



Transforming
Lives

AFH Administrator Training

Module 7: Inspection Day

Adult Family Home Administrator Manual, Version 5.2

Agenda

- Licensing Process
 - Before The Initial Inspection
 - Entrance Conference
 - Licensing Inspection
 - The Exit Conference
- Follow-up Inspection
- Change Of Ownership (Chow) Inspections



Learning Objectives

At the end of this module, you will be able to ...

- Report the important timeframes for licensing
- Explain what to expect during your inspection
- Describe the CHOW process

What Do You Know?

True or False?

1. Once you submit your application, the licenser can show up at anytime to do your inspection.
2. The licenser will only look at the areas the residents will reside.
3. If doing a Change of Ownership (CHOW), you are required to review the Negotiated Care Plan (NCP), update if necessary and get new signatures on the plan.



Before the Inspection



- The Business Analysis and Applications Unit (BAAU) notifies RCS once your application is approved
- The assigned licensor will call you to:
 - Review your application file
 - Schedule your onsite licensing inspection
 - Offer an Optional Video Pre-Inspection Call

Entrance Conference

- Observations begin as the inspector arrives
- They will introduce themselves and give you their business card
- They will explain about the inspection process
- Be prepared to answer questions about your home



Be Prepared to Answer Questions

How will you:

- meet a resident's needs?
- staff your home?
- make your resident feel at home?
- help residents maintain their independence?
- plan your meals?
- honor their rights and protect their privacy?



The Licensing Inspection

- Plan to spend the entire day working with the licensor
- The licensor will look at all items on the checklist
- Be prepared to provide proof of compliance
- The licensor will conduct physical inspection of your entire home including your private quarters and any outbuildings
- Will look to see if your home is clean and in good repair

The Exit Conference

- Licensing requirements met:
 - Review and sign floor plan/key
 - Recommendation for license to be issued
- Licensing requirements not met:
 - Review deficiencies
 - Will receive a certified letter of deficiencies
 - Plan for a follow-up inspection



Follow-up Inspections After Failed Inspection

- Request must be in writing
- Be sure you're ready
- If you fail 3 inspections, you may not get another



Three Strikes, YOU'RE OUT!

Change of Ownership (CHOW)

- Occurs when a currently licensed AFH transfers business operations and management responsibility to another qualified party
- New application and license are required
- Additional application documents are required
 - Resident notifications
 - Relinquishment Letter



Preparing For CHOW

- Review Resident Assessments
- If needed, develop new Negotiated Care Plans
- Notice of Rights and Service Requirements

Your CHOW Inspection

- An initial inspection is not required
- An annual or complain investigation may take place prior to completion of the CHOW
- A full inspection must occur if the home is under a Plan of Correction.

Summary Review

During this Module We Learned...

- The important timeframes for licensing
- What to expect during your inspection
- About the CHOW process
- Other?

Test Your Knowledge

True/ False?

1. You have 12 months after you submit your application to obtain your license
2. A licensing inspection goes quickly, you should with done within an hour
3. You can copy other AFH's policies and use them as your own – you don't need to know what is in them so long as you have them.





Get Ready For Your Next Class

- Read Modules for next class