

**MATERIALS TO BE AVAILABLE FOR REVIEW FOR SCHEDULED ON-SITE  
LICENSURE INSPECTION BY THE DIVISION OF DRUG AND ALCOHOL  
PROGRAM LICENSURE**

To assist in the efficiency of the licensure survey process, we request that in addition to the facility's operations and policy and procedure manuals, the materials listed below should be available at the start of the scheduled on-site renewal inspection. We would appreciate it if the materials were placed in a room made available for the Licensing Specialist's use during the inspection.

**Chapter 704 Staffing**

Staffing Requirements Facility Summary Report form included with the schedule notification letter must be completed and ready for review.

For residential facilities, staffing schedules for the four weeks prior to the scheduled licensure inspection demonstrating overnight staff coverage.

Credentials for the project director, facility director, clinical supervisor, counselors and counselor assistants compiled and organized, preferably in alphabetical order.

Documentation of supervisor's positive assessment of any counselor assistant's individual skill level if a full caseload has been assigned.

Documentation of supervision of counselor assistant(s) demonstrating the required amounts and frequencies of direct observation and close supervision specific to each counselor assistant.

Documentation demonstrating that the counselor assistant(s) is making progress toward achieving credentials to qualify as a counselor.

Documentation of the assessment of staff training needs and a copy of the overall training plan for the current training year.

Documentation of staff feedback on training completed during the previous training year and current training year.

Annual evaluation of the previous year's overall training plan.

Individual training plans for all staff, preferably sorted alphabetically by last name.

Documentation of HIV/AIDS/TB/STD and other health related topics trainings.

Documentation of CPR certification and first aid training for sufficient staff to cover all shifts.

Documentation of training obtained by clinical staff during prior training year.

Documentation of clinical supervision for new supervisors.

Documentation of core curriculum training for clinical supervisors with less than 2 years of supervisory experience.

**Chapter 705 Physical Plant**

Certificate of Occupancy for each building.

Documentation of weekly trash removal.

Documentation that all staff has been instructed in the use of a fire extinguisher within 7 days of employment date.

Documentation that personnel on all shifts are trained to perform assigned tasks during emergencies.

Documentation of monthly fire drill records.

**Chapter 709 General Treatment Standards** (not applicable for health care facilities or hospitals)

Documentation of legal entity (articles of incorporation, fictitious name, certificate of authority, etc.)

Current listing of Board of Directors.

Current set of by-laws, where applicable.

Annual report for the previous fiscal or calendar year.

Current year goals and objectives along with governing body approval of such.

Board of Director meeting minutes for the previous 12 months.

Performance report summarizing the progress toward meeting goals and objectives from the previous fiscal or calendar year.

Current community resource listing of other health and social service agencies or the ability to access this information on the worldwide web.

Written agreement(s) for 24-hour emergency psychiatric and/or medical coverage.

Copies of letters of agreement or understanding with primary referral sources.

Annual audit by an independent public accountant for the previous fiscal year.

**Chapters 709 and 711 as they relate to Outpatient activities and Medical Assistance**

Documentation of registration with the Department of Public Welfare, Office of Medical Assistance and documentation of the physician of record for this purpose. This includes outpatient facilities participating in HealthChoices.

**Miscellaneous**

Documentation of any exception granted by the Division of Drug and Alcohol Program Licensure.

In order to minimize disruption to the facility and to ensure the most efficient review process, the above documents should be available at the beginning of the survey process. It is strongly recommended that you utilize the time between this notification and the start of the on-site inspection to prepare and gather the appropriate documentation. We appreciate your advance preparations for this inspection.