

SAMPLE

**COVER LETTER**

## ABC Medical Hospice, LLC

999 Beach Side Court, Sacramento, CA 95814

P: (999) 555-2626

F: (999) 555-2600

Email: [wainjones@abcmedicalLLC.org](mailto:wainjones@abcmedicalLLC.org)

March 15, 2019

### **VIA PRIORITY MAIL:**

California Department of Public Health

Licensing and Certification

P. O. Box 997377, MS 3207

Sacramento, CA 95899

Attn: Centralized Applications Branch

RE: Change of Ownership Application for Hospice Agency

To Whom It May Concern,

We are submitting an Change of Ownership application for a Hospice Agency known as ABC Medical Hospice, LLC located at 999 Beach Side Court, Sacramento CA 95814.

Enclosed are the required documents to support processing my Change of Ownership application.

Should you have any questions, I will be the direct contact regarding this Change of Ownership application.

### **Emergency Contact Information (available 365/24/7)**

Name: Wain Jones

Email: [WainJones@abcmedicalLLC.org](mailto:WainJones@abcmedicalLLC.org)

Phone: (999) 555-2626

Fax: (999) 555-2600

Alternate Email: [WainJones@cmail.com](mailto:WainJones@cmail.com)

Phone (Text Messages): (999) 555-5555

Sincerely,

*Wain Jones*

Wain Jones, Owner

ABC Medical Hospice, LLC

SAMPLE

HS 200



## B. LICENSEE INFORMATION

1. Licensee name:

2. Federal employer's tax ID number:

3. Owner type (check one): -**Submit** organizational chart for b, c, d, and e.

- |   |   |
|---|---|
| <input type="radio"/> a. Sole proprietorship (Individual)           | <input type="radio"/> g. City   |
| <input type="radio"/> b. Profit corporation                         | <input type="radio"/> h. County                                       |
| <input type="radio"/> c. Nonprofit corporation                      | <input type="radio"/> i. State agency                                 |
| <input checked="" type="radio"/> d. Limited Liability Company (LLC) | <input type="radio"/> j. Other agency (specify) <input type="text"/>  |
| <input type="radio"/> e. Partnership – General                      | <input type="radio"/> k. Public agency (specify) <input type="text"/> |
| <input type="radio"/> f. Partnership – Limited                      |   |

4. Licensee address (number & street):

Telephone number:

City, State, & Zip:

E-Mail:

Fax number:

5. a. Identify other facilities, agencies, or clinics the licensee has been licensed for, operated, managed, held a **5%** or more interest in, or served as a director or officer. Include facilities both in and outside of California. **Submit** an attachment for additional facilities that includes all of the required information listed below.

(1) Facility Name:	Facility Type:
<input type="text"/>	<input type="text"/>
Facility address (number & street):	City, State, & Zip:
<input type="text"/>	<input type="text"/>

(2) Facility Name:	Facility Type:
<input type="text"/>	<input type="text"/>
Facility address (number & street):	City, State, & Zip:
<input type="text"/>	<input type="text"/>

(3) Facility Name:	Facility Type:
<input type="text"/>	<input type="text"/>
Facility address (number & street):	City, State, & Zip:
<input type="text"/>	<input type="text"/>

(4) Facility Name:	Facility Type:
<input type="text"/>	<input type="text"/>
Facility address (number & street):	City, State, & Zip:
<input type="text"/>	<input type="text"/>

5. b. If any facility, agency, or clinic identified in 5.a. has had a license revocation action filed, license placed on probation, suspended, or revoked (whether stayed or not) or, for agency or clinic resolved by settlement, receiver appointed, or had a final Medi-Cal decertification action taken, please **submit** additional information, including all ownership and facility information, date and any final action.

6. Is the licensee a **subsidiary** of another organization?  Yes  No  
If "yes", complete the information below and **submit** an organizational chart:

Parent organization name:

Parent federal tax ID Number:

P.O. Box or number & street:

City, State, & Zip:

### C. FACILITY, AGENCY OR CLINIC INFORMATION

**Management Agreement (this only applies to SNF's & ICF's):**

1. a. Is the facility, agency, or clinic going to be operated under a management contract/agreement between the proposed owner and a management company?  Yes  
 If "yes", proceed to **Section E** (below).  No
- b. Is there an "interim" management agreement, between the proposed owner and the current owner, to run the facility, agency, or clinic until the change of ownership is completed?  Yes  
 If "yes", **submit** a copy of the "interim" management agreement.  No

2. Name of "proposed" facility, agency, or clinic:   
**Current facility, agency, or clinic name (if change of ownership):**  
 Facility license number:

3. Address (number & street) of "proposed" facility, agency, or clinic:  Telephone number:   
 City, State, & Zip:

4. Mailing address, if different from above: Telephone number:   
 Number & Street:   
 City, State, & Zip:  Fax number:  E-mail address:

5. **Name of person to be in charge of facility, agency, or clinic:**   
 Title:  Professional License number:

6. a. Name of administrator:  Date of hire:   
 Professional License number:  Expiration date:   
 b. Name of director of nursing:  Date of hire:   
 Professional License number:  Expiration date:

7. List persons having **5 percent** or more direct or indirect (42 CFR, Section 455.102) interest in the ownership of this facility if applying for skilled nursing or intermediate care licensure, and **10 percent** for all other facilities, agencies, or clinics. Provide federal employer's tax ID number. Are any of these persons (listed below) related to one another as spouse, parent, child or sibling? **Submit** an attachment for additional names that includes all of the required information listed below.

	Name of individual	% Owned	EIN Number	Are they related to one another as		Relationship
				a spouse, parent, child or sibling?		
(1)	Wain Jones	100	55-5555555	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
(2)				<input type="radio"/> Yes	<input type="radio"/> No	
(3)				<input type="radio"/> Yes	<input type="radio"/> No	
(4)				<input type="radio"/> Yes	<input type="radio"/> No	
(5)				<input type="radio"/> Yes	<input type="radio"/> No	

8. **Financial resources -- Only applies to SNF and ICF:**  
**Submit** evidence, i.e., bank statements, line of credit, certificate(s) of deposit, satisfactory to the department(s) that the licensee possesses financial resources sufficient to operate the facility for a period of at least 45 days. (The amount is determined by multiplying 45 days X number of beds X rate).

9. **Over-concentration -- Only applies to ICF/DD, ICF/DD-H and ICF/DD-N:**  
 a. Are there any ICF/DD, ICF/DD-H, ICF/DD-N, RCF (residential care facility), or pediatric day health or respite care facilities within 300 feet of this facility? (H&S Code, Section 1267.9)  Yes  No  Don't know  
 b. Are there any congregate living health facilities within 1,000 feet of this facility?  Yes  No  Don't know

10. **Program Plan -- Only applies to ICF/DD, ICF/DD-H and ICF/DD-N (H&S Code, Section 1275.3(b)(3))**  
 Has the program plan been approved by the Department of Developmental Services?  Yes  No  
 If "yes", **Submit** a copy of the approval letter. The "current licensee" can grant permission for their Program Plan to be used for 6 months if they **submit** a letter to CDPH. If "no", the application package will be delayed until a copy of the approved program letter is received.

