

## RESOURCE GUIDE TO DSS REGULATIONS

---

|                  |                                                                                                                                                                                                                                                        |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 beds and under | Keep on record a 1-month sample menu                                                                                                                                                                                                                   |
| 7 beds +         | Post notice of planned activities<br>Post procedures for complaints<br>Post copy of resident rights                                                                                                                                                    |
| 16 beds +        | Maintain dated weekly employee schedule<br>Post menus<br>Prepare menus at least one week in advance and keep on file for 30 days<br>Maintain administrative offices, public phone, and restroom<br>Make space for laundry; should not affect residents |
| 16-49 beds       | Administrator – 15 college or CEU's + 1 yr experience<br>1 person designated to have primary responsibility for activities with 6-months experience<br>1 person designated to have primary responsibility for food planning, preparation and service   |
| 50 beds +        | Administrator – 2 years college and 3 years experience<br>Full-time employee responsible for planned activities, 1 year experience<br>Full-time employee responsible for food service (must have formal training and/or experience)                    |
| 21               | Minimum age of Administrator                                                                                                                                                                                                                           |
| 18               | Minimum age of caregivers                                                                                                                                                                                                                              |
| 15 hours         | Time between third and first meals (dinner and breakfast)                                                                                                                                                                                              |

|          |                                                                                                                                                                                                   |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24 hours | Report epidemic outbreaks, poisonings, catastrophes or major accidents to DSS or local health authority, when appropriate                                                                         |
| 36 hours | Must report theft or loss of \$100 or more to local law enforcement agency                                                                                                                        |
| 40 hours | CEU's required every 2 years to maintain your RCFE Certificate- must include 8 hrs of dementia, 4 hrs of laws and regulations                                                                     |
| 72 hours | Must document theft or loss of \$25 or more                                                                                                                                                       |
| 2 days   | Notify fire department of bedridden or hospice Residents<br>Notify fire department of oxygen use<br>Maintain supply of perishable food                                                            |
| 3 days   | Serve notice of eviction, with DSS approval                                                                                                                                                       |
| 5 days   | Send written notice of eviction to DSS<br>Notify DSS that a resident is receiving services under your Hospice Waiver                                                                              |
| 7 days   | Sign Admission Agreement<br>Employee health screening required within 7 days of employment<br>Deadline for submitting an Unusual Incident Report to DSS<br>Maintain supply of non-perishable food |

|          |                                                                                                                                                                                                                                                                                                                                                                                       |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 days  | <p>Notify DSS of any change to applicant or mailing address</p> <p>Response from DSS to a complaint</p> <p>Documentation of a resident's health-related condition submitted to DSS</p> <p>Licensee may request a deficiency review in writing to DSS</p> <p>Appeal a penalty assessment</p>                                                                                           |
| 15 days  | <p>Notify DSS of change of Licensee's Chief Executive Officer</p>                                                                                                                                                                                                                                                                                                                     |
| 30 days  | <p>Give resident notice for eviction</p> <p>Notify DSS of new/change of Administrator</p> <p>Maximum time to correct a deficiency</p> <p>Apply for your facility's license renewal prior to its expiration</p> <p>Notify DSS of change in Licensee, type of license or location</p> <p>Notify DSS of intent to sell facility</p> <p>Notify DSS of administrator change of address</p> |
| 60 days  | <p>Maximum time for an EAO (Emergency Approval to Operate)</p> <p>Complete employee Elder Abuse training</p> <p>Give resident eviction notice for a change in use of facility</p>                                                                                                                                                                                                     |
| 90 days  | <p>Must have operating costs on hand for licensing</p> <p>After licensure, DSS will inspect your facility</p> <p>Notify residents of change in rates (H&amp;S 1569.655(d) 1/1/25)</p>                                                                                                                                                                                                 |
| 6 months | <p>Employee health screening required 6 months prior to employment or within 7 days of hire</p>                                                                                                                                                                                                                                                                                       |

|                               |                                                                                                                     |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 12 months                     | Updated Physician's Report for all residents<br>Provisional license expiration<br>OSHA TB test/screen for employees |
| 3 years                       | Maintain resident records – Answer on DSS exam                                                                      |
| 4 years                       | Maintain personnel records per Dept of Industrial Relations (DIR – labor law)                                       |
| Your facility's temperature:  | Heat to 68 degrees F<br>Cool to 78-85 degrees F or 30 degrees F less than temperature outside                       |
| Facility's water temperature: | Hot water between 105-120 degrees F<br>• post warning if over 125                                                   |
| Refrigerator:                 | Maximum 40 degrees F                                                                                                |
| Freezer:                      | Maximum 0 degrees F                                                                                                 |