

October 5, 2011

**DAL: DAL 11-12**

**Subject: Schedule 12 A Part II Review**

Dear Operator/Administrator:

In an effort to both expedite and streamline the application process for adult care facility licensure and certification, the procedure for the Part II review has been revised as follows:

**Schedule 12A Part II Documents to be submitted for review by the Regional Office:**

- D. Case Manager and Activity Director's Qualifications
- E. Staff Orientation and In-service Training
  - Initial Orientation
  - Component A – 40 hour training plan
- F. Final Staffing Schedule
- Service Programs: A. Resident Services
  - D. Optional Resident Services
  - E. Admissions Policy and Admission Agreement
  - H. Resident Fund Accounts
  - K. Disaster Plan
  - L. Food Service: describe services, kitchen and dining layout
  - M. Medication Management
  - N. Supporting Documents: Facility should indicate they will use specific DOH form and provide copies of all other forms, i.e. functional assessment, case management, evaluation, employee medical statement, ISP (if ALP), etc.

**Schedule 12A Part II Documents to be reviewed onsite during the pre-opening or first scheduled survey:**

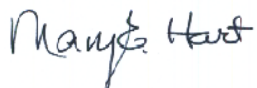
- A. Personnel Policies and Procedures
- B. Workers Compensation
- C. Job Descriptions
- E. Staff Orientation and In-service Training: Component B – 12 month in-service schedule

- Services Programs:
  - B. Activity Schedule
  - C. Social Contact
  - F. House Rules
  - G. Resident Organizations
  - I. Special Services
  - L. Food Service
    - Menus
    - Dietary Consultant Qualifications and Contract
  - N. Volunteers
  - O. Record Keeping
- Environmental Standards:
  - A. Housekeeping
  - B. Maintenance

\*\*Facilities in the Metropolitan Area Regional Office must submit information pertaining to Letter J: Aftercare Services to the regional office for review. All other regions will review this information on site.

Please contact your regional office if further clarification is required.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mary E. Hart". The signature is fluid and cursive, with the first name "Mary" being more prominent.

Mary E. Hart  
Director  
Division of Assisted Living