**D. PROPERTY INFORMATION**

1. Property ownership: Check one and **submit** evidence of control of property:  Own  Rent  Lease  
 Sublease  Other (specify):

2. **Owner of Record** name in the real estate:   
 Address (number & street):   
 City, State, & Zip:

**Lessee** name:   
 Address (number & street):   
 City, State, & Zip:

**Sub-Lessee** name:   
 Address (number & street):   
 City, State, & Zip:

**E. MANAGEMENT COMPANY**

If the proposed facility, agency, or clinic will be operated by a management company, under a management contract between the proposed owner and a management company, complete Attachment E-1 (next page). **NOTE: if the facility is a SNF or ICF, the management company will have to SUBMIT a separate application to the Department, unless previously approved.**

**F. I (we) Accept responsibility to:**

- a. Comply with local ordinances concerning zoning, sanitation, building, and other appropriate ordinances.
- b. Comply with the Labor Code on employment practices concerning nondiscrimination, liability insurance, wages, hour and working conditions.
- c. Comply with Health and Safety Code and regulations concerning licensing and fire safety.

I (we) declare under penalty of perjury that the statements on this application and on the accompanying attachments are correct to my (our) knowledge.

Signature	Title	Date
	<input type="text" value="Administrator/CEO"/>	<input type="text" value="03/11/2018"/>
Signature	Title	Date
	<input type="text"/>	<input type="text"/>
Signature	Title	Date
	<input type="text"/>	<input type="text"/>
Signature	Title	Date
	<input type="text"/>	<input type="text"/>

**Release of Information Statement**

This information shall be provided to the state department upon initial licensure. **Any changes must be provided to the state department within 10 days of the change.** The information shall be made available to the public upon request and shall be included in the public file of the facility.

The information provided on this form is mandatory and is necessary for licensure approval. It will be used to determine individual applicants or applicant facility's ability to provide health services. The information is requested by the California Department of Public Health, Licensing and Certification, in accordance with Health and Safety Code, Sections 1212, 1253, 1265, 1267.5, and 1728, and California Code of Regulations (CCR), Title 22, Sections 70107, 71107, 73205, 74105, 75022, 76205, and 78205.

Failure to provide the information as requested may result in nonissuance of a license or license revocation.

The information is considered public information and will be made available to the public upon request. The information shall be included and maintained in the individual facility's public files located in Licensing and Certification district offices.

# ATTACHMENT E-1

## MANAGEMENT COMPANY INFORMATION ONLY FOR SNF's or ICF's

1. **Submit** a copy of the Management Agreement with this application.

Name of management company:  EIN:   
Address (number & street):   
City, State, & Zip:

Name of facility to be managed:  EIN:   
Address (number & street):   
City, State, & Zip:

2. Provide the following information for **each** individual having a **5 percent** or more interest in the management company. **Submit** an attachment for additional names that includes all of the required information listed below.

(1) Individual's name:  % Owner:   
Address (number & street):   
City, State, & Zip:

(2) Individual's name:  % Owner:   
Address (number & street):   
City, State, & Zip:

(3) Individual's name:  % Owner:   
Address (number & street):   
City, State, & Zip:

(4) Individual's name:  % Owner:   
Address (number & street):   
City, State, & Zip:

3. Provide a list of all facilities, agencies, or clinics with which you have entered into a management agreement. **Submit** an attachment for additional facility, agency, or clinic names that includes all of the required information listed below.

(1) Facility, agency, or clinic name:   
Address (number & street):   
City, State, & Zip:  Dates of involvement:

(2) Facility, agency, or clinic name:   
Address (number & street):   
City, State, & Zip:  Dates of involvement:

(3) Facility, agency, or clinic name:   
Address (number & street):   
City, State, & Zip:  Dates of involvement:

(4) Facility, agency, or clinic name:   
Address (number & street):   
City, State, & Zip:  Dates of involvement:



## INSTRUCTIONS

**SNF or ICF Management Company Application: See Attachment E-1 below.**

Type or print clearly. Return original and maintain a copy for your records. The Licensee's name must be consistent throughout all documents submitted. **Submit** all supplemental paperwork requested to complete your application. **Do not leave items blank. If not applicable, mark N/A.**

### A. APPLICATION INFORMATION

1. Type of application: select items a, b, c, or d.  
If b is selected, provide effective date of change in number 2.  
If c is selected, complete Sections C1-5; F, and Attachment E-1.  
If d is selected you must select an option in number 4 -- "Type of Change."
2. Provide actual date applicant took charge of the financial management of facility.  
This date is used to show effective date of the ownership change for certification purposes only.
3. Amount of fee enclosed: enter the amount of money enclosed with this application.  
If no fee is required, enter "N/A". (Refer to fee schedule for appropriate fee requirements.)
4. Type of change: check all that apply.
5. Type of facility, agency, or clinic: select the appropriate category.
6. (a) Check "yes" if requesting certification for Medicare. ICF/DD, ICF/DD-N, ICF/DD-H facilities and primary care clinics that are not certified as rural health clinics are not eligible for Medicare.  
(b) If "yes" to item 6(a), provide name of fiscal intermediary under item 6(b).
7. Check "yes" if requesting participation in Medi-Cal (Medicaid).
8. (a) Current facility bed capacity: enter the total number of persons for whom care can currently be provided in any 24-hour period. This figure must agree with the "Certificate of Occupancy".  
(b) Proposed facility bed capacity: enter the proposed total number of persons for whom care will be provided in any 24-hour period.
9. Enter age range of persons to receive/receiving care.
10. Enter days and hours of facility operation.
11. Enter date construction is to begin, and date construction is to be completed (not applicable for ICF/DD, ICF/DD-N, ICF/DD-H facilities).  
 **Submit** a copy of the form "Construction Advisory Board" (form OSH-FDD 377) if OSHPD has approved construction.  
 **Submit** a copy of the above form to the local district office *prior* to the survey if OSHPD has not yet approved construction.

### B. LICENSEE INFORMATION

1. Licensee name: enter the full legal organization name (LLC, partnership, and corporation) or individual(s) responsible for the facility/agency. If "Inc." is included in your legal name, it must appear in the name. Individuals enter first, middle, and last name. Husband and wife, if joint applicants, must both be listed.

**NOTE: All individuals including owners, partners, principal officers of corporations/LLCs, members, managers, and administrators (clinics only) must complete "Applicant Individual Information" (HS 215A).**

2. Enter the federal employer's tax ID number.
3. Owner Type: select one of the options and then:  
 **Submit** an organizational chart, for items b, c, d, or e showing entity, persons, facilities, and tax EIN numbers.  
 **Submit** a copy of the Internal Revenue Service and Franchise Tax Board letters of determination of nonprofit status, if item c, "nonprofit corporation" is selected, and the facility is a primary care Clinic.

