**COMMONWEALTH OF PENNSYLVANIA**

**DEPARTMENT OF HUMAN SERVICES**

**OFFICE OF DEVELOPMENTAL PROGRAMS**

**POLICIES AND PROCEDURES**

***55 Pa. Code Chapter 2380 – Adult Training Facilities***

**NEW APPLICANT SEEKING LICENSURE**

**SALE or CHANGE OF LEGAL ENTITY INSPECTIONS**

***The following documentation shall be submitted by the human service licensing applicant and approved by the Office of Developmental Programs (ODP) Central Office prior to scheduling an initial inspection of a proposed new facility or for a sale or change of a legal entity. ODP may request additional materials or request materials in a different order than outlined below. 62 P.S.1003***

**Initial Submission:**

***The initial submission documentation listed below is specifically for anyone with ownership, control interest, and/or anyone responsible for the management and operations of the agency. This includes but is not limited to the CEO, CFO, executive directors, executive management staff, board members, or any other position as determined by ODP. Criminal History Checks (1-3) for all other staff persons will be submitted during the second submission phase.***

1. PA State Criminal History Checks
2. FBI Clearances
3. Child Abuse Clearances
4. CEO qualifications: § 2380.32
   1. Education (copy of degree or transcripts)
      1. International Degree must be verified using World Education Services including US equivalency.
   2. Work Experience (Resume)
5. List of all licensed human service facilities with which anyone with ownership and control interest in agency has been affiliated with within the previous three (3) years, including but not limited to parent companies, subsidiaries, partnerships, management agreements, etc.
6. A letter from the facility’s legal entity stating if the proposed adult training facility is located in, adjacent to, or on the same grounds as a hospital or skilled nursing facility.
7. Staff list or organizational chart including hire dates and position
8. Proof of noncontiguous clearance from ODP’s Regional Waiver Capacity Manager

**Second Submission:**

1. Incident management policies and procedures consistent with § 2380.17- 2380.19 that include the following:
   1. Incident prevention
   2. Incident Reporting
   3. Incident Investigation
2. Civil Rights Compliance Letter (from the Department of Equal Opportunity)
3. PA, FBI, and Child Abuse Clearances for all hired staff. (except those submitted during the initial submission) Policy and Procedures for conducting criminal history clearances for all future staff to be hired in accordance with OAPSA.
4. Written grievance procedures for individuals, individual’s families, advocates and staff persons, that assure investigation and resolution of complaints. § 2380.22
5. Program Specialist(s) Qualifications: § 2380.33
   1. Education (copy of degree or transcripts)
      1. International Degree must be verified using World Education Services including US equivalency.
   2. Work Experience (Resume)
6. Staff training plan that addresses:
   1. § 2380.35 – including staffing patters/shifts for the program
   2. § 2380.36
   3. § 2380.37 - including template for training record
   4. § 2380.38 - including job descriptions for each position
   5. § 2380.39
7. Process to ensure special accommodations will be identified are met. § 2380.51
8. Floor plan/layout of the building, including all floors/levels of the facility clearly indicating all internal and external exit paths and exit doors. The floor plan must indicate the location of each bathroom including the number of sinks and toilets. The floor plan must include the size dimensions of each room in the facility.

§ 2380.52, § 2380.69, § 2380.70(a), § 2380.81

*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.*

1. Documentation of the program’s water source. If the program is connected to public water, applicant should submit a recent water bill. A program that is not connected to a public water system shall have a coliform water test by a Department of Environmental Resources’ certified laboratory stating that the water is safe for drinking purposes. § 2380.59(c)
2. The Elevator Certificate of Operation for any elevators in the facility. § 2380.71
3. Emergency evacuation procedures. § 2380.83(a)
4. Inoperable Fire Alarm/Smoke Detector Policy § 2380.87(c);(d)
5. Template for fire drill record that includes all requirements of § 2380.89
6. Smoking safety procedures § 2380.92(a)
7. Template for physical examination that includes all requirements of § 2380.111(c)
8. Staff physical examination template that includes all requirements under § 2380.113(c)
9. Emergency medical plan § 2380.115
10. Template for Self-Administration of Medication that includes all requirements under § 2380.121(e)
11. Medication disposal plan § 2380.123(h)
12. Template for epinephrine training record § 2380.129(c)
13. Plan for medication management as described under §2380.125 that includes the following:
    1. How new prescriptions/changes will be received
    2. How records, including medication administration records, will be updated to reflect new/changed prescriptions.
    3. Resolving inconsistencies between physical exam, assessment, and IP when identified.
14. Medication administration record template that includes all requirements in § 2380.126(a)
15. Template for documentation of medication errors including all requirements in § 2380.127(b)
16. Restrictive Procedure Policy – § 2380.152
17. Plan for the establishment of a human rights team. § 2380.154
18. Template for behavioral support training documentation. § 2380.156
19. Template for emergency information documentation described in § 2380.171
20. Template for individual records that includes all elements described in § 2380.173
21. Plan for individual record storage as described in § 2380.174 and § 2380.176
22. Assessment template that includes all requirements in § 2380.181(e)
23. Written individual plan process that includes all requirements in § 2380.184
24. Plan for the provision of facility services that addresses all requirements in § 2380.188 that also include:
    1. Description of individuals applicant intends to support. (e.g. PICA, dual-diagnosis, medically-complex)
    2. Protection of all individual rights specified in § 2380.21.
25. 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.