

**Vocational Facility Provider
Entrance Conference Guide
Chapter 2390**

Name of Legal Entity: _____

Name of Inspector(s): _____ Date: _____

Pre-Licensing Inspection- Policies and Procedures <i>The following will be requested prior to inspection:</i>			
14(a)	Valid (current) occupancy permit	82(b)	Annual fire safety inspection (two most recent)
15(a)-(c)	Current Federal and/or State wage and hour certificate(s)	83(b)	Monthly fire alarm policy
17	Statement of purpose	83(c)	Inoperative fire alarm written plan procedure
20	Accident prevention policy	85	Fire drill records (records since last licensing inspection)
21(b)	Civil Rights policies and procedures	103	Emergency medical plan
32-37	Table of Organization (List of current staff, position and date of hire)	125	Record policy
82(a)	Emergency evacuation procedures	Names, dates of birth, and service start date of the persons served in the setting	
Basic Information <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?			
Are there any special dietary needs of the individuals?			
Do any of the individuals have any mobility needs?			
Requested Documents (if applicable) <i>The following is a partial list of documents that will be reviewed during the inspection process:</i>			
General Requirements			
16	Public eating and drink place license	22	Governing body
Staffing <i>At least 2 weeks of staff schedules will be requested</i>			
32(c)	Chief executive officer	36(c)	Trainer
33(c)	Program specialist	37(c)	Vocational evaluator
34(c)	Production manager	40	Staff training
35(d)	Floor supervisor		
Physical Site			
73	Elevator certificate of operation		
Fire Safety			
87	Fire safety training		
Health			
102	First aid staff	104	Emergency medical information
Client Records			
121	Individual record	124	Content of records
Program			
153	Content of the ISP	159	Vocational evaluation