

# Procedures for Self-Inspection of New Community or Family Living Homes under an Existing License

## Introduction

Effective January 15, 2013, providers licensed pursuant to 55 Pa.Code Chapter 6400 (relating to community homes for people with intellectual disabilities) and 55 Pa.Code Chapter 6500 (relating family living homes) who wish to open a new home under the existing license may self-inspect the home in lieu of an inspection conducted by the Department of Public Welfare (Department).

## Eligibility

In order to be eligible for self-inspection, the provider agency must be on regular license status (i.e., not on a provisional license or operating pending appeal). The Department will **deny** any requests to open a new home via the self-inspection process that is received from an agency that is not on regular license status. Please note that this does not apply to agencies with a regular license that has expired due to the Department's delay in conducting an inspection or processing inspection results. Facilities or agencies that are applying for initial licensure – that is, facilities and agencies that are not currently licensed - may **not** self-inspect.

## Process

The process for opening a new community or family living home is as follows:

1. The agency obtains site clearance from the appropriate Office of Developmental Programs regional capacity manager.
2. Once the site is approved by the regional capacity manager, the agency registers the new location and applies to open the new home via HCSIS, PROMISe, and CLS.
3. The agency self-inspects the new home using the appropriate *Self-Inspection and Declaration Tool*.
  - a. If violations are found via the self-inspection process, the agency will complete a plan of correction and verify compliance with the plan.
  - b. If no violations are found, the agency will circle "Not Applicable – No Violation" as indicated on the tool.
4. The agency submits the completed *Self-Inspection and Declaration Tool* and a valid certificate of occupancy or a statement from the appropriate local building authority to:

### Traditional mail:

Bureau of Human Services Licensing  
625 Forster Street, Room 631  
Harrisburg, Pennsylvania 17120

### Electronic mail:

[RA-pwarlheadquarters@pa.gov](mailto:RA-pwarlheadquarters@pa.gov)

5. Upon receipt of the above documents, the Department will verify that the *Self-Inspection and Declaration Tool* is properly completed and that the certificate of occupancy documents are valid.
  - a. If the *Self-Inspection and Declaration Tool* is improperly completed, or if the certificate of occupancy documents are invalid, the Department will contact the provider and request that accurate documents be submitted.
6. Once the submitted documents are verified as valid and accurate, the Department will process an addendum to the current license and transmit it to the provider and the appropriate regional office.

## Notice of Potential Enforcement

Provider agencies are advised that that knowingly providing inaccurate information via the self-inspection process may lead to enforcement action up to and including revocation of the agency's license to operate.

## Contact Information

For questions or concerns about the self-inspection process, please contact the Department's Operator Support Hotline at 1-866-503-3926, or via electronic mail at [RA-pwarlheadquarters@pa.gov](mailto:RA-pwarlheadquarters@pa.gov).