

**Intermediate Care Facility/Developmentally Disabled (ICF/DD)  
ICF/DD-Habilitative (ICF/DD-H)  
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<br/>(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 e-mail 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> (https://www.calhospitalprepare.org/cahan)</li> <li>• Signature</li> </ul> |

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|  | HS 200                                | <p><b>LICENSURE &amp; CERTIFICATION APPLICATION</b><br/> <b>ICF/DD:</b> Title 22 California Code of Regulations (CCR) section 76225(c)<br/> <b>ICF/DD-H:</b> 22 CCR section 76851(a)(2)</p> <p><b>Tips</b></p> <ul style="list-style-type: none"> <li>• Page 2, section B, item 6 — An organization must own 100 percent of the licensee to be considered a parent company. This parent company will have its own Employer Identification Number (EIN)</li> <li>• Page 3, section C, item 7 — When listing the names of individuals owning direct or indirect ownership of the facility in section C, provide the EIN (do not enter a Social Security number in this field)</li> </ul>  |
|  | Supporting Documents                  | <p><b>B.3 - ORGANIZATIONAL CHART – OWNER TYPE</b><br/> <b>ICF/DD:</b> 22 CCR section 76205(a)(10)</p> <p>Submit an organizational chart if the owner is a profit corporation, nonprofit corporation, limited liability company (LLC), or general partnership. The organizational chart needs to display the following:</p> <ul style="list-style-type: none"> <li>• Applicant’s owners, including ownership percentages, Tax IDs/EINs and all directors, board members, corporate officers, LLC members/managers, and/or partners<br/> <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 they are operating- see B.6</li> </ul> |

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|  | HS 215A                               | <p><b>APPLICANT INDIVIDUAL INFORMATION</b><br/> <b>ICF/DD:</b> 22 CCR section 76205(a) 5 and 6 and 76225(c)<br/> <b>ICF/DD-H:</b> 22 CCR section 76851(a)(2)</p> <p>This form must be completed for the following individuals:</p> <ul style="list-style-type: none"> <li>• New Directors, board members, corporate officers, LLC members/managers, and partners of the applicant organization</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> <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 involvement</li> <li>• Individual's dates of involvement</li> </ul>  |

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|  | 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>   |
|  | Supporting Documents                  | <p><b>CORPORATION</b></p> <ul style="list-style-type: none"> <li>• Filing Statement from the Secretary of State</li> <li>• Articles of Incorporation</li> <li>• By-Laws</li> <li>• Foreign (out-of-state) applicants submit a copy Certificate of Qualification from the California Secretary of State</li> <li>• List of Board of Directors (only if additional space is needed to input all board of directors)</li> </ul> <p><b>Tip</b></p> <ul style="list-style-type: none"> <li>• Page 1, item 3 — The incorporation date is located in the top right corner of the applicant Articles of Incorporation</li> </ul> |
|  | Supporting Documents                  | <p><b>LIMITED LIABILITY COMPANY (LLC)</b></p> <ul style="list-style-type: none"> <li>• Filing Statement from the Secretary of State</li> <li>• Articles of Organization</li> <li>• Operating Agreement</li> <li>• Foreign (out-of-state) applicants submit a copy Certificate of Qualification from the California Secretary of State</li> <li>• List of Managing Members (only if additional space is needed to input all managing members)</li> </ul>  |
|  | HS 309 2 <sup>nd</sup> Page           | <p><b>ORGANIZATIONAL STRUCTURE</b><br/><b>ICF/DD: 22 CCR section 76205</b></p> <p>Only complete fields that are applicable to applicant's entity type</p>  |

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|  |                                       | <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>PARTNERSHIP</b></p> <p>Copy of signed Partnership Agreement</p>   |
|  | Criminal Record Clearance Letter      | <p><b>CRIMINAL RECORD CLEARANCE LETTER</b><br/> <b>ICF/DD and ICF/DD-H:</b> HSC section 1265.5<br/> <b>ICF/DD:</b> 22 CCR section 76209(a) and 76513(b)<br/> <b>ICF/DD-H:</b> 22 CCR section 76845</p> <ul style="list-style-type: none"> <li>Submit a copy of the clearance letter to California Department of Public Health (CDPH), Centralized Applications Branch (CAB)</li> <li>To receive the criminal record clearance letter, you must complete the BCIA 8016 form located on the <a href="#">Office of Attorney General</a> (OAG) website for the owners and Administrator. For detailed instructions refer to the <a href="#">OAG website</a> or instructions on the form itself. The "ORI" code must be "A1226"</li> <li><b>Do not</b> submit the BCIA 8016 form to CDPH, CAB</li> </ul> |
|  | CDPH 322                              | <p><b>TRANSMITTAL APPLICATION FOR CRIMINAL RECORD CLEARANCE</b><br/> <b>ICF/DD and ICF/DD-H:</b> HSC section 1265.5<br/> <b>ICF/DD:</b> 22 CCR section 76209(a) and 76513(b)<br/> <b>ICF/DD-H:</b> 22 CCR section 76845</p> <p>Complete the CDPH 322 form for the following individuals:</p> <ul style="list-style-type: none"> <li>New Board members, officers, and directors</li> </ul> <p><b>Note:</b> Mail this form to the address indicated on the form</p>   |

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|  | CDPH 325                              | <p><b>CRIMINAL RECORD CLEARANCE SUBMISSIONS</b><br/> <b>ICF/DD and ICF/DD-H:</b> HSC section 1265.5<br/> <b>ICF/DD:</b> 22 CCR section 76209(a)<br/> <b>ICF/DD-H:</b> 22 CCR section 76845</p> <p>Submit the CDPH 325 form with for the following individuals' names listed on the form:</p> <ul style="list-style-type: none"> <li>• New Board members, officers, and directors</li> </ul> |