

LICENSING ALERT

Molly Raphael
Deputy Secretary for Quality Assurance

June 1998

Division of Drug and Alcohol Program Licensure
Licensing Alert 6-98

SCHEDULING OF LICENSING INSPECTIONS

Because of limited staff and the need to maintain a variable statewide schedule of licensing site visits, licensing inspection dates must be considered as final. The Division will, in cases of **extreme hardship or emergency**, consider a change in the scheduled date. Written justification for rescheduling a licensing inspection should be sent immediately following receipt of your site visit dates to:

Cheryl D. Williams, Director
Division of Drug and Alcohol Program Licensure
132 Kline Plaza, Suite A
Harrisburg, PA 17104

It is strongly recommended that facilities contact the Division, in writing, **prior to** receiving notification of their licensing inspection date if a conflict in schedules is anticipated. Examples of conflicts include vacation schedule for key staff, site relocation, facility commitments, and inspection by other licensing and/or accrediting bodies. When possible, the Division will attempt to accommodate the facility's schedule if advance notice is given. The Division begins the scheduling process approximately two months prior to the scheduled site visit date, therefore, requests for scheduling consideration should be sent as soon as the information is available.

Questions regarding this Alert may be directed to the Division at 717-783-8675.