

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HUMAN SERVICES
BUREAU OF HUMAN SERVICES LICENSING
POLICIES AND PROCEDURES
55 Pa.Code Chapter 2600 – Personal Care Homes**

**NEW HOME INSPECTIONS
SALE or CHANGE OF LEGAL ENTITY INSPECTIONS**

The following documentation shall be submitted by the human services licensing applicant to the Bureau of Human Services Licensing Headquarters Office prior to scheduling an initial inspection of a proposed new facility or for a sale or change of a legal entity.

1. Education and training qualifications of the Administrator [§ 2600.53(a)-(b), § 2600.64(a)].
2. Criminal history background checks in accordance with the OAPSA for the owner/operator (applicable if the owner/operator plans on going into the home; or send documentation stating that the owner/operator will never go into the home), Administrator and each already hired/identified staff persons and the applicant's policies and procedures for conducting criminal history clearances for all future staff to be hired. For owners/operators who are not residents of Pennsylvania and plan on going into the home, an FBI criminal history background check must also be provided [§ 2600.51, 52].
3. The planned staffing patterns/shifts/duties of staff hired/to be hired [§ 2600.56, § 2600.57(a)-(d)].
4. The educational and training qualifications of staff to be hired [§ 2600.54(a)-(b), § 2600.63(a)-(b), § 2600.65(a)-(b), § 2600.182(b), § 2600.190(a)-(b)].
5. A staff training plan for the first 12 months of operation [§ 2600.66(a)-(b), § 2600.65(g)].
6. The floor plan/layout of the building, including all floors/levels of the home and clearly indicating all internal and external exit paths and exits doors. The floor plan shall indicate the size of each resident bedroom (including ceiling height) and each living/activity room in the home. The floor plan shall indicate the location of each resident and staff bathroom including the number of sinks, toilets and showers/tubs. The floor plan shall indicate the location of kitchens and dining rooms. [§ 2600.98(a)-(b)(1), § 2600.101(a)-(b), § 2600.101(e), § 2600.102(a)-(c), § 2600.122]. The Elevator Certificate of Operation for any elevators in the facility (if applicable) [§ 2600.97]. The Secured Dementia Care Unit physical site regulations (if applicable) [§ 2600.232(a)-(c)]. *Note: The floor plan/layout is not required for sales or changes of legal entity unless there is a change in use of the physical space.*
7. The home's policies and procedures for the following: Reportable Incidents Policy [§ 2600.16(b)], Confidentiality Policy [§ 2600.17], Quality Management Plan [§ 2600.26(a)-(c)], Resident Rights [§ 2600.41(a)], Complaint Procedures [§ 2600.44(a)], Pools (if applicable) [§ 2600.106], Emergency Preparedness Plan [§ 2600.107(b)], Firearms and Weapons Policy (if applicable) [§ 2600.108(5)], Inoperable Fire Alarm/Smoke Detector Policy [§ 2600.130(h)], Emergency Medical Plan [§ 2600.143(a)], Smoking Policy (if applicable) [§ 2600.144(b)-(c)], Medication Administration Policy [§ 2600.185(a)-(b), § 2600.188(d)], Description of Services Policy [§ 2600.223(a)-(b)], Discharge/Transfer Policy [§ 2600.228(b)], and Records Policy [§ 2600.254(b)].

8. For Secured Dementia Care Units (if applicable), the following documentation: Environmental Protection Policy [§ 2600.232(d)], Lock Approvals [§ 2600.233(a)-(b)], Training [§ 2600.236], Program Information [§ 2600.237(a)(1)-(6)], Staffing [§ 2600.238], and General SDCU Information [§ 2600.239(a), (c)(1)-(22)].
9. The home's forms for the following: Resident-Home Contract [§ 2600.25(c)(1)-(13), § 2600.25(d)SOP – Statement of Policy, § 2600.25(e)-(f), § 2600.109(a), (d)], Resident Rights Poster [§ 2600.41], Fire Drill Record [§ 2600.132(c)], Preadmission Screening Form [§ 2600.224(a)], Assessment Form [§ 2600.225(b)], Support Plan Form [§ 2600.227(b)] and Medication Administration Record [(§ 2600.187(a)].
10. Compliance with fire retardant mattress requirement [§ 2600.101(j)(1)].
11. Civil Rights Compliance Letter [From Bureau of Equal Opportunity].
12. Documentation showing the home's water source. If the home uses public water, the home should submit a current water bill. If the home uses private water (well), the home should submit a permit from the Department of Environmental Protection (DEP) for its water source [§ 2600.18, § 2600.89(c)].
13. Documentation showing the home's sewer source. If the home uses public sewer, the home should submit a current sewage bill. If the home is not connected to a public sewer system and serves 9 or more residents, the home should submit written sanitation approval for its sewage system from the local sewage enforcement official of the municipality in which the home is located [§ 2600.85(f)].
14. A statement from the home's legal entity listing all licensed human service facilities with which it is affiliated [Including but not limited to parent companies, subsidiaries, partnerships, management agreements; etc.].
15. Affidavit for the sale of a legal entity that is currently operating pending appeal of a Departmental enforcement action, or previous operator was deemed "not a responsible person" by the Department [An affidavit will be sent to the applicant if applicable].

Prepared by: T. Pride, 09/2012