

Child Residential Provider Entrance Conference Guide Chapter 3800

Name of Legal Entity: _____

Name of Inspector(s): _____ Date: _____

Pre-Licensing Inspection- Policies and Procedures			
<i>The following documents will be requested prior to inspection:</i>			
14(a)	Certificate of occupancy	147(c)	Smoking policy
16(b)	Reportable incident policy	149(a)	Emergency medical plan
22	Waivers	221	Description of services
31(a)	Child's rights that are provided upon admission	252	Sewage approval
31(f)	Grievance policy	274	Certificate of occupancy- locked facility
88(c)	Private water testing	303(6)-(7)	Emergency plan
97	Elevator approval	Name and date of hire of the Director	
123	Evacuation procedures	List of all current children including date of admission	
124	Notification of local fire officials	List of children discharged in the past three months	
130(h)	Inoperable fire alarm/smoke detector policy	List of all current staff including position and date of hire	
132(c)	Fire drill records since last inspection		
Basic Information			
<i>This is a partial list of questions that will be asked at the entrance conference and throughout the inspection process</i>			
Who is the point of contact person for the inspection?			
What is the training year? (i.e. annual, hire date, fiscal)?			
Who is responsible for medication administration training?			
Have any policies or procedures changed since the last inspection?			
Do you currently have any waivers?			
What is the schedule for the children?			
Does anyone have a mobility need?			
Demographics			
<i>The following demographics will be requested for each license:</i>			
License Capacity		Age range able to serve	
Able to Serve: Males, females, both		Able to Serve: Dependent, delinquent or both	
Of those residents currently being served:			
Number of Children		Number with a Mental Health Diagnosis	
Number with a Intellectual Disability		Number with a Physical Disability	
Number of Dependent Children		Number of Delinquent Youth	
Number in each age group	0-5	6-13	14-17
			18-21

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Requested Documents (if applicable)

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

General Requirements			
18(b)-(c)	Child funds	19(b)	Consent to treatment
Staffing <i>At least 2 weeks of staff schedules will be requested</i>			
51	Child abuse and criminal history checks	55(g)-(h)	Child care worker
53(b)	Director	58	Staff training
54(d)	Child care supervisor		
Child Health			
141	Child health and safety assessment	145	Vision care
142	Health and safety plan	146	Hearing care
143	Child health examination	148	Health and behavioral health services
144	Dental care		
Staff Health			
151	Staff health statement	152(b)-(c)	Serious communicable disease
Medication			
184	Medication log	186	Adverse reaction
185	Medication errors	188	Medication administration training
Restrictive Procedures			
203(b)-(e)	Restrictive procedure plan	211(e)	Manual restraints
205	Staff training	213	Restrictive procedure records
Services			
222	Admission	226	Content of the ISP
223	Placement process	229	Education
224	Development of the ISP	230	Transfer or discharge
225	Review and revision of the ISP		
Child Records			
241(b)	Emergency information	243	Content of records
242	Child records		