## Family Home Provider
### Entrance Conference Guide
#### Chapter 6500

Name of Legal Entity: ________________________________

Name of Inspector(s): ________________________________ Date: ____________________

<table>
<thead>
<tr>
<th>Pre-Licensing Inspection- Policies and Procedures</th>
<th>107(d)</th>
<th>Monthly smoke detector testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>16(a) Valid (current) occupancy permit</td>
<td>107(d)</td>
<td>Monthly smoke detector testing</td>
</tr>
<tr>
<td>20(b) Unusual incident policy and procedures</td>
<td>109</td>
<td>Fire drill records (records since last licensing inspection)</td>
</tr>
<tr>
<td>23(a)-(b) PA Criminal Background checks and FBI Clearance</td>
<td>109(b)</td>
<td>Fire safety training plan</td>
</tr>
<tr>
<td>24 Individual funds and property policy</td>
<td>162</td>
<td>Restrictive procedure policy</td>
</tr>
<tr>
<td>34(b) Civil Rights policies and procedures</td>
<td>164(d)</td>
<td>Restrictive procedure review committee minutes</td>
</tr>
<tr>
<td>42-43 Table of Organization (List of current staff, position and date of hire)</td>
<td>109</td>
<td>Fire drill records (records since last licensing inspection)</td>
</tr>
<tr>
<td>103-106 Furnace Inspection (two most recent)</td>
<td>162</td>
<td>Restrictive procedure policy</td>
</tr>
</tbody>
</table>

### Basic Information

This is a partial list of questions that will be asked at the entrance conference and throughout the inspection process:

- 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)

The following is a partial list of documents that will be reviewed during the inspection process:

#### Staffing

At least 2 weeks of staff schedules will be requested:

<table>
<thead>
<tr>
<th>45</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>Annual training</td>
</tr>
</tbody>
</table>

#### Physical Site

Running water: 83(c) Swimming pool

#### Health

Individual physical examination: 124 Health services
Dental care: 125 Family physical examination

#### Medications

Medication log: 136 Adverse reaction
Medication errors: 138 Medication training

#### Program

Assessment: 159(b) Day services
Content of the ISP: 160(c) Recreational and social activities

#### Individual records

Emergency information: 182 Content of records