

New Adult Medical  
Day Care Required  
Documentation

**Name of Program:** \_\_\_\_\_

**Program Address:** \_\_\_\_\_

**Checklist for Opening an Adult Medical Day Care (AMDC) Center**

The following are required elements for the opening of a Medical Adult Day Care Center and should be submitted to the Office of Health Care Quality (OHCQ) when applying for initial licensure. Documentation that should be procedural may be included within the Center's overall Policies and Procedural Manual. Please check off when completed and return to OHCQ.

- Zoning permit
- Use and occupancy permit
- Food service permit
- Fire alarm installation report
- Fire suppression (sprinkler) system report
- Fire inspection report from local fire department including verification of proper type and adequate number of extinguishers installed.

**Copies of service agreements for:**

- Fire alarm maintenance system
- Local building, plumbing, and electrical permits (final approval copies)
- Local food service approval (Health Department Report)

**Copies of contracts for:**

- Food service and vendor food service permit
- If food is cooked on site, verification of staff training and permit from local health department to cook food on site.
- Copy of HACCP plan for center (final approval). HACCP = Hazard Analysis & Critical Control Points plan.

**Copies of contracts for center service vendors:**

- Pest control, trash, refuse disposal, medical waste disposal, HVAC service, electrical, lighting, maintenance/general repairs, housekeeping (if not a center employee).

**Checklist for Opening An Adult Medical Day Care (AMDC) Cont.**

**Consultant contracts:**

- Dietitian
- Medical Director
- PT/OT (if service is provided)

**Receipts for: (unless already not in place)**

- Purchase of food service equipment and supplies (i.e. refrigerators, ice maker, hot holding cabinets, food thermometers (thermometer calibration, storage between food temperature checks, and sanitizing policy).
- Chemical sanitizers for washing of food service, measuring and serving utensils, hair nets, and other supplies needed for food service operations.
- Copies of insurance binders for hazard, workers' compensation, and any vehicles owned and operated by the center.

**Credentials:**

- Center Director (minimum Bachelor's degree preferably in health and human services from an accredited college or university)
- Supervising Registered Nurse (RN) license
- Full time Activities Coordinator who is a therapeutic recreation graduate or has documentation of three (3) years of experience in activities coordination or therapeutic recreation for the aged, individuals with disabilities, or other special populations.

Application for licensure can be obtained by going to our website:

**<http://dhhm.maryland.gov/ohcg/AMDC/default.aspx>**

**Signature of Applicant(s):**

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Name	Title
Date	

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Name	Title
Date	

**We will not schedule a site survey until we have received all required documentation.**

For questions regarding these requirements, please contact Stella Odunukwe at (410) 402-8142.