



## Things to Know Before Choosing an Assisted Living Community

The following checklist contains information that you will want to have prior to choosing an assisted living community in Kentucky. As you narrow down your choices, remember that every assisted living community 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.

Any item below with an asterisk (\*) is an item that addresses a requirement under Kentucky law or regulation.

### Assisted Living Community Certification

- The assisted living community has filed for, or received, certification by the Kentucky Department for Aging and Independent Living (DAIL), and that information is available for review. \*

### Services Offered by the Assisted Living Community

- 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 \*
- Assistance with self-administration of medication \*

### 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 assisted living community

### Community Features

- This is a convenient location
- The grounds and décor are attractive
- Individual living units (i.e. apartments) are at least 200 square feet (exemption allowed) \*
- 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 \*



## Things to Know Before Choosing an Assisted Living Community, continued

- 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 assisted living community has more than 20 living units \*
- Access is provided to a laundry facility \*
- 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 assisted living community 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
- Clients can bring their own furniture and furnishings
- 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 assisted living community. 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 \*



## Things to Know Before Choosing an Assisted Living Community, continued

- 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 \*
- 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 assisted living community 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 assisted living community ensures that no employees are listed on Kentucky's nurse aide abuse registry, the adult protective services caregiver misconduct registry, or the child abuse central 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