

**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH**
Chapter 32 of Title 22 DCR

3203 LICENSES AND ADMINISTRATIVE RECORDS

3203.1 No facility shall operate without a license issued pursuant to the Act.

3203.2 A list of all employees, with the appropriate current license or certification numbers, shall be on file at the facility and available to the Director.

3203.3 Each facility license, permit, and documents of certification to operate the facility, if any, shall be posted in a conspicuous location in the room or hallway immediately inside the main or front door.

3203.4 Each facility shall comply with the number of authorized beds as indicated on each license.

3203.5 Each facility shall maintain the following administrative records:

- (a) Payroll records;
- (b) Reports of fire inspections;
- (c) Compliance reports required to be maintained pursuant to the 1996 BOCA National Building Code, construction and permit regulations;
- (d) Reports of inspections of the fire alarm system and fire drills;
- (e) Reports of elevator inspections;
- (f) Disaster plan and procedures;
- (g) Certification of flame spread ratings of carpets, curtains and wall coverings;
- (h) Each contract for professional and facility services;
- (i) Radiation survey reports of x-ray equipment, if applicable;
- (j) Summaries and analyses of each incident involving residents, staff, and visitors; and
- (k) Policies and procedures governing the operations of the facility.

3203.6 A qualified employee shall be assigned the responsibility for ensuring that records are maintained, completed, and preserved.

3203.7 Each administrative record shall be retained for at least five (5) years from the date of creation.

3204 FEES

3204.1 License fees are established according to the number of resident beds in the facility and are as follows:

- (a) 1 - 50 Beds
Annual Fee \$400
Late Fee \$150
- (b) 51 - 100 Beds
Annual Fee \$500
Late Fee \$200
- (c) 101 or More Beds
Annual Fee \$600
Late Fee \$250

3205 INSURANCE COVERAGE

3205.1 Each facility shall carry sufficient insurance to cover the following exposures:

- (a) Hazard (fire, extended coverage, and vandalism);
- (b) Consequential (indirect) loss from operation breakdown;
- (c) Theft; and
- (d) Legal risk (liability).

3205.2 The liability insurance shall include malpractice coverage of at least one million dollars (\$1,000,000), and comprehensive general coverage of at least one million dollars (\$1,000,000).

3205.3 Each facility shall carry Worker's Compensation insurance for all employees pursuant to the District of Columbia Worker's Compensation Act of 1979, as amended, effective July 1, 1980, D.C. Law 3-77, D.C. Code § 36-301, et seq.