Residential Care Services (RCS)

**Operational Principles and Procedures for**

Assisted Living Facilities (ALFs)

**PREOCCUPANCY INITIAL LICENSING INSPECTION**

# Exit

1. **Purpose**

To provide the applicant or designee with information on the results of the inspection, the identified licensing requirement deficiencies and findings; and to provide the applicant or designee an opportunity to present additional information.

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**
	1. The exit conference occurs at the end of the initial inspection.
	2. The exit conference is conducted with the RCS Initial Licensing Program and the applicant or designee.
	3. Unmet licensing requirements identified by the licensor at the exit must be regulatory based. Because the licensors have communicated with the applicant throughout the inspection, the identified unmet licensing requirements should not be a surprise.
	4. The exit conference is held in a private setting in the facility, observing confidentiality and encouraging dialogue.
2. **Procedures**

**The Licensor will**

* 1. Be required to discuss specific issues throughout the exit if needed, however the RCS team leader/coordinator will facilitate the exit.
	2. Utilize notes regarding the exit preparation to ensure all issues are addressed at the exit.
	3. If licensing requirements are met, indicate to applicant or designee recommendation for licensor will be processed.
	4. If, after the exit, licensors make changes or additions to the information presented at the exit, a licensor will contact the applicant with information about the changes prior to sending the approval or denial letter for licensing.
1. **Information and Assistance**
	1. Communicate the issues and findings in a clear manner using language and examples that are easily understood by those attending the exit.
	2. Provide the information in an organized manner.
	3. Provide the applicant or designee an opportunity to discuss, ask questions and present related additional information.
	4. Inform the applicant or designee of the process following the exit and what to expect, including further data collection, approval or denial letter.
	5. Clarify that if further information is obtained after the exit, the applicant will be contacted by telephone if there will be any additions or significant changes to the deficiencies discussed at the exit.
	6. Notify the applicant of any delays in their receipt of the approval or denial letter.
	7. Ensure the applicant or designee has a business card and contact phone number for the assigned licensor that completed the inspection.
	8. Thank the applicant or designee for their cooperation with the inspection.

