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82075(f)	Staff responsible for direct care and supervision have current first aid and CPR training
22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82064(a)(1) & (a)(2)	The program administrator either has a baccalaureate degree in psychology, social work, or a related human services field and has a minimum of one year experience in the management of a human services delivery system, or has three years of experience in a human services delivery system including at least one year in a management or supervisory position
23	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82065.1(d)(1)	Direct care staff receive a minimum of 8 documented hours of training per year
24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82066(a)(10)	Personnel records contain a health screening from a licensed medical professional
25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82019(e)(1) & (e)(2)	Prior to working, residing, or volunteering in a licensed day program, all individuals subject to criminal record review obtain a California clearance or a criminal record exemption, or request the licensee or applicant for a license to request a transfer of a criminal record clearance
26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82022(a)	Licensee has, and maintains on file, a current, written, definitive plan of operation
27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82066(a)	Licensee ensures that personnel records are maintained on the licensee, administrator, and each employee
28	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82064(d)	The administrator receives and documents a minimum of 30 clock hours of continuing education every 24 months of employment
29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82065(g)(1)	The good physical health of each employee and individual licensee is verified by a health screening, including negative test results for tuberculosis, performed by or under the supervision of a physician not more than one year prior to, or seven days after, employment or licensure
Resident Records					
30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82068(a)	The licensee completes and maintains an individual written admission agreement with each client and the client's authorized representative, if any
31	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82068.2(e)	The written Needs and Services plan is maintained in the client's file
32	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	82068.3(a)	The licensee ensures that each client's written Needs and Services plan is updated as often as necessary, but at least annually, to ensure its accuracy, and to document significant occurrences that result in changes in the clients's physical, mental, psychological, and/or social functioning

Number of staff records reviewed today
 Number of resident records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date? Yes No
 Was a comprehensive inspection triggered during this inspection? Yes No
 If so, was the comprehensive inspection triggered by items on this KIT? Yes No

Comments or suggestions about this KIT: Final July 27

Inspection Type: <input type="text"/>	KIT 3: ASC - Social Rehab Facility	LPA Code: <input type="text"/>
Facility Lic Num: <input type="text"/>	Facility Name: <input type="text"/>	KIT Date: <input type="text"/>

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(e)	ZT - All pools and bodies of water are appropriately secured
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(g)(1)	ZT - Storage areas for firearms and other dangerous weapons are locked.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80020(a)	ZT - Facility fire clearance is maintained in conformity with State Fire Marshall regulations
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(c)	All outdoor and indoor passageways are kept free of obstruction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(g)	Disinfectants, cleaning solutions, and poisons are inaccessible to clients
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80088(d)	Lamps or lights are in all rooms to ensure comfort and safety
Walk Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80088(e)(1)	Hot water temperature is maintained between 105 degrees F and 120 degrees F
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(a)	The facility is clean, safe, sanitary and in good repair for the safety and well-being of clients, employees, and visitors
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1503.2	Facility has one or more functioning carbon monoxide detectors that meet statutory requirements
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	81076(c)(4)	Freezers and refrigerators are kept clean and maintain their temperature
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80088(e)(3)	All toilets, hand washing and bathing facilities are in safe, sanitary operating condition with additional equipment for physically handicapped individuals
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80088(e)	Faucets used by clients for personal care such as shaving and grooming deliver hot water
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	81088(c)(4)	The licensee ensures provision of clean linen in good repair, including lightweight, warm blankets and bedspreads, to and bottom bed sheets, pillow cases, mattress pads, rubber or plastic sheeting when necessary, and bath towels, hand towels, and washcloths
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80072(a)(2)	Each client is accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs
Food Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80076 (a)(17-19)	In facilities providing meals to clients, all kitchen, food preparation, and storage areas are kept clean, free of litter and rubbish, and measures are taken to keep all such areas free of rodents, and other vermin. All food is protected against contamination. Contaminated food is discarded immediately and all equipment, dishes, and utensils are kept clean and maintained in safe condition
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	81076(c)(1)	Food supplies include nonperishable foods to last a minimum of 1 week, and perishable foods for a minimum of 2 days are available

