

# Adult Training Facility Entrance Conference Guide Chapter 2380

Name of Legal Entity: \_\_\_\_\_

Name of Inspector(s): \_\_\_\_\_ Date: \_\_\_\_\_

<b>Pre-Licensing Inspection- Policies and Procedures</b> <i>The following will be requested prior to inspection:</i>			
<b>14(a)</b>	Valid (current) occupancy permit	<b>84</b>	Annual fire safety inspection (two most recent)
<b>15(a)-(c)</b>	Current Federal and/or State wage and hour certificate(s)	<b>87(d)</b>	Inoperative fire alarm written plan procedure
<b>17(b)</b>	Unusual incident policy and procedures	<b>89</b>	Fire drill records (records since last licensing inspection)
<b>20(a)-(b)</b>	PA Criminal Background checks and FBI Clearance	<b>92</b>	Smoking safety procedures
<b>21(b)</b>	Civil Rights policies and procedures	<b>115</b>	Emergency medical plan
<b>22</b>	Grievance procedures	<b>152</b>	Restrictive procedures
<b>32-35</b>	Table of Organization (List of current staff, position and date of hire)	<b>154(d)</b>	Restrictive procedures review committee minutes
<b>83</b>	Emergency evacuation procedures	Names, dates of birth, and service start date of the persons served in the setting	
<b>Basic Information</b> <i>This is a partial list of questions that will be asked at the entrance conference and throughout the inspection process:</i>			
Are any individuals deaf/hearing impaired?			
Do any of the individuals take insulin?			
Are any of the individuals on a restrictive procedure plan?			
Do any individuals self-administer medications?			
Do any individuals have enhanced supervision?			
Are there any special dietary needs of the individuals?			
Do any of the individuals have any mobility needs?			
<b>Requested Documents (if applicable)</b> <i>The following is a partial list of documents that will be reviewed during the inspection process:</i>			
<b>Staffing</b> <i>At least 2 weeks of staff schedules will be requested</i>			
<b>32(c)</b>	Chief executive officer	<b>36</b>	Staff training
<b>33(c)</b>	Program specialist		
<b>Physical Site</b>			
<b>55(f)-(g)</b>	Sanitation	<b>71</b>	Elevator certificate of operation
<b>59(c)</b>	Water test certification		
<b>Medications</b>			
<b>124</b>	Medication Log	<b>128</b>	Medication Administration Training