

**Self-Inspection and Declaration Tool
55 Pa.Code Chapter 6400**

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: <input type="checkbox"/> YES <input type="checkbox"/> 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		Licensed capacity of new site based on regulatory requirements:	
The new site is owned, rented or leased by the provider : <input type="checkbox"/> YES <input type="checkbox"/> NO Note: If "No" is checked, the provider agency may not be able to receive Residential Habilitation funding for this site. If the agency intends to receive Residential Habilitation 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:	

Definitions of Corrective Action Status

Not Applicable	No Violation	Fully Corrected	Partially Corrected	Not Corrected
Not applicable means that the regulation does not apply to the new site.	No violation means that the regulatory requirement was measured and the site is in full compliance.	Fully corrected means that the regulatory requirement was measured, a violation was found, and actions were taken to completely correct the violation.	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 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, 6400.85(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 6400.68(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 home 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. 6400	Violation and Corrective Action, if Applicable	Corrective Action Status (Check One)
<p>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.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>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.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>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</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>64(a)-(f) Clean and sanitary conditions shall be maintained in the home. There may not be evidence of infestation of insects or rodents in the home. Trash shall be removed from the premises at least once per week. Trash in the bathroom, dining and kitchen areas shall be kept in cleanable receptacles that prevent the penetration of insects and rodents. Trash receptacles over 18 inches high shall have lids. Trash outside the home shall be kept in closed receptacles that prevent the penetration of insects and rodents.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>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.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 6400	Violation and Corrective Action, if Applicable	Corrective Action Status (Check One)
<p>66 Rooms, hallways, interior stairways, outside steps, outside doorways, porches, ramps and fire escapes shall be lighted to assure safety and to avoid accidents.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>67(a)-(c) Floors, walls, ceilings and other surfaces shall be in good repair. Floors, walls, ceilings and other surfaces shall be free of hazards. If the home serves an individual 4 years of age or younger or an individual who ingests paint or paint substances, the home shall test all layers of paint at the home for lead content. If the testing shows lead content exceeding .06%, paint shall be completely stripped and recovered with lead free paint or securely encased with other lead free material. Documentation of the lead paint testing and results shall be kept.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>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.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>69(a)-(c) The indoor temperature may not be less than 65°F during non-sleeping hours while individuals are present in the home. The indoor temperature may not be less than 58°F during sleeping hours. When the indoor temperature exceeds 85°F, mechanical ventilation, such as fans shall be used.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>70 A home shall have an operable, noncoin-operated telephone with an outside line that is easily accessible to individuals and staff persons.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 6400	Violation and Corrective Action, if Applicable	Corrective Action Status (Check One)
<p>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 with an outside line.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>72(a)-(c) Windows, including windows in doors, shall be securely screened when windows or doors are open. Screens, windows and doors shall be in good repair. Outside doors shall have operable locks.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>73(a)-(b) Each ramp, and interior stairway and outside steps exceeding two steps shall have a well-secured handrail. Each porch that has over an 18-inch drop shall have a well-secured railing.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>74 Interior stairs and outside steps shall have a nonskid surface</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>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.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 6400	Violation and Corrective Action, if Applicable	Corrective Action Status (Check One)
<p>76(a)-(d) Furniture and equipment shall be nonhazardous, clean and sturdy. Furniture and equipment shall be appropriate for the age and size of the individuals. Furniture shall be comfortable and home-like. In homes serving eight or fewer individuals, there shall be a sufficient amount of living and family room furniture to seat all individuals at the same time.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>77(a)-(c) A home shall have a first aid kit. A first aid kit shall contain antiseptic, an assortment of adhesive bandages, sterile gauze pads, a thermometer, tweezers, tape, scissors and syrup of Ipecac, if an individual 4 years of age or younger, or an individual likely to ingest poisons, is served. A first aid manual shall be kept with the first aid kit.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>78(a)-(b) A home shall have living and dining areas that are separate from bedrooms. A home shall have at least 30 square feet per individual and at least 90 square feet per home of common use indoor living space measured wall to wall, excluding bedrooms, hallways, kitchens, lavatories and offices. This requirement does not apply to homes licensed in accordance with this chapter prior to November 8, 1991.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>80(a)-(b) Outside walkways shall be free from ice, snow, obstructions and other hazards. The outside of the building and the yard or grounds shall be well maintained, in good repair and free from unsafe conditions.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>81(a),(c)-(l) 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 60 square feet of bedroom space, measured wall to wall, including space occupied by furniture. Each individual occupying a single bedroom shall have a minimum of 80 square feet of bedroom space, measured wall to wall, including space occupied by furniture. An individual who uses a wheelchair shall have a minimum of 100 square feet of bedroom space unless there is written documentation by a licensed physical or occupational therapist that the individual has the ability to move about the bedroom within 80 square feet for single bedrooms or 60 square feet for shared bedrooms. This subsection does not apply to bedrooms</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 6400	Violation and Corrective Action, if Applicable	Corrective Action Status (Check One)
<p>occupied by an individual who uses a wheelchair in homes licensed in accordance with this chapter prior to November 8, 1991.</p> <p>No more than two individuals may sleep in one bedroom. This subsection does not apply to bedrooms occupied by more than two individuals in homes licensed in accordance with this chapter prior to November 8, 1991. Each bedroom shall have direct access to a corridor, living area, dining area or outdoors.</p> <p>A bedroom may not be used by other individuals or staff persons as a regular or frequent passageway to another part of the home or to the outdoors.</p> <p>Each bedroom shall have at least one exterior window that permits a view of the outside.</p> <p>Bedroom windows shall have drapes, curtains, shades, blinds or shutters. A bedroom shall have doors at all entrances for privacy.</p> <p>In bedrooms, each individual shall have the following:</p> <ul style="list-style-type: none"> • 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 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. • A mirror. <p>Beds and cribs, with solid sides over 12 inches high or with closed domes or tops, are not permitted.</p>		
<p>82(a)-(g)</p> <p>There shall be at least one toilet for every four individuals</p> <p>There shall be at least one bathtub or shower for every four individuals</p> <p>For homes serving one or more individuals who have physical disabilities, at least one sink, one toilet and one tub or shower shall be adapted so that individuals who have physical disabilities have easy access and use.</p> <p>Privacy shall be provided for toilets, showers and bathtubs by partitions or doors. Curtains are acceptable dividers if the bathroom is used only by one sex or only by individuals 9 years of age or younger.</p> <p>Bathtubs and showers shall have a nonslip surface or mat.</p> <p>Each bathroom and toilet area that is used shall have a sink, wall mirror, soap, toilet paper, individual clean paper or cloth towels and trash receptacle.</p> <p>An individual washcloth, bath towel and toothbrush shall be provided for each individual.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected

