



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 | Phone: 573-751-6400 | FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired and Voice dial: 711



Paula F. Nickelson
Director

Michael L. Parson
Governor

Inspection Process for Hospital and ASC Construction and Renovation Projects

1. **Contact Health Standards and Licensure to provide email address.** A Construction and Renovation Project Tracking Form (word format) will be emailed. For new projects, only the updated form will be accepted.

No drawings are needed at this time.

Email: HSLCARP@health.mo.gov

2. **Complete the Construction and Renovation Project Tracking Form in its entirety. Email form and a copy of the Life Safety Code (LSC) Plan as follows:**

- Hospital projects: HSLCARP@health.mo.gov
- ASC projects: BAC@health.mo.gov

Once the form and LSC Plan are received, a project number will be assigned for tracking purposes (either an H-#### or ASC-###, if appropriate).

For hospital projects, a construction surveyor for BHS (Terry Dunlap or Dolan Howren) will also be assigned.

All future communications MUST include the assigned project number.

3. **Submit project plans to Engineering Consultation Unit (ECU) for review and approval as follows:**

- One (1) full-sized set of printed drawings (signed and sealed)
- One (1) electronic set of drawings (signed and sealed) and specifications in PDF format (CD, email, thumb drive)
- Include H-#### or ASC-### project number on transmittal and CD/thumb drive

Department of Health and Senior Services
c/o Engineering Consultation Unit (ECU)
920 Wildwood Drive
Jefferson City, MO 65109
Phone: 573-526-8505
Email: ECU@health.mo.gov

4. **Contact ECU to review the project after drawings are delivered.** In addition to the plan review, construction inspections may be required at **50% or 80%** completion. All inspections should be coordinated with the construction team on the date of inspection.

5. **100% Licensure Inspection:** Prior to providing patient care or occupying the renovated area, an inspection must be performed by the Section for Health Standards and Licensure to confirm the project complies with applicable DHSS licensure provisions.

ONLY the Primary facility contact should email DHSS designee to schedule the 100% inspection:

- Hospital projects: Licensing Coordinator – Email: HospitalLicensure@health.mo.gov
- ASC projects: Todd Cummins – Email: Todd.Cummins@health.mo.gov

Preparation for 100% Inspections:

- An onsite licensure survey **MUST** be successfully completed before patient care or use of the occupied space can occur.
- Contact DHSS approximately three (3) weeks prior to 100% completion to schedule the licensure survey.
- Keep DHSS contact informed of any timeline changes.
- **Project must be 100% complete/ready for patients when inspector arrives onsite for 100% inspection.**

For questions related to construction and renovation projects with assigned numbers:

Dolan Howren or Terry Dunlap (Hospitals)
Phone: 573-751-6303
Email: Dolan.Howren@health.mo.gov
Email: Terry.Dunlap@health.mo.gov

Todd Cummins (ASCs)
Phone: 573-751-1588
Email: Todd.Cummins@health.mo.gov