

Family Home Provider Entrance Conference Guide Chapter 6500

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>			
16(a)	Valid (current) occupancy permit	107(d)	Monthly smoke detector testing
20(b)	Unusual incident policy and procedures	109	Fire drill records (records since last licensing inspection)
23(a)-(b)	PA Criminal Background checks and FBI Clearance	110(b)	Fire safety training plan
24	Individual funds and property policy	162	Restrictive procedure policy
34(b)	Civil Rights policies and procedures	164(d)	Restrictive procedure review committee minutes
42-43	Table of Organization (List of current staff, position and date of hire)	Names, dates of birth, and service start date of the persons served in the setting	
103-106	Furnace Inspection (two most recent)		
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 residents Hepatitis B carriers?			
Are any residents deaf/hearing impaired?			
Do any of the residents take insulin?			
Are any of the residents on a restrictive procedure plan?			
Do any residents self-administer medications?			
Does the home have an extended evacuation time?			
Are there any special dietary needs of the residents?			
Do any of the residents 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>			
Staffing <i>At least 2 weeks of staff schedules will be requested</i>			
45	Training	47	Record of training
46	Annual training		
Physical Site			
68(c)	Running water	83(c)	Swimming pool
Health			
121	Individual physical examination	124	Health services
122	Dental care	125	Family physical examination
Medications			
134	Medication log	136	Adverse reaction
135	Medication errors	138	Medication training
Program			
151	Assessment	159(b)	Day services
153	Content of the ISP	160(c)	Recreational and social activities
Individual records			
181	Emergency information	182	Content of records