4. Licensee address: enter address of legal organization (LLC, corporation, partnership) or individual(s) responsible for the facility, agency, or clinic. Provide phone number with area code, fax number, and e-mail address.
5. Other Facilities:
  - (a) Identify all other facilities, agencies, or clinics the licensee (LLC, corporation, partnership, individual) has been involved in, both in and outside of California.
    - Submit** an attachment, if needed, for additional entities, which includes the facility, agency or clinic type (including "affiliate" clinics), name, address, nature of involvement, and dates of involvement. This attachment must include all of the required information listed.
    - Submit** an attachment, if needed, for any entity identified in number 5a, which has had a license revocation action filed, license placed on probation, suspended, or revoked (whether stayed or not) or, for SNFs and ICFs, resolved by settlement, receiver appointed, or has a final Medi-Cal decertification action taken. Include all ownership and facility information, dates, and any final action.
6. Subsidiary: check "yes" if the licensee is a subsidiary of another organization and complete the information requested.
  - Submit** a detailed organizational chart, including parent and all subsidiary information, and federal tax ID numbers.

**C. FACILITY, AGENCY, OR CLINIC INFORMATION**

1. Management Agreement:
  - (a) Check "yes" if the facility, agency, or clinic is going to be operated under a management contract/agreement, between the proposed owner and a management company. Proceed to Section "E" (below).
  - (b) Check "yes" if there is an "interim" management agreement, between the proposed owner and the current owner, to run the facility until the change of ownership is completed.
    - Submit** a copy of the "interim" management agreement, if applicable.
2. Facility, agency, or clinic name: Enter the name used to designate the single facility, agency or clinic under the license being requested. Also, provide the current facility, agency, or clinic name, and current license number (if different). Change of ownership usually results in a name change.
3. Provide facility, agency, or clinic address, including phone number with area code, fax number, and e-mail.
4. Provide facility, agency, or clinic mailing address, if different from number 3 (above).
5. Provide the name and title of the individual to be in charge of the facility, agency, or clinic as well as any professional license number (if applicable).
6. Administrator:
  - (a) Provide the name of the facility administrator, date of hire, license number, and license expiration date.
  - (b) Provide the name of the director of nursing services (if applicable), date of hire, license number, and license expiration date.
7. Provide name(s) of all individuals having a **5 percent** or more interest in the ownership of this facility, if applying for SNF or ICF licensure. For all other facility, agency, or clinic types, provide the name(s) of those having **10 percent** or more interest in the ownership. Specify how these persons are related to one another as spouse, parent, child or sibling.
  - Submit** an attachment for all additional names. This attachment must include all of the required information.
8. Financial Resources: Only applies to SNF, ICF, and ICF/DD:
  - Submit** evidence, satisfactory to the Department, that the licensee has sufficient financial resources to operate the facility for at least 45 days (bank statement, certificate of deposit etc.). The amount is determined by multiplying 45 days X number of beds X rate.
9. Over-concentration -- Only applies to ICF/DD, ICF/DD-H and ICF/DD-N:
  - (a) Are there other ICF/DD, ICF/DD-H, ICF/DD-N residential care, pediatric day health, or respite care facilities within 300 feet of this facility? Check "yes", "don't know" or "no".
  - (b) Are there any congregate living health facilities within 1,000 feet of this facility? Check "yes", "don't know" or "no".

10. Program Plan -- Only applies to ICF/DD, ICF/DD-H and ICF/DD-N:  
 Indicate if the program plan has been approved by the Department of Developmental Services. The "current licensee" can grant permission for their Program Plan to be used for 6 months if a letter is submitted to CDPH. If "no" is checked, the application package will be held until a copy of the approved program plan letter is received.
- Submit** a letter to CDPH from the "current" licensee that the "proposed" licensee has their permission to use the "current" licensee's Program Plan for up to 6 months, if applicable.
- Submit** a copy of the Program Plan approval letter, if "yes".

**D. PROPERTY INFORMATION**

1. Licensee must show evidence of control of property.
- Submit** a copy of the deed and/or bill of sale, if property is owned.
- Submit** a copy of the rental agreement, if property is rented.
- Submit** a copy of the lease agreement, if property is leased.
- Submit** a copy of the original lease plus a copy of the sublease, if property is subleased.
- Submit** appropriate evidence if "other" is checked.
2. Provide name and address of the Owner of Record, Lessee and Sub-lessee as applicable.

**E. MANAGEMENT COMPANY INFORMATION**

(Complete Sections A1, C1-5, F & ATTACHMENT E-1)

**F. STATEMENT OF RESPONSIBILITIES**

Application must be signed by licensee or authorized representative.

**ATTACHMENT E-1**

**MANAGEMENT COMPANY INFORMATION ONLY FOR SNF's OR ICF's**

1. If the proposed facility, agency, or clinic will be operated by a management company, under a management contract between the proposed owner and a management company, provide the name, address, and federal tax ID number of Management Company and name of facility to be managed.
- Submit** a copy of the Management Agreement.
2. Provide the name, address, and percent of ownership for each person having a **5 percent** or more interest in the Management Company.
- Submit** an attachment for additional names. This attachment must include all of the required information.
3. Provide a list of all facilities, agencies, or clinics that you have contracted to manage.
- Submit** an attachment for additional facilities, agencies, or clinics. This attachment must include all of the required information.

Date of this notice:

07-07-2017 Employer

Identification Number:

55-5555555

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:  
1-800-829-4933

ABC Medical Hospice, LLC  
John Doe  
999 Beach Side Court  
Sacramento, CA 95814

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 55-5555555. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	10/31/2017
Form 940	01/31/2018
Form 1065	03/15/2018

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at [www.irs.gov](http://www.irs.gov) for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is HONO. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

SAMPLE

Keep this part for your records.

CP 575 A (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 A

9999999999

Your Telephone Number ( ) - Best Time to Call

DATE OF THIS NOTICE: 07-07-2017 EMPLOYER IDENTIFICATION NUMBER: 55-5555555 FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE CINCINNATI OH 45999-0023

ABC Medical Center, LLC John Doe 999 Beach Side Court Sacramento, CA 95814

Insert  
Organizational Chart  
Here

SAMPLE

Insert  
Control of Property  
Here

SAMPLE



Insert  
Floor Plan  
Here

SAMPLE

SAMPLE

HS 215A

FOR DEPARTMENTAL USE ONLY	
District:	ELMS Facility Number:
Proposed name of facility/agency/clinic:	

## APPLICANT INDIVIDUAL INFORMATION

This form is intended for any individual owning the applicant facility or for any individual involved (now or in the past) with any health or community care facility. **Refer to the INSTRUCTION SHEET to see who needs to complete this form.**

This HS 215A form needs to be completed as part of an application package plus it needs to be completed for disclosure purposes when changes are reported in officers, directors, purchase of stock, etc., as required by law, **even though no change in legal ownership is occurring.**

### A. Identifying Information

Name	Date of Birth
Jones, Wain	06/27/1970
Business address (number, street, apartment/suite number or letter if applicable)	City, State, & Zip
1800 Beach Drive	Sacramento, CA 95814
Title in relation to this facility	
Managing Member/owner 51%, and Administrator	
Have you applied for ANY license for a health facility or community care facility using any name other than your true full name? If yes, list all other names.	
No	
If an Administrator for proposed clinic, list hours that will be spent at the clinic each week. If an Administrator at more than one licensed clinic, list the name of <b>each clinic</b> and the number of hours spent in each licensed clinic per week.	

