

INTERPRETIVE GUIDELINE  
RESIDENT AGREEMENT - ADDENDA

**6 CCR 1011-1 Chapter VII Assisted Living Residences Regulations**

**1.105 (2) (b) Addenda.** *The written agreement shall have as addenda:*

- (i) *the care plan outlining the functional capability and needs;*

The intent of this regulation is to ensure that the resident and/or legal representative is informed of the services to be provided as assessed and care planned for upon admission, in order to meet the resident's needs. Section 1.107 (3) (a) requires that the care plan for each resident be completed at the time of admission. The care plan must include a description of the services the facility will provide to meet the needs identified in the comprehensive pre-admission assessment.

An addenda is defined in the American Heritage Dictionary as “something added or to be added; especially a supplement to a book.”

As part of the survey process, a sample of resident records may be reviewed and a copy of the facility resident agreement may be requested. The facility must have a system in place with documented evidence that the resident/legal representative was provided with a copy of the care plan developed upon admission. Staff, residents and family members may be interviewed about the admission process and the agreement that was executed at the time of admission to ascertain whether or not they received a copy of the care plan.

It is not uncommon for the care plan to be updated shortly after admission due to issues with adjustment to a new setting. As part of the admission process, the facility may wish to discuss with the resident and family what the facility process is for updating the care plan and communicating to the resident/family about the revisions. Documentation of telephone communication and meetings is advisable.

The facility may also wish to address the care planning process in their policies and procedures. For example, how often are care plans review and revised? Are residents and family members involved in the process? How is information for updates gathered? Who performs the assessments and reassessments? Are direct care staff consulted? How is implementation of the care plan monitored? How does the facility communicate with resident/family regarding changes in care needs and care plan revisions? Who does the resident or family go to with problems or concerns about care plan not being implemented or if they want changes to the care plan.

**6 CCR 1011-1 Chapter VII Assisted Living Residences Regulations**

**1.105 (2) (b) Addenda.** *The written agreement shall have as addenda:*

- (ii) *house rules established pursuant to Section 1.105 (4).*

The intent of this regulation is to ensure that the resident and/or legal representative is informed of the facility house rules prior to admission [*see Chapter VII, Section 1.105 (4) (c)*] in order to assist the resident/family in making the best choice when seeking

placement in an assisted living residence. For example, a non-smoking resident may not find a facility that allows smoking on the premises a desirable placement. The intent of regulation is also to ensure that the resident/legal representative has a copy of the house rules for future reference. *[see definition of addenda above]*.

As part of the survey process, a sample of resident records may be reviewed and a copy of the facility resident agreement may be requested. The facility must have a system in place with documented evidence that the house rules were disclosed to resident/legal representative prior to admission and that they were provided with a copy of the house rules upon admission. Staff, residents and family members may be interviewed about the process for disclosing house rules and their knowledge of the rules.

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