



**III. SCHEDULE OF LOCATIONS:**

- 1. Location number \_\_\_\_\_ of \_\_\_\_\_
- 2. Premises Information
  - a) Construction type: \_\_\_\_\_ Year Built: \_\_\_\_\_
  - b) Number of floors: \_\_\_\_\_
  - c) Do all Non-ambulatory clients reside on the first floor?  Yes  No
  - d) Sprinklered?  Yes  No
  - e) Smoke detectors in bedrooms and hallways?  Yes  No
  - f) Fire alarms:  Central  Local  None
- 3. Has any license of accreditation ever been revoked or placed on probationary status?  Yes  No
- 4. Are all facilities licensed by the regulatory authorities?  Yes  No

**IV. PREMISES INFORMATION:**

- 1. Do any children/youth reside on premises or are allowed to visit?  Yes  No  
If yes, how are they supervised and kept separate from clients? \_\_\_\_\_
- 2. How often are evacuation drills conducted? \_\_\_\_\_
- 3. Are handrails provided in hallways and bathrooms?  Yes  No
- 4. Do bathtubs/showers have non-slip surfaces?  Yes  No
- 5. Are there hot water controls on all faucets (anti-scald or mixing valves)?  Yes  No

**V. RESIDENT INFORMATION**

- 1. Number of Licensed Beds \_\_\_\_\_ Number of Occupied Beds \_\_\_\_\_
- 2. Number of residents in each age range: 0-17 \_\_\_\_\_ 18-35 \_\_\_\_\_ 36-65 \_\_\_\_\_ 66+ \_\_\_\_\_
- 3. Number of residents that require:  
No assistance \_\_\_\_\_ Wheelchairs \_\_\_\_\_ Canes/walkers \_\_\_\_\_ Bedridden \_\_\_\_\_
- 4. Do you assess residents prior to admission and on a regular basis for the following:  

	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of clients
History of prior injuries	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Disorientation/dementia	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
History of wandering/elopement	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
History of Falls	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Psychiatric History	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Violent behaviors/requires restraints	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Aggressive tendencies (IF YES: please attach restraint procedures)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Bedsores/History of skin breakdown (If YES, please attach skin care protocols)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

<b>Patient Census</b>	<b># Ambulatory</b>	<b># Non Ambulatory</b>
Aged but mentally & physically fully functional		
Somewhat mentally impaired (Alzheimer's/Senile)		
Seriously mentally Impaired (Dementia)		
Intermediate Nursing Care		
Skilled Nursing care		
Alcohol or Drug Treatment		
Alcohol or Drug Detoxification		
Group Home for Mentally ill		
Group Home for Mentally or Physically Disabled Adults		
Group Home for Mentally or Physically Disabled Children		
Home or Shelter for Troubled Children		

<b>Decubitus Ulcers/Pressure Sores</b>		
Stage	Acquired Ulcers	Inherited Ulcers
I		
II		
III		
IV		

5. Alzheimer's Care

- a) Number of residents diagnosed with Alzheimer's: \_\_\_\_\_
- b) Number of non-Alzheimer's residents: \_\_\_\_\_
- c) Do you plan on maintaining this number of Alzheimer's vs. non-Alzheimer's residents?  
 Yes  No

If no, what change is expected? \_\_\_\_\_

- d) Describe in detail precautions/procedures in place to prevent Alzheimer's resident from wandering off premises: \_\_\_\_\_  
 \_\_\_\_\_

6. Hospice Care

- a) Number of Hospice residents?
- b) How many hospice residents are you authorized to accept at any one time
- c) Which Statement best describes your facility? (Mark one only)  
 \_\_\_\_\_ Hospice services are available for existing residents only.  
 \_\_\_\_\_ We are soliciting new residents who are currently under Hospice Care.

7. Are any of the following services provided to non-residents:

- Day Program  Yes  No
- Sales/rental of any medical equipment  Yes  No
- Counseling services  Yes  No
- Respite Services  Yes  No
- Home Healthcare  Yes  No
- Other  Yes  No

If yes, please describe: \_\_\_\_\_

**VI. ADMINISTRATOR**

1. Name of Administrator \_\_\_\_\_
2. Licensed/Certified  Yes  No Length of time at this facility: \_\_\_\_\_
3. Full Time at this Facility  Yes  No Number of hours per week \_\_\_\_\_
4. Length of time as residential care/group home administrator? \_\_\_\_\_
5. Length of time as residential care/group home caregiver? \_\_\_\_\_
6. Does the owner/administrator reside at the facility?  Yes  No

**VII. STAFFING INFORMATION**

1. Number of Full Time Staff \_\_\_\_\_ Number of Part Time Staff \_\_\_\_\_ Total Number of staff \_\_\_\_\_

Category	Number on 1 <sup>st</sup> shift	Number on 2 <sup>nd</sup> shift	Number on 3 <sup>rd</sup> shift
Physicians			
Administrator/Resident Manager			
Therapists			
RNs			
LPNs/ LVNs			
Nurse Aids / Caregivers			
Maintenance/cooks			
Other: _____			

