

Washington Adult Family Home — Document Checklist

Use this checklist to keep the core documents most Washington AFHs maintain organized — by residents, care, medication, staff, and operations. Print it, or check items off as you set them up.

Resident admission & rights

- ☐ Resident admission agreement (services, rates, house policies)
- ☐ Resident rights acknowledgment
- ☐ Move-in / move-out condition checklist
- ☐ Grievance and complaint form

Care planning & assessments

- ☐ Individual Service Plan (ISP) / negotiated care plan
- ☐ Fall-risk and other relevant assessments
- ☐ Behavior support documentation (where applicable)

Medication management

- ☐ Medication Administration Record (MAR)
- ☐ Medication transfer / release logs
- ☐ HIPAA authorization for sharing health information

Staff & caregiver files

- ☐ Job descriptions and employment application forms
- ☐ Background check authorization
- ☐ Orientation checklist and training / competency logs
- ☐ Employee handbook and performance reviews

Safety, compliance & operations

- ☐ Incident and accident reports
- ☐ Fire and disaster drill logs
- ☐ Infection control policy
- ☐ Policy and procedure manual
- ☐ Emergency contacts and resident face sheets