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Construction Review Services (CRS) Guideline for Creating a Functional Program

For Enhanced Services Facilities

There are many differences in the type and scope of care provided in licensed care facilities. The functional program exists to clearly define the level, type and scope of care provided. This is used by both designers and regulators to understand the needs of a facility and determine the best and most reasonable application of the code.

The functional program should consider the broad range of physical, social and health care utilization patterns, and needs of the users. These operational and physical factors should be considered when planning components of any facility regardless of size, type, or location. The following components will serve as an outline and should be addressed in a functional program.

Scope of the project

- In brief, describe the scope of the project that is being submitted for review. Be specific to this project. For construction projects it may be appropriate to seek an architectural narrative or engineering narrative from your design professional.
- Identify the type of enhanced service facility and proposed building occupancy. This type will be consistent with resident admission practices and state adopted building codes for licensed (1) nursing homes (I-2 occupancy), (2) assisted living facilities (I-1 condition 2 occupancy or R-4) or (3) adult family homes (R-3 or IRC occupancy).
- Identify all types and scope of services provided. This includes adding new services, removing services, changing the type of services, etc.
- Identify any changes to the type of function or use within a space.
- Provide a plan that describes protecting residents from adverse impacts for the duration of the project. Plans should consider:
 - Infection control
 - Protection from dust, construction debris, noise, etc.
 - Relocation of residents
 - Utility or equipment shutdowns
 - Interruptions in service(s) and alternate provisions to ensure continuity of service(s)
 - Interim fire and life safety precautions (exits, fire alarm, fire sprinkler)

Types of Residents Admitted to This Facility

- List the types of residents and the quantity for each. Types of residents may include such classifications as elderly, frail elderly, developmentally disabled, mental health clients, chemically dependent, etc.
- Identify the evacuation capability of residents in the facility and the quantities of each.

Activities Provided

- Give examples of the resident activities, the frequency of the activities, and where each will occur. Clearly link the description of activities to a specific location within a building.

Transportation

- Describe any transportation used by and for the residents.
- Describe the access for emergency vehicles.

Staffing

- List types of staff, such as administrator, alternate administrator(s), nursing assistants, LPN, RN, foodservice workers, janitors, security, groundskeepers, etc.
- List quantities of each job type.
- List work shifts, as well as types and quantities of staff per shift.
- Identify how staff will contact the administrator and alternate administrator(s).
- What method will be used to ensure CPR, First Aid, and HIV/AIDS training is received by employees in their first 30 days of employment?

Emergency and Disaster Planning

- Provide a copy of your fire safety and evacuation plan. Describe your fire safety and evacuation training program and include a schedule for practicing drills.
- Identify the types and locations of emergency supplies.
- Describe how long the facility plans to be operational in the following types of emergencies:
 - Power outage
 - Earthquake
 - Flood
 - Adverse weather event (heat, snow, wind etc.)
 - Any other event as identified by a hazard vulnerability analysis.
- Describe how you will maintain operational continuity during the events listed above, including
 - Heat/Cooling
 - Water
 - Food Service
 - Medications, if necessary.

Types of Rooms

- List room types included in this facility such as resident rooms, TV rooms, resident workshop, activity room, utility room, dining room, kitchen, counseling rooms, meeting rooms, laundry room, staff bathrooms, roll in shower room, bathing room for immersion, resident grooming room, private visitation space, etc. Describe the use for each.

Resident Rooms

- Describe room furnishings. Are furnishings resident or facility provided?
- Describe how you maintain hot water temperatures between 105°- 120° F.
- Describe any room fixtures and appliances.
- Describe toilet and bathing rooms. Include quantity or ratios, if shared
- Are resident toilet rooms equipped with doors that swing outward or are double-acting?
- Does the room lock?
- Is a lockable storage container provided?

Outdoor Spaces

- Is there a covered area for residents? What type?
- What kind of outdoor furnishings are used?
- Is there an outdoor space, how is the space landscaped?
- Is there a fenced, controlled outside area?
- How are you ensuring that the plants in these areas are not injurious/poisonous to residents?
- Is there a smoking area provided at least 25' away from any opening or window?

Laundry Service

- Where is resident laundry done?
- Where is facilities laundry done?
- How are clean and soiled areas separated?
- Is the laundry co-mingled?
- What type of laundry equipment is being used?
- Describe how you maintain hot water temperatures for laundry or automatically dispense chemical sanitizer and detergent as specified by the manufacturer.
- Who is doing the residential laundry?
- Who is doing the facility laundry?

Food Service

- What meals are provided? How many meals per day, modified diets, etc.?
- Where are the meals prepared? Define each, if done differently.
- If catered or brought from another licensed facility, how are they transported?
- Who prepares the meals? Define each if done differently.
- Where are the meals served? Define each if done differently.
- What type of dishwasher(s) will be used? What is the water temperature recommended by the manufacturer?
- Describe how you are sanitizing the dishes and cookware. Describe the hot water supply appropriate to the type of sanitization.
- What kind of refrigeration is used?

Medication Storage and Use

- Where do residents store their own medications?
- Where does the facility store medications? Describe the lighting and work surfaces in this area.
- Who assists and supervises medications? What kind of assistance do they provide? How are the medications distributed? Is there a handwashing sink nearby?
- Where are the medications administered?

Communication Systems

- How are residents going to notify staff of an emergency?
- How are non-ambulatory residents going to contact staff in an emergency?
- How is the staff going to notify other staff in an emergency?
- How is the staff going to notify outside services of an emergency? For example, if only one staff person is working alone and has an emergency on the 4th floor, how will they call 911? From what phone?

Security Systems

- How are the building(s) and surrounding areas secured?
- What alarm systems, if any, are used?
- Describe in detail the methods, hardware or locking mechanisms, and operational plans to be used when securing residents.

Other Components

- Please list and describe any other components pertaining to the facility such as initial and ongoing physical assessments, verification of staff, hospital transfer agreements, infection control, safety, physical environment risk assessment with an emphasis on preventing resident suicide and self-harm, charting and documentation, limited nursing services, etc.