

Community Home Provider Entrance Conference Guide Chapter 6400

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	104	Local fire department notification
18(b)	Unusual incident policy and procedures	106	Furnace Inspection (two most recent)
21(a)-(b)	PA Criminal Background checks and FBI Clearance	110(h)	Inoperative fire alarm written plan procedure
22	Individual funds policy	112(c)	Fire drill records (records since last licensing inspection)
23	Grievance procedures	114(a)	Smoking safety procedures
34(b)	Civil Rights policies and procedures	145	Emergency medical plan
43-45	Table of Organization (List of current staff, position and date of hire)	192	Restrictive procedure policy
68(c)	Water test certification	194	Restrictive procedures review committee minutes
79	Elevator certificate of operation	233	Sewage approval
103	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 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?			
Do any residents have enhanced supervision?			
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 will be reviewed during the inspection process</i>			
Staffing <i>At least 2 weeks of staff schedules will be requested</i>			
42	Minimum age	44(c)	Program specialist
43(c)	Chief executive officer	46	Staff training
Fire Safety			
113(b)-(c)	Fire safety training for individuals		
Individual Health			
141	Individual health examination	142	Dental care

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Staff Health			
151	Staff health examination		
Medications			
164	Medication log	167	Administration of prescription medications and injections
165	Medication errors	168	Medication Administration Training
166	Adverse reactions		
Program			
183	Content of the ISP	189(b)	Day services
Restrictive Procedures			
196	Staff training	205	Restrictive procedure records
Individual Records			
212	Individual records	213	Content of records