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California Department of Public Health



GAVIN NEWSOM
Governor

March 19, 2019

AFL 19-15.1

TO: Skilled Nursing Facilities

SUBJECT: Announcement: New Online Application Process for Patient Needs and Workforce Shortage Waivers

AUTHORITY: Health and Safety Code (HSC) section 1276.65 and Title 22 California Code of Regulations (CCR) section 72329.2

All Facilities Letter (AFL) Summary

- This AFL announces the new online application process for skilled nursing facilities (SNFs) requesting a Patient Needs Waiver (PNW) and Workforce Shortage Waiver (WSW).
- This AFL supersedes AFL 19-15 to update the link to the Flex Waiver webpage.

To streamline the waiver application process and assist providers in submitting and completing waiver applications, the California Department of Public Health (CDPH) has implemented a new online process for SNFs requesting approval for PNWs and WSWs.

Title 22 requires online submission of waiver applications. The online waiver application period is only open from January 1st to April 1st for each application year; CDPH will not accept applications submitted outside of this timeframe. Due to technical difficulties, the online waiver application period will be extended to April 15th for fiscal year 2019-2020 only.

Providers must go to the [CDPH Flex Waiver webpage](#), create an account, sign in, and use the online waiver application. Once signed in, providers are to proceed to the Licensing Waiver Application page. For instructions on how to navigate the website, see the [AEM – Flex Waiver Application User Guide for Providers](#) (PDF).

After successfully submitting an online waiver application, the system sends a confirmation e-mail with an identification number (Tracking ID number) to the provider's designated point of contact. Providers should use the Tracking ID number when

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contacting CDPH Licensing and Certification, Registered Nurse Unit about their application.

For any questions regarding the online waiver application process, or questions regarding a waiver application, contact the Registered Nurse Unit at RNUnit-Waiver@cdph.ca.gov.

Sincerely,

Original signed by Heidi W. Steinecker

Heidi W. Steinecker
Deputy Director