

Audit and Compliance Tool

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Name of Domiciliary Hostel:	Date of Inspection:
Inspection Completed by:	Inspection Completed With:
	(Domiciliary Hostel Representative)
Domiciliary Hostel Standards	Yes No Required Follow-up Date for Complian

					(Domicilary noster Representative)
		Domiciliary Hostel Standards	Yes	No	Comments / Required Follow-up Date for Compliance
	1.1	General			
	a)	Are there written policies and procedures in place to guide hostel operations?			
		Is the hostel in compliance with all federal, provincial and municipal legislations,			
	b)	regulations and by-laws?			
	c)	Does the operator complete and submit the Domiciliary Hostel Monthly Invoice			
		Summary as soon as possible after the last day of the month?			
ŀ		Does the operator complete and submit the Domiciliary Monthly Individual			
	d)	Recording Sheet as soon as possible after the last day of the month?			
		Does the operator complete an Incident Report form and send a copy to the Region			
	e)	of Peel immediately following a serious occurrence?			
		Is there an up-to-date Operation log used to record daily incidents, observations and			
	f)	resident's leave?			
		Does the operator advise the Region of Peel of all overnight absences of subsidized			
	g)	residents on the Monthly Invoice Summary?			
	h)	Does the hostel have up-to-date fire, health and safety reports?			
	,	Does the operator forward copies of all inspection reports immediately upon receipt			
	i)	to the Region of Peel?			
	1.2	Insurance			
	1.2	Does the facility have valid insurance coverage with limits of liability of at least 3			
	a)	million dollars?			
	1.3	Confidentiality			
		Is resident information only disclosed with appropriate signed consent forms			
	a)-c)	(MFIPPA, PHIPA)?			
	1.4	Safety and Security			
ŀ		Are there policies in place to promote the health and safety of all staff, volunteers			
	a)	and residents? (i.e. communicable disease control)			
o		Are the premises clean, sanitary, safe, and free of hazards? If no provide comments			
Administration	b)	on action plan.			
stı		Is a procedure in place for the duties of staff and residents when a fire alarm is			
三	c)	activated, in accordance with the Fire Protection and Prevention Act?			
툂	d)	Is an emergency evacuation procedure posted in the hostel?			
Ă	e)	Is there a first aid kit available on the premises?			
	f)	Are emergency phone numbers for police, fire department, and ambulance posted?			
	1.5	Residential Finances and Trust Accounts			
		Does the operator pay the Personal Need Benefit (PNB) directly to the resident each			
	a)	month?			
		Does the operator maintain one or more non-interest bearing trust accounts in a			
	b)	bank, trust company or savings office in which all monies for the resident are			
	,	deposited?			
	٥,	Does the operator maintain separate accounting ledgers to record the disbursement			
	c)	of the PNB and all other monies received in trust for each resident?			
	۹,	Do the ledgers for each resident detail all deposits and withdrawals to/from the trust			
	d)	account, the balance, the date, the source, and the purpose of each?			
	٥)	Does the operator make all of the money in the trust account available to residents			
	e)	upon request or in accordance with the trustee's instructions?			
	£,	Does the operator retain the deposit book, deposit slips, monthly bank statements,			
	f)	cheque books, cancelled cheques, ledgers and receipts in the resident's file?			
	۵)	Does the operator make the ledgers and any documentation available to the			
	g)	resident upon request?			
	h)	Does the operator transfer or deposit all trust monies payable to residents into the			
		appropriate trust account immediately upon receipt?			
	1.6	Staff Qualifications / Staffing Levels			
	a)	Does the operator maintain documentation for all staff including evidence of police			
	-	records check and criminal records check?			
	p)	Are staff at least 18 years of age and trained in first aid and CPR? Is a staff code of conduct outlining professional behaviour provided to all staff?			
	c)	- · · · · · · · · · · · · · · · · · · ·			
	d)	Is there at least one staff person on duty at all times to supervise residents?			

