

## Ohio Mental Health and Addiction Services

### Pre-Application Checklist for an Adult Family Homes (3 to 5 Residents)

This pre-application checklist is for an Adult Family Home (AFH) that will be used by an assigned Ohio Mental Health and Addiction Services (OhioMHAS) Behavioral Health Standards Surveyor during the inspection of your home for compliance.

Prior to the submission of an application, your home should be move in ready, and if you are able to respond "Ready" to each Ohio Administrative Code criteria you should be ready for your survey. Please review this form, and familiarize yourself with the rules found under [mha.ohio.gov/regulations/rules/in-effect](http://mha.ohio.gov/regulations/rules/in-effect).

Required Inspections		
Requirement	Ohio Administrative Code	Ready
Central Heating Inspection prior to licensure – any problems corrected	5122-33-22 (I)(7)	<input type="checkbox"/>
Inspection of operational fireplaces/firestoves	5122-33-22 (I)(8)(b)	<input type="checkbox"/>
Water and sewage inspections if water source is not public	5122-33-11(A) and (B)	<input type="checkbox"/>

Staff Requirements		
Requirement	Rule Cite	Ready
Staff are at least 18 years old; Manager is at least 21 years old	5122-33-13 (H)(1)	<input type="checkbox"/>
BCII Background Check – no disqualifying offenses	5122-33-13 (Q)	<input type="checkbox"/>
TB Test within 5 working days after beginning employment	5122-33-13 (I)	<input type="checkbox"/>
Orientation Training to include: <ul style="list-style-type: none"> <li>○ Fire emergency and evacuation; Securing emergency assistance in the event of suspected fire, medical emergency, or other crisis</li> <li>○ Job responsibilities</li> <li>○ Orientation to the physical layout of the facility</li> <li>○ Facility policies and procedures</li> <li>○ Residents’ rights</li> </ul>	5122-33-13 (J)	<input type="checkbox"/>
First Aid Training	5122-33-13 (K)(1)	<input type="checkbox"/>
Training in correct techniques for providing personal care services	5122-33-13 (K)(2)	<input type="checkbox"/>

Site Safety Requirements		
Requirement	Rule Cite	Ready
Exterior and interior stairways are equipped with sturdy and securely fastened handrails	5122-33-22 (I)(1)	<input type="checkbox"/>
The open sides of a porch and interior or exterior stairways are equipped with secure railings	5122-33-22 (I)(2)	<input type="checkbox"/>
Floors are in good repair. Rugs are securely fastened or have non-skid padding	5122-33-22 (I)(3)	<input type="checkbox"/>
All corridors, entrances, exits, and outside pathways are free of obstacles and in good repair	5122-33-22 (I)(4)	<input type="checkbox"/>
Sidewalks, escape routes, and entrances are free of ice and snow	5122-33-22 (I)(5)	<input type="checkbox"/>
Common areas and exits are well-lighted	5122-33-22 (I)(10)	<input type="checkbox"/>
Poisonous/hazardous materials are clearly labeled and stored away from foods and medication; Flammable materials are stored safely; Combustible materials are stored more than two feet of any heater.	5122-33-22 (I)(11)	<input type="checkbox"/>
First aid supplies are maintained in a closed, but unlocked container, easily accessible to the manager, staff, and residents	5122-33-22 (I)(14)	<input type="checkbox"/>
Telephone numbers of fire and police departments, crisis center and other emergency numbers are prominently displayed at each telephone in the home.	5122-33-22 (I)(15)	<input type="checkbox"/>
All interior and exterior doors are kept in a safe operating condition and are capable of latching securely when closed	5122-33-22 (I)(16)	<input type="checkbox"/>

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General Requirements		
Requirement	Rule Cite	Ready
Home has a well-lighted and adequately heated living area which contains sufficient comfortable, safe, and functional furniture to ensure a seating place for at least 50% of the residents.	5122-33-22 (A)	<input type="checkbox"/>
Residents are permitted to bring personal items to the facility	5122-33-22 (B)	<input type="checkbox"/>
Residents have access to at least one non-pay telephone at all times for making local calls and for use in case of an emergency.	5122-33-22 (F)	<input type="checkbox"/>
The facility launders or arranges for the laundering of all clothing and bed and bath linen for residents who require laundry services.	5122-33-21 (A)	<input type="checkbox"/>
\$25 application fee paid	5122-33-03 (D)(1)	<input type="checkbox"/>

