



ASSISTED LIVING LICENSURE REQUIRED POSTINGS



Care
Providers
of Minnesota

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1

INTRODUCTIONS



Michaun Shetler, LALD, RN, Director of Assisted Living Care Providers of Minnesota, Inc.

Michaun Shetler is a Director of Assisted Living with Care Providers of Minnesota. Michaun's primary focus is providing support to assisted living providers across Minnesota. Michaun has worked in the healthcare field for over 30 years with a focus on geriatric care. Michaun has held almost every nursing position possible since her career began and several leadership roles. Michaun is a Licensed Assisted Living Director, and Registered Nurse. Michaun was one of the founding members of the Senior Living Care and Compliance advocacy group and has served on several other boards which have focused on improving the care and services for seniors.



2

Learning Objectives

1. Review the applicable statutes and rules
2. Understand the required postings and how to comply with each requirement
3. Learn how to communicate the required postings
4. Define a system to audit the required postings to ensure they remain in place



3

Posting Requirements

The following items are not all required to be posted at the main entrance some will require that while others must be posted in a prominent or conspicuous area viewed by residents and visitors.

- ❖ Keep this in mind when determining the best place to post the information.
- ❖ You should ask yourself, can the information be found easily and is it accessible?



4

Related Statute: 144.6502 Subd.8

Subd. 8. Notice to visitors.

- (a) A facility **must post** a sign at each facility entrance accessible to visitors that states: "Electronic monitoring devices, including security cameras and audio devices, may be present to record persons and activities."
- (b) (b) The facility is responsible for installing and maintaining the signage required in this subdivision.

- ▶ Tip: Post the required language at all entrances accessible to visitors.



5

Related Statutes: 144G.42 Subd.1

144G.42 BUSINESS OPERATION.

- ▶ Subdivision 1. Display of license.
- ▶ The original current license **must be displayed at the main entrance** of each assisted living facility. The facility must provide a copy of the license to any person who requests it.
- ▶ Tip: Must be displayed at the main entrance. A copy should be placed in the other entrances this is for ALF that have multiple buildings considered a "campus".



6

Related Statutes: 144G.42 Subd. 7 (1) & (2)

144G.42 BUSINESS OPERATION.

- ▶ Subd. 7. Posting information for reporting suspected crime and maltreatment.
- ▶ The facility shall support protection and safety through access to the state's systems for reporting suspected criminal activity and suspected vulnerable adult maltreatment by:
- ▶ (1) **posting** the 911 emergency number in common areas and near telephones provided by the assisted living facility;
- ▶ (2) **posting** information and the reporting number for the Minnesota Adult Abuse Reporting Center to report suspected maltreatment of a vulnerable adult under section [626.557](#)



7

Related Statutes: 144G.42 Subd. 10 (a) (2) & (4),

- ▶ Subd. 10. Disaster planning and emergency preparedness plan.
 - ▶ (a) The facility must meet the following requirements:
 - ▶ (2) **post** an emergency disaster plan prominently;
 - ▶ (3) provide building emergency exit diagrams to all residents;
 - ▶ (4) **posting** emergency exit diagrams on each floor
- ▶ Tips: Post emergency exit diagrams on each floor and, post your disaster plan, in a prominent location. Don't forget to educate residents and staff on where to locate these postings.



8



Related Statute: 144G.41 Subd.1 (13)(i)(A)

- ▶ 144G.41 MINIMUM ASSISTED LIVING FACILITY REQUIREMENTS.
- ▶ (13) offer to provide or make available at least the following services to residents:
 - (i) at least three nutritious meals daily with snacks available seven days per week, according to the recommended dietary allowances in the United States Department of Agriculture (USDA) guidelines, including seasonal fresh fruit and fresh vegetables. The following apply:
- ▶ (A) **menus must be prepared at least one week in advance, and made available to all residents.** The facility must encourage residents' involvement in menu planning. Meal substitutions must be of similar nutritional value if a resident refuses a food that is served. Residents must be informed in advance of menu changes;
- ▶ **Note that although the weekly menus are not required to be posted most facilities do. If they are not posted, they must be provided to all residents.**

9

Related Statute: 144G.41 Subd.7

- ▶ 144G.41 MINIMUM ASSISTED LIVING FACILITY REQUIREMENTS.
- ▶ Subd. 7. Resident grievances; reporting maltreatment. All facilities **must post in a conspicuous place** information about the facilities' grievance procedure, and the name, telephone number, and email contact information for the individuals who are responsible for handling resident grievances. The **notice must** also have the contact information for the Office of Ombudsman for Long-Term Care and the Office of Ombudsman Official Publication of the State of Minnesota Revisor of Statutes 144G.41 MINNESOTA STATUTES 2022 for Mental Health and Developmental Disabilities, **and must** have information for reporting suspected maltreatment to the Minnesota Adult Abuse Reporting Center. The **notice must** also state that if an individual has a complaint about the facility or person providing services, the individual may contact the Office of Health Facility Complaints at the Minnesota Department of Health.
- ▶ Tip: Make sure all the required elements are included in the posting.