	2.1	Admissions and Intake Process		
	a)	Does the operator determine eligibility based on each resident's needs and maximum assets levels?		
	b)	Does the operator immediately forward admission information to the Region of Peel for new residents?		
	c)	Does the operator provide the resident with a written tenancy agreement?		
	d)	Does the operator complete an assessment of the needs for care and services for each new resident upon admission?		
	2.2	Resident Orientation		
	a)	Does the operator provide each resident with an orientation package upon admission?		
S	2.3	Resident Files		
Services	a)	Does the operator keep each resident's personal information in a secure personal file to maintain privacy?		
Se	2.4	Personal Care and Health		
Resident	a)	Does the operator monitor the well-being and personal care of residents?		
	b)	Does the operator assist residents in arranging transportation to appointments/programs in the community?		
æ	c)	Does the operator provide regular opportunities for residents to participate in leisure, recreational and educational activities?		
	d)	Is assistance with the activities of daily living (i.e. bathing, personal care) provided for each resident by domiciliary hostel staff or a third party such as Community Care Access Centre of Peel (CCAC)?		
	2.5	Medication		
	a)	Is there a system in place for the safe and secure storage, administration and disposal of medication?		
	b)	Is there an up-to-date list of all prescription medications being taken by each resident?		
	c)	Is the resident's physician notified if the resident stops taking medication?		
	d)	Is medication requiring injection administered by a regulated health professional?		

	2.6	Kitchen Facilities / Meals / Nutrition			
	a)	Do kitchen facilities have adequate space, equipment and supplies to ensure the			
		safe and sanitary preparation, handling and storage of food?			
	b)	Are menus posted for all residents? Are residents served a minimum 3 meals a day in sufficient quality and quantity			
	c)	according to Canada's Food Guide?			
		Are food alternatives provided for residents with food allergies and special diet			
	d)	requirements?			
	2.7	Resident Relations			
	a)	Is the privacy of residents respected at all times (i.e. all mail received and sent by			
	,	residents in unopened)? Are the resident's rights and responsibilities and the House Rules provided to			
	b)	residents upon admission?			
	۵۱	Do residents have access to the domiciliary hostel on a 24 hour basis including a			
Resident Services	c)	common living area, a bathroom and their bedroom?			
Ξ	d)	Are residents allowed visitors during reasonable hours?			
Se	e) f)	Is a non-pay telephone available to all residents? Is there at least one television available for the resident's use?			
ant	-1)	Are residents allowed to decorate their rooms in keeping with safety requirements			
side	g)	and the House Rules?			
Re	h)	Does the operator ensure staff do not enter a resident's bedroom without knocking			
	,	first and asking permission to enter unless in an emergency?			
	i)	Does the operator obtain the resident's consent before inspecting their personal living space or belongings in an emergency situation?			
		Does the operator keep a record of any inspection of a resident's living space and			
	j)	belongings, or any situation in which the police are summoned?			
	k)	Are regular house meetings scheduled?			
	I)	Does the operator respond in a professional and timely manner to all internal/in-			
		house suggestions and complaints?			
	2.8	Housekeeping / Laundry Does the operator ensure regular cleaning of all living spaces?	<u> </u>	1	
	a)	Are clean towels and linens provided at least once weekly and bed linen changed at			
	b)	least once per week or whenever soiled?			
	c)	Are linens changed and the bed cleaned when the occupancy of a bed changes?			
	d)	Does the operator assume the cost of laundry and laundry supplies?			
	3.1	Maintenance	<u> </u>		
	a)	Are the premises, furnishings and equipment kept in a safe, clean and sanitary condition and in a good state of repair?			
	1.1	Are stairwells and exits free from obstruction and flammable materials and elevators			
	b)	inspected on a regular basis?			
	c)	Are chemicals and hazardous materials kept inaccessible to residents?			
	d)	Is garbage stored in secure receptacles that are insect and rodent proof and watertight?			
		Is the hostel maintained at a minimum temperature of 22 degrees Celsius (71.6			
	e)	degrees Fahrenheit)?			
	3.2	Premises			
	5	i remises			
	a)	Is there a maximum of 4 residents per bedroom with at least 30" between beds?			
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Add: Notice with Respect to the Collection of Personal Information (Municipal Freedom of Information and Protection of Privacy Act)

Personal information on this form is collected under the authority of the Ontario Works Act, 1997, c. 25, Sch. A, s. 21. This information will be used for the purpose of providing social assistance to qualifying applicants, withholding assistance from those not qualified and for investigating fraud. Questions about this collection should be directed to Office Co-ordinator, Peel Social Services, 21 Coventry Road, Brampton, ON L6T 4V7, (905) 793-9200; 6715 Millcreek Drive, Unit 1, Mississauga, ON L5N 5V2, (905) 793-9200.