Residential Care Services (RCS)

**Operational Principles and Procedures for**

Assisted Living Facilities (ALFs)

**PREOCCUPANCY INITIAL LICENSING INSPECTION**

# Post Inspection Actions

1. **Purpose**

Provide direction for actions to take when the applicant or designee has met the licensing requirements, or has not met them.

1. **Authority**

[RCW 74.39A.060](http://apps.leg.wa.gov/RCW/default.aspx?cite=74.39A.060)

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

1. **Operational Principles**
2. Determine whether to recommend licensure, if the inspection results confirm that the applicant or designee meets the applicable minimum licensing requirements.
3. Determine whether to recommend denial if applicant or designee does not meet the minimum licensing requirements.
4. **Procedures**

**The Licensor will:** (If the applicant or designee **meets** the licensing requirements)

1. Search available data systems to find any significant applicant and designee information.
2. Notify Initial Licensing Program Manager (Program Manager) that an applicant meets minimum licensing requirements and licensure is recommended
3. Return the BAAU file to BAAU.

**The Licensor will:** (If the applicant or designee **does not meet** the licensing requirements)

1. Search available data systems to find any significant applicant and designee information.
2. Prepare and send a notice letter by certified mail, within 10 working days after exit.
   * + 1. Identify areas that do not meet the licensing requirements;
       2. Applicants that do not meet all of the licensing requirements during the initial onsite inspection may have follow-up inspections.
       3. Let the applicant know the 2nd visit will be scheduled after receiving a written request, according to next available date/time on licensors schedule. Instruct the applicant to request a follow up inspection in writing to the licensor when they have corrected the identified areas.
3. If the applicant still does not meet all of the licensing requirements after the second follow-up visit:
   * + 1. Prepare and send a notice letter by certified mail, within 10 working days after exit.

Identify areas that do not meet the licensing requirements;

Let the applicant or designee know that any additional visit must be approved before it can be scheduled.

* + - 1. The Program Manager will make a referral to the Assistant Director for Department Review.
      2. The Department Review may permit a third follow-up inspection, or deny the license application, or give the applicant or designee an opportunity to withdraw their application.

1. **Information and Assistance**
   1. Follow-up inspections will be brief, focused and purposeful reviews of previously noted unmet licensing requirements to evaluate if correction has occurred.

