Annexure - I
QUESTIONNAIRE FOR MANAGEMENT

1. BASIC INFORMATION

1.1 Name of the institution:
1.2 Address:
1.3 Contact No:
1.4 Year of establishment:
   (a) Less than 5 years
   (b) 6-10 years
   (c) 11-15 years
   (d) 15+ years
1.5 Organizational Status:
   (a) Government
   (b) Private
   (c) NGO
1.6 Whether registered or not? If yes
   (a) Date and year of registration:
   (b) Place of Registration:
   (c) Registration No:
1.7 Target Beneficiaries:
   (a) Age:
   (b) Marital Status: Married Couple/ widow/ widower/ single
   (c) Financial Status: Pensioner/ regular income
   (d) Gender: Male/ female/ both
1.8 Norms to accommodate inmates:
   (a) Only for men
   (b) Only for women
   (c) Equal number of both
   (d) More men
   (e) More women
   (f) No specific norm
1.9 Intake capacity of the institute:
   (a) Up to 25 members
   (b) 26-50 members
   (c) 51- 100 members
   (d) 100 +
1.10 The institute include beneficiaries from:
   (a) Local area
2.0 MANAGEMENT OF THE INSTITUTE

2.1 Whether the institute is managed by
   (a) Trust
   (b) Board
   (c) Any other committee

2.2 Is there any management committee formed?
   (a) Yes
   (b) No

2.3 How often there is meeting of the management committee?
   (a) Monthly
   (b) Quarterly
   (c) Once in six months
   (d) Annually

2.4 Does the management committee have a representative from the residents?
   (a) Yes
   (b) No

2.5 Does the major decision taken by the managing committee?
   (a) Yes
   (b) No

2.6 To what extent managing committee enjoys the power to take decisions independently?
   (a) to a great extent
   (b) To certain extent
   (c) Limited powers

2.7 Who execute the decisions taken by Managing Committee?
   (a) Superintendent
   (b) Warden
   (c) Staff

2.8 Whether the records and registers properly maintained?
   (a) Yes
   (b) No

2.8.1 What are the types of records maintained by the institute? Kindly mention

2.8.2 Who maintains the records and registers of the institute?

2.8.3 Whether the records and registers are properly stored? If yes, where and with whom?

2.9 Whether the accounts are properly maintained and audited?
2.9.1 Whether any cell is maintained for auditing?
   (a) Yes
   (b) No

2.9.2 Who recruit the members of auditing cell?

2.9.3 What is the essential qualification of members of auditing cell?

3.0 ADMINISTRATIVE ASPECT OF THE INSTITUTE

3.1 What is the staff strength of the institute?
   (a) Chairperson
   (b) Manager
   (c) Warden
   (d) Clerk/cashier
   (e) Housekeeping staff
   (f) Welfare officer
   (g) Catering staff
   (h) Ayah/peon
   (i) Guard
   (j) Librarian
   (k) Mali
   (l) Doctor
   (m) Nurse
   (n) Others

3.2 Total number of staff?
   3.2.1 Full time:
   3.2.2 Part time:

3.3 Is there any supervision over the institute from Government or private sources?
   (a) Yes
   (b) No

3.4 What are the sources of funds for smooth running of the institute?
   (a) Grants from State/Central Government
   (b) Donations
      (i) Organizations
      (ii) NGO's
      (iii) Individuals Donors
   (c) Charges from the inmates

3.5 Charges for services provision:
   (a) Free for all
   (b) Free for those who cannot pay
4. ADMISSION CRITERIA AND PROCEDURE

4.1 What are the grounds taken care of while giving admission to inmates?
(a) Able to take care of themselves
(b) Must be physically and mentally healthy
(c) For those who are destitute and have no one to care

4.2 Whether there is provision for applicants with special needs?
4.2.1 If yes, is there any inmate who is
(a) Blind
(b) Mentally disturbed
(c) Epileptic
(d) Wheel chair bound

4.3 The admission procedure followed:
(i) By interviewing the elder person
(ii) By interviewing the family members
(iii) By recommendation from the department of social services
(iv) Referred by some one
(v) Any other, specify?

