



TITLE	POLICY NUMBER	
FHL/CWL Validity of an OLR Life-Safety Inspection Timeframes	DCS 15-17	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Licensing and Rules	02/26/2018	2

I. POLICY STATEMENT

Per statute and rule, the Office of Licensing and Regulation (OLR) must complete an on-site Life-Safety Inspection of the premises of any foster home, group foster home, and Child Welfare Agency seeking licensure to help ensure safety of children placed into licensed settings. This policy clarifies the length of time a completed Life Safety Inspection is valid based on the type of application being submitted to OLR.

II. APPLICABILITY

This policy applies to all licensed foster homes and group foster homes licensed under Arizona Administrative Code ([AAC](#)) [Title 21 Chapter 6](#) and residential group homes and shelters licensed under [A.A.C. Title 21, Chapter 7](#), but not to an outdoor experience program per [AAC R21-8-102](#). It also applies to OLR staff assigned to complete licensing applications and life-safety inspections.

III. AUTHORITY

[A.R.S. § 8-503](#)

Powers and duties

[A.R.S. § 8-504](#)

Sanitation, fire and hazard inspection

[A.R.S. § 8-505](#)

Issuance of licenses; application; investigation; renewal

A.A.C. R21-6	Foster Home Licensing
A.A.C. R21-7	Department of Child Safety-Child Welfare Agency Licensing
A.A.C. R21-8-103	Frequency of Inspection and Inspection Area
DCS 15-26	FHL Relocation, Substantial Remodeling, or the Installation of a Pool of a Current Licensed Foster Home

IV. DEFINITIONS

Application Date: the date captured by the Department’s Electronic Database as Request Received Date or the manual date-stamp on a paper application submitted to OLR regardless if the application is complete or incomplete.

Child Welfare Agency: any agency or institution maintained by a person, firm, corporation, association, or organization to receive children for care and maintenance or for 24-hour social, emotional, or educational supervised care or have been adjudicated as a delinquent or dependent child.

Facility: a living environment operated by a Child Welfare Agency, where a child in care is in the care of an adult unrelated to the child. This includes a shelter care facility for a group of children that is intended to be short-term in nature, and a residential group care facility for a group of children who are intended to be placed for longer periods of time.

Initial/Reinstatement Inspection or Initial/Reinstatement LSI: a Life-Safety Inspection that is in substantial compliance with the requirements of [AAC Title 21 Chapter 8](#) and was completed for initial licensure or for a reinstatement application for licensure under [AAC Title 21 Chapter 6](#) or [A.A.C. Title 21 Chapter 7](#).

Inspection Date: the date an inspection was initiated by an OLR staff member assigned to perform the inspection. Re-inspections required by OLR or a contracted agency at a date later than the date the original inspection was initiated do not change the Inspection Date.

Life-Safety Inspection or OLR Inspection: an inspection guided by [AAC Title 21 Chapter 8](#) conducted by an employee of the DCS Office of Licensing and Regulation.

Remodel: to change or alter the structure. Structural components include electrical system, plumbing system, roof, walls, ceilings, floors, windows, doors, foundation/basement, fireplace and stairs.

Renewal Inspection or Renewal LSI: a Life-Safety Inspection that is in substantial compliance with the requirements of AAC Title 21 Chapter 8 and was completed for a renewal application for licensure under AAC Title 21 Chapter 6 or A.A.C. Title 21 Chapter 7.

Structural Change: a substantial change in any of the structural components which could affect the integrity of the structure or of the individual system or component. This does not include routine maintenance required on a structure i.e. painting (inside or outside), new or repaired roofing, carpeting, replacement of air-conditioning or heating units, re-piping, etc. unless this work will compromise the integrity of the structure. This includes “structural modifications” as defined in [AAC R21-6-327\(B\) \(3\)](#) and also covers the amendment requirement in [AAC R21-6-410](#).

V. POLICY

- A. To help ensure the safety of children placed in a licensed foster home, group foster homes, group homes, or shelters, OLR shall inspect the premises prior to a license being issued. The licensed entity must be in full compliance to meet the requirements of licensure.
- B. To be accepted as valid, an Initial/Reinstatement Life-Safety Inspection performed specifically for initial licensure or reinstatement of an expired license must have an inspection date of not more than six (6) months from the submitted Application Date.
- C. To be accepted as valid, a Renewal Life-Safety Inspection performed specifically for renewal licensure of a currently valid license must have an inspection date of not more than three (3) months from the submitted Application Date.
- D. If a license closes or expires and the licensee reapplies for licensure, the Renewal Life-Safety Inspection shall be considered an Initial/Reinstatement Inspection and must have an inspection date of not more than six (6) months from the submitted Application Date.

VII. FORMS INDEX

[CSO-1225A Notice of Inspection Rights](#)

[CSO-1132A Facility/Home Visit Report –Supplement to Notice of Inspection and Due Process Rights](#)