

## Correctional Treatment Centers (CTC) Report of Change Application Checklist for Change of Governing Board

The following is a list of application forms and supporting documents required for a complete application packet. Failure to include each of the forms and documents will delay processing.

### CHECKLIST AND INSTRUCTIONS - *Please submit your documents in this order*

#### REQUIRED DOCUMENTS FOR A CHANGE OF GOVERNING BOARD

<i>Use this space to check if included</i>	<b>Forms and supporting documents</b>	<b>Additional Instructions (Each form listed also has instructions on the form)</b>
	Cover Letter	<p><b>COVER LETTER</b></p> <p>Letter on company letterhead with the following information:</p> <ul style="list-style-type: none"> <li>• License number</li> <li>• Facility name and address</li> <li>• Facility ID number (if known)</li> <li>• Brief description of request</li> <li>• Contact information (name, title, phone number, and email address)</li> <li>• Emergency Contact Information (name, email, alternate email, phone, fax, and phone number that will receive text messages). The Department will use this information to contact the provider in the event of an emergency using the California Health Alert Network (CAHAN). All information provided must allow CAHAN to contact the provider on a 24/7/365 basis for distribution of health alerts. For additional information: <a href="https://www.calhospitalprepare.org/cahan">CAHAN</a> (<a href="https://www.calhospitalprepare.org/cahan">https://www.calhospitalprepare.org/cahan</a>)</li> <li>• Signature</li> </ul>

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	HS 200	<b>LICENSURE &amp; CERTIFICATION APPLICATION</b>
	Supporting Documents	<p><b>B.3 – ORGANIZATIONAL CHART – OWNER TYPE</b></p> <p>Submit an organizational chart for the public agency. The organizational chart needs to display the following:</p> <ul style="list-style-type: none"> <li>• Applicant’s directors, board members and officers <b>Note:</b> Submit the HS 215A form for each of these individuals</li> <li>• Parent company of applicant, if applicable, and all of the licensed agencies/facilities it is operating- see B.6</li> </ul>
	Supporting Documents	<p><b>B.6 - ORGANIZATIONAL CHART</b></p> <p>If licensee is a <b>subsidiary</b> of another organization, an organizational chart must be submitted including Officers, Directors, and board members</p>
	HS 215A	<p><b>APPLICANT INDIVIDUAL INFORMATION</b></p> <p>This form must be completed and signed for the following individuals:</p> <ul style="list-style-type: none"> <li>• Applicant <ul style="list-style-type: none"> <li>○ Directors, board members, officers (Chief Executive Officer, President, Chief Operating Officer, Chief Financial Officer)</li> </ul> </li> </ul> <p><b>Tips</b></p> <ul style="list-style-type: none"> <li>• Page 1, section A — The date of birth is an identifier, as several people may have the same name. This will ensure that each individual is associated with the correct facility or entity</li> <li>• Page 2, section D — Submit ten years of employment history, indicating the start and end dates of employment, job title, employer name and address. The applicant may submit a resume in lieu of completing section D; however, the resume must contain all required information requested in section D</li> </ul>

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		<ul style="list-style-type: none"> <li>Page 2, section E — If answering yes to any question in this section, complete and attach the facility information sheet</li> </ul>
	Supporting Documents	<p><b>FACILITY INFORMATION SHEET</b></p> <p>Each individual must complete and submit the Facility Information sheet for each facility and/or agency with which the individual has a current or past relationship within the last three years. This sheet must also include any facilities licensed by the California Department of Social Services. The following must be completed for each facility and/or agency:</p> <ul style="list-style-type: none"> <li>Facility name</li> <li>Facility address</li> <li>Type of facility</li> <li>Type of business entity (include EIN Number)</li> <li>Individual's nature of involvement</li> <li>Individual's dates of involvement</li> </ul>
	HS 309 1 <sup>st</sup> Page	<p><b>ADMINISTRATIVE ORGANIZATION</b></p> <p>Along with the HS 309, the following supporting documents according to organizational type must be submitted:</p>
	HS 309 2 <sup>nd</sup> Page	<p><b>ORGANIZATIONAL STRUCTURE</b></p> <p>Only complete fields that are applicable to applicant's entity type</p> <p><b>Tip</b></p> <ul style="list-style-type: none"> <li>Page 2, item 1 — Health care districts will fill in the circle for other</li> </ul>
	Supporting Documents	<p><b>PUBLIC AGENCY</b></p> <p>Copy of signed Resolution</p>
	Supporting Documents	<p><b>PUBLIC AGENCY</b></p> <p>Submit a web-based map</p>