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 | ADMINISTRATIVE DIRECTIVE |  
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TRANSMITTAL: 90 ADM-33

DIVISION: Adult Services

TO: Commissioners of  
 Social Services

DATE: October 12, 1990

SUBJECT: Family-type Homes for Adults:  
 Unannounced Inspection Visits

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 SUGGESTED  
 DISTRIBUTION:

Directors of Services  
 Adult Services Staff  
 Staff Development Coordinators

CONTACT  
 PERSON:

Adult Services program representative for your  
 district at 1-800-342-3715 and the appropriate  
 extension:

Irv Abelman 2-2980 or (212) 804-1247  
 Kathleen Crowe 2-2996  
 Cheryl Flanigan 2-2997  
 Sharon Lane 2-2985  
 Marsha Meyers 2-2864

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 ADM-22		486.2(d)	460-c.7		
85 ADM-36		489.5	461-a.2		

I PURPOSE

The purpose of this directive is to reinforce your responsibility to conduct a minimum of one unannounced inspection a year of each Family-type Home for Adults (FTHAs) within your jurisdiction.

II BACKGROUND

Section 489.5 of the Department's regulations states that local district staff must perform a complete inspection of each certified family-type home at least once every six months in accordance with definitions and procedures set forth in Sections 486.1 and 2 of this Title. Section 486.2(d) of the Department's regulations requires the Department, or where appropriate, a local district to conduct a minimum of one unannounced full inspection a year of each adult care facility. Because the Department has delegated its authority for the inspection and supervision of FTHAs to the local districts, it is their responsibility to conduct unannounced inspections of these adult care facilities. A recent audit conducted by the Office of the State Comptroller found that some local districts were not conducting unannounced inspections and that the Department had not given any clear guidelines on this requirement.

III Program Implications

Since this is not a new responsibility, no additional inspections will be required by local district staff. Consequently, this directive will not necessitate additional staff, although it may result in a minimal increase in staff travel time in those situations when no one is at home at the time an unannounced inspection is attempted. From a programmatic perspective, unannounced inspection visits should result in an improved quality of care for the residents of FTHAs.

IV Required Action

Local district staff must conduct a minimum of one unannounced full inspection a year for each FTHAs.

V Systems Implications

None

VI Additional Information

None

VII Effective date

November 1, 1990

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Judith Berek  
Deputy Commissioner  
Division of Adult Services