**COMMONWEALTH OF PENNSYLVANIA**

**DEPARTMENT OF HUMAN SERVICES**

**OFFICE OF DEVELOPMENTAL PROGRAMS**

**POLICIES AND PROCEDURES**

***55 Pa. Code Chapter 2390 – Vocational 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: § 2390.32(c)
   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 vocational facility 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. Approval documentation such as Wage & Hour Certificate (if applicable) § 2390.15(a)-(c)
2. Public Eating & Drinking Place License (if applicable) § 2390.16
3. Written statement of purpose that includes all elements of § 2390.17
4. Civil Rights Compliance Letter (from the Department of Equal Opportunity)
5. Incident management policies and procedures consistent with § 2390.18 - § 2390.19 that include the following:
   1. Incident prevention
   2. Incident Reporting
   3. Incident Investigation
6. 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. § 2390.24
7. Written Accident Prevention Policy including all elements of § 2390.20
8. Program Specialist(s) Qualifications: § 2390.33(c)
   1. Education (copy of degree or transcripts)
      1. International Degree must be verified using World Education Services including US equivalency.
   2. Work Experience (Resume)
9. Production Manager(s) Qualifications: § 2390.34(c)
   1. Education (copy of degree or transcripts)
      1. International Degree must be verified using World Education Services including US equivalency.
   2. Work Experience (Resume)
10. Floor Supervisor(s) Qualifications: § 2390.35(d)
    1. Education (copy of degree or transcripts)
       1. International Degree must be verified using World Education Services including US equivalency.
    2. Work Experience (Resume)
11. Trainer(s) Qualifications: § 2390.36(c)
    1. Education (copy of degree or transcripts)
       1. International degrees must be verified using World Education Services including US equivalency.
    2. Work Experience (resume)
    3. License or certification as a tradesperson in the area for which training is provided.
12. Vocational Evaluators: § 2390.37(c)
    1. Education (copy of degree or transcripts)
       1. International degrees must be verified using World Education Services including US equivalency.
    2. Work Experience (resume)
13. Staff training plan that addresses
    1. § 2390.39 – including staffing patterns/shifts for the program.
    2. § 2390.40
    3. § 2390.48 - including job descriptions for each position
    4. § 2390.49 - including template for training record
    5. § 2390.87
    6. § 2390.102
14. Process to ensure special accommodations will be identified and met. § 2390.51
15. The floor plan/layout of the building, including all floors/levels of the facility and clearly indicating all internal and external exit paths and exits doors. The floor plan shall indicate the location of each lavatory including the number of sinks and toilets § 2390.74(a)-(c). The floor plan shall also indicate the size dimensions of each room in the facility § 2390.52(a)-(b). The floor plan should address any accommodations for clients with physical disabilities.(§ 2390.51) *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.*
16. The Elevator Certificate of Operation for any elevators in the facility (if applicable) § 2390.73
17. Emergency evacuation procedures. § 2390.82(a)
18. Fire Safety Inspection Documentation, if applicable § 2390.82(b)
19. Inoperable Fire Alarm/Smoke Detector Policy § 2390.83(c)
20. Template for fire drill record that includes all requirements of § 2390.85
21. Emergency medical plan § 2390.103
22. Template for emergency information documentation described in § 2390.104
23. Template for individual records that includes all elements described in § 2390.124
24. Plan for individual record storage as described in § 2390.122 and § 2390.123
25. Written Record Policy § 2390.125
26. Template for work performance review including all requirements under 2390.143, if applicable
27. Assessment template that includes all requirements in § 2390.151(e)
28. Written individual plan process that includes all requirements in § 2390.154
29. Plan for the provision of facility services that addresses all requirements in § 2390.158 that also include the protection of all individual rights specified in § 2390.21
30. Restrictive Procedure Policy – § 2390.172
31. Plan for the establishment of a human rights team. § 2390.174
32. Template for behavioral support training documentation. § 2390.176
33. Template for Self-Administration of Medication that includes all requirements under § 2390.191(e)
34. Medication disposal plan § 2390.193(h)
35. Plan for medication management as described under §2390.194 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.
36. Medication administration record template that includes all requirements in § 2390.195(a)
37. Template for documentation of medication errors including all requirements in § 2390.196
38. Template for epinephrine training record § 2390.198(c)
39. 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.]