4.4 How much time is consumed in the admission process?
(a) Few days
(b) Few weeks
(c) Months

4.5 Whether any documents are required for admission? If yes, please specify.
4.6 Whether any medical examination is undertaken during admission?
(a) Yes
(b) No

4.7 Is there any external pressure exercised by outsiders for admission of inmates? If yes, please specify.
4.8 Whether any waiting list is maintained by the institute in case no more accommodation is available?
(a) Yes
(b) No

5.0 GENERAL ENVIRONMENT

5.1 The general surroundings of the institute is according to the needs of inmates?
(a) Yes
(b) No
5.2 Whether there is a good market nearby for meeting daily needs of inmates?
   (a) Yes
   (b) No

5.3 Is there any Government hospital or Dispensary nearby for emergency?
   (a) Yes
   (b) No

5.4 Whether the religious places are easily approachable by the inmates?
   (a) Yes
   (b) No

5.5 Whether there is a proper transport facility from the home for benefit of inmates?
   (a) Yes
   (b) No

5.6 Whether there is any special transport facility available by the institute for emergency?
   (a) Yes
   (b) No

6.0 INFRASTRUCTURE AND DESIGN OF THE HOME

6.1 The old age home designed in the manner to cater the needs of inmates?
   (a) Yes
   (b) No

6.2 The corridors are enough spacious to provide free passage to inmates who use a wheel chair, walker, walking stick etc?
   (a) Yes
   (b) No

6.3 Proper sewerage, water, electricity provision?
   (a) Yes
   (b) No

6.4 How many floors do the building has?
   (a) Single storey
   (b) Double storey
   (c) Multi floor

6.5 Is there lift arrangement in the building?
   (a) Yes
   (b) No

6.6 What is the type of accommodation provided to inmates?
   (a) Single occupancy
   (b) Double
   (c) Dormitory
   (d) Cottage type
6.7.1 What is the size of the room?
(a) Very spacious
(b) Enough spacious
(c) Not spacious

6.7.2 Any dormitory site in old age home?
(a) If yes, than how many members are living in a dormitory?
(b) Any partition between beds to provide privacy?
(c) The space provide for bed, storage and sitting sufficient?

6.8 Bedroom
(a) The room next to the office area or common room?
(b) Sufficient natural light come into the room?
(c) Room offers a sense of privacy?
(d) Facility of independent cup board or inbuilt storage space for personal belongings?
(e) Facility for few extra hooks on the wall, so that older persons can hang their Walking sticks, caps etc..
(f) Beds are properly numbered in rooms?
(g) Window view from each bed?
(h) Emergency call bell which is directly attached with warden’s room or office?
(i) Home provide night lamp in the room for each bed?

6.9 Common room
(a) Accommodation of room
(b) Common room used for multipurpose such as:
   i) Organizing get together
   ii) Yoga classes
   iii) Recreational classes
   iv) Spiritual discourses
(c) The common room is close to a separate Entrance hall of home so that visitors can also join the residents in the activities.
(e) One uni-sex toilet next to the common room or separate toilets?
(f) The furniture for common room is light weighted or functional.
(g) Facility of notice board, news paper reading stand, and clock in common room.
(h) Any attached store room next to common room where all the material such as durries, extra chairs, and tables may be stored.
6.10 Dining room
(a) The table provided with small drawer so that the older people can keep their personal items such as napkins, salt sugar, jam, pickles etc in the drawer.
(b) The heights of the table allow the arms of wheelchair to go under the table.
(c) Display board put up in the dining area where the daily menu could be displayed.

6.11 Kitchen
(a) Well ventilation
(b) Sufficient natural light
(c) Facility of continuous supply of potable water.
(d) Space of kitchen is well enough
(e) Residents can participate in kitchen work?
(f) Space for Shelves and cabinet
(g) Any store room next to kitchen for storing raw material?

