

NEW CONSTRUCTION INFORMATION FOR ALF/RHCF FACILITIES

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

KAR 28-39-254-256 – *“Construction, Support Services, Details & Finishes for Assisted Living/Residential Health Care Facilities”*

Letter of Intent:

- The project manager/owner 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 Inspection:

- The project manager/owner will be notified by the PES to arrange for a site inspection and to schedule a visit.
- The project manager/owner will contact the SFM for any assistance with the life safety code process.

Plan Review Meeting:

- The PES will contact the project manager/owner to schedule a plan review meeting. Attendees should include:
 - Project manager/owner
 - Architect
 - Facility staff
 - KDADS staff (Regional Manager, PES and LCEM)
- Prior to the plan review meeting:
 - Facility staff and architect will review the plans.
 - The architect will send the plans to the PES.
 - Plans will be reviewed by KDADS staff.
- The PES will send an email to the project manager/owner and KDADS staff with the date, time and location of the plan review meeting.
- The project manager/owner will notify facility staff and architect with the date, time and location of the plan review meeting.

Plan Review Meeting

- The project manager/owner will present a brief background of the facility and construction or remodeling.
- Plans will be reviewed according to KAR 26-40-302 or KAR 26-40-303.
- Miscellaneous supporting construction articles may also be provided at this time.
- The PES will:
 - Provide new construction guidelines.
 - Provide a sample submission of final plans letter.
 - Review time requirements.
 - Review environmental checklist.
 - Provide a copy of the environmental checklist to the project manager/owner.
- The owner will provide the PES and LCEM with the name of the person to contact during the construction process.

Submission of Final Plans:

- Phone calls or additional meetings may be arranged to review the plans and to answer any remaining questions prior to submission of the final plans. *(This letter does not state the plans are in compliance – the architect is responsible for confirming this in their letter).*
- The architect will send the PES final stamped and signed floor plans and the submission of final plans letter stating compliance with KAR 26-39-101(d)(3).
- The PES will send a letter of acknowledgement to the project manager/owner indicating receipt of the final plans.
- Construction cannot begin until the letter of acknowledgement is received by the PES.

Construction, 50% and Final Inspection:

- Once construction has begun, the project manager/owner/ designee will keep in contact with the PES and LCEM regarding the construction progress.
- *If the project is a new facility not previously licensed at 50% completion, the project manager/owner must ensure the completed state licensure application has been submitted to the LCEM.*
- The project manager/owner will send the policies and procedures to the Regional Manager at least **six** weeks prior to final inspection.
- The project manager/owner will contact Irina when the facility is **30** days from **50%** completion. The ECEM will notify the SFM, PES and Regional Manager with the final completion date.
- The project manager/owner will contact the LCEM when the facility is **30** days from the final completion date. The LCEM will notify the SFM, the PES and Regional Manager with the final completion date.
- The facility must be **100%** complete prior to inspection.
- The SFM will contact the project manager/owner to schedule the final inspection of the facility.
- The architect/owner will complete the punch lists prior to the final environmental inspection.

- The PES will contact the project manager/owner/administrator 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 project manager.
- 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 project manager/owner with a “verbal” approval for occupancy. An approval letter will be sent for occupancy and the license within two weeks.

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