

**Peninsula Regional Support Network**  
Residential Facility Review Tool

MH Agency/Facility:

PRSN Reviewer:

Date:

Name(s) and title(s) or Staff Providing Information:

	<b>Facility Review Questions</b>	<b>Y</b>	<b>NI</b>	<b>N</b>	<b>Comments</b>
1	How is it decided who is admitted? What is the process and who makes the final decision? What is the process if a clinician believes his or her client needs this level of care?				
2.	Is there a waiting list for the facility? If so, how is it kept up to date, and how is it used? Which clients receive priority? Do clients in an E and T or WSH receive priority over those in the community? How do they ensure equal access to the service/facility?				
3	Does the facility take clients from other agencies in the region? If so, under what circumstances? Does the other agency pay for the service? Would they be more likely to take those from other agencies if that agency paid for the cost?				
4	What is the average length of stay? Do they limit stays of clients from the time of admission (e.g do they let residents know how long they will be expected to stay?)				
5	Are there discharge plans for the residents? How often do they review client's readiness for discharge?" Who reviews it?				
6	How is care coordinated with the outpatient clinician for the client?				
7	How do they help residents become more independent so that they can move to a less intensive level of care?				
8	Do they take clients as "crisis bed" residents for short amounts of time? If so, explain the process. How do they document the service (e.g. crisis stabilization?)				
9	How are medications prescribed for clients? Does a prescriber come to the facility or do residents go to outpatient appointments?				
10	Boarding homes assist clients in "self-administering" medications (according to WACs.) What is their system for monitoring medications? How do they assist clients in becoming more independent in taking their meds( e.g. lockboxes for some individuals to use to get his/her meds)				
11	What activities do they offer clients? Do clients have chores, tasks that are expected of them? What rules are enforced; do residents have input into the rules of the facility? How is resident voice incorporated into the running of/management of the facility? ...into his or her treatment at the facility?				
12	What is the client/staff ratio? What is the training or degree level of the staff? What kind of training do they provide to residential staff other than what is				

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	required by the Boarding Home WACs?				
13	How is an emergency or a problem that could escalate into an emergency after-business hours handled (e.g. what is the protocol/who do staff call/what options are there for staff ?)				
14	What else is important for the reviewers to know about this facility?				

Additional comments, suggestions, or recommendations

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