Bedroom Requirements		
Requirement	Rule Cite	Ready
Resident bedrooms are separate and distinct from that of the owner, operator, manager, or live-in staff	5122-33-22 (D)	<input type="checkbox"/>
Space Requirements: <ul style="list-style-type: none"> <li>• Single occupancy rooms have a minimum of 80 square feet</li> <li>• Multiple occupancy rooms have a minimum of 60 square feet per resident with at least 3 feet between beds</li> </ul>	5122-33-22 (D)(2) and (D)(4)	<input type="checkbox"/>
For facilities licensed after 12/31/2006, no more than two residents per bedroom	5122-33-22 (D)(3)	<input type="checkbox"/>
Furniture does not block doorway	5122-33-22 (D)(4)	<input type="checkbox"/>
Bedrooms have permanent floor- to-ceiling walls	5122-33-22 (D)(5)	<input type="checkbox"/>
Bedrooms are not used as a passageway to other rooms/Bedrooms are accessible by a door opening into a hallway or common use area	5122-33-22 (D)(6)	<input type="checkbox"/>
Bedrooms are not located in a room containing a furnace	5122-33-22 (D)(7)	<input type="checkbox"/>
Bedrooms are not more than 50% below average grade level.	5122-33-22 (D)(8)	<input type="checkbox"/>
Bedrooms contain a bed for each resident consisting of springs and a clean, comfortable mattress	5122-33-22 (D)(10)	<input type="checkbox"/>
Residents are provided with bed linen, including at least 2 sheets, a pillow/pillow case, a bedspread, and a blanket (2 sets of linen is available for each bed at all times)	5122-33-22 (D)(11)	<input type="checkbox"/>
Bedrooms are equipped with: <ul style="list-style-type: none"> <li>• closet and/or wardrobe space for storage of personal clothing and belongings</li> <li>• bureau, dresser, or equivalent space</li> <li>• mirror appropriate for grooming</li> </ul>	5122-33-22 (D)(12)	<input type="checkbox"/>
Each bedroom has a window capable of being opened and equipped with a screen and a curtain, shade, or other covering	5122-33-22 (D)(13)	<input type="checkbox"/>
Bedrooms are well-lighted and dry	5122-33-22 (D)(14)	<input type="checkbox"/>
Bedrooms have doors capable of being closed and latched	5122-33-22 (D)(15)	<input type="checkbox"/>
Bedrooms for non-ambulatory residents located on a floor that exits to the ground level		<input type="checkbox"/>
If bedroom doors lock, all locks are capable of being opened from the inside without the use of a key. If bedroom doors lock, all residents are given a key to the bedroom and the operator/manager maintains duplicate or master keys.	5122-33-22 (I)(12)	<input type="checkbox"/>

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<b>Bathroom Requirements</b>		
<b>Requirement</b>	<b>Rule Cite</b>	<b>Ready</b>
There is at least one bathroom per 8 individuals living in the facility	5122-33-22 (E)	<input type="checkbox"/>
Bathrooms are clean, sanitary, and in good repair and accessible to residents at all times	5122-33-22 (E)(1)	<input type="checkbox"/>
Bathtub or shower is equipped with a secure handrail or grab bar and non-skid surfacing	5122-33-22 (E)(2)	<input type="checkbox"/>
Bathrooms are equipped with a sufficient supply of soap and toilet paper	5122-33-22 (E)(3)	<input type="checkbox"/>
Residents are provided with clean bath towels and washcloths	5122-33-22 (E)(4)	<input type="checkbox"/>
Bathtub/shower and sink have hot and cold running water. Hot water temperature is maintained between 105 and 120 degrees F.	5122-33-22 (E)(5)	<input type="checkbox"/>
Each bathroom is accessible to all users from a corridor, hallway, or common area.	5122-33-22 (E)(6)	<input type="checkbox"/>

<b>Kitchen and Dietary Services Requirements</b>		
<b>Requirement</b>	<b>Rule Cite</b>	<b>Ready</b>
Safe drinking water is readily accessible to residents at all times	5122-33-20 (B)(3)	<input type="checkbox"/>
Home has a one-week supply of staple foods and a two-day supply of perishable foods (e.g. Fresh milk, eggs, bread, fruits and vegetables)	5122-33-20 (C)(1)	<input type="checkbox"/>
Food is protected from contamination, including dust, insects, rodents, unclean utensils, hair, flooding, drainage, and overhead leakage or dripping.	5122-33-20 (E)(2)	<input type="checkbox"/>
Food stored in the refrigerator or freezer is properly wrapped, covered, or in a closed container and is labeled appropriately.	5122-33-20 (E)(3)	<input type="checkbox"/>
A clean and sanitary supply of eating and drinking utensils and pots and pans is maintained.	5122-33-20 (G)(2)	<input type="checkbox"/>
Kitchen appliances and equipment are kept clean and free of food debris	5122-33-20 (G)(3)	<input type="checkbox"/>
Home has a dining area where meals are served which shall be sufficient to allow at least 50% of all residents to eat comfortably together at one time	5122-33-22 (C)	<input type="checkbox"/>

<b>Fire Safety Requirements</b>		
<b>Requirement</b>	<b>Rule Cite</b>	<b>Ready</b>
Home has a written evacuation procedure, explained to all residents and posted on each floor of the home.	5122-33-09 (C)(1)	<input type="checkbox"/>
A floor plan indicating the location of the smoke detectors, fire extinguishers, evacuation routes, and exits is posted on each floor of the home.	5122-33-09 (C)(1)(b)	<input type="checkbox"/>
At least one battery-operated smoke detector or electrical smoke detector with battery back-up is located on each floor of the home, including the basement and attic, and any attached garage.	5122-33-09 (C)(2)	<input type="checkbox"/>
At least one smoke detector is installed in each hallway where resident bedrooms are located & in/near each designated smoking area and kitchen area	5122-33-09 (C)(2)(b)	<input type="checkbox"/>
At least one dry chemical fire extinguisher with a <u>minimum</u> rating of "40 BC" is located in the kitchen area	5122-33-09 (C)(3)(a)	<input type="checkbox"/>
Fire extinguishers shall be inspected annually and refilled as necessary by an individual certified by the state fire marshal	5122-33-09 (C)(4)	<input type="checkbox"/>
At least one dry chemical fire extinguisher with a <u>minimum</u> rating of "2A-10BC" is located on each floor of the home	5122-33-09 (C)(3)(b)	<input type="checkbox"/>

<b>Bedroom Requirements</b>		
<b>Requirement</b>	<b>Rule Cite</b>	<b>Ready</b>
Electrical cooking appliances are prohibited in residents' rooms	5122-33-09 (C)(5)	<input type="checkbox"/>
Non-ambulatory residents' bedrooms' shall be located on a floor that exits to ground level.	5122-33-09 (C)(6)	<input type="checkbox"/>