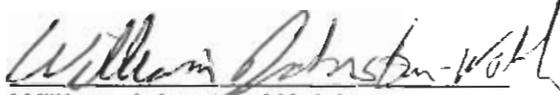


 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: ATAB #06-20-01	2. Disposition: Note Well and File for Reference
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	5. Program Area: Adult Daily Living Centers	
6. Origin: Bureau of Home & Community Based Services		7. Contact: Adult Day Services Licensure & Quality Monitoring Division (717) 783-6207

AGING TECHNICAL ASSISTANCE BULLETIN

SUBJECT: INTERIM LICENSURE PROCESS FOR OLDER ADULT DAILY LIVING CENTERS (ADLC)

TO: EXECUTIVE STAFF
 AREA AGENCIES ON AGING
 PA COUNCIL ON AGING
 DEPUTY SECRETARY FOR MENTAL HEALTH, DPW
 PA ASSOCIATION OF AREA AGENCIES ON AGING
 OFFICE OF POLICY DEVELOPMENT, DPW
 DEPUTY SECRETARY FOR MENTAL RETARDATION, DPW
 PA ADULT DAY SERVICES ASSOCIATION

FROM: 
 William Johnston-Walsh
 Deputy Secretary
 Pennsylvania Department of Aging


 Ivonne Gutierrez Bucher
 Chief of Staff
 Pennsylvania Department of Aging

PURPOSE: To provide technical assistance with the Interim Licensing process for ADLCs in Pennsylvania

BACKGROUND: The regulation that governs the issuance of an Interim License is found in the Pennsylvania Code, Title 6 Aging, Chapter 11.265.

POLICY: It is the policy of the Pennsylvania Department of Aging, Adult Day Services Licensure & Quality Monitoring Division to issue all newly licensed facilities an interim license.

An interim license will be issued to all applicants seeking to operate an ADLC for the first time at a specified location. The interim license is issued for a specified length of time, not to exceed six months and is not renewable.

On expiration of an interim license, the Department of Aging will issue either a regular license, a provisional license, or no license at all.

PROCEDURE: An initial licensing survey inspection is conducted to verify that the premises are safe, have a valid Certificate of Occupancy with a code of "I-4", and the applicant is likely to comply with the Older Adult Daily Living Center regulations. An interim license number ends in a "4" (e.g. 210004).

A full inspection survey will be conducted before the expiration of the interim license. The ADLC must have at least one consumer enrolled at the time the interim license expires to qualify for a full inspection.

The following guidelines apply in issuing a license following the expiration of the interim license:

- When the ADLC is found to be in substantial compliance with the regulations, a 12-month regular license is issued, which is renewable on an annual basis. The interim license number is retained, except that the last digit changes from a "4" to a "0".
- When the ADLC is found to be in substantial but not complete compliance with the regulations, a provisional license is issued for a 6-month period. The original interim license number is retained. Only one provisional license can be issued to a specific center following an interim license.
- When an interim license has expired and the Department has denied a subsequent license, if the ADLC wishes to reapply, the interim license process can be reinstated.