

Instructions for Self-Inspection and Declaration Tool

55 Pa.Code Chapter 6400

Introduction:

Providers licensed pursuant to 55 Pa.Code Chapter 6400 (relating to community homes for people with intellectual disabilities) who wish to open a new home under the existing license may self-inspect the home in lieu of an inspection conducted by the Department of Human Services, Office of Developmental Programs (Department) provided certain criteria are met.

Eligibility Criteria:

In order to be eligible to add a new site to an existing license through the self-inspection process, the following criteria apply:

- The provider must have had at least one full renewal inspection by the Department. The initial inspection that resulted in licensure is not a full renewal inspection and does not meet this requirement.
- The provider's license must be on regular status. Providers whose licenses are on provisional status or providers operating pending appeal of a revoked or non-renewed license may not expand through self-inspection.

Self-Inspection Process:

The process for opening a new community home is as follows:

1. The provider identifies the prospective new site.
2. The provider emails the ODP Regional Waiver Capacity Manager and provides the information needed for site clearance and non-contiguous approval.
3. The provider applies for licensure through the Certification Licensing System (CLS). CLS can be accessed via the Provider Self Service tile on the HCSIS homepage.
4. The provider self-inspects the new site using the current version of the *Self-Inspection and Declaration Tool*. **Please see Appendix A for important information regarding the tool as it has been updated to include additional information.**
5. The provider submits the following to the ODP Licensing mailbox at RA-odplicensing@pa.gov:
 - A *Self-Inspection and Declaration Tool* that is completed accurately and in its entirety
 - A current Certificate of Occupancy (CO) issued by the appropriate building authority, OR a statement from the authority that a Certificate of Occupancy is not required.
6. Upon the approval of self-inspection tool and CO by the ODP Licensing Management Unit, the new site is added to the provider's current license and the amended license is mailed to the provider.
7. The provider emails the ODP Regional Waiver Capacity Manager and attaches a copy of the new license to request and receive a Residential Approval Letter establishing the site's Approved Program Capacity (APC).
8. The provider completes an electronic application in the Electronic Provider Enrollment System, or submits a paper application, for Promise enrollment with all required documentation. The ODP Provider Enrollment Unit will review the application package, and if approved, enroll the site in Promise.

Questions or concerns can be sent to the ODP Licensing mailbox at RA-odplicensing@pa.gov.

APPENDIX A

Using the Self-Inspection and Declaration Tool

I. Determining Maximum Capacity

To ensure equitable treatment and consistency of practice, the Department's policy is to establish the maximum capacity of licensed service locations based on the applicable regulatory requirements related to same.

The following must be taken into consideration when determining maximum capacity:

- The maximum licensed capacity in a community home is initially determined by the number of bathtubs, showers, and toilets. A home with only one bathtub or shower cannot exceed a licensed capacity of 4. A home with only one toilet cannot exceed a licensed capacity of 4.
- Per Chapter 6400.81 - relating to individual bedrooms -any room that has the following must be counted as a bedroom;
 - A door;
 - At least one exterior window that permits a view of the outside;
 - A closet or wardrobe space; and
 - At least 80 square feet of wall to wall space
- Any bedroom that has:
 - More than 119 square feet is considered a two-person bedroom by default
 - Less than 120 square feet is considered a one-person bedroom by default

It is recommended, but not required, that a floor plan for the new site be submitted along with self-inspection tool and certificate of occupancy. Floor plans should indicate the square footage of each room, number of toilets, sinks, showers, and ceiling height.

II. Provider Owned, Rented, or Leased Sites

The Self-Inspection and Declaration Tool includes a question reading "The new site is owned, rented or leased by the provider." Most providers seeking to open a licensed community home do so in order to render the Residential Habilitation service as defined in the Department's Consolidated Waiver. Per the waiver, the Residential Habilitation service is provided to participants who live in "provider owned, rented or leased residential settings." If the new site is not owned, rented, or leased by the provider, the site may be added to the license, but the provider may not provide Residential Habilitation services at the new site. Providers seeking to add a new site that the provider does not own, rent, or lease for purposes of providing the Residential Habilitation service should contact their Lead Administrative Entity for guidance.

III. Corrective Actions

A key element of the self-inspection process is documenting violations and taking corrective actions to achieve compliance. When a violation is found during the self-inspection process, a description of the violation and a description of how the violation was or will be corrected must be included in the "Violation and Corrective Action" section of the Self-Inspection and Declaration Tool. Definitions and examples of different types of corrective action statuses appear on the tool itself.