



1. **Member Physical Exam Report:** (Health & Tuberculosis (TB) Checks): Prior to (within 90 days) or shortly (within 14 days), the Community Resource Coordinator (CRC)/Health & Wellness Coordinator (HWC) shall ensure that the resident has a medical examination and TB test and confirm that a copy has been given to the AFH provider for their records.
2. **Medication Information Sheet:** This form is to be completed and maintained by the AFH Provider upon admittance and kept in the AFH Member records. IDT should review for accuracy.
3. **Authorization to Dispense Medications Form:** This form needs to be reviewed upon placement, and annually, and signed by the Physician and kept in the member's file. IDT should review for accuracy.
4. **AFH Individualized Service Plan Form:** This form is to be completed by the CRC/HWC along with the resident, guardian, and AFH provider at the time a resident is placed in a 1-2 bed AFH. The ISP is to be reviewed with the same participants every 6 months or when changes occur. Copies are provided to all involved parties. **The AFH will document the ISP.**
5. **1 - 2 Bed Adult Family Home (AFH) Service Agreement:** This form must be completed by the CRC/HWC and signed at the time a resident is placed in a 1-2 bed AFH. For residents already placed in a 1-2 bed AFH, this Agreement should be completed at the next AFH visit. This should be reviewed annually and, a copy given to the AFH provider for their records.
6. **Inclusa Member Centered Plan (MCP):** The CRC gives a copy to the AFH at time of placement or shortly after the visit. The provider should always have a copy of the most recent MCP on file.
7. **Guardianship paperwork:** If member is under legal guardianship, AFH provider should be given the legal Power of Attorney (POA) paperwork for their Member File.
8. **Medication Administration Record (MAR) Sheet** (medication log): The AFH provider uses this form to keep a daily record of administered medications. The HWC will set up the MAR at the time of initial placement and review annually.
9. **Member Monthly Cash Log:** If the AFH is assisting the resident with their personal spending money (according to the ISP), they must use a ledger to record use of resident's personal spending money which should be no more than \$200 and collect and save receipts for review by the CRC at each visit but minimally every 2 years.
10. **Adult Family Home (AFH) Member Keyed Bedroom Door Policy:** This is to be completed by AFH provider. This is a written policy that should be shared with the member, IDT and Guardian regarding privacy. Every member has the right to have a lock on their bedroom door. AFH providers need to have, in writing, for each member, a policy regarding if/when providers will access member's room. This should be kept in the AFH member records.
11. **Inclusa Contact Information:** The CRC/HWC should provide the AFH with this information at the time of placement.