### PENNSYLVANIA DEPARTMENT OF AGING

<table>
<thead>
<tr>
<th>1. File Number:</th>
<th>2. Disposition:</th>
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<td>ATAB #06-20-01</td>
<td>Note Well and File for Reference</td>
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<th>3. Issuance Date:</th>
<th>4. Effective Date:</th>
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<td>January 31, 2006</td>
<td>Immediately</td>
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<th>5. Program Area:</th>
<th>6. Origin:</th>
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<tr>
<td>Adult Daily Living Centers</td>
<td>Bureau of Home &amp; Community Based Services</td>
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#### 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:**

- [Signature]
  - William Johnston Walsh
  - Deputy Secretary
  - Pennsylvania Department of Aging

- [Signature]
  - 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.
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.

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.