### B. Criminal Record

1. Have you ever been convicted of an offense that is still on your record, whether misdemeanor or felony?  Yes  No
2. Has there been a judgment against you for Medicare or Medicaid (Medi-Cal) fraud or by a health care professional/technical licensing entity?  Yes  No

If yes to questions 1 or 2 above, please explain and provide dates and conviction information (attach additional pages if necessary):

### C. Professional Licenses/Certificates – This requirement is mandatory for Primary Care Clinics and optional for Health facilities.

TYPE	PERIOD HELD	ISSUING AGENCY
NHA 2222		Public Health
RN 8888888		BRN

**D. Employment/Business Summary (for last 10 years). Please list any additional experience that qualifies you to operate this type of facility. Begin with your most recent job. Attach additional pages if necessary.**

	Name and address of employer		Job title
From: 5/13/2015	Star Hospital		Secretary
To: Present	1800 Beach Drive, Sacramento, CA 95814		
From: 1/29/2010	Get Well Hospital		Treasurer
To: 5/12/2015	1234 Healthy Avenue, Suite 1A, Sacramento, CA 95810		
From: 3/2/2007	Care Free Medical Center		Administrator
To: 1/28/2010	9876 Pain Free Drive, Elk Grove, CA 95624		
From:			
To:			

**E. Facility, Agency, Clinic Involvement (in or out of California)**

The questions below are for “individuals” and do not pertain to the facility that is applying for licensure.

1. **Have** you ever been involved with a business entity that operated a health facility or community care facility?  
 **Yes**  **No** If **YES**, complete **Section F (below)** and the **“Facility Information Sheet” (attached)**.
2. Have you ever operated or managed (including management agreements) any of the following facility types?  
 **Yes**  **No** If **YES**, complete **Section F (below)** and the **“Facility Information Sheet” (attached)**.

Adult Day Health Care Center	ICF/DD
Clinics	ICF/DD-H
COMMUNITY CARE FACILITY	ICF-DD-N
General Acute Care Hospital	Intermediate Care Facility
Health Facility	Pediatric Day Health & Respite Care
Home Health Agency	Residential Care Facility for the Elderly
Hospice	Skilled Nursing Facility
	Other

3. Have you ever held a **5 percent** or more beneficial ownership interest in any of the facility types above?  
 **Yes**  **No** If **YES**, complete **Section F (below)** and the **“Facility Information Sheet” (attached)**.

**F. Adverse Actions**

Have you been affiliated with any facility, either past or present, that has been identified as having one or more of the following adverse actions?  **Yes**  **No** If **YES**, check all applicable:

- Had a final Medi-Cal decertification action taken     
  Placed on probation     
  Receiver appointed  
 Resolved by settlement     
  Revocation action filed     
  Revoked (whether stayed or not)     
  Suspension

If yes, please explain (including facility name and address). Attach additional pages if necessary:

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I declare under penalty of perjury that the statements on this form and any accompanying attachments are correct to the best of my knowledge.

Signature:

Date: 3/10/19

**RELEASE OF INFORMATION STATEMENT**

The information provided on this form is mandatory and is necessary for licensure approval. It will be used to determine individual applicant's or applicant facility's ability to provide health services. The information is requested by the California Department of Public Health, Licensing and Certification, in accordance with the Health and Safety Code. Failure to provide the information as requested may result in nonissuance of a license or license revocation. The information is considered public information and will be made available to the public upon request. The information shall be included and maintained in the individual facility's public files located in Licensing and Certification district offices.

### FACILITY INFORMATION SHEET

You are required to complete the following for **each** facility (including all facilities in all business entities) with which you have a current relationship or have had a past relationship (going back 3 years). **Refer to the INSTRUCTION SHEET.**

<b>Facility name:</b> Star Hospital		<b>Facility address (number, street, city):</b> 1800 Beach Drive, Sacramento		<b>State:</b> CA	<b>Zip code:</b> 95814
<b>Type of Facility</b>	<b>"Type" of Business Entity</b>		<b>Individual's "Nature" of Involvement</b>		
<input type="radio"/> Adult Day Health Care Center <input type="radio"/> Clinic <input type="radio"/> COMMUNITY CARE FACILITY <input checked="" type="radio"/> General Acute Care Hospital <input type="radio"/> Health Facility <input type="radio"/> HHA <input type="radio"/> Hospice <input type="radio"/> ICF <input type="radio"/> ICF/DD <input type="radio"/> ICF/DD-H <input type="radio"/> ICF/DD-N <input type="radio"/> ICF <input type="radio"/> Residential Care for the Elderly <input type="radio"/> SNF <input type="radio"/> OTHER FACILITY TYPE (explain): _____ _____	For EACH business entity, identify the name & EIN of the entity: <input type="radio"/> Corporation: _____ <input type="radio"/> Individual: _____ <input checked="" type="radio"/> LLC: ABC Medical Center, LLC EIN:55-555555 <input type="radio"/> Management Company: _____ <input type="radio"/> Partnership: _____ <input type="radio"/> OTHER Business Entity (explain): _____ Are any of the above Business Entities a "PARENT" organization to the applicant facility? If Yes, explain. <input type="radio"/> Yes _____ <input checked="" type="radio"/> No _____		<input type="radio"/> Administrator of Clinic, SNF or ICF <input type="radio"/> Agent <input type="radio"/> Director <input type="radio"/> Licensee <input type="radio"/> Manager of "parent" organization <input type="radio"/> Managing employee of a HHA <input type="radio"/> Member <input type="radio"/> Officer of corporation <input type="radio"/> Owner <input type="radio"/> Partner <input type="radio"/> Sole Proprietorship <input type="radio"/> Stockholder -- Ownership %: _____ <input type="radio"/> Trustee <input checked="" type="radio"/> OTHER Nature of Involvement (explain): Member Dates of involvement: From: 5/13/2015 To: Present		