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

FORM CONTINUES ON PAGE 2

Page 2 KIT 3: SOCIAL REHAB FACILITY, continued

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Inc. Med. Care	17	<input type="radio"/>	<input type="radio"/>	80075(n)(1)	Medications are safe, locked, and inaccessible
	18	<input type="radio"/>	<input type="radio"/>	80075 (n)(7)(A-D)	The licensee maintains a record of centrally stored prescription medications for each client which includes the name of the client, the prescribing physician, the name, strength and quantity of the drug, and the date filled, and the client's record of prescription medications is retained for at least one year
Administration/Staff Records	19	<input type="radio"/>	<input type="radio"/>	80065(a)	ZT - Facility personnel are competent to provide the services necessary to meet individual client needs
	20	<input type="radio"/>	<input type="radio"/>	80010(a)	ZT - Licensee does not operate beyond the conditions and limitations specified on the license
	21	<input type="radio"/>	<input type="radio"/>	80046(a)	ZT - An individual can be prohibited from serving as a member of a board of directors, executive director or officer, from being employed or allowing an individual in a licensed facility
	22	<input type="radio"/>	<input type="radio"/>	80044(a)	ZT - Employees of CCLD shall be allowed to enter the facility to conduct inspections
	23	<input type="radio"/>	<input type="radio"/>	81065(f)	All direct care staff receive a minimum of 20 clock hours of continuing education per year, which provides the staff with the knowledge and skills as appropriate to their job assignment
	24	<input type="radio"/>	<input type="radio"/>	80019(e)(1)	All individuals subject to a criminal record review obtain a criminal record clearance or a criminal record exemption
Resident Records	25	<input type="radio"/>	<input type="radio"/>	80075(i)	Staff responsible for direct care and supervision have current first aid training
	26	<input type="radio"/>	<input type="radio"/>	80065(g)(1)	All personnel, including the licensee, administrators, and volunteers are in good health, and are physically, mentally, and occupationally capable of performing tasks, as verified by a health screening including a test for tuberculosis, performed by or under the supervision of a physician not more than one year prior to, or seven days after employment or licensure
	27	<input type="radio"/>	<input type="radio"/>	81068.2(b)	Prior to admission, the licensee completes a written Needs and Services Plan for each client admitted
	28	<input type="radio"/>	<input type="radio"/>	80069 (c)(1)/(c)(4)	The licensee obtains a medical assessment which includes the results of an examination for communicable tuberculosis and other contagious/infectious diseases, and a determination of the clients' ambulatory status

Number of staff records reviewed today

Number of resident records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date? Yes No Was a comprehensive inspection triggered during this inspection? Yes No If so, was the comprehensive inspection triggered by items on this KIT? Yes No

Comments or suggestions about this KIT:

Final July 27

Print Form

A comprehensive inspection is triggered if: one Zero Tolerance and/or two Type A violations are cited.
Call ISR at 800-311-4906 for technical assistance. Email: KIT3_ASC@csus.edu Fax: 916-278-5150

Submit by Email

Inspection Type:	<input type="text"/>	KIT 3: ASC - ARFSHN	LPA Code:	<input type="text"/>
Facility Lic Num:	<input type="text"/>	Facility Name:	KIT Date:	<input type="text"/>

