

Audit and Compliance Tool

Name of Domiciliary Hostel: _____ Date of Inspection: _____

Inspection Completed by: _____ Inspection Completed With: _____
(Domiciliary Hostel Representative)

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

Resident Services	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?			
	2.3 Resident Files			
	a) Does the operator keep each resident's personal information in a secure personal file to maintain privacy?			
	2.4 Personal Care and Health			
	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?			
	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?				

