

**SECTION: ENVIRONMENTAL HEALTH**

**POLICY #: 520 INSPECTING GROUP HOME FACILITIES**

**POLICY:** North Dakota Administrative Code chapter 75-04-01 requires an annual sanitation and safety inspection as a licensure requirement of certain group home facilities. Central Valley Health District provides this service upon request to those facilities.

**PROCEDURE:**

1. All Group Home Facility information is maintained in the EH Electronic Records. This includes facility address, owner, and billing information.
2. Logs are kept of previous facility inspections, including dates.
3. An inspection may be requested by the facility or by the Human Service Department licensing the facility. Review pertinent information. Upon arrival at the facility, identify yourself to owner, manager or person-in-charge.
4. Conduct inspection to determine compliance with health standards using the Group Home Inspection Form and Food Service Inspection Form.
  - a. Utilize proper equipment to aid in the inspection process.
  - b. During the inspection focus on factors involved in infection and the transmission of disease such as, personal hygiene, employee health, sanitary practices, building/outdoor safety, chemical safety and lavatory services.
  - c. During the food service inspection, refer to Policy 516b for applicable inspection procedures.
5. Discuss violations with management or the person-in-charge and indicate corrective procedures and time of correction, if necessary.
  - a. Provide a copy of the completed inspection to the facility.
  - b. Update any facility information in EH Electronic Records.
  - c. Notify of any updates pertinent to the group home facility regarding public health.
6. Follow the above listed procedure for any necessary re-inspections.