6.12 Toilets and bathrooms
(a) Separate toilets and bathrooms for male and female?
(b) Ensure full privacy and safety to older persons?
(c) Sufficient space in bathrooms for wheelchair users to enter or exit?
(d) Height of the wash basin good enough to give wheelchair users?
(e) Shelves in the bathroom are well within comfortable reach of the older persons and the wheelchair users?
(f) Wash basin to be strong enough to withstand the weight of the older persons?
(g) Taps of the bathrooms be easily operable?
(h) Facility of grab rails?
(i) Floors of the bathroom are slippery or not?
(j) Proper storage of water in high capacity water tanks to facilitate use of toilets and other facility.

6.13 Laundry area
Provisions for laundry area made as per following:
 a) A sink
 b) Space for washing clothes
 c) Space for rinsing and drying clothes
 d) Sufficient water supply and drainage system and anti-skid laundry floor.

6.14 Sick room
(a) Sick room is meant for extending nursing care only to those residents who fall sick due to health problems of temporary nature i.e. fever or injury?
(b) Better facility of hospital beds, bed for attendant, storage space for medicines, oxygen cylinder, nebulizer, weighing machine, B.P.instrument thermometer, bed pans for stools, urine and sputum and wheelchair?
c) Provisions for any first aid box in sick room?

d) Any dispensary facility to sick room?

e) Any examination, physiotherapy centre and laboratory along with the sick room?

6.15 Staff Quarter

a) Any provision for the staff quarters in Old Age Home?

b) If Yes, enough space and certain amount of privacy to accommodate families of the staff?

7.0 FACILITIES TO THE INMATES

7.1 Kitchen facility:

7.1.1 Whether the kitchen is neat, clean with proper ventilation and sufficient natural light?

7.1.2 Permission is granted to the inmates to prepare tea and snacks for themselves?

7.1.3 Whether the food provided to inmates is hygiene and balanced diet?

7.1.4 What type of food is provided to the inmates?

(a) Vegetarian (b) Non Vegetarian

7.2 Medical Facility:

7.2.1 Whether there is regular medical check up or only in case of requirement/

7.2.2 Whether the doctors are full time or part time?

7.2.3 Whether there is nursing staff or not?

7.2.4 The medical treatment is provided to inmates free of cost or not?

7.2.5 Whether the health records of inmates are properly maintained or not?

7.3 Laundry facility

7.3.1 Is their provision of washing machine?

7.3.2 Is their dhobi in the institute?

7.3.3 Whether the clothes are washed by the inmates themselves?

7.4 Worship/ prayer room

7.4.1 Is there any room for prayer/ worship?

7.4.2 Whether there is peaceful environment or not?

7.5 Safety/ Security of the inmates

7.5.1 Whether there is provision of a 24 hours security guard at the gate?

7.5.2 Whether the home has proper fire safety kit installed?

7.5.3 Whether there is a special bell for emergency in each room?

7.6 Locker Facility

7.6.1 Whether the inmates are provided with lockers for keeping their valuables, cash or other things?

7.7 Recreational Facility

7.7.1 What are the various recreational facilities available to the inmates?
(a) Television
(b) Radio
(c) Newspaper/magazines
(d) bhajans/Kirtans
(e) Trips, Picnic, movies
(f) Sports and games like carom, playing cards etc.

8.0 RULES AND REGULATIONS
8.1 What are the rules of meeting/maintaining contact by inmates with relatives/children/friends
   (a) Relative can come and meet at fixed time.
   (b) No restriction of any type on visit
   (c) Inmates can go outside with permission
   (d) Telephone contact
8.2 Whether the inmates are allowed to keep personal expensive items such as T.V, Air conditioner etc?
   (a) Not allowed
   (b) No restrictions
   (c) Allowed only after permission from the official.
8.3 What are the rules followed in case of death of the inmate?
   8.3.1 Information is given to the nearest relative by home? Yes/No
   8.3.2 Arrangement is made for the cremation? Yes/No
   8.3.3 Cash, Money and personal belongings are handed over to relatives?
       Yes/No