



MENTAL RETARDATION BULLETIN

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DEPARTMENT OF PUBLIC WELFARE

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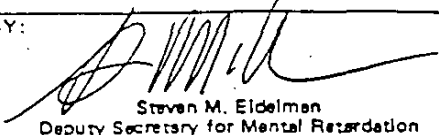
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SUBJECT:

LICENSING POLICIES AND PROCEDURES
FOR INTERMEDIATE CARE FACILITIES
FOR THE MENTALLY RETARDED (ICFs/MR)

BY:


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Deputy Secretary for Mental Retardation

For a copy of the manual please contact the Bureau of Community Programs at
(717) 783-3636

SCOPE:

Non-State Operated Intermediate Care Facility for the
Mentally Retarded (ICFs/MR) Directors
State Center and Mental Retardation Unit Directors
County Mental Health/Mental Retardation Administrators

PURPOSE:

The purpose of this Bulletin is to transmit the Office of Mental Retardation's Licensing Policy and Procedure Manual for Intermediate Care Facilities for the Mentally Retarded (ICFs/MR).

BACKGROUND:

The Office of Mental Retardation Licensing Policy and Procedure Manual for ICFs/MR describes the policies and procedures by which the Department of Public Welfare licenses ICFs/MR within the Commonwealth of Pennsylvania, under the authority of Article X of the Public Welfare Code, Act of June 13, 1967, P.L. 31 as amended.

The purpose of licensing is to protect the health, safety, rights and well-being of the individuals. The purpose of licensing is directly related to the Department's mission statement "To protect and serve Pennsylvania's most vulnerable citizens". In Pennsylvania, the licensing statute requires that an inspection of the facility be conducted at least every 12 months, in order to fulfill this purpose.

Licensing applies equally to state operated and non-state operated facilities. Licensing regulations must be met for a facility to operate in Pennsylvania. Compliance with the licensing statute and regulations results in the issuance of a Certificate of Compliance. A Certificate of Compliance provides authorization for a facility to operate.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

Ms. Karen E. Kroh, Head, Section of Regulatory Administration,
Office of Mental Retardation, Room 512, Health and Welfare Building.

As part of the Title XIX program, all ICFs/MR must be licensed in order to be certified as an ICF/MR and receive Federal funds under the Medicaid, ICF/MR program.

The intent of the Office of Mental Retardation Licensing Policy and Procedure Manual for ICFs/MR is to ensure uniform and consistent application of licensing policy, thus providing equal protection to all individuals.

DISCUSSION:

This manual describes the policies and procedures for the application, inspection, processing, and issuance of Certificates of Compliance for ICFs/MR. These policies and procedures are similar both procedurally and in policy content to the Office of Mental Retardation's Licensing Policy and Procedure Manual used to license community residential facilities, adult day care centers, and vocational facilities, issued through Office of Mental Retardation Bulletin #6000-88-03, on October 1, 1988, titled "Licensing Policy and Procedure Manual".

The two areas of major change from current practice are:

1. Development of a scoresheet to be used by inspectors when conducting their inspection. Pages 28-35.
2. Establishment of criteria to be used to determine the type of Certificate of Compliance to be issued (regular, provisional, or no Certificate of Compliance). Pages 15-19.

POLICY:

The policy and procedures for licensing ICFs/MR are contained in the attached manual.