

**Wyoming Department of Health
Healthcare Licensing and Surveys**

Adult Day Care Center

Paperwork Requirements for State Licensure

Facility Name: _____ City: _____

- _____ 1. A completed license application form, appropriate fee and floor plan.
- _____ 2. Copy of organizational chart that reflects the administrative control and lines of authority for the delegation of responsibility from management down.
- _____ 3. Copy of Admission policies.
- _____ 4. Copy of Discharge policies.
- _____ 5. Evidence of public liability insurance for bodily injury with a minimum limit of \$500,000 each occurrence/\$500,000 aggregate
- _____ 6. Policies regarding hiring of staff (including evidence of DFS central registry checks and State Board of Nursing registry check)
- _____ 7. Policies regarding employee health, including Tuberculosis screening
- _____ 8. Qualifications of the Program Director
- _____ 9. Policy regarding staffing (ratio of staff to participant)
- _____ 10. Policy on medication management
- _____ 11. Copy of participant rights
- _____ 12. List of mealtimes and/or snack time
- _____ 13. Emergency plans/procedures
- _____ 14. Written plan for internal evaluation of the program (formal evaluation to be completed annually)