**Appendix B: Self-Inspection and Declaration Tool - Increase In Capacity**

**55 Pa.Code Chapter 6500**

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| **Provider Name:**  | **Master Provider Index (MPI) Number:** |
| **The provider has had at least one full renewal inspection by the Department other than the initial inspection:** [ ]  **YES** [ ]  **NO** Note: If “No” is checked, this site is not eligible for self-inspection. Please contact RA-odplicensing@pa.gov for assistance.  |
| **New Site Address / County**  | **Current licensed capacity:** | **New licensed capacity requested:** |
| **The new site is owned, rented or leased by the provider : ☐ YES ☐ NO** Note: If “Yes” is checked, the provider agency may not be able to receive Life Sharing funding for this site. If the agency intends to receive Life Sharing funding for this site, please contact your Lead Administrative Entity for assistance before proceeding.  |
| **Certificate Number of License to which New Site will be Added (Example: CER-12345678):**  | **Effective date of License to which New Site will be Added:**  |
| **Inspection Date(s):**  | **Agency Inspectors:**  |
| **Name and Title of Contact Person for this Self-Inspection:**  | **Contact Person Telephone:**  | **Contact Person Email Address:**  |

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| **Definitions of Corrective Action Status** |
| **Not Applicable** Not applicable means that the regulation does not apply to the new site.  | **No Violation** No violation means that the regulatory requirement was measured and the site is in full compliance.  | **Fully Corrected** Fully corrected means that the regulatory requirement was measured, a violation was found, and actions were taken to completely correct the violation. | **Partially Corrected** Partially corrected means that the regulatory requirement was measured, a violation was found, and some actions were taken to correct the violation, but the violation is not completely corrected. | **Not Corrected** Not corrected means that the regulatory requirement was measured, a violation was found, and nothing was done to correct the violation. |
| **Example**:If the site does not have a swimming pool, 6500.83(a)-(b) are not applicable  | **Example**:Hot water temperatures at all bathtubs and showers were measured and did not exceed 120°F. There was no violation of 6500.68(b)  | **Example**:Telephone numbers of the nearest hospital, police department, fire department, ambulance and poison control center were not posted by telephones in the home. The numbers were posted by each telephone. The violation was fully corrected.  | **Example**:There is no furniture in the individual’s bedroom because the person moving into the home will be bringing his own furniture. The furniture will be in place before the person moves in. The violation of 6400.76 is partially corrected.  | **Example**:Self-explanatory. Any Self-Inspection and Declaration Tool submitted with one more violations in “Not Corrected” status will not be processed.  |

| **Regulation- 55 Pa.Code Ch. 6500** | **Violation and Corrective Action, if Applicable**  | **Corrective Action Status, if Violation was Found (Circle)**  |
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| **61(a)**A home serving individuals with a physical disability, blindness, a visual impairment, deafness or a hearing impairment shall have accommodations to ensure the safety and reasonable accessibility for entrance to, movement within and exit from the home based upon each individual’s needs. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **62(a),(c)-(d)**Poisonous materials shall be kept locked or made inaccessible to individuals. Poisonous materials shall be stored in their original, labeled containers. Poisonous materials shall be kept separate from food, food preparation surfaces and dining surfaces. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **63(a)**Heat sources, such as hot water pipes, fixed space heaters, hot water heaters, radiators, wood and coal-burning stoves and fireplaces, exceeding 120°F that are accessible to individuals, shall be equipped with protective guards or insulation to prevent individuals from coming in contact with the heat source |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **64(a)-(c)**Clean conditions shall be maintained in all areas of the home. There may not be evidence of infestation of insects or rodents in the home. Trash shall be removed from the premises on a routine basis.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **65**Living areas, recreation areas, dining areas, individual bedrooms, kitchens and bathrooms shall be ventilated by at least one operable window or by mechanical ventilation. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **66**Rooms, hallways, interior stairways, outside steps, outside doorways, porches, ramps and fire escapes shall be lighted to assure safety and to avoid accidents. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **67**Floors, walls, ceilings and other surfaces shall be free of hazards.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **68(a)-(b)**A home shall have hot and cold running water under pressure. Hot water temperatures in bathtubs and showers may not exceed 120°F.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **69(a)-(c)**The indoor temperature in individual bedrooms and family living areas may not be less than 62°F during non-sleeping hours while individuals are present in the home. The indoor temperature in individual bedrooms and family living areas may not be less than 55°F during sleeping hours. When the indoor temperature in individual bedrooms or family living areas exceeds 85°F, mechanical ventilation such as fans shall be used.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **70**A home shall have an operable telephone that is easily accessible. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **71**Telephone numbers of the nearest hospital, police department, fire department, ambulance and poison control center shall be on or by each telephone in the home. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **72(a)-(b)**Windows, including windows in doors, shall be securely screened when windows or doors are open. Screens, windows and doors shall be in good repair.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **73**An interior stairway exceeding two steps that is accessible to individuals, ramp and outside steps exceeding two steps, shall have a well-secured handrail.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **74**Interior stairs and outside steps that are accessible to individuals shall have a nonskid surface. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **75(a)-(b)**A landing shall be provided beyond each interior and exterior door that opens directly into a stairway. A landing shall be at least as wide as the stairs leading to the landing. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **76**Furniture in individual bedrooms and family living areas shall be nonhazardous, clean and sturdy. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **77**Each home shall have antiseptic, an assortment of adhesive bandages, sterile gauze pads, tweezers, tape, and scissors.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **78**An outside walkway that is used by individuals shall be free from ice, snow, obstructions and other hazards. The yard and outside of the home shall be well maintained and free from unsafe conditions.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **79(a)-(g)**An individual’s bedroom may not be located in basements. Any level from which there is a standard door leading from that level directly outside to grade level is not considered a basement. An individual sharing a bedroom shall have a minimum of 50 square feet of bedroom space, measured wall to wall, including space occupied by furniture. An individual with a single bedroom shall have a minimum of 60 square feet of bedroom space, measured wall to wall, including space occupied by furniture. A bedroom shall have at least one exterior window that permits a view of the outside. Bedroom windows shall have drapes, curtains, shades, blinds or shutters. Bedrooms shall have doors at all entrances for privacy. In bedrooms, each individual shall have the following: * A bed of size appropriate to the needs of the individual. Cots and portable beds are not permitted. Bunkbeds are not permitted for individuals 18 years of age or older.
* A clean, comfortable mattress and solid foundation.
* Bedding, including a pillow, linens and blankets appropriate for the season.
* A chest of drawers.
* Closet or wardrobe space with clothing racks and shelves accessible to the individual.

