



## REQUIRED DOCUMENTATION CHECKLIST

	ATTACHMENT	SUBMITTED	REVISION REQUIRED	APPROVED
1	Application fee (\$250) - [Seniors Application form Section 7, Declaration and Authorization; MHSU – Application form, Attachment 1, p.1]			
2	Applicant background documentation [Section 2, Applicant Information] where there was a ‘yes’ response to item #1 or #2.			
3	Confirmation that you comply with the Criminal Record Review Act (acceptable criminal record review of the applicant (owner/operator) and confirmation that the applicant (owner/operator) complies with the Criminal Records Review Program for employees, volunteers and contractors) - [Section 2, Applicant Background]			
4	Business licence – If you have not yet received your business licence, forward a copy upon receipt. If your local government does not require you to have a business licence, provide written confirmation from the local government - [Seniors: Section 4; MHSU: Section 5 - Residence Profile]			
5	Occupancy Permit or Change of Use Permit [Seniors: Section 4; MHSU: Section 5 - Residence Profile] required for new construction or a major renovation. If you have not yet received your occupancy permit, forward a copy upon receipt.			
6	Sewage disposal – copy of Environmental Health permit where the residence is on a septic system - [Seniors: Section 4; MHSU: Section 5 - Residence Profile]			
7	Water quality – copy of Environmental Health permit where the residence is not on a city/ municipal/regional district water system [Seniors: Section 4; MHSU: Section 5 - Residence Profile]			
8	Copy of Environmental Health permit/s and approvals (pool, hot tub, hairdresser, sauna, spa or massage room provided in site) - [Seniors: Section 4; MHSU: Section 5 - Residence Profile]			
9	Copy of Food Premises Permit if required by law - [Seniors: Section 4; MHSU: Section 5 - Residence Profile] <b>OR</b> Copy of FOODSAFE certificate for the operator and staff who prepare food when the operator is absent, where there is no requirement for a Food Premise Permit - [Seniors: Section 5; MHSU: Section 6 - Residence Services]			
10	Letter from local fire authority <b>OR</b> copy of fire authority inspection report confirming compliance with fire safety requirements - [Seniors: Policy 4, Standard, 1.4.3; MHSU: Standard 2.3.1 - Registrant Handbook]			
11	Copy of the Fire Safety Plan - [Seniors: Policy 4, Standard, 1.4.3; MHSU: Standard 2.3.1 - Registrant Handbook]			
12	Copy of consent to service form [MHSU: Standard 1.2.1 - Registrant Handbook]			
13	Copy of written general emergency plan - [Seniors: Policy 4, Standard 1.4; MHSU: Standard 2.3.1 - Registrant Handbook]			
14	<b>Seniors:</b> Copies of four-week menu rotation plan and written approval by a registered dietician – [Policy 4, Standard 2.3 and Policy 10, - Registrant Handbook] <b>MHSU:</b> Copies of policies and procedures about safe handling and preparation of food, including a copy of a weekly menu [MHSU: Standard 3.1, Food Safety - Registrant Handbook]			
15	Social/Recreational Program – provide details on frequency and types of activities planned for residents (e.g., weekly calendar of events) - [Seniors: Policy 4, Standard 2.5; MHSU: Standard 3.4.1 - Registrant Handbook]			
16	<b>Seniors:</b> Completed Personal Assistance Services Self-Assessment Worksheet - [Section 5 - Residence Services] <b>MHSU:</b> Completed Prescribed Service Worksheet [Section 6 - Residence Services]			
17	Copy of Residence Occupancy Agreement - [Seniors: Policy 4, Standard 5 and Policy 5; MHSU: Standard 1.1.1 - Registrant Handbook]			

	ATTACHMENT	SUBMITTED	REVISION REQUIRED	APPROVED
18	Copy of a Personal Service Plan - [Seniors: Policy 4, Standard 5.1; MHSU: Standard 6.1.1 - Registrant Handbook]			
19	Copy of internal complaint resolution policy and procedure - [Seniors: Policy 9; MHSU: Standard 9.1.1 - Registrant Handbook]			
20	Copy of complaints resolution policy provided to residents about how to make a complaint - [Seniors: Policy 9; MHSU: Standard 9.2.1 - Registrant Handbook]			
21	Copy of consultation with a pharmacist regarding proper procedures for medication storage and distribution (required when a registrant is providing central storage of medications at a prescribed level) [Assisted Living Regulation 5(2)].			
22	Proof of professional nurse's current registration with the appropriate college (registration or licence), if clinical tasks are being performed by unregulated care providers.			
23	Copy of policy and procedures on delegation or assignment of clinical tasks where a professional nurse is providing oversight to an unregulated care provider, including procedures for specific clinical tasks carried out by unregulated care providers. For more information please refer to the Ministry of Health's Personal Assistance Guidelines <a href="http://www.health.gov.bc.ca/library/publications/year/2008/Personal_Assistance_Guidelines.pdf">http://www.health.gov.bc.ca/library/publications/year/2008/Personal_Assistance_Guidelines.pdf</a> [Seniors: Policy 4, Standard 3.4; MHSU: Standard 8.2.1 - Registrant Handbook]			
24	Copy of policies and procedures about medication assistance services - [Seniors: Policy 4, Standard 6.2 and Policy 7; MHSU: Standard 8.2.1 - Registrant Handbook]			
25	Copy of policies and procedures about resident Entry to the assisted living residence [Seniors: Policy 4, Standard 4.1 and Policy 5; MHSU: Standard 5.1.1 - Registrant Handbook]			
26	Policies and procedures about resident Exit from the assisted living residence [Seniors: Policy 4, Standard 4.2 and Policy 5; MHSU: Standard 5.2.1 - Registrant Handbook]			
27	Copy of policy and procedures about maintenance or management of cash resources ( <b>if providing this service</b> ) [Seniors: Policy 4, Standard 6.3; MHSU: Standard 8.3 - Registrant Handbook]			
28	Copy of consultation with a dietician ( <b>if providing therapeutic diets as a service</b> ) [Seniors: Policy 4, Standard 6.4; MHSU: Standard 8.5 - Registrant Handbook]			
29	Copy of policy and procedures about provision of a structured behavioural program ( <b>if providing this service</b> ) [Seniors: Policy 4, Standard 6.5 - Registrant Handbook]			
30	Copy of policy and procedures about provision of psychosocial supports including a weekly house calendar ( <b>if providing this service</b> ) [Seniors: Policy 4, Standard 6.5; MHSU: Standard 8.1 - Registrant Handbook]			