<b>Facility name:</b>		<b>Facility address (number, street, city):</b>		<b>State:</b>	<b>Zip code:</b>
<b>Type of Facility</b>	<b>"Type" of Business Entity</b>		<b>Individual's "Nature" of Involvement</b>		
<input type="radio"/> Adult Day Health Care Center <input type="radio"/> Clinic <input type="radio"/> COMMUNITY CARE FACILITY <input type="radio"/> General Acute Care Hospital <input type="radio"/> Health Facility <input type="radio"/> HHA <input type="radio"/> Hospice <input type="radio"/> ICF <input type="radio"/> ICF/DD <input type="radio"/> ICF/DD-H <input type="radio"/> ICF/DD-N <input type="radio"/> ICF <input type="radio"/> Residential Care for the Elderly <input type="radio"/> SNF <input type="radio"/> OTHER FACILITY TYPE (explain): _____ _____	For EACH business entity, identify the name & EIN of the entity: <input type="radio"/> Corporation: _____ <input type="radio"/> Individual: _____ <input type="radio"/> LLC: _____ <input type="radio"/> Management Company: _____ <input type="radio"/> Partnership: _____ <input checked="" type="radio"/> OTHER Business Entity (explain): _____ Are any of the above Business Entities a "PARENT" organization to the applicant facility? If Yes, explain. <input type="radio"/> Yes _____ <input checked="" type="radio"/> No _____		<input type="radio"/> Administrator of Clinic, SNF or ICF <input type="radio"/> Agent <input type="radio"/> Director <input type="radio"/> Licensee <input type="radio"/> Manager of "parent" organization <input type="radio"/> Managing employee of a HHA <input type="radio"/> Member <input type="radio"/> Officer of corporation <input type="radio"/> Owner <input type="radio"/> Partner <input type="radio"/> Sole Proprietorship <input type="radio"/> Stockholder -- Ownership %: _____ <input type="radio"/> Trustee <input checked="" type="radio"/> OTHER Nature of Involvement (explain): _____ Dates of involvement: From: _____ To: _____		

<b>Facility name:</b>		<b>Facility address (number, street, city):</b>		<b>State:</b>	<b>Zip code:</b>
<b>Type of Facility</b>	<b>"Type" of Business Entity</b>		<b>Individual's "Nature" of Involvement</b>		
<input type="radio"/> Adult Day Health Care Center <input type="radio"/> Clinic <input type="radio"/> COMMUNITY CARE FACILITY <input type="radio"/> General Acute Care Hospital <input type="radio"/> Health Facility <input type="radio"/> HHA <input type="radio"/> Hospice <input type="radio"/> ICF <input type="radio"/> ICF/DD <input type="radio"/> ICF/DD-H <input type="radio"/> ICF/DD-N <input type="radio"/> ICF <input type="radio"/> Residential Care for the Elderly <input type="radio"/> SNF <input type="radio"/> OTHER FACILITY TYPE (explain): _____ _____	For EACH business entity, identify the name & EIN of the entity: <input type="radio"/> Corporation: _____ <input type="radio"/> Individual: _____ <input type="radio"/> LLC: _____ <input type="radio"/> Management Company: _____ <input type="radio"/> Partnership: _____ <input type="radio"/> OTHER Business Entity (explain): _____ Are any of the above Business Entities a "PARENT" organization to the applicant facility? If Yes, explain. <input type="radio"/> Yes _____ <input checked="" type="radio"/> No _____		<input type="radio"/> Administrator of Clinic, SNF or ICF <input type="radio"/> Agent <input type="radio"/> Director <input type="radio"/> Licensee <input type="radio"/> Manager of "parent" organization <input type="radio"/> Managing employee of a HHA <input type="radio"/> Member <input type="radio"/> Officer of corporation <input type="radio"/> Owner <input type="radio"/> Partner <input type="radio"/> Sole Proprietorship <input type="radio"/> Stockholder -- Ownership %: _____ <input type="radio"/> Trustee <input checked="" type="radio"/> OTHER Nature of Involvement (explain): _____ Dates of involvement: From: _____ To: _____		

<b>Facility name:</b>		
<input type="text"/>		
<input type="radio"/> Adult Day Health Care Center <input type="radio"/> Clinic <input type="radio"/> COMMUNITY CARE FACILITY <input type="radio"/> General Acute Care Hospital <input type="radio"/> Health Facility <input type="radio"/> HHA <input type="radio"/> Hospice <input type="radio"/> ICF <input type="radio"/> ICF/DD <input type="radio"/> ICF/DD-H <input type="radio"/> ICF/DD-N <input type="radio"/> ICF <input type="radio"/> Residential Care for the Elderly <input type="radio"/> SNF <input type="radio"/> OTHER FACILITY TYPE (explain): <input type="text"/> <input type="text"/>	For EACH business entity, identify the name & EIN of the entity: <input type="radio"/> Corporation: <input type="text"/> <input type="radio"/> Individual: <input type="text"/> <input type="radio"/> LLC: <input type="text"/> <input type="radio"/> Management Company: <input type="text"/> <input type="radio"/> Partnership: <input type="text"/> <input type="radio"/> OTHER Business Entity (explain): <input type="text"/> Are any of the above Business Entities a "PARENT" organization to the applicant facility? If Yes, explain. <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Administrator of Clinic, SNF or ICF <input type="radio"/> Agent <input type="radio"/> Director <input type="radio"/> Licensee <input type="radio"/> Manager of "parent" organization <input type="radio"/> Managing employee of a HHA <input type="radio"/> Member <input type="radio"/> Officer of corporation <input type="radio"/> Owner <input type="radio"/> Partner <input type="radio"/> Sole Proprietorship <input type="radio"/> Stockholder -- Ownership %: <input type="text"/> <input type="radio"/> Trustee <input type="radio"/> OTHER Nature of Involvement (explain): <input type="text"/> Dates of involvement: From: <input type="text"/> To: <input type="text"/>

<b>Facility name:</b>		
<input type="text"/>		
<input type="radio"/> Adult Day Health Care Center <input type="radio"/> Clinic <input type="radio"/> COMMUNITY CARE FACILITY <input type="radio"/> General Acute Care Hospital <input type="radio"/> Health Facility <input type="radio"/> HHA <input type="radio"/> Hospice <input type="radio"/> ICF <input type="radio"/> ICF/DD <input type="radio"/> ICF/DD-H <input type="radio"/> ICF/DD-N <input type="radio"/> ICF <input type="radio"/> Residential Care for the Elderly <input type="radio"/> SNF <input type="radio"/> OTHER FACILITY TYPE (explain): <input type="text"/> <input type="text"/>	For EACH business entity, identify the name & EIN of the entity: <input type="radio"/> Corporation: <input type="text"/> <input type="radio"/> Individual: <input type="text"/> <input type="radio"/> LLC: <input type="text"/> <input type="radio"/> Management Company: <input type="text"/> <input type="radio"/> Partnership: <input type="text"/> <input type="radio"/> OTHER Business Entity (explain): <input type="text"/> Are any of the above Business Entities a "PARENT" organization to the applicant facility? If Yes, explain. <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Administrator of Clinic, SNF or ICF <input type="radio"/> Agent <input type="radio"/> Director <input type="radio"/> Licensee <input type="radio"/> Manager of "parent" organization <input type="radio"/> Managing employee of a HHA <input type="radio"/> Member <input type="radio"/> Officer of corporation <input type="radio"/> Owner <input type="radio"/> Partner <input type="radio"/> Sole Proprietorship <input type="radio"/> Stockholder -- Ownership %: <input type="text"/> <input type="radio"/> Trustee <input type="radio"/> OTHER Nature of Involvement (explain): <input type="text"/> Dates of involvement: From: <input type="text"/> To: <input type="text"/>

