



# Modifications to Annual Licensing Inspection Schedule

## ODP Announcement 24-093

### AUDIENCE:

Providers subject to 55 Pa. Code Chapters:

- 2380 (Relating to Adult Training Facilities)
- 2390 (Relating to Prevocational Facilities)
- 6400 (Relating to Community Homes for Individuals with an Intellectual Disability or Autism)
- 6500 (Relating to Life Sharing Homes)

### PURPOSE:

To inform providers of modifications to the annual licensing inspection schedule.

### BACKGROUND:

Providers are subject to an onsite inspection at least once every 12 months<sup>1</sup>. In [DHS Bulletin 14-Bul-107](#), *Timeframes for Issuance of Licensing Inspection Summary, Plan of Correction, and Verification*, the Department of Human Services established that it will “attempt to commence all annual license inspections at least three months prior to the expiration/renewal date of the current License/Certificate of Compliance (COC).”

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<sup>1</sup> 55 Pa.Code § 20.31

Additionally, the Department is currently developing the [Enterprise Licensing System \(ELS\)](#), which will eventually replace the Certification and Licensing System (CLS). ELS is slated to replace CLS in March 2026. ELS will be designed such that annual inspections must occur before a renewal license can be issued.

In order to meet the goal established by DHS Bulletin 14-Bul-107, and to prepare for ELS implementation, the Office of Developmental Programs (ODP) is modifying its inspection scheduling procedures beginning on **November 1, 2024**.

## **DISCUSSION:**

In accordance with 55 Pa. Code § 20.22, providers are required to complete and submit a license renewal application at least 60 days before their current license expires.

Currently, a renewal license is issued upon receipt of the provider's application, provided that the provider's license is in good standing (i.e., not on provisional status). The renewal license takes effect on the date the application is processed and is valid for one year.

The annual inspection process usually occurs after the issuance of the annual license. This process includes an onsite inspection, issuance of a licensing inspection summary, submission of an acceptable plan of correction, and verification that the plan of correction has been implemented. Once the annual inspection process is complete, the Office of Developmental Programs (ODP) uses the results to determine the provider's continued eligibility for licensure. If eligible, the provider is notified that their existing license remains valid.

For all annual inspections conducted on or after November 1, 2024, if ODP determines that a provider qualifies for a regular license, **a new Certificate of Compliance will be issued**. This license will be effective **on the date of issuance and valid for 365 days**.

ODP does not expect this change to significantly affect the timing of subsequent annual inspections. However, some providers may experience earlier inspections to align with the timeframes outlined in DHS Bulletin 14-Bul-107.

Providers will continue to receive notification that a renewal application must be submitted via CLS but should be aware that the notice will be generated based on the license expiration date.

**CONTACT:**

Questions about this announcement may be directed to ODP's Regulatory Administration Unit at [RA-PW6100REGADMIN@pa.gov](mailto:RA-PW6100REGADMIN@pa.gov) or to the appropriate ODP Regional Office.