



# DEVELOPMENTAL PROGRAMS BULLETIN

## COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE

DATE OF ISSUE  
**June 17, 2008**

EFFECTIVE DATE  
**June 17, 2008**

NUMBER  
**00-08-10**

SUBJECT:

**Licensing Protocols and Procedures**

BY:

**Kevin T. Casey**  
**Deputy Secretary for Developmental Programs**

### SCOPE:

Chapter 2380 Adult Training Facilities  
Chapter 2390 Vocational Facilities  
Chapter 6400 Community Homes for Individuals with Mental Retardation  
Chapter 6500 Family Living Homes  
Administrative Entity Directors or Administrators  
County Mental Health/Mental Retardation Administrators

### PURPOSE:

The purpose of this Bulletin is to communicate the implementation of new Licensing Protocols and Procedures used by the Office of Developmental Programs (ODP) in applying Title 55 Pa. Code Chapters 2380, 2390, 6400, and 6500.

### BACKGROUND:

The Licensing Protocols and Procedures establish uniform and consistent processes and standards for applying the regulations, thus providing equal protection to all individuals receiving services in licensed settings. Each Protocol and Procedure addresses a specific licensing topic.

The Licensing Protocols and Procedures will be used by ODP licensing staff to license providers meeting the applicability standards as listed in Title 55 Pa. Code Chapters 2380, 2390, 6400, and 6500. The protocols do not apply to the licensure of Intermediate Care Facilities for the Mentally Retarded.

### PROCEDURE:

The Licensing Protocols and Procedures can be found at [www.odpconsulting.net](http://www.odpconsulting.net). After accessing the ODP Consulting website, the protocols can be located under the following path: Main Menu - Document Storage - Licensing Protocols.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

**The Appropriate Developmental Programs Regional Office**

**OBSOLETE BULLETINS:**

Bulletin 6000-88-03, *Licensing Policy and Procedure Manual*, issued on August 30, 1988.