<b>Facility name:</b>		
<input type="text"/>		
<input type="radio"/> Adult Day Health Care Center <input type="radio"/> Clinic <input type="radio"/> COMMUNITY CARE FACILITY <input type="radio"/> General Acute Care Hospital <input type="radio"/> Health Facility <input type="radio"/> HHA <input type="radio"/> Hospice <input type="radio"/> ICF <input type="radio"/> ICF/DD <input type="radio"/> ICF/DD-H <input type="radio"/> ICF/DD-N <input type="radio"/> ICF <input type="radio"/> Residential Care for the Elderly <input type="radio"/> SNF <input type="radio"/> OTHER FACILITY TYPE (explain): <input type="text"/> <input type="text"/>	For EACH business entity, identify the name & EIN of the entity: <input type="radio"/> Corporation: <input type="text"/> <input type="radio"/> Individual: <input type="text"/> <input type="radio"/> LLC: <input type="text"/> <input type="radio"/> Management Company: <input type="text"/> <input type="radio"/> Partnership: <input type="text"/> <input type="radio"/> OTHER Business Entity (explain): <input type="text"/> Are any of the above Business Entities a "PARENT" organization to the applicant facility? If Yes, explain. <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Administrator of Clinic, SNF or ICF <input type="radio"/> Agent <input type="radio"/> Director <input type="radio"/> Licensee <input type="radio"/> Manager of "parent" organization <input type="radio"/> Managing employee of a HHA <input type="radio"/> Member <input type="radio"/> Officer of corporation <input type="radio"/> Owner <input type="radio"/> Partner <input type="radio"/> Sole Proprietorship <input type="radio"/> Stockholder -- Ownership %: <input type="text"/> <input type="radio"/> Trustee <input type="radio"/> OTHER Nature of Involvement (explain): <input type="text"/> Dates of involvement: From: <input type="text"/> To: <input type="text"/>

### INSTRUCTIONS FOR HS 215A

The HS 215A must contain an original signature and date. The date of this form should be within the last three months. This form is intended for the following:

1. Any individual owning an applicant facility;
2. Each agent, each partner, each director, each member, each managing employee of a HHA, each officer of a corporation;
3. Each agent, each partner, each director, each officer, each member or manager of a parent organization of licensee applicant;
4. Each manager, each member of a limited liability company;
5. Administrators;
6. Each person having a beneficial interest of 5 percent or more in the applicant corporation, applicant limited liability company, applicant partnership, applicant management company, applicant facility or private agency; and
7. Each officer and each director of the parent of the management company.

<b>District office and ELMS Number</b>	To be completed by the California Department of Public Health
<b>Proposed name of facility/agency/clinic</b>	Enter the name of your facility as it appears on your application (HS 200).

**A. IDENTIFYING INFORMATION**

<b>Name</b>	Please enter your full legal name.
<b>Date of birth</b>	Day/Month/Year
<b>Business Address</b>	Location of your business; number, street, apartment/suite number or letter if applicable.
<b>City</b>	City where business is located.
<b>State</b>	State where business is located.
<b>Zip code</b>	Zip code where business is located
<b>Title in relation to this facility</b>	Your title in relation to this facility.
<b>If an Administrator for proposed clinic, list hours that will be spent at the clinic each week. If an Administrator at more than one licensed clinic, list the name of each clinic and the number of hours spent in each licensed clinic per week.</b>	Please list hours spent at each clinic per week. If your title is not administrator, please list N/A.
<b>Have you applied for any license for a health facility or community care facility regardless of your role or title using any name other than your true full name? If yes, list all other names.</b>	Please answer yes or no. If yes, list any other names you have used if you have ever applied for a health facility or community care facility license.

**B. CRIMINAL RECORD**

Please check appropriate box. If you have checked 'yes', please provide dates and conviction information. If not applicable, please enter 'N/A'.

**C. PROFESSIONAL LICENSES/CERTIFICATES**

<b>Type</b>	Type of licenses or certificate that you hold.
<b>Period held</b>	Dates that you held your license.
<b>Issuing Agency</b>	Agency that issued you a license and/or certificate.

**D. EMPLOYMENT/BUSINESS SUMMARY (FOR LAST 10 YEARS). Please list any additional experience that qualifies you to operate this type of facility. If self employed, never worked or now retired, indicate the 'From' and 'To' dates. Begin with your most recent job. Attach additional pages if necessary.**

<b>Dates (From/To)</b>	Dates that you were employed in position from the start to the end date.
<b>Name and Address of Employer(s)</b>	Name and street, city, state address of the employer.
<b>Job Title</b>	Title that you held within your company/place of employment.

**E. FACILITY, AGENCY, CLINIC INVOLVEMENT (IN OR OUT OF CALIFORNIA)**

<b>Questions No. 1-3</b>	Please check appropriate box(es). If you have checked yes, you must fill out the attached "Facility Information Sheet" and complete Section F.
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**F. ADVERSE ACTIONS**

Please check appropriate box. If box is checked yes, please explain and include facility information.

**FACILITY INFORMATION SHEET**

<b>Facility Name</b>	Name of Facility that correlates to the checkboxes you have checked as 'yes' in Section E.
<b>Facility address</b>	Number and street address of the facility involved.
<b>City</b>	City where facility is located.
<b>State</b>	State where facility is located.
<b>ZIP code</b>	Zip code where facility is located.
<b>Type of Facility</b>	Check appropriate health facility.
<b>"Type" of Business Entity</b>	Check appropriate business entity and identify if this entity is a "parent" corporation to the applicant facility.
<b>Individual "Nature" of Involvement</b>	Check appropriate position held at that facility.

# Wain Jones

955 Delta Rd. Sacramento, CA 95841 | 999-555-2222 | Wain\_Jones@msn.com

## Education

### **NURSING UNIVERISTY | 1995**

- Master of Science in Nursing
- Licensed Registered Nurse – License #8888888
- Nursing Home Administrator – License #NHA2222

## Experience

### **ADMINISTRATOR**

**MAY 2015 – PRESENT**

Starr Hospital, 1800 Beach Drive, Sacramento, CA 95814

- Serve as Administrator of 500 bed Acute Care Hospital
- Primary Focus on Business Development, Strategic Planning Initiatives and Operations
- Physician Liaison
- Oversight of Managers monthly actual and budgeted financials
- Provide leadership and direction of all aspects of hospital activities to ensure quality patient care
- Oversee daily operations of clinical, research and academic administration

### **ADMINISTRATOR**

**JANUARY 2010 – MAY 2015**

Get Well Hospital, 1234 Healthy Avenue, Suite 1A, Sacramento, CA 95810

- Ensure consistent and effective execution of key systems and processes
- Manage budget and operations of the hospital
- Ensure quality patient care and compliance with established objectives
- Participate with medical staff and senior management in the development and implementation of strategic plans
- Manage employee relations and implement policies and procedures
- Coordinate, implement and monitor processes to ensure the integration of strategic direction and operational goals
- Develop, oversee and execute an annual marketing plan for the hospital

### **DIRECTOR OF NURSING**

**MARCH 2007 – JANUARY 2010**

Care Free Medical Center, 9876 Pain Free Drive, Elk Grove, CA 95624

- Coordinate services provided to patients through supervision and management of staff
- Attract, retain and manage nursing staff



- Make effective use of organizational resources
- Participate with leaders from the governing body, management, and medical staff to collaborate in the accomplishment of the vision, mission, values and strategic goals of the organization
- Provide expertise, education, guidance, and professional development to staff and management in order to support daily operations

SAMPLE

SAMPLE

**HS 309**

### ADMINISTRATIVE ORGANIZATION

Page one is for corporations only. See page two for other organizations.

#### CORPORATION

1. Name (as filed with Secretary of State) <b>ABC Medical Hospice, LLC</b>		2. Administrator <b>Wain Jones</b>			
3. Incorporation date <b>06/05/1995</b>	4. Place of incorporation <b>California</b>				
5. Please attach (1) a copy of Articles of Incorporation and any amendments, (2) a copy of by-laws and any amendments, (3) a copy of resolution authorizing the filing of this application.					
6. Principal Office of Business					
Address <b>999 Beach Side Court</b>		City <b>Sacramento</b>	ZIP code <b>95814</b>	County <b>Sacramento</b>	Phone number <b>999-555-2626</b>

7. Foreign (out-of-state) applicants complete the following:

a. Name of California Representative	Address	City	ZIP code	Phone number

b. Please attach a copy of authorization of a foreign corporation to do business in California.

8. If applicant has ever owned or operated a facility, please list the name of each facility, address, size, type of care provided, and the dates and duration of ownership or operation. (if more space is needed, please attach a separate list.)

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9. Governing Board of Directors

Size of Board <b>1</b>	Term of office <b>1 year</b>	Frequency of meetings <b>Annual</b>	Method of selection <b>Election/Vote</b>
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10. Board Officers

Office	Name	Term Expires
Managing Member/CEO	Wain Jones	11/31/19

#### RELEASE OF INFORMATION STATEMENT

The information provided on this form is mandatory and is necessary for licensure approval. It will be used to determine individual applicants or applicant facility's ability to provide health services. The information is requested by the Department of Public Health, Licensing and Certification, in accordance with Health and Safety Code, Sections 1212, 1253, 1265, 1267.5, and 1728, and California Code of Regulations (CCR), Title 22, Sections 70107, 71107, 73205, 74105, 76205, and 78205.

Failure to provide the information as requested may result in nonissuance of a license or license revocation.

The information is considered public information and will be made available to the public upon request. The information shall be included and maintained in the individual facility's public files located in Licensing and Certification district offices.

## ORGANIZATIONAL STRUCTURE

See page one for corporations.

### PUBLIC AGENCY

1. Check type of public agency:       Federal       State       County       City       Other, specify below

2. Agency providing services:

Name	Address
------	---------

Mailing Address (if different from above)

Contact person	Title	Phone number
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3. District or area to be served: (attach map if necessary)

Specify geographic area

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4. Required supplemental materials: Attach a copy of Resolution or legal document authorizing this application.

5. (1267.5 Health and Safety Code)  
 For profit corporations and partnerships, list the name(s) and business address of each person having a beneficial ownership interest of 10 percent or more in the applicant corporation or partnership. If person is a minor, identify and indicate by name and address who exercises rights during minor's minority.

100% Wain Jones - 999 Beach Side Court, Sacramento, CA 95814

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### PARTNERSHIPS

Attach a copy of partnership agreement.

First partner	<input type="checkbox"/> Limited <input type="checkbox"/> General	Name
		Business address

Second partner	<input type="checkbox"/> Limited <input type="checkbox"/> General	Name
		Business address

For additional partners, use space above or attach a separate sheet.

### OTHER ASSOCIATIONS/BUSINESS ENTITIES

Other associations/business entities, i.e., limited liability companies, etc., must also provide a similar list of persons legally responsible for the organization, appropriate legal documents which set forth legal responsibility of the organization, and accountability for operating the facility.

### RELEASE OF INFORMATION STATEMENT

The information provided on this form is mandatory and is necessary for licensure approval. It will be used to determine individual applicant's or applicant facility's ability to provide health services. The information is requested by the Department of Public Health, Licensing and Certification, in accordance with Health and Safety Code, Sections 1212, 1253, 1265, 1267.5, and 1728, and California Code of Regulations (CCR), Title 22, Sections 70107, 71107, 73205, 74105, 76205, and 78205.

Failure to provide the information as requested may result in nonissuance of a license or license revocation.

The information is considered public information and will be made available to the public upon request. The information shall be included and maintained in the individual facility's files located in Licensing and Certification district offices.

Insert  
Filing Statement From  
The Secretary of State  
Here

SAMPLE

Insert  
Articles of Organization or  
Articles of Incorporation  
Here

SAMPLE

Insert  
Copy of Signed Resolution  
Here

SAMPLE

Insert  
Copy of Signed Partnership  
Agreement  
Here

SAMPLE



Insert  
CMS 855A: Geographic  
Service Area  
Here

SAMPLE

SAMPLE

DHCS 6207

**V. SUBCONTRACTOR INFORMATION AND SIGNIFICANT BUSINESS TRANSACTIONS**

A. Does the applicant/provider (as named in Section I, Part A on Page One of this form) have direct or indirect ownership of 5 percent or more in any of its subcontractors that provide healthcare services or goods?  Yes  No

Do any of the entities named in Section III, Part A on Page Six of this form have direct or indirect ownership of 5 percent or more in any of the applicant provider's subcontractors that provide healthcare services or goods?  Yes  No

Do any of the individuals named in Section IV, Part A on Page Nine of this form have direct or indirect ownership of 5 percent or more in any of the applicant provider's subcontractors that provide healthcare services or goods?  Yes  No

If you answered NO to ALL of the above, please proceed to Section V, Part C on Page 15.

