Personal Care Home Provider
Entrance Conference Guide
Chapter 2600

Name of Legal Entity: _____

Name of Inspector(s):_____ **Date:**_____

Demographics	
The following are the demographics that will be requested at the entrance conference	
A list of current residents with dates of admission will be requested	
License Capacity	Number with a Mental Health Diagnosis
Number of Residents Served	Number on SSI
Number with an Intellectual Disability	Number with a Physical Disability
Number of current Hospice	Number of 60 +
Number with a Mobility Need	Number in SDCU

Basic Information
This is a partial list of questions that will be asked at the entrance conference and throughout the inspection process. A copy of the home rules will be requested.
Has there been any reported abuse since the last inspection?
Do any residents have restraints, side rails or enablers?
Have there been any resident deaths in the home?
Does the home provide any financial assistance to residents?
Are there any off site services provided by the home?
Have there been any written complaints?
When was the last verbal complaint?
Do any residents work for the home?
Are there any waivers for the home?
Do you have residents with Diabetic needs? Any diabetics on a sliding scale for medications?
Does the local Area Agency on Aging/Ombudsman/Other(s) caseworkers visit the home?
Do you have residents that have Home Health Services? (i.e. Occupational, Speech, Physical, Nursing Services)
Do you allow smoking?
Are pets allowed in the home?
Are there any residents assessed unsafe around poisons?
Do any of the residents self-administer medication?
Are there any structural changes to the home since the last inspection?
When is trash removed from the home?
Do you serve any residents with an altered diet?
What are the meal times?

Requested Documents *(if applicable)*			
The following is a partial list of documents that will be reviewed during the inspection process:			
General Requirements			
14	Certificate of Occupancy (copy)	**25**	Resident-home contract
16(b)	Reportable incident policies	**26(a)-(c)**	The quality management plan
Staffing *A staff list with hire dates and at least 2 weeks of staff schedules will be requested*			
51	Criminal history checks	**63**	First aid, CPR, obstructed airway training
52	Staff hiring, retention, utilization	**64(a)**	Administrator qualifications
53(a)-(b)	Qualifications/responsibilities of administrator	**64(f)**	Record of administrator training
54(a)-(b)	Qualification of direct care staff person	**65(i)**	Record of staff training
57	Direct care staffing	**66(a)-(c)**	Staff training plan

62	List of staff person contact information		
Physical Site			
85(f)	Written sanitation approval	**107(a)-(d)**	Emergency preparedness documents
89(c)-(e)	Private water system documents	**108(5)**	Fire arms and weapons
97	Elevator and stair glide certificate	**109(b)**	Cat and dog vaccination certificates
106	Swimming area		
Fire Safety			
123(b)-(d)	Emergency procedures	**128(b)**	Wood/coal stove documents
124	Fire department notice	**130(g)-(h)**	Smoke detectors and fire alarms
126(a)-(b)	Furnace cleaning documents	**132(a)-(j)**	Fire drill documents (copy)
Resident Health			
143(a)-(b)	Emergency medical plan	**144(b)-(c)**	Use of tobacco
Transportation			
171(c)	Transportation documents		
Medications			
185(a)-(b)	Accountability of medication and controlled substances	**190(b)-(c)**	Medication administration training
188(d)-(e)	System to identify medication errors	**191**	Resident education
Services			
221(a)-(b)	Activity program	**223(b)**	Description of services
223(a)	Written description of services, activities	**228(b)**	Notification of termination
Secure Dementia Care Units			
232(d)	Measures to enhance environmental awareness	**236**	Training
233(a)-(b)	Locking system	**237(a)-(b)**	Activity documentation
Resident Records			
252	Content of resident records	**254(b)**	Resident record storage, security, accessibility
253(b)-(c)	Record management		