

 Office of Mental Health Official Policy Manual	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 2	Section # A-3034
	Section: Administration			
	Directive: Family Care Inspections			
	Policy Owner: Director, Administrative Support Services Group			

A. Family Care Inspections

Every family care home must undergo inspections to be certified for occupancy under Part 585¹ of Title 14 of the New York Codes, Rules and Regulations (NYCRR). These inspections may include Initial Certification, Bi-annual Inspections and Re-Certification Inspections. Each Family Care Home shall have an initial inspection prior to certification and then shall be inspected twice annually thereafter until the home is decertified. One of the annual inspections is to be an unannounced inspection.

All inspections must be documented on OMH Official Family Care Inspection forms applicable to the type of inspection performed.

B. Safety Department Roles and Responsibilities

Safety Supervisor	<ul style="list-style-type: none"> • Assigns Safety Officer to conduct Family Care Inspections. • Reviews completed inspection reports. • Forwards copies of Family Care inspection reports to the Family Care Coordinator. • Ensures that copies of reports are filed in the Safety Department. • In the case where deficiencies are found, schedules follow up inspections to verify deficiency has been corrected.
Safety Department Staff	<ul style="list-style-type: none"> • Receives list of inspections to be completed for the month. • Ensures inspections are scheduled with the Family Care Provider. • Obtains file of Family Care Provider prior to leaving for inspection. • Notifies the desk Officer or ensures that the following information is logged into the Safety Dept. blotter: <ul style="list-style-type: none"> ○ Name of Provider ○ Address of home ○ Time of Inspection

¹ 585.8(b)(3) (3) cooperating with the Commissioner in any investigation or **inspection** of the Family Care home.

	<ul style="list-style-type: none">• Inspects residence and surrounding property according to applicable regulations.• Reviews home fire drills with the provider.• Discusses recommendations with the provider.• Documents recommendations on appropriate forms.• Reviews floor plans of home that are on file and notes any changes.• If there are no floor plans, documents the need to have these created.• Forwards reports and documentation to supervisor for review and processing.
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