

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF PUBLIC WELFARE  
BUREAU OF HUMAN SERVICES LICENSING  
ADULT RESIDENTIAL LICENSING  
POLICIES AND PROCEDURES**

**NEW SPECIAL CARE UNITS  
SPECIAL CARE UNIT INCREASE IN CAPACITY**

***The following documentation shall be submitted by the assisted living residence to the Bureau of Human Services Licensing Headquarters Office prior to scheduling an initial inspection of a proposed new special care unit or a special care unit increase in capacity.***

1. The residence's certificate(s) of occupancy. If multiple certificates of occupancy have been issued to the residence relating to additions and alterations; etc, please note which certificates of occupancy pertain to which specific areas of the residence (if not noted on the certificate of occupancy).
2. The name, address and legal entity of the residence.
3. The name of the administrator of the residence.
4. The maximum capacity of the residence.
5. The requested resident population of the special care unit.
6. A building description.
7. A unit description.
8. The type of locking system.
9. Policy and procedures to be implemented for emergency egress and resident elopement.
10. A sample of a 2-week staffing schedule.
11. Verification of completion of additional training requirements.
12. The operational description of the special care unit locking system of the doors.
13. The manufacturer's statement regarding the special care unit locking system.
14. A written approval or a variance permitting locked exit doors from the Department of Labor and Industry, the Department of Health or the appropriate local building authority.
15. The name of the municipality or 24-hour monitoring service maintaining the interconnection with the residence's fire alarm system.
16. A sample plan of care and service for the resident addressing the resident's physical, medical, social, cognitive and safety needs for the residents.
17. The activity standards.
18. The complete medical and cognitive preadmission assessment that is completed upon admission and reviewed and updated annually.
19. A consent form agreeing to the resident's placement in the special care unit, to be signed by the resident or the resident's designated person.

20. A written agreement containing full disclosure of services, admission and discharge criteria, change in condition policies, services, special programming, costs and fees.
21. A description of environmental cues being utilized.
22. A general floor plan of the entire residence.
23. A specific floor plan of the special care unit, outside enclosed area and exercise space.

*Prepared by: T. Pride, 09/2012*