

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*
KAR 28-39-437 – *“Construction; general requirements for Home Plus”*

Letter of Intent:

- The applicant or designee will submit a letter of intent to the Licensure and Certification Specialists (LCS) and the Licensure, Certification, and 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

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 Office of the State Fire Marshal (OSFM) 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 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.

Plan Review Meeting, con't

- 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 LCS 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 LCS 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 LCS and the required policies and procedures are submitted to the Assistant Commissioner of the Survey, Certification, and Credentialing Commission (SCCC).
- The facility must be **100%** complete prior to inspection.
- The applicant or designee will notify the OSFM 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.

Contact Information:

John Easley, Physical Environmental Specialist

503 S. Kansas Ave.
Topeka, Kansas 66603
(785) 296-1247
john.easley@ks.gov

Dawne Altis, Assistant Commissioner

503 S. Kansas Ave.
Topeka, Kansas 66603
(785) 296-1023
dawne.altis@ks.gov

Patty Purdon, Licensure, Certification Enforcement Manager

503 S. Kansas Ave.
Topeka, Kansas 66603
(785) 368-7055
patricia.purdon@ks.gov

Licensure and Certification Specialists

503 S. Kansas Ave.
Topeka, KS 66606
KDADS.ACHSLicensure@ks.gov

Kansas State Fire Marshal's Office

800 SW Jackson St. Ste 104
Topeka, Kansas 66612
(785) 296-3401
prevention@ks.gov