

## NEW CONSTRUCTION INFORMATION FOR NURSING FACILITIES

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

KAR 26-40-302 /KAR 26-40-303 – *“Nursing Facility Physical Environment; new or existing nursing facilities.”*

- Plans will be reviewed according to these regulations.

KAR 26-40-304 – *“Details and Finishes”*; KAR 26-40-305 – *“Mechanical and Electric Requirements”* and

KAR 28-39-161(c) – *“Infection Control”*.

- Plans are required to be in compliance with the above regulations.

### **Letter of Intent:**

- The project manager/owner 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 Inspection:**

- The project manager/owner will be notified by the PES to arrange for a site inspection.
- The project manager/owner contact the Office of the State Fire Marshal (OSFM) 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. Project attendees should include:
  - Project manager/owner
  - Architect
  - Facility staff
- 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 with the date, time, and location of the plan review meeting.

## **Plan Review Meeting, con't**

- The project manager/owner will notify facility staff and architect with the date, time, and location of the plan review meeting.
- The project manager/owner will present a brief background of the facility and construction.
- 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 project manager/owner will provide the PES and LCS 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).
- 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.
- The project manager/owner will send the policies and procedures to the Assistant Commissioner at least **six** weeks prior to final inspection.
- The project manager/owner will contact the PES and OSFM when the facility is **30** days from **50%** completion.
- The project manager/owner will contact the PES when the facility is **30** days from the final completion date.
- The facility must be **100%** complete prior to inspection.
- The project manager/owner will notify the OSFM 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.

**Licensure:**

- At **50%** complete, the owner will submit a completed state licensure application to the LCS.
- The Regional Manager will contact the project manager to schedule a licensure survey.
- The project manager/owner, director of nursing/ dietician may contact their Regional Manager with any questions regarding the facility's policies and procedures for licensure.
- The project manager/owner will contact their Regional Manager for review of the policies and procedures.

**Medicare/Medicaid Certification:**

- For Medicare certification the owner will need to contact the LCS and for Medicaid certification the Program Finance Oversight Manager, Financial & Information Services Commission.
- The project manager/owner will notify their Regional Manager when at least one resident has been admitted. The Regional Manager will then schedule an initial Medicaid-only certification survey.
- The project manager will contact the RAI/QI Coordinator with the name of the person transmitting the MDS.
- For Medicaid, the project manager/owner will contact the Program Finance Oversight Manager regarding their NPI (billing) number.

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