Residential Care Services (RCS)

**Operational Principles and Procedures for**

Assisted Living Facilities (ALFs)

**PREOCCUPANCY INITIAL LICENSING INSPECTION**

# Entrance

1. **Purpose**

To initiate the scheduled preoccupancy initial licensing inspection of the assisted living facility and to review any updated information on the physical environment provided by the applicant or designee during the pre-inspection preparation.

1. **Authority**

[RCW 18.20.110](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.20.110)

[RCW 18.20.125](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.20.125)

1. **Operational Principles**
2. The entrance introduces the licensor to the applicant or designee and establishes the tone of the inspection.
3. **Procedures**

**The Licensor will:**

1. Review the inspection process with the applicant or designee or staff and cover the following during the entrance conference:
	* 1. Explain that the first step will be a guided tour of the facility as well as other areas accessed by the residents; and
		2. Request a contact person for the facility. Either the applicant or designee must be present during the inspection.
2. Ask the applicant or designee to describe any special features of the facility pertaining to resident care and services.
3. **Information and Assistance**
4. Begin observations upon arrival at the facility. Note any obvious exterior environmental issues, physical plant, or potential hazards.
	1. Entering the assisted living facility:
		1. Enter the front/main entrance and go to the reception desk or lobby area to locate staff; and
		2. Do not tour the ALF without staff or applicant or designee present.
	2. Upon entrance:
		1. Make introductions to the applicant, or designee and provide a business card;
		2. Have department nametag visible or show state ID card to applicant, designee or staff;
		3. Give the applicant, designee or staff a reasonable amount of time to complete whatever task with which they were involved with before beginning or continuing the entrance conference; and
		4. If waiting, use the time to observe the immediate environment and make introductions to any tenants or staff in the area and briefly explain the reason for the visit.
	3. At all times during the inspection, remain aware of minimizing disruption of facility routines as much as possible.
	4. Adjust procedures of the inspection accordingly. However, do not delay the process. If unable to do a certain inspection task, use this time to do another task of the inspection.