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Walk Through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(e)	ZT - All pools and bodies of water are appropriately secured
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(g)(1)	ZT - Storage areas for firearms and other dangerous weapons are locked
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80020(a)	ZT - Facility fire clearance is maintained in conformity with State Fire Marshall regulations
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(a)	The facility is clean, safe, sanitary, and in good repair
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80075(e)(2)(E)	Oxygen tanks that are not portable are secured either in a stand or to the wall
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(b)(1)	Facility uses protective devices including but not limited to nonslip material on rugs
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80087(g)(1)	Storage areas for disinfectants, cleaning solutions, and poisons are locked
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1503.2	Facility has one or more functioning carbon monoxide detectors that meet statutory requirements
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80088(e)(1)	Hot water delivered to fixtures used by clients is maintained between 105 degrees F and 120 degrees F
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80088(e)(3)	Toilets, hand washing, and bathing facilities are maintained in safe, and sanitary operating condition, and additional equipment, aids, and/or conveniences are provided for physically handicapped individuals
Food Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80076(a)(1)	Meals are at least 1/3 of the servings recommended in the USDA Basic Food Group Plan - for the age group served, and are selected, stored, prepared, and served in a safe and healthful manner
	Care/Supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80065(a)
<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	80078(a)	The licensee provides care and supervision as necessary to meet the client's needs
Incidental Medical Care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80092.10(a)(4)	The licensee ensures that gastrostomy feeding, hydration, medication administration through the gastrostomy, and stoma cleaning are provided by a licensed professional when the client is unable to provide his/her own feeding, hydration, and care
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80075(n)(3)	Medications are labeled and maintained in compliance with label instructions and state and federal laws
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80075(n)(1)	Medication is kept in a safe and locked place, inaccessible to persons other than employees responsible for the supervision of the centrally stored medication

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

FORM CONTINUES ON PAGE 2

Page 2 KIT 3: ARFSHN, Continued

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Facility/Staff Records	17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80010(a) ZT - Facility does not operate beyond the conditions and limitations specified on the license, including the maximum number of persons who may receive services at any one time
	18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80046(a) ZT - An individual can be prohibited from serving as a member of a board of directors, executive director, or officer and from being employed, or allowed to enter, a licensed facility
	19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80044(a) ZT - Any authorized employee of the licensing agency may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice
	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80065(g)(1) All personnel, including the licensee, administrator, and volunteers, are in good health, and are physically, mentally, and occupationally capable of performing assigned tasks
	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80019(e)(1) All staff have a criminal record clearance, or a criminal record exemption
	22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80075(i) Staff providing care and supervision have first aid training from qualified agencies including, but not limited to, the American Red Cross
	23	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80023(d)(2) Disaster drills are documented and the documentation is maintained in the facility for at least one year
	24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80024(a) Licensee maintains continuous compliance with licensing regulations unless prior written licensing agency approval is received
Resident Records	25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80066(a) Licensee ensures that personnel records are maintained on the licensee, administrator, and each employee
	26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80077.2 (b)(2)(C) Prior to accepting a client into care, the licensee completes a Needs and Services Plan that includes a method for determining the client's needs
	27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80026(h) Licensee maintains accurate records of accounts of cash resources, personal property, and valuables entrusted to his/her care
	28	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80070(a) A separate, complete, and current record is maintained in the facility for each client
	29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	80072(b) At admission, a client and their authorized representative are advised of, and given a list of their rights

Number of staff records reviewed today

Number of resident records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date? Yes No Was a comprehensive inspection triggered during this inspection? Yes No If so, was the comprehensive inspection triggered by items on this KIT? Yes No

Comments or suggestions about this KIT:

Final July 27

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Submit by Email

Inspection Type:	<input type="text"/>	KIT 3: ASC - RCFCI	LPA Code:	<input type="text"/>
Facility Lic Num:	<input type="text"/>	Facility Name:	KIT Date:	<input type="text"/>

In compliance?

