

Agency Walkthrough Tool

Provider Name: _____
Contract Number(s): _____
Site Visit Date: _____

Bed-Day Programs - Authority: Attachment I B.5.d.(6) or Base Handbook - Chapter L.	Program/Covered Service:	Program/Covered Service:	Program/Covered Service:
If applicable, how many beds do you count?			
If applicable, how many beds appear to be unavailable?			
If applicable, how many beds appear to be available?			
SA Licenses - Authority: 65D-30 F.A.C.	Program/Covered Service:	Program/Covered Service:	Program/Covered Service:
Beginning Date			
Ending Date			
If applicable, number of beds licensed			
Deaf and Hard-of-Hearing Poster- Authority: Standard Contract 31.g. i-viii or Core Handbook - Chapter I	Agency Area:	Agency Area:	Agency Area:
Is the poster in a high visibility location?			
Is the poster in a readable size?			
Is the agency's SPOC information current and complete?			
Logo Utilization- Authority: Standard Contract 15 or Core Handbook - Chapter E	Document Name:	Document Name:	Document Name:
Are funder logos being utilized?			
Are the logos at least the same size as other funder's logos?			
Accreditation - Authority: Standard Contract 29.c or Core Handbook - Chapter I	Agency Area:	Agency Area:	Agency Area:
Beginning Date			
Ending Date			
Facility Condition - Authority: Standard Contract 6. or Core Handbook - Chapter H.	Agency Area:	Agency Area:	Agency Area:
Is the area clean?			
Do the lights work in this area?			
If applicable, note any safety concerns.			
Anti-Discrimination Poster- Authority: Standard Contract 31.b. or Core Handbook - Chapter C	Agency Area:	Agency Area:	Agency Area:
Is the poster in a high visibility location?			
Is the poster in a readable size?			
Client Rights Poster - Authority: SEFBHN Policy and Procedures 704 - Rights of Individuals Served	Agency Area:	Agency Area:	Agency Area:
Is the poster in a high visibility location?			
Is the poster in a readable size?			
Client Complaints/Grievances - Authority: Attachment I D.18. or Core Handbook - Chapters E. & K.	Agency Area:	Agency Area:	Agency Area:
Is information in a high visibility location?			
Is information in a readable size?			
Is DCF's contact information posted?			
Is SEFBHN's contact information posted?			
Is the Americans with Disabilities Act Hotline number posted?			
Is the Disability Rights Florida Hotline number posted?			
Is the Abuse Hotline Number posted?			
Other Safety Items- Authority: Core Handbook - Chapter II	Agency Area:	Agency Area:	Agency Area:
Are fire extinguishers accompanied by a current inspection tag?			
Are first aid kits available and complete?			
Do exit signs light up?			
Are evacuation routes posted in a readable size?			

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If Individuals Served are Transported by Agency (Otherwise N/A) - Chapter II:	Agency Area:	Agency Area:	Agency Area:
Does each vehicle used for transportation have current insurance and registration?			
Does each vehicle have working seatbelts?			
Are the tires in good condition on each vehicle?			
Are written emergency procedures maintained in the vehicle?			
Are communication devices available in the vehicle?			
Does each vehicle include a safety equipment such as fire extinguishers and first aid kits?			
Is there documentation of vehicle maintenance?			
Is a pre-trip inspection of vehicle completed by the staff person who is going to use it.			
Whistleblower's Act Requirements - Chapter III:	Agency Area:	Agency Area:	Agency Area:
Is there a poster informing employees about filing complaints with the Office of Chief Inspector General, Agency Inspector General, the Florida Commission on Human Relations or the Whistleblower's Hotline number at 1-800-543-5353?			
Other Comments/Notes			