**COMMONWEALTH OF PENNSYLVANIA**

**DEPARTMENT OF HUMAN SERVICES**

**OFFICE OF DEVELOPMENTAL PROGRAMS**

**POLICIES AND PROCEDURES**

***55 Pa. Code Chapter 6500 – Life Sharing Homes***

**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: § 6500.42(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)
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. Staff list or organizational Chart including hire dates and position
7. Proof of noncontiguous clearance from ODP’s Regional Waiver Capacity Manager

**Second Submission:**

1. Civil Rights Compliance Letter (from the Department of Equal Opportunity)
2. Incident management policies and procedures consistent with § 6500.20-22 that include the following:
	1. Incident prevention
	2. Incident Reporting
	3. Incident Investigation
3. PA, FBI, and Child Abuse Clearances for all hired agency staff and family members living in the proposed family living residence (except those submitted during the initial submission) In addition, policy and procedures for conducting criminal history clearances for all future staff to be hired in accordance with OAPSA must be submitted.
4. Written policy that establishes procedures for the protection and adequate accounting of individual funds and property and for counseling the individual concerning the use of funds and property. § 6500.24
5. Life Sharing Specialist(s) Qualifications: § 6500.43(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)
6. Staff training plan that addresses:
	1. § 6500.45
	2. § 6500.47 - including job descriptions for each position
	3. § 6500.48 – including template for training record
7. Process to ensure special accommodations will be identified and met. § 6500.61
8. Self-Inspection on the Department’s form showing compliance with § 6500.62 -6500.108, including POC development and full implementation.
9. 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 individual bedroom (including ceiling height) and each living/activity room in the home. The floor plan shall indicate the location of each individual bathroom including the number of sinks, toilets and showers/tubs. The floor plan shall indicate the location of kitchens and dining rooms. [§ 6500.79(a)-(b), § 6500.80(a) § 6500.81]. *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.*
10. Template for fire drill record that includes all requirements of § 6500.109(d)
11. Template for physical examination that includes all requirements of § 6500.121(c)
12. Plan for addressing refusal of treatment as described in § 6500.123
13. Plan for the provision of health services as described in § 6500.124 that addresses all the following, at a minimum:
	1. How new planned/prescribed treatments will be received
	2. How assessment will be updated to address new treatment
	3. Resolving inconsistencies between physical exam, assessment, and IP when identified.
14. Staff/Family physical examination template that includes all requirements under § 6500.125(c)
15. Template for Self-Administration of Medication that includes all requirements under § 6500.131(e)
16. Medication disposal plan § 6500.133(h)
17. Plan for medication management as described under § 6500.135 that includes the following:
	1. How new prescriptions/changes will be received from the prescriber
	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.
18. Written protocol for psychiatric medication management. § 6500.135(f)
19. Medication administration record template that includes all requirements in § 6500.136(a)
20. Template for documentation of medication errors including all requirements in § 6500.137(b)
21. Template for epinephrine training record § 6500.139(c)
22. Assessment template that includes all requirements in § 6500.151(e)
23. Written individual plan process that includes all requirements in § 6500.154
24. Plan for the provision of home services that addresses all requirements in § 6500.158 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 § 6500.31 - § 6500.33
	3. If applicant intends to serve children, plan must include elements of § 6500.26
25. Plan for the provision of recreational and social activities that address the requirements in § 6500.159 – § 6500.160
26. Restrictive Procedure Policy – § 6500.162
27. Plan for the establishment of a human rights team. § 6500.164
28. Template for behavioral support training documentation. § 6500.166
29. Template for emergency information documentation described in § 6500.181(b)
30. Template for individual records that includes all elements described in § 6500.182
31. Plan for individual record storage as described in § 6500.183
32. 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.]