

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF HUMAN SERVICES LICENSING  
Family Living Homes  
(55 Pa.Code Chapter 6500)**

**Q/A - Regulatory Clarifications – October 2016**

*The clarifications and interpretations below will remain on the Department's web site until the information is included in the next updated Regulatory Compliance Guide (RCG).*

**Regulation:      General**

**Question:** Does BHSL allow any grace periods?

**ANSWER:** Yes. A 15-day flex or grace period is allowed for any item that has a time requirement of one year or more.

This includes, but is not limited to:

- Medical evaluations (§ 6500.121)
- 3-month ISP reviews (§ 6500. 156(a))

Unless there is a specific grace period or timeline specified in the applicable section, a 5-day flex or grace period is allowed for any item that has a time line of less than one year.

Grace periods do not apply to the following:

- Conducting fire drills (§ 6500.109(a))

The grace period on timelines does NOT apply to INITIAL documentation or to the following regulations:

- § 6500.121(a) - Initial medical evaluations
- § 6500.151(a) – Initial Assessments
- § 6500.156(a) – Initial ISPs

Grace periods do not apply to initial documentation requirements for new admissions and new hires.

**Regulation:     General**

**Question:** For the self-inspection for increase in capacity or adding a new site forms, what are the criteria for the corrective action status: fully corrected, partly corrected, and not corrected?

**ANSWER:** A violation is considered “fully corrected” if all work regarding correction of the violation has been completed; the home is now in full compliance with the regulation. A violation is considered “partly corrected” if work has begun to come into compliance, but more work is still needed for the home to come into full compliance with the regulation. For “partly corrected”, the home should be in full compliance prior to occupancy. A violation is considered “not corrected” if no work at all has been completed to come into compliance with the regulation; the home would be considered not compliant with the regulation. And finally, a violation is considered “NA” (not applicable) if the regulation doesn’t apply. Form requests will not be processed if the status of any regulation listed is not corrected.

**Regulation: § 6500.31(b) – Informing and Encouraging Exercise of Rights**

*§ 6500.31(b) - A statement signed and dated by the individual, or the individual's parent, guardian or advocate if appropriate, acknowledging receipt of the information on individual rights upon admission and annually thereafter, shall be kept.*

**Question:** What date should be used as the admission date or sign off date?

**ANSWER:** Individuals must be informed of the individual’s rights upon admission. There are no exceptions to this requirement for emergency placements, respite care, and emergency respite care. The date of admission for purposes of applying this regulation is the date the individual is first served in the home.

**Regulations: §§ 6500.43(d)(1) – Family Living Specialist; § 6500.151(d) – Assessment; § 6500.156(c)(5) – ISP Review and Revision**

*§ 6500.43(d) - The family living specialist shall be responsible for the following:*

*(1) Coordinating and completing assessments.*

*§ 6500.151(d) - The family living specialist shall sign and date the assessment.*

*§ 6500.156(c) - The ISP review must include the following:*

*(5) - If making a recommendation to revise a service or outcome in the ISP, the family living specialist shall complete a revised assessment as required under § 6500.151(b) (relating to assessment).*

**Question:** May the provider assess the individual's ability on skills in the assessment, that is complete the assessment, and have the Family Living Specialist review and approve?

**ANSWER:** No, the family living specialist must complete and sign the assessment. The family living specialist may obtain relevant information for the provider regarding the individual's skills; however, the family living specialist must complete the assessment form.