ADULT CARE HOMES – LEVEL II
PROCEDURES FOR APPLYING FOR INITIAL LICENSURE

1. Submit a notarized application along with the appropriate licensure fee, financial statement, and a comprehensive business plan to the address at the bottom of the application.

2. Obtain architectural plans signed and sealed by an architect or Tennessee licensed engineer. Submit plans to the Plans Review Section of Health Care Facilities. Once you receive approval of the architectural plans you may begin building the facility. If the building is an existing single-family home to be licensed for five (5) or fewer beds you are not required to submit architectural plans that are signed and sealed by an architect or Tennessee licensed engineer. You will only be required to submit one set of schematic drawings. For an existing building, you will need to make any renovations that the plans reviewer has indicated.

3. Approximately thirty (30) to forty-five (45) days prior to completion of the construction/renovations, **you** will need to send a letter to the Regional Office in your area to request a survey of the facility. The Regional Office will notify you to schedule the survey. Be certain that you have given yourself plenty of time to have the building completed and to have your policies and procedures in order. If you are not ready on the date of survey, it will most likely be thirty (30) days or more before the survey can be rescheduled.

4. Once the survey has been completed the surveyor will tell you if a recommendation is going to be made to license your facility. The surveyor will forward the appropriate forms to the Regional Office for the Regional Director's signature. The forms will then be forwarded to the Central Office Licensure Division in Nashville.

5. Licensure staff will then process the forms and send an initial approval letter to you. **Residents cannot be admitted to your facility until you have received an initial approval letter from the Central Office Licensure Division in Nashville.** The application will then be presented to the Board for Licensing Health Care Facilities at the next regularly scheduled board meeting for ratification. If the Board ratifies the application the license will then be ordered from the computer center. You should receive the license in seven (7) to ten (10) days.

6. If the Board does not ratify the initial approval of your application, a letter will be mailed to you providing an explanation and specific instructions as to any actions you may take to have the decision reviewed, at which time this authorization shall cease to be effective.

All applicable laws, rules, policies, and guidelines affecting your practice are available for viewing at https://www.tn.gov/hfc/division-of-licensure-and-regulation/hfc-licensure/licensure-applications.html. Please check this website periodically for updates.

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Name of the Adult Care Home Facility _____

Location of the Facility:

Street _____ City _____

County _____ State _____ Zip _____

Phone Number (____) _____ Fax Number (____) _____

Twenty-four (24) Hour Emergency Phone Number (____) _____

E-Mail Address _____

Mailing address (if different from the Facility location address):

Name _____

Street _____

City _____ State _____ Zip _____

Number of Residents _____ How many residents by blood/marriage are related to the provider _____

Adult Care Home Provider:

Name of Provider _____

Residential Manager(s):

Manager _____ Substitute Caregiver (if applicable) _____

a. Have you (Manager) ever been convicted of a crime involving injury or harm to person(s), financial or business management (e.g., assault, battery, robbery, embezzlement or fraud)? Yes_____ No _____

If yes, what charge(s)? _____

Location of Conviction _____ Date _____
(City) (County) (State)

FEE SCHEDULE: (FEES ARE NON-REFUNDABLE) - $1,404

b. To what extent will the resident manager, substitute caregivers and other staff be used in the facility?

_____

_____

c. Has a policy of informing employees of their obligations to report incidents of abuse or neglect been implemented? Yes _____ No _____

SPECIALIZED SERVICE(s) (Check appropriate service)

_____Ventilator Dependent _____Traumatic Brain Injury

OWNERSHIP OF BUSINESS:

1. a. Check the type of Legal Entity:

_____Individual_____Partnership_____Corporation_____Limited Liability Company

_____Church Related_____Government/County_____Other

b. Check One:_____For Profit_____Non-profit

c. Legal Entity checked in 1.a:

Name_____Phone Number (_____)_____

Address _____

d. List name(s) and address(s) of individual owners, partners, directors of the corporation, or head of the governmental entity:

_____

Name Address City, State, Zip

_____

Name Address City, State, Zip

(If additional space is needed, please use a separate sheet)

e. If a government/county owned facility, does the administrator have authority to act on behalf of the government/county as it relates to the operation of this facility? Yes _____ No _____

f. If no to e., who has said authority? _____

2. Is your facility/organization accredited by a **federally approved** accrediting body including but not limited to JCAHO, CARF, etc.? **Provide proof of accreditation.**

Yes _____ No _____ Expiration Date_____

3. Is this facility chain affiliated? Yes _____ No _____

4. If you have a parent company, please provide the following information:

Name_____Phone Number (_____)_____

Address _____

5. a. If a corporation, is there a holding company? Yes _____ No _____

   b. If yes, list the name, address and phone number of the holding company:

   Name_____ Phone Number (_____)_____

   Street_____

   City_____State_____Zip_____

6. a. Are any owners of the disclosing entity also owners of other health care facilities in Tennessee and/or other states?

   Yes_____ No _____

   b. If yes, list names and addresses of all such facilities:

   _____

   _____

7. Demonstrate the ability to meet the financial obligations of the ACH – Level II with a financial statement prepared by a certified public accountant.

8. Separately attach a Comprehensive Business Plan for the first two years of operation.

9. a. Have any owners of the disclosing entity ever been denied a license, had a license suspended or revoked, had a suspension of admissions, paid any civil monitory penalties or other disciplinary actions for a health care facility in Tennessee or in any other state? Yes_____ No _____

   b. If yes, where?_____When? _____

   c. For what reason? _____

10. List any unsatisfied judgments _____

VERIFICATION BY NOTARY PUBLIC:

Signee for application certifies that he or she is of responsible character and able to comply with the minimum standards and regulations established by Tennessee pertaining to the type of facility or agency for which application for licensure is made and with the rules promulgated under Tennessee Code Annotated (TCA) § 68-11-201.

Signee also certifies that a policy has been implemented to inform all employees of their obligation under TCA § 71-6-103 to report incidents of abuse or neglect.

_____	_____	_____
Applicant Signature	Title or Position	Date

STATE OF TENNESSEE

County of _____

The above named applicant (print name)_____, being by me duly sworn on his/her oath, deposes and says that he/she has read the forgoing application and knows the contents thereof: that the statements concerning the above named facility or agency, therein contained, are correct and true to his/her own knowledge.

Subscribed to and sworn to on this_____day of _____
(Month) (Year)

Notary Public: _____

My commission expires: _____