

Hospice Agency and Hospice Facility (HOFA) Report of Change Application Instructions for Change of Administrator Designee

To request and submit changes to a licensed facility in California, complete the required application forms and submit them with all of the identified supporting documents. The Centralized Applications Branch (CAB) will not process incomplete or partially complete applications. Refer to the [sample application packet](#) to assist in completing a Change of Administrator Designee (CHAD) application.

These instructions assist in preparing a Hospice Agency and Hospice Facility (HOFA) report of change application packet for a CHAD.

Please read each required application form carefully and:

- Provide all requested supporting documents.
- Retain a copy of the completed application forms and supporting documents – CAB may contact the applicant and will refer to the information provided.

Review Process

CAB receives an application packet and assigns an application ID number in the Electronic Licensing Management System. A CAB analyst will review the application packet to validate that all of the required forms and supporting documents are received. Application packets missing forms and/or supporting documents are incomplete and may result in a delay in processing.

Submission of Applications

Submit all completed application packets to:

California Department of Public Health
Licensing and Certification Program
Centralized Applications Branch
P.O. Box 997377, MS 3207
Sacramento, CA 95899-7377

If you have any questions, please contact the CAB, at (916) 552-8632 or by e-mail at CAB@cdph.ca.gov.