Intermediate Care Facility/Developmentally Disabled-Nursing (ICF/DD-N) ICF/DD-Continuous Nursing (ICF/DD-CN) Report of Change Application Checklist for Change of Administrator

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 ADMINISTRATOR

Use this space to check if included	**Forms and supporting documents**	**Additional Instructions (Each form listed also has instructions on the form)**
	Cover Letter	**COVER LETTER** Letter on company letterhead with the following information: • License number • Facility name and address • Facility ID number (if known) • Brief description of request • Contact information (name, title, phone number, and e-mail address) • 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: CAHAN (https://www.calhospitalprepare.org/cahan) • Signature

Use this space to check if included	**Forms and supporting documents**	**Additional Instructions (Each form listed also has instructions on the form)**
	HS 215A	**APPLICANT INDIVIDUAL INFORMATION** **Tips** • 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 • 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 • Page 2, section E — If answering yes to any question in this section, complete and attach the facility information sheet
	Supporting Documents	**FACILITY INFORMATION SHEET** The administrator 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 Service. The following must be completed for each facility and/or agency: • Facility name • Facility address • Type of facility • Type of business entity (include EIN Number) • Individual's nature of involvement • Individual's dates of involvement
	Supporting Documents	**RESUME** A resume is required for the Administrator

Use this space to check if included	**Forms and supporting documents**	**Additional Instructions (Each form listed also has instructions on the form)**
	Criminal Record Clearance Letter	**CRIMINAL RECORD CLEARANCE LETTER** • Submit a copy of the clearance letter to California Department of Public Health (CDPH), Centralized Applications Branch (CAB) • To receive the criminal record clearance letter, you must complete the BCIA 8016 form located on the Office of Attorney General (OAG) website for the owners and Administrator. For detailed instructions refer to the OAG website or instructions on the form itself. The "ORI" code must be "A1226" • **Do not** submit the BCIA 8016 form to CDPH, CAB
	CDPH 322	**TRANSMITTAL APPLICATION FOR CRIMINAL RECORD CLEARANCE** Complete the CDPH 322 form for the following individuals: • Owners with a five percent or more direct or indirect ownership • Administrator • Administrator's Designee **Note:** Mail this form to the address indicated on the form
	CDPH 325	**CRIMINAL RECORD CLEARANCE SUBMISSIONS** Submit the CDPH 325 form with for the following individuals' names listed on the form: • Owners with a five percent or more direct or indirect ownership • Administrator • Administrator's Designee