10

Related Rule: 6400.7055 & 6400.7085

- ▶ 6400.7055 DISPLAYING LICENSES.
- ▶ A licensee actively practicing **shall display** the board-issued license, not a photocopy, **in a conspicuous place** in the assisted living facility that the licensee directs, that is visible to residents and visitors.
- ▶ 6400.7085 SHARED DIRECTOR.
- ▶ (3) **post** at each assisted living facility a board-issued license or permit in a conspicuous place within the assisted living facility;
- ▶ (4) **post** at each assisted living facility the procedure to contact the person in charge on the premises in the absence of the director or assisted living director in residence;



11

Related Rule: 4659.0180 Subp.4

- ▶ 4659.0180 STAFFING.
 - ▶ A. The clinical nurse supervisor must develop a 24-hour daily staffing schedule. The schedule must:
 - ▶ (1) include direct-care staff work schedules for each direct-care staff member showing all work shifts, including days and hours worked; and
 - ▶ (2) identify the direct-care staff member's resident assignments or work location.
 - ▶ B. The daily work schedule in item A **must be posted**, after redacting direct-care staff members' resident assignments, at the beginning of each work shift in a central location in each building of a facility or campus, accessible to staff, residents, volunteers, and the public. The facility shall not disclose any information that is protected by law from public disclosure.
- Tips:
- ▶ If possible, identify the number, type, and hours of each category of staff by work location assignments. Don't forget to include the on-call nurse.



12

Related Rule: 4626.1457

- ▶ 4626.1457 HANDWASHING SIGNAGE. 6-301.14
- ▶ A sign or poster that notifies food employees to wash their hands must be provided at all handwashing sinks used by food employees and must be clearly visible to food employees.
- ▶ Tip: Identify your employee handwashing sink and post a handwashing sign above it.
- ▶ <https://www.health.state.mn.us/communities/environment/food/docs/fs/handwashfs.pdf>



13

Communicating Required Postings

Who needs to know about the required postings?

- Residents
- Family members or responsible parties
- Visitors/public
- Staff and Volunteers



How do you communicate the required posting to the individuals who need to know?

- Resident orientation upon move-in, meetings, resident council, resident handbook
- Family orientation upon move-in, meetings, family council, resident handbook
- Visitors/public information readily accessible
- Staff and Volunteers new hire orientation, meetings, annual training

14

Audit Required Postings

Why do you need an audit system in place?

- ▶ To ensure required postings don't get removed inadvertently
- ▶ To keep the required posted information current and up to date



15

Resources

MDH Handwashing for food employees :

<https://www.health.state.mn.us/communities/environment/food/docs/fs/non-dwashfs.pdf>

MDH AL Licensure:

<https://www.health.state.mn.us/facilities/regulation/assistedliving/index.html>

MDH Questions:

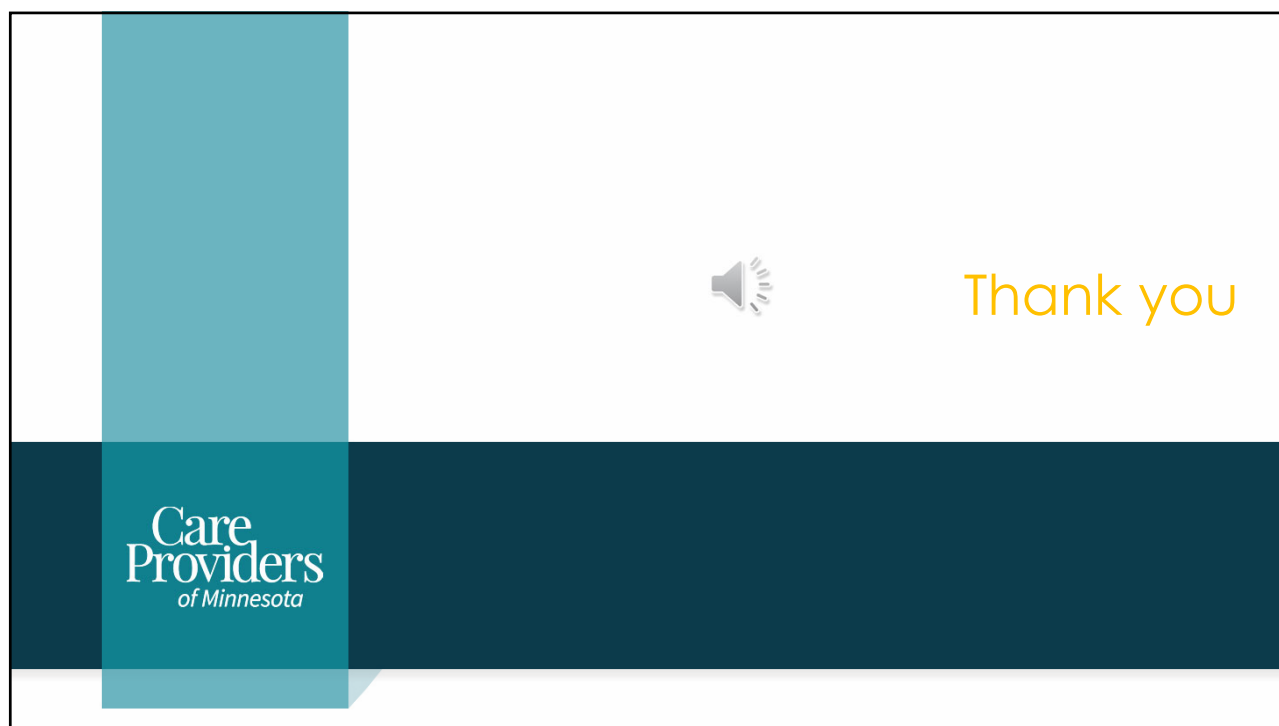
health.assistedliving@state.mn.us

Resources Assisted Living Providers:

<https://www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/p5000.pdf>



16



17