

IRA PRE-OPENING REQUIREMENTS

1. Con Approval Letter Done
2. Certificate of Occupancy or Architect's Letter
3. Check Policy Manual for Items such as:
 - a. Part 624 Incidents
 - b. Part 633 Rights
Medication
Personal Allowance
HIV
 - c. Part 635 TB Policy
Physical Plant Maintenance
4. Facility Plan of Protective Oversight
5. Facility Staffing Plan
6. Nursing Coverage Plan
7. Evacuation Plan
8. Fire Drill Policy
9. Plan for Life Threatening Emergencies.
10. Staff Personnel Files for Items such as:
 - a. Acceptability of Job Application
 - b. Driver Status (house should have enough to function)
 - c. PPD Test Results
 - d. Informed of Work Related Conduct Requirements
11. Staff Training
 - a. Part 624
 - b. First Aid
 - c. Fire Safety
 - d. Operation of the Fire Alarm System
 - e. Facility Emergency Plan (power outage, weather, etc.)
 - f. Characteristics of Particular Consumers to be Served
 - i. Diet Needs
 - ii. Behavior Needs
 - iii. Physical Disabilities
 - iv. Acute Medical Conditions, etc.
 - g. SCIP (if identified as needed)
 - h. CPR (particularly if SCIP is to be used)
12. AMAP Certifications (enough to cover all three (3) shifts)
13. Emergency Phone Numbers and Chain of Command Available

14. PISPs (to identify specific consumer needs)

15. Physical Plant Review Including:

- a. Smoke detection test (audible with bedroom doors closed; hard wired; no poorly placed ceiling fans; interconnected unless space is small)
- b. Hot Water Test
- c. Medication Storage
- d. Phone Service Operable
- e. Electric Services
- f. Gas Services (if applicable)
- g. Fire Extinguishers Mounted
- h. Single Function Locks on Exit Doors
- i. Appropriate Furniture
- j. Operable Appliance
 - i. Stove
 - ii. Refrigerator
 - iii. Television
 - iv. Stereo
- k. Room Size Meet Minimums in Regulations
- l. Any Modifications Needed for the Physically Handicapped Basic Equipment in Place:
 - i. Dishes
 - ii. Pots
 - iii. Needed Adaptive Eating Equipment
 - iv. Linens
 - v. Food On-Site
- m. HVAC Operable