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<p>83(a)-(c) A home shall have a kitchen area with a refrigerator, sink, cooking equipment and cabinets for storage. Special provisions shall be made and adaptive equipment shall be provided, when necessary, to assist individuals in eating at the table. Utensils used for eating, drinking and preparation of food or drink shall be washed and rinsed after each use.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>85(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.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>86 Firearms and ammunition are not permitted in the home or on the property of the home.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>101 Stairways, halls, doorways, passageways and exits from rooms and from the building shall be unobstructed.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>102 If four or more individuals sleep above the ground floor, there shall be a minimum of two interior or exterior exits from each floor. If a fire escape is used as an exit it shall be permanently installed.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 6400	Violation and Corrective Action, if Applicable	Corrective Action Status (Check One)
<p>105 Flammable and combustible supplies and equipment shall be utilized safely and stored away from heat sources</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>107 Portable space heaters, defined as heaters that are not permanently mounted or installed, are not permitted in any room including staff rooms.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>108(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.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>109(a)-(b) A fireplace shall be securely screened or equipped with protective guards while in use. A fireplace chimney and flue shall be cleaned at least once a year if used more frequently than once per week during the winter season. Written documentation of the cleaning shall be kept.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected
<p>110(a)-(e) A home shall have a minimum of one operable automatic smoke detector on each floor, including the basement and attic. There shall be an operable automatic smoke detector located within 15 feet of each individual and staff bedroom door. The smoke detectors specified in subsections (a) and (b) shall be located in common areas or hallways. Smoke detectors and fire alarms shall be of a type approved by the Department of Labor and Industry or listed by Underwriters Laboratories. If the home serves four or more individuals or if the home has three or more stories including the basement and attic, there shall be at least one smoke detector on each floor interconnected and audible throughout the home or an automatic fire alarm system that is audible throughout the home</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 6400	Violation and Corrective Action, if Applicable	Corrective Action Status (Check One)
<p>111(a)-(f) There shall be at least one operable fire extinguisher with a minimum 2-A rating for each floor, including the basement and attic. If the indoor floor area on a floor including the basement or attic is more than 3,000 square feet, there shall be an additional fire extinguisher with a minimum 2-A rating for each additional 3,000 square feet of indoor floor space. A fire extinguisher 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). A fire extinguisher shall be listed by Underwriters Laboratories or approved by Factory Mutual Systems. A fire extinguisher shall be accessible to staff persons and individuals. A fire extinguisher shall be inspected and approved annually by a fire safety expert. The date of the inspection shall be on the extinguisher.</p>		<input type="checkbox"/> Not Applicable <input type="checkbox"/> No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected

Declaration

By signing below, I swear that the above information is true and correct, that the agency is responsible for compliance with all applicable statutes 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

Signature of Legal Entity Representative	Printed Name of Legal Entity Representative	Date Signed
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