2. Do you require any of the above to maintain own professional coverage?  Yes  No
3. Do you obtain and review certificates of insurance?  Yes  No
4. Is 24 hour awake supervision of clients provided?  Yes  No
5. Please check the hiring procedures that apply:
  - \_\_\_\_\_ Criminal Background checks
  - \_\_\_\_\_ Reference checks
  - \_\_\_\_\_ Verification of certification or professional licensing
  - \_\_\_\_\_ Drug, alcohol, sexual abuse screening or testing
6. Are volunteers utilized?  Yes  No  
 If yes to above: are the same screening procedures used?  Yes  No
7. Are any independent contractors used?  Yes  No  
 If yes, describe duties: \_\_\_\_\_
8. Do you obtain/require certificates of insurance?  Yes  No
9. Are independent contractors screened the same way as employees?  Yes  No

**VIII. MEDICATION**

- 1. Are any drugs or medication administered or prescribed?  Yes  No  
If yes, please explain: \_\_\_\_\_
- 2. Who is responsible for administering medications?  
 Licensed staff       Medication aide       Other \_\_\_\_\_
- 3. Is the unitdose medication system used by the facility?  Yes  No  
If no, explain what system is used: \_\_\_\_\_
- 4. Are medications stored under locked conditions?  Yes  No

**IX. ELOPEMENT CONTROLS**

- 1. What precautions are taken to keep track of residents? \_\_\_\_\_
- 2. Number of elopements in the last three years? \_\_\_\_\_
- 3. Are there sign out procedures?  Yes  No
- 4. Are all exits alarmed?  Yes  No

**X. STATE INSPECTION**

- 1. What was the date of the last state inspection by licensing agency? \_\_\_\_\_
- 2. Were any violations/deficiencies noted?  Yes  No      Total Number \_\_\_\_\_
- 3. Were any civil penalties assessed?  Yes  No

**XI. CLAIMS OR INCIDENTS/OCCURRENCES**

- 1. Has applicant or any other person for whom insurance is being requested, aware of any circumstances, which may result in a claim?  Yes  No  
If yes, has this been reported to a prior carrier? \_\_\_\_\_
- 2. Have there been any of the following incidents, occurrences or acts that have occurred in the last 5 years:
  - a) Death of a client, patient or resident other than from natural causes?  Yes  No
  - b) Incident resulting in the hospitalization or transfer of a client, patient or resident?  Yes  No
  - c) Injury to a client, patient or resident that required medical care?  Yes  No
  - d) Incident involving abuse, molestation or improper contact?  Yes  No
  - e) Incident generating a formal complaint or notice form a state or federal licensing board?  Yes  No
  - f) Elopement or unauthorized absence of client, patient or resident?  Yes  No
  - g) Complications from improper medication or improper dosage?  Yes  NoIf yes to any of the above, please explain: \_\_\_\_\_
- 3. What loss prevention measures, if applicable, have been taken to prevent a similar incident/claim/occurrence from reoccurring? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach the following documents:**

1. License for each facility
2. State Inspection for each facility (and Proof of Compliance if applicable)
3. Resident Agreement
4. Administrator's Resume
5. No Known Loss Letter (if no previous coverage) or currently valued loss runs
6. Expiring declarations page to confirm limits and retro date (if applicable)

**NOTICE TO APPLICANT:** The coverage applied for is solely as stated in the policy. If policy is issued on a "CLAIMS MADE" or "CLAIMS MADE AND REPORTED" basis, it provides coverage only for those claims that are first made against the insured during the policy period unless the extended reporting period option is exercised in accordance with the terms of the policy. If issued on an "OCCURRENCE" basis, the policy provides coverage only for those occurrences that take place during the policy period.

The Insurer will rely upon this application and all such attachments in issuing the policy. If the information in this application or any attachment materially changes between the date this application is signed and the effective date of the policy, the Applicant will promptly notify the Insurer, who may modify or withdraw any outstanding quotation or agreement to bind coverage.

**In New York: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.**

**In all other states: It is a crime for any person to knowingly provide or facilitate in providing any false, incomplete, or misleading information to an insurance company. Penalties may include fines, imprisonment and denial of insurance benefits.**

**WARRANTY:** I warrant to the Insurer, that I understand and accept the notice stated above and that the information contained herein is true and that it shall be the basis of the policy of insurance and deemed incorporated therein, should the Insurer evidence its acceptance of this application by issuance of a policy. I authorize the release of claim information from any prior insurer to James River Insurance Company, 6641 West Broad Street, Richmond, VA 23230.

Applicant's Name:	Signature
Title:	Date: