

Skilled Nursing Facility (SNF) and Intermediate Care Facility (ICF) Report of Change Application Checklist for Change of Service

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

Check all that apply: **Add Service** **Remove Service**

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

REQUIRED DOCUMENTS TO ADD OR REMOVE A SERVICE

<i>Use this space to check if included</i>	Forms and supporting documents	Additional Instructions (Each form listed also has instructions on the form)
	Cover Letter	<p>COVER LETTER</p> <p>Letter on company letterhead with the following information:</p> <ul style="list-style-type: none"> • 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

<i>Use this space to check if included</i>	Forms and supporting documents	Additional Instructions (Each form listed also has instructions on the form)
	HS 200	<p>LICENSURE & CERTIFICATION APPLICATION SNF and ICF: Health and Safety Code (HSC) sections 1252, 1253, and 1268 SNF: Title 22 of the California Code of Regulations (CCR) sections 72201 and 72401 ICF: 22 CCR sections 73203, 73391, 73417, and 73425</p> <p>Tips:</p> <ul style="list-style-type: none"> • 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) • Page 3, section C, item 7 — When listing the names of individuals with direct or indirect ownership of the facility in section C, provide the EIN (do not enter a Social Security number in this field)
	Supporting Documents	<p>A.11 - OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT (OSHPD) AND/ OR CERTIFICATE OF OCCUPANCY SNF and ICF: HSC sections 1276 SNF: 22 CCR sections 72205, 72601, and 72603 ICF: 22 CCR sections 73213, 73601, and 73605</p> <p>If this <u>is</u> a newly constructed and/or remodeled building, <u>or</u> if this is <u>not</u> a previously licensed facility (i.e., existing building with no construction or remodeling required) applicant needs to contact the California Department of Health Care Access and Information (HCAI) at the following website for Title 24 clearance: HCAI</p>
	Supporting Documents	<p>FULLY EXECUTED PROVIDER AGREEMENT SNF and ICF: HSC section 1267 SNF: 22 CCR section 72511 ICF: 22 CCR section 73505</p> <p>If services are provided by a contractor, submit a copy of fully executed agreement between the contractor and the licensee</p>

<i>Use this space to check if included</i>	Forms and supporting documents	Additional Instructions (Each form listed also has instructions on the form)
	STD 850	<p>FIRE SAFETY INSPECTION REQUEST SNF: 22 CCR sections 72205 ICF: 22 CCR sections 73213</p> <p>The STD 850 form must be submitted or a similar form from the fire authority that contains equivalent information as the STD 850 form. The OSHPD Fire Life & Safety (FLS) Inspection approval does not replace this form.</p>
	CDPH 609	<p>BED OR SERVICE REQUEST</p> <p>For currently licensed facilities complete the columns marked “Existing Beds” and “Existing Services” and the columns marked “Requested Beds” and “Requested Services”</p>
	Supporting Documents	<p>APPLICATIONS FOR SUPPLEMENTAL SERVICES SNF: 22 CCR sections 72401 and 72211 ICF: 22 CCR section 73445</p> <p>Include the forms corresponding with the type of service SNF is requesting to add to the license</p> <ul style="list-style-type: none"> • CDPH 242: Chronic Dialysis Service • CDPH 246: Application for Outpatient Service • CDPH 259: Rehabilitation (ICF ONLY) • CDPH 260: Occupational Therapy Service • CDPH 261: Physical Therapy Service • CDPH 262: Speech Pathology and/or Audiology Service • CDPH 255: Social Work Service <p>All the forms required for SNF services can also be requested for ICF in addition to the documents requested below:</p> <ul style="list-style-type: none"> • CDPH 609: Special Treatment Program Service