If you answered YES to ANY of the above, please complete the following information about the subcontractor and attach a copy of any written agreement(s) that you have with the subcontractor that relate to its functions/responsibilities.

1. Subcontractor's full legal name N/A	2. Subcontractor's phone number
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3. Subcontractor's address (number, street)	City	State	ZIP code (9-digit)
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4. Subcontractor's federal employer identification number (if applicable)	5. Subcontractor's corporation number (if applicable)
---	---

5. If there is more than one subcontractor, provide a separate sheet with all required information (label "Additional Section V, Part A").  
 Check here if additional sheet(s) is attached. Number of pages attached: \_\_\_\_\_

***Do not leave any questions, boxes, lines, etc., blank.***

**V. SUBCONTRACTOR INFORMATION AND SIGNIFICANT BUSINESS TRANSACTIONS (Cont.)**

B. List the following information for any person or entity, other than the applicant/provider, with 5 percent or more ownership and/or control interest in any **subcontractor** listed in Part A. If there is more than one subcontractor, provide a separate sheet with all required information (label "Additional Section V, Part B").

Check here if additional sheet(s) is attached. Number of pages attached: \_\_\_\_\_

Name of Subcontractor in Part A

N/A

1. Full legal name of person or entity with ownership or control interest in the Subcontractor	Phone number
N/A	

Address (number, street)	City	State	ZIP code (9-digit)
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What is this individual's role with the subcontractor reported in Part A? Check all that apply.  
 5% or greater owner – Percent of ownership: \_\_\_\_\_  Partner  Managing employee  
 Director/officer, title: \_\_\_\_\_  Other (specify): \_\_\_\_\_  
 Is the above individual related to any individual listed in Section IV, Table A (Page 9)?  Yes  No

If yes, check the appropriate box and list the name of the related individual.  
 Spouse  Parent  Child  Sibling  Other (explain): \_\_\_\_\_  
 Name of related individual: \_\_\_\_\_

2. Full legal name of person or entity with ownership or control interest in the Subcontractor	Phone number
N/A	

Address (number, street)	City	State	ZIP code (9-digit)
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What is this individual's role with the subcontractor reported in Part A? Check all that apply.  
 5% or greater owner – Percent of ownership: \_\_\_\_\_  Partner  Managing employee  
 Director/officer, title: \_\_\_\_\_  Other (specify): \_\_\_\_\_  
 Is the above individual related to any individual listed in Section IV, Table A (Page 9)?  Yes  No

If yes, check the appropriate box and list the name of the related individual.  
 Spouse  Parent  Child  Sibling  Other (explain): \_\_\_\_\_  
 Name of related individual: \_\_\_\_\_

**Do not leave any questions, boxes, lines, etc., blank.**

**V. SUBCONTRACTOR INFORMATION AND SIGNIFICANT BUSINESS TRANSACTIONS (Cont.)**

Name of Subcontractor in Part A

N/A

3. Full legal name of person or entity with ownership or control interest in the Subcontractor	Phone number
N/A	

Address (number, street)	City	State	ZIP code (9-digit)
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What is this individual's role with the subcontractor reported in Part A? Check all that apply.  
 5% or greater owner – Percent of ownership: \_\_\_\_\_  Partner  Managing employee  
 Director/officer, title: \_\_\_\_\_  Other (specify): \_\_\_\_\_  
 Is the above individual related to any individual listed in Section IV, Table A (Page 9)?  Yes  No  
 If yes, check the appropriate box and list the name of the related individual.  
 Spouse  Parent  Child  Sibling  Other (explain): \_\_\_\_\_

Name of related individual:

4. Full legal name of person or entity with ownership or control interest in the Subcontractor	Phone number
N/A	

Address (number, street)	City	State	ZIP code (9-digit)
--------------------------	------	-------	--------------------

What is this individual's role with the subcontractor reported in Part A? Check all that apply.  
 5% or greater owner – Percent of ownership: \_\_\_\_\_  Partner  Managing employee  
 Director/officer, title: \_\_\_\_\_  Other (specify): \_\_\_\_\_  
 Is the above individual related to any individual listed in Section IV, Table A (Page 9)?  Yes  No  
 If yes, check the appropriate box and list the name of the related individual.  
 Spouse  Parent  Child  Sibling  Other (explain): \_\_\_\_\_

Name of related individual:

C. Has the applicant/provider had any significant business transactions with any wholly owned supplier or with any subcontractor (not listed on Part A) during the 5-year period immediately preceding the date of this Application?  Yes  No

“Significant business transaction” means any business transaction or series of transactions that involve health care services, goods, supplies, or merchandise related to the provision of services to Medi-Cal beneficiaries that, during any one fiscal year, exceed the lesser of \$25,000 or 5 percent of an applicant’s or provider’s total operating expenses.

“Wholly owned supplier” means a supplier whose total ownership interest is held by an applicant or provider or by a person, persons, or other entity with an ownership or control interest in an applicant or provider.

**Do not leave any questions, boxes, lines, etc., blank.**

**V. SUBCONTRACTOR INFORMATION AND SIGNIFICANT BUSINESS TRANSACTIONS (Cont.)**

“Subcontractor” means an individual, agency, or organization: (a) To which an applicant or provider has contracted or delegated some of its management functions or responsibilities of providing healthcare services, equipment or supplies to its patients. (b) With whom an applicant or provider has entered into a contract, agreement, purchase order, lease, or leases of real property, to obtain space, supplies, equipment, or services provided under the Medi-Cal Program.

If **No**, please proceed to Section V, Part D.

If **Yes**, complete the following information about the supplier or subcontractor:

1. Subcontractor’s or supplier’s full legal name N/A	2. Subcontractor’s or supplier’s phone number
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3. Subcontractor’s or supplier’s address (number, street)	City	State	ZIP code (9-digit)
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4. Describe the transaction(s):

If there is more than one subcontractor or supplier, provide a separate sheet with all required information (label “Additional Section V, Part C”).  
 Check here if additional sheet(s) is attached. Number of pages attached: \_\_\_\_\_

D. List the name and address of each person(s) with an **ownership or control interest** in any subcontractor (listed in Part C) with whom the applicant or provider has had business transaction involving health care services, goods, supplies or merchandise related to the provision of services to a Medi-Cal beneficiary that total more than \$25,000 during the 12-month period immediately preceding the date of the Application, or immediately preceding the date on the Department’s request for such information. If there is more than one subcontractor, provide a separate sheet with all required information. (label “Additional Section V, Part D”).

Check here if no subcontractors listed in Part C or applicant/provider has had no business transactions with subcontractors involving health care services, goods, supplies or merchandise related to the provision of services to a Medi-Cal beneficiary that total more than \$25,000 during the 12-month period immediately preceding the date of the Application, or immediately preceding the date on the Department’s request for such information. **Proceed to Section VI.**

Check here if additional sheet(s) is attached. Number of pages attached: \_\_\