

NEW CONSTRUCTION INFORMATION FOR HOME PLUS AND ADULT DAY CARE

KAR 26-39-101(d) -- *“new construction or conversion of an existing unlicensed building to an adult care home”*

KAR 28-39-289 through 28-39-291 – *“Construction, Support Services, Details & Finishes for Adult Day Care*

Letter of Intent:

- The applicant or designee will submit a letter of intent to the Licensure, Certification Enforcement Manager (LCEM). Contents must include:
 - Type of adult care home
 - Address, city, zip
 - Contact person
 - Phone number
 - E-mail address
 - Legal description of the site.
- The State Fire Marshal’s office (SFM) and the Physical Environmental Specialist (PES) will be notified by the LCEM regarding the letter of intent.

Site Approval and Inspection:

- The applicant or designee will be notified by the PES to arrange for a site inspection and to schedule a visit.
- The applicant or designee will contact the SFM for any assistance with the life safety code process.

Plan Review Meeting:

- The applicant or designee for new construction or conversion of an existing unlicensed building shall submit a drawing of the proposed facility that includes identification and dimensions of rooms or areas as required by the construction regulations for the facility type.
- PES will contact the applicant or designee to schedule a plan review meeting.
- The PES will send an email to the applicant or designee and KDADS staff with the date, time and location of the plan review meeting.
- The applicant or designee will notify facility staff and architect as appropriate with the date, time and location of the plan review meeting.
- The applicant or designee will present a brief background of the facility and construction or remodeling.
- Miscellaneous supporting construction articles may also be provided at this time.

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- The PES will:
 - Provide new construction guidelines.
 - Review time requirements.
 - Review environmental checklist.
 - Provide a copy of the environmental checklist to the project manager/owner.
- The applicant or designee will provide the PES and LCEM with the name of the person to contact during the construction/remodeling process.
- The applicant or designee will submit to the department any changes from the plans, specifications or drawings on file at the department
- The PES will send a letter of acknowledgement to the applicant or designee indicating receipt of any changes in plans.

Construction and Final Inspection:

- Once construction has begun, the applicant or designee will keep in contact with the PES and LCEM regarding the construction progress to ensure timely scheduling of the final inspections.
- The applicant or designee will ensure the completed state licensure application has been submitted to the LCEM and the required policies and procedures are submitted to the Regional Manager.
- The facility must be **100%** complete prior to inspection.
- The SFM will contact the applicant or designee to schedule the final inspection of the facility.
- The applicant or designee will complete the punch lists prior to the final environmental inspection.
- The PES will contact the applicant or designee and conduct an environmental inspection of the facility using the checklist.
- The environmental inspection of the facility will be written off-site and sent to the applicant or designee.
- The PES will determine if the licensure requirements are met. If met, the PES will notify the LCEM.
- The LCEM will notify the Regional Manager once the facility has passed the SFM and KDADS environmental inspections. A survey will be conducted within the next year.
- The LCEM will notify the applicant or designee with a “verbal” approval for occupancy. An approval letter will be sent for occupancy and the license within two weeks.

Contact Information:

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