

**RULES OF  
GEORGIA DEPARTMENT OF COMMUNITY HEALTH  
HEALTHCARE FACILITY REGULATION DIVISION  
REVISE CHAPTER 111-8-63  
RULES FOR ASSISTED LIVING COMMUNITIES  
  
SYNOPSIS OF PROPOSED RULE CHANGES**

**STATEMENT OF PURPOSE:** The Georgia Department of Community Health proposes to revise the Rules and Regulations for Assisted Living Communities, Chapter 111-8-63-.24, in response to the adoption of HB 902 which requires each facility to annually provide educational information on influenza to each of its residents no later than September 1<sup>st</sup> of each year. These changes are being proposed pursuant to the authority granted the Department of Community Health in O.C.G.A. § 31-6-21 and O.C.G.A. § 31-6-21.1.

**MAIN FEATURE OF THE PROPOSED RULE:** Addition of the requirement to provide each resident with educational information on influenza no later than September 1<sup>st</sup> of each year.

**RULES OF  
DEPARTMENT OF COMMUNITY HEALTH**

**CHAPTER 111-8  
HEALTHCARE FACILITY REGULATION  
111-8-63**

**RULES AND REGULATIONS FOR ASSISTED LIVING COMMUNITIES**

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111-8-63-.24 Residents' Files

**111-8-63-.24 Residents' Files. Amended.**

(2) Each resident's file must include the following information:

(a) identifying information including name, social security number, veteran status, age, sex and previous address;

(b) name, address and telephone number of next of kin, legal guardian and/ or representative or legal surrogate, if any, or representative payee and any court order or written document designating the resident's representative or legal surrogate, if any;

(c) name, address and telephone number of any person or agency providing additional services to the resident. This information must include the name of the agency personnel primarily responsible where provided to the community by the person or agency, (i.e., the caseworker, case manager, or therapist);

(d) an admission and discharge log to include the date of admission, prior residence of resident, referral source, agency contact and telephone number of referral source date of discharge, facility or residence discharged to and telephone number;

(e) all individual written care plans required by these rules and the rules for proxy caregivers, Chapter 111-8-100 if applicable;

(f) the name, address and telephone number of a physician, hospital and pharmacy of the resident's choice;

(g) a record of all monetary transactions conducted on behalf of the resident with itemized receipts of all disbursements and deposits;

(h) a record of all monies and other valuables entrusted to the assisted living community for safekeeping; a receipt for same shall be provided to the resident or representative or legal surrogate, if any, at the time of admission and at anytime thereafter when the resident acquires additional property and wishes to entrust such property to the assisted living community for safekeeping;

(i) health information including all health appraisals, diagnoses, prescribed diets, medications, and physician's instructions;

(j) an inventory of valuable personal items brought to the assisted living community for use by the resident to be updated at anytime after admission if a resident or representative or legal surrogate, if any, submits to the assisted living community a new inventory of the resident's personal items;

(k) a signed copy of the Resident's Rights form;

(l) a signed copy of the admission agreement;

(m) any power of attorney or document issued by a court or by the Social Security Administration or any other governmental authority which designates another person as responsible for management of the resident's finances;

(n) a copy of a living will and/or durable power of attorney for health care if executed prior to 2007 or a copy of an executed Georgia advance directive for health care, if any, the forms for which must be made available at the time of admission and remain available to the resident upon request;

(o) any signed medical orders impacting end of life care, e.g. do not resuscitate, physician's orders for life sustaining treatment, etc.

(p) a copy of the resident's written waiver, if any, of the personal needs allowance charge pursuant to the provisions of Rule 111-8-63-.25(p)1;

(q) a copy of any findings from a search of the National Sex Offender Registry maintained through the Department of Justice, etc.; and

(r) any informed written consents signed by the resident or resident's representative, designating and delegating to any trained proxy caregiver, whether employed by the assisted living community or not, the performance of identified health maintenance activities.

(s) evidence the resident has received educational information on influenza disease no later than September 1 of each year. Such information shall include, but is not limited to, the risks associated with influenza disease; the availability, effectiveness, and known contraindications of the influenza immunization; causes and symptoms of influenza; and the means in which it is spread. Provision of the appropriate and current Vaccine Information Statement as provided by the Centers for Disease Control and Prevention shall be deemed to comply with this regulation.

Authority: O.C.G.A. §§ 31-2-7, 31-2-8,31-2-9, 31-7-1 et seq. and 31-8-131 et seq. and 31-32-1 et seq.