

THE SIX STAGES OF DEPARTMENT PLAN REVIEW

05/10/10

Health care entities should consult their design professionals for the appropriate facility design and construction requirements. The purpose of plan review is to provide guidance to health care entities prior to and, where applicable, during the construction process to ensure compliance with federal Medicare/Medicaid certification and/or state licensing standards, most notably the Life Safety Code requirements. The Department conducts plan review in six stages, as shown in the table below. **Plan review does not require the delay of construction at any stage.** However, if upon inspection the Department finds construction features that are not compliant with certification/licensure standards, the facility must correct them.

STAGE I Plan Review Package Assessment	STAGE II Preliminary Review	STAGE III Deferred Submittal	STAGE IV Ongoing Consultation/ Interim Inspections	STAGE V Scheduling the Final Inspection	STAGE VI Final Inspection
<p><i>(Prior to submittal, health care entities should review the Plan Review Package Submittal Instructions)</i></p> <ul style="list-style-type: none"> • Dept assesses package to determine whether: <ul style="list-style-type: none"> - the Construction Plans and Documents Submittal Form is complete - construction documents are in the correct format - plan review fees have been submitted in the correct amount • After the package has been assessed, the Dept: <ul style="list-style-type: none"> - sets up the project in the tracking system - establishes the official point of facility contact for project - assigns a LSC Inspector - notifies facility that their project has been received 	<ul style="list-style-type: none"> • LSC Inspector reviews the construction documents for basic elements, which vary depending on the project,¹ and includes the review of plans for conformance with health care standards established in the 6 CCR 1011-1 licensing chapter associated with the specific health care entity type • Dept issues written preliminary review findings to the project's official point of contact 	<ul style="list-style-type: none"> • The Dept reviews deferred submittals (such as fire suppression systems, fire alarm systems, and any other systems whose routing is dependent on the finalization of other structural components) • If there are concerns, the Dept sends a letter outlining what needs to be corrected 	<ul style="list-style-type: none"> • As appropriate, the LSC Inspector: <ul style="list-style-type: none"> - conducts ongoing discourse with design and construction professionals to ensure compliance with regulations and statutes - provides consultation with design and construction professionals about revisions to the reviewed plans - conducts interim onsite inspections 	<ul style="list-style-type: none"> • Prior to scheduling the final inspection the Dept ensures the following documentation has been submitted to the <i>Licensing/ Certification Section</i>: <ul style="list-style-type: none"> - local building, zoning, and fire department signoffs - the certificate of occupancy reflecting the proposed use - the approved federal 855 form, if applicable • Facility indicates that it is ready for a final LSC inspection • Dept schedules final LSC inspection 	<ul style="list-style-type: none"> • LSC Inspector conducts final inspection² and Dept issues final approval <p>Note: <i>For initial licensure applicants, final LSC approval is typically <u>not</u> the last step towards obtaining a license. Such applicants must also have submitted a complete application and be in compliance with any health survey requirements</i></p>
<p>🕒 Dept: Stage I typically completed within 10 business days of receipt of all necessary documentation</p>	<p>🕒 Dept: Stage II typically completed within 30-60 days of receipt of the construction documents. (Generally, these will be the same documents submitted to your local building department.)</p> <p>🕒 Health Care Entity: Effective April 30, 2010, the issuance of written preliminary review findings triggers the 24-month period for completion of the project</p>	<p>🕒 Dept: 1) deferred submittal review typically completed within 30 days of the receipt of all the deferred submittal documentation required</p>	--	<p>🕒 Dept: The Dept typically schedules a final inspection within 30 days of receiving all the applicable documentation requested</p>	--

¹ Examples of basic elements reviewed for new construction are: construction type, maximum stories, occupancy separations, smoke barriers, smoke compartments, vertical openings, and egress compartments. Examples of issues reviewed for remodels are: appropriate routing of elements of a designed duct system and proper calculation of sprinkler flow projections.

² Some limited scope remodels may not require a final onsite inspection, but can be approved based on photos or other documentation.