SCOPE:

Community Home Directors
Family Living Home Directors
County Mental Health/Mental Retardation Administrators

PURPOSE:


BACKGROUND:

Office of Mental Retardation Bulletin #00-92-25 titled "Amendments to Licensing Policy and Procedure Manual" issued December 1, 1992 specified changes in the Licensing Policy and Procedure Manual necessary to implement the new Community Homes for Individuals with Mental Retardation and Family Living Homes Regulations, 55 Pa. Code CHs. 6400 and 6500. Bulletin #00-92-25 contained revisions to the Licensing Policy and Procedure Manual relating to language changes, conversion from weighted scores to percentage of compliance scores, licensing criteria, Family Living Home inspection sampling, licensed/approved capacity and procedures for adding, closing, or revising Family Living Homes on existing Certificates of Compliance.

This Bulletin retains the requirements specified in Bulletin #00-92-25 issued December 1, 1992 relating to language changes, conversion from weighted scores to percentage of compliance scores, licensing criteria, and licensed/approved capacity. This Bulletin contains revisions relating to the Community Home and Family Living Home inspection sampling and to the procedures for adding, closing, or revising Family Living Homes on existing Certificates of Compliance.

REFER COMMENTS AND QUESTIONS TO:
Regional Mental Retardation Licensing Administrator
There are two changes included in this Bulletin. The first change is that Addendums will now be used to issue revisions, additions of new homes, and closures of homes for Family Living Home Agencies. The new Addendum forms will be similar in appearance to the current "Addendum to Certificate of Compliance" forms used for Community Homes for Individuals with Mental Retardation. This change is necessary to reduce the administrative workload associated with reissuing new Certificates of Compliance for each change on Family Living Home Certificates of Compliance. In November, 1991 when the new Family Living Homes Regulations, 55 Pa. Code CH. 6500, were implemented, it was anticipated that Addendums would not be necessary due to the more permanent, stable nature of Family Living Homes versus Community Homes. However, during the past 23 months of implementation of the Family Living Homes Regulations, the Office of Mental Retardation has found that Family Living Home Agency Certificate of Compliance revisions have occurred as frequently as Community Homes Certificate of Compliance Addenda revisions, thus necessitating the use of Addendums for Family Living Home Agencies.

The second change included in this Bulletin is to eliminate the requirement in the Licensing Policy and Procedure Manual on p. 15, #3 relating to selecting one additional home for inspection, in addition to the 25% random sample. Since the addresses of the homes selected are no longer announced in advance of the inspection, there is no longer a need to add one unannounced home.

The specific amendments to the Licensing Policy and Procedure Manual, including the amendments issued on December 1, 1992 through OMR Bulletin #00-92-25, are specified in the Attachment to this Bulletin.

**OBSELETE BULLETIN:**

ATTACHMENT

AMENDMENTS TO LICENSING POLICY AND PROCEDURE MANUAL:

1. All references to community residential mental retardation facilities are changed to community homes and family living homes.

2. All references to residents are changed to individuals.

3. All references to weighted score for community homes and family living homes are changed to % of compliance score.

4. The licensing criteria for determining the issuance of regular, provisional, or no licenses on pages 20-22 of the manual have been revised as specified on the Attachment to OMR Bulletin #00-92-25.

5. Page 15 - titled "Licensing Inspection", number 3.

This requirement for completing one random inspection in addition to the 25% sample is rescinded.

6. Page 34 - titled "Licensed/Approved Capacity", section (1) is revised as follows:

   (1) Community Homes and Family Living Homes -

   55 Pa. Code CH. 6400, §6400.78(b), §6400.81(c), §6400.81(d), and 6500.79(b), and corresponding sections of the Licensing Inspection Instrument.

   In addition to the amount of indoor floor space, the licensed/approved capacity for community homes shall also be based upon the type of fire safety approval that the home has. The licensed/approved capacity shall be based upon the amount of indoor floor space not to exceed the occupancy limit of the home's current fire safety approval. For example, if a home has indoor floor space for 5 individuals, but the facility has no Certificate of Occupancy from the Department of Labor and Industry, the licensed/approved capacity will be 3.

7. Page 46 - titled "Licensure of Community Residential Mental Retardation Facilities" is rescinded.