

An initial review is conducted within 60 days of commencement of a new service type(s)/service group. The initial review is performed in a consultative collaborative manner, with findings and areas needing improvement noted, but without a licensure level determination. The initial review consists of a review of licensure indicators only. Technical assistance may be provided including technical assistance on the certification indicators which will be reviewed at the next full survey.

Initial reviews are conducted under the following circumstances:

- 1) When a provider not previously licensed by DDS begins a service that requires a license to operate.
- 2) When a licensed provider initiates a new service type within a service group for which it is already licensed.
Example: A provider is licensed for the service grouping Residential/Individual Home Supports. The provider's existing license encompasses 24hr-residential and placement services. The provider starts a new ABI/MFP placement service. An initial review would be completed for the ABI/MFP placement service within 60 days of commencement.
- 3) When a provider is licensed for a service grouping (Residential/IHS) and starts another service group (Employment/Day Supports).

Subsequent to the Initial Review:

Provider NOT previously licensed: Within six months of the Initial Review, providers will undergo a full licensure and certification review of the new services, and a Licensure level will be determined.

Providers already licensed for a service group:

When initiating a new service type within an already licensed service grouping, (e.g. placement services added to Residential and Individual Home Supports), the existing license is amended to include the new service type. The new service type(s) will be included in the provider's next licensure and certification cycle.

Providers start a new service but are already licensed for another service group:

When initiating a new service type within service grouping not previously licensed, (e.g. placement services added and licensed for Employment/ Day Services), the new service type(s) will be included in the provider's next licensure and certification cycle, and the provider will be issued the new license for the new service grouping at that time.

The following is the sequence of activities:

1. Provider and/or area office contacts DDS Office of Quality Enhancement (OQE) when initiating a (new) licensable service.
2. Provider is sent and required to complete an Application for Licensure.

3. For any site based service location that requires site feasibility/ pre-occupancy, DDS OQE visits the new/ proposed provider service sites, and works with the Provider to complete the location Site Feasibility and Approval to Occupy Process. Please note that all site based services require the involvement of OQE prior to occupancy (rather than at the 60 day mark) (*See Appendix Q*)
4. OQE records Provider and Site information, including the (new) services being delivered, the locations, the individuals served the capacity within each location, and provider details.
5. OQE notifies the provider of date of Initial Review, and begins to orient the provider to the standards for [licensure and certification](#). The provider is notified approximately one month in advance of the review which occurs within 60 days of beginning the service.
6. OQE conducts Initial Review of the licensure indicators. The size of the sample, survey team and the length of the survey vary depending on the size of the new service.
7. OQE enters findings and ratings based on the Initial Review, and reports findings to the provider and area office(s) within a Provider Report.
8. For new Providers, OQE sets an Expiration Date for the Initial Review (6 months), which causes the provider to be added to the list of new providers who are sent Application packages. The Provider is required to complete and return the application within two months.
9. Existing Providers who add a new service type to an existing service grouping will be issued an amended license with the new service added. The expiration date for the license will remain the same.
10. For new providers, within six months of Initial Review, the first Licensure and Certification Review begins. The provider is notified 45 days in advance of the start date.