Residential Care Services (RCS)

**Operational Principles and Procedures for**

Assisted Living Facilities (ALFs)

**PREOCCUPANCY INITIAL LICENSING INSPECTION**

# Pre-Inspection Preparation

1. **Purpose**

To gather and analyze information regarding the assisted living facility prior to entrance on-site.

1. **Authority**

[RCW 18.20](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.20)

1. **Operational Principles**
2. The preoccupancy initial licensing inspection is scheduled with the applicant once all requested documentation has been received for the pre-inspection preparation review, and the State Fire Marshal has completed and approved their on-site visit.
3. **Procedures**

**The Licensor will:**

* 1. Review the information obtained during the pre-inspection preparation including:
		1. Review of the approved Construction Review Services (CRS) Report provided by the Department of Health (DOH); and
		2. Search available data systems to find any significant applicant / designee information.
	2. Always leave the official ALF licensing file at the office. Any documentation in the file that is needed for the inspection must be copied or transcribed.
	3. Ask applicant or designee if the room list has changed since making application to CRS for services. If so, have the applicant or designee submit an updated room list on the form provided by CRS.
	4. Assemble supplies that may be needed prior to inspection: such as, thermometer, dishwasher temperature strips, hair restraints, tape measure, calculator, paper/pen, RCWs and WACs pertaining to assisted living facilities, and signs announcing the initial inspection, should the facility have residents.
1. **Information and Assistance**
2. Do not request a copy of the policy and procedures content, or the management agreement from the applicant or designee.
3. CRS will provide a draft room list within the project packet that was completed by the applicant or designee when they made application for services. (see Initial Applicant Meeting/Document Review for full list of documentation provided by CRS.)