	Yes	No	N/A*	Regulation	Compliance Indicator Description
Walk Through	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87887(f) ZT - All pools and bodies of water are appropriately secured
	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87820(a) ZT - Facility fire clearance is maintained in conformity with State Fire Marshall regulations
	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87887(a) The facility is clean, safe, sanitary, and in good repair at all times
	4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87887(b)(1) All clients are protected against hazards including protective devices which include, but are not limited to, nonslip material on rugs
	5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87887(c) All outdoor and indoor passageways are free of obstruction
	6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87888(a) A comfortable temperature for clients is maintained at all times
	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87887(h)(1) Storage areas for poisons, firearms, and other dangerous weapons are locked
	8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87888(e)(1) Hot water temperature is maintained between 105 degrees F and 120 degrees F
	9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87889(a) Contaminated and hazardous waste, such as soiled diapers, used needles and syringes, soiled surgical dressings, disposable wipes, gloves, and other items and/or equipment used for the hygienic care and treatment of residents, shall be disposed of by a hazardous waste company
	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	H&S 1568.043 Facility has one or more functioning carbon monoxide detectors that meet statutory requirements
	11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87888(d) Lamps or lights are installed in all rooms to ensure the comfort and safety of residents
	12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87888(e)(3) All toilets, hand washing, and bathing facilities are safe, sanitary, and in good operating condition with additional equipment for physically handicapped individuals as needed
Food Service	13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87876(a)(1) All food is protected from contamination and is of the quality and quantity necessary to meet the needs of the residents
	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87876(a)(20) Facility has an operable dishwasher that meets regulatory requirements
	15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87876(a)(13) All persons engaged in food preparation and service observe personal hygiene and food services sanitation practices which protect the food from contamination
Care/Supervision	16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87878(a) ZT - The licensee provides care and supervision as necessary to meet the resident's needs
	17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	87865.1(b) For daytime hours, the minimum staffing ratio is one direct care staff person up, awake, and on duty for every ten residents on the premises

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

FORM CONTINUES ON PAGE 2

Page 2 KIT 3: RCFCI, continued

In compliance?		Regulation	Compliance Indicator Description
Yes	No	N/A*	
Inc. Med. Care	18	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87915(a)(1)	Medications are kept in a safe and locked place that is not accessible to persons other than employees responsible for the supervision of the centrally stored medication
	19	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87870(b)(10)	Each resident record contains a record of any illness or injury requiring treatment by a physician or dentist and for which the facility provided assistance to the resident in meeting his/her medical and/or dental needs
	20	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87810(a)	ZT - Licensee does not operate the facility beyond the conditions and limitations specified on the license
Facility/Staff Records	21	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87844(a)	ZT - The Department has the authority to conduct an inspection of any licensed residential care facility or residential care facility which has applied to be licensed at any time
	22	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87846(a)	ZT - The Department may prohibit an individual from serving as a member of the board of directors, executive director, or officer; being employed or allowed in a licensed facility
	23	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87819(a)(1)	Criminal record clearance for all required persons is associated to the license
	24	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87819(a)(4)	The licensee has submitted fingerprints to the California Department of Justice, along with a second set of fingerprints for the purpose of searching the records of the Federal Bureau of Investigation, prior to any individual's employment, residence, or initial presence in the facility
	25	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87866(a)	The licensee ensures that personnel records are maintained on the licensee, administrator, and each employee
	26	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87826(h)	Licensee maintains accurate records of accounts of cash resources, personal property, and valuables entrusted to his/her care
	27	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87823(d)(2)	Disaster drills are conducted and documented at least every 6 months and documents are maintained for at least one year.
	28	<input type="radio"/> <input type="radio"/> <input type="radio"/> 87923(a)(1)	All direct care staff and the facility manager have current first aid training and a copy of the current first aid card is maintained in the personnel record

Number of staff records reviewed today

* Not applicable or not observable. In the comment section, please explain why an item was not applicable or not observable during this KIT inspection.

Did this inspection occur on more than one date? <input type="radio"/> Yes <input type="radio"/> No	Was a comprehensive inspection triggered during this inspection? <input type="radio"/> Yes <input type="radio"/> No	If so, was the comprehensive inspection triggered by items on this KIT? <input type="radio"/> Yes <input type="radio"/> No
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