Beds and cribs, with solid sides over 12 inches high or with closed domes or tops, are not permitted.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **80(a)-(d)**There shall be at least one toilet and one bathtub or shower in the home. Privacy shall be provided for toilets, showers and bathtubs by partitions or doors. At least one bathroom area shall have a sink, wall mirror, soap, toilet paper, individual clean paper or cloth towels and trash receptacle. An individual washcloth, bath towel and toothbrush shall be provided for each individual. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **81(a)-(b)**Each home shall have a kitchen area with a refrigerator, sink, cooking equipment and cabinets for storage. Utensils used for eating, drinking and preparation of food or drink shall be washed and rinsed after each use.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **83(a)-(b)**An in-ground swimming pool shall be fenced with a gate that is locked when the pool is not in use. An aboveground swimming pool that is under 4 feet in height shall be made inaccessible to individuals when the pool is not in use. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **84** Firearms shall be kept unloaded in a locked cabinet. Ammunition shall be kept in a locked cabinet that is separate from firearms. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **101**Stairways, halls, doorways, passageways and exits from rooms and from the building shall be unobstructed. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **102**Flammable and combustible supplies and equipment shall be utilized safely and stored away from heat sources |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **104**Portable space heaters defined as heaters that are not permanently mounted or installed, may not be used while individuals are in the home. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **105(a)-(b)**The use of wood and coal burning stoves is permitted only if the stove is inspected and approved for safe installation by a fire safety expert. Written documentation of the inspection and approval shall be kept. Wood and coal burning stoves, including chimneys and flues, shall be cleaned at least every year if used more frequently than once per week during the winter season. Written documentation of the cleaning shall be kept.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **106(a)-(b)**Fireplaces shall be securely screened or equipped with protective guards while in use. Fireplace chimneys and flues shall be cleaned at least every year if used more frequently than once per week during the winter season. Written documentation of the cleaning shall be kept. |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |
| **107(a)-(c)**A home shall have a minimum of one operable automatic smoke detector provided on each floor, including the basement and attic. Smoke detectors shall be located in common areas or hallways. Smoke detectors shall be of a type approved by the Department of Labor and Industry or listed by Underwriters Laboratories.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected  |
| **108(a)-(d)**There shall be at least one operable fire extinguisher with a minimum 2-A rating for each floor, including the basement and attic. Fire extinguishers with a minimum 2A-10BC rating shall be located in each kitchen. The kitchen extinguisher meets the requirements for one floor as required in subsection (a). Fire extinguishers shall be listed by Underwriters Laboratories or approved by Factory Mutual Systems. A fire extinguisher shall be accessible.  |  | [ ] Not Applicable [ ] No Violation[ ] Fully Corrected [ ] Partially Corrected [ ] Not Corrected |

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| **Declaration**By signing below, I swear that the above information is true and correct, that the agency is responsible for compliance with all applicable statues and regulations, including but not limited to Article X of the Public Welfare Code, 62 P.S. § 1001 et seq. and 55 Pa. Code § 20.1 et seq., and that knowingly providing inaccurate information may lead to enforcement action up to and including revocation of the agency’s license to operate. |
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| Signature of Legal Entity Representative | Printed Name of Legal Entity Representative | Date Signed |