



Things to Know Before Choosing a Personal Care Community

The following checklist contains information that you will want to have prior to choosing an Personal Care facility in Kentucky. As you narrow down your choices, remember that every Personal Care facility is unique. Be sure to make several visits, at various times of the day, and request additional information where needed. This will allow you to make an informed decision.

A Personal Care facility is licensed by the Office of Inspector General (OIG) in the Cabinet for Health & Family Services, and is regulated by the OIG under the personal care regulations in the Commonwealth of Kentucky.

Services Offered by the Personal Care facility

- Assistance with activities of daily living, which include bathing, dressing, grooming, transferring, toileting and eating
- Assistance with instrumental activities of daily living, which include housekeeping, shopping, laundry, chores, transportation, and clerical assistance
- Three meals and snacks made available each day
- Scheduled daily social activities that address the general preferences of clients
- Storing and administering medication for the resident

Atmosphere

- The employees treat clients, visitors and other employees in a friendly and respectful manner
- Clients socialize with each other and appear happy
- Visitors are welcome in the Personal Care facility

Community Features

- This is a convenient location
- The grounds and décor are attractive
- Individual living units (i.e. apartments) may be either furnished or unfurnished. Unfurnished units allow residents to bring their own furniture.
- Each living unit has a bathtub or shower (exemption allowed)
- Each living unit has a lockable door
- Each living unit has a window to the outdoors
- Each living unit has a telephone jack
- There are provisions for emergency response in each living unit (i.e. pull cord, alarm, pendant, etc.)
- Each living unit has an individual thermostat control if the Personal Care facility has more than 20 living units
- Access is provided to a laundry facility



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- Central dining is available
- There is a common living room area
- Doorways, hallways and living units provide the space needed by clients who use walkers, wheelchairs, scooters, etc.
- Elevators are available if the Personal Care facility has more than one story
- Each living unit has a kitchenette with a refrigerator, sink and microwave oven
- There is good natural and artificial lighting
- It is possible to share a living unit with a spouse or another individual under mutual agreement

Lease Agreement

- The lease agreement is a contract between the client and the Personal Care facility. It must be made available to the client for review before signing, and must be printed in no smaller than twelve (12) point type.
- Client information must include the following:
 - An assessment of the client's ability to perform activities of daily living and instrumental activities of daily living
 - Emergency contact person's name
 - Name of responsible party or legal guardian, if applicable
 - Attending physician's name
 - Information on personal and social preferences
 - Advance directive, if client desires
 - Other information that would help meet the client's needs
- Other required information includes the following:
 - Policy regarding termination of the lease agreement
 - Terms of occupancy
 - General services and fee structure
 - Information about specific services provided, description of the living unit, and fees
 - Provisions for modifying client services and fees
 - Minimum of thirty (30) day notice for a change in the community's fee structure
 - Minimum of thirty (30) day move-out notice for non-payment
 - Assistance for client to find appropriate living arrangements prior to actual move-out date
 - Refund and cancellation policies



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- Description of any special programming, staffing, or training
- Other community rights, policies, practices, and procedures
- Written policies about a client contracting or arranging to receive additional services from an outside agency or individual
- Grievance policies related to complaints

Employee Qualifications and Requirements

- The Personal Care facility has a designated manager with management or administrative ability
- There is sufficient staffing to meet the twenty-four (24) hour needs of clients
- Criminal records checks are conducted on employee applicants
- The Personal Care facility ensures that no employees are listed on Kentucky's nurse aide abuse registry
- Staff and management receive orientation and in-service education
- No employee who has an active, communicable disease is permitted to work

Food Services

- Three meals and snacks are made available each day
- Special foods may be requested
- The meal schedule and menus are posted
- Clients are permitted to dine in their living units

Social, Recreational & Spiritual Activities

- There is an activities program that addresses the general preferences of clients
- Activities are posted in advance
- Volunteers and families are encouraged to participate in activities
- Clients have access to religious activities

Memory Care

- Some Personal Care facilities offer a special memory care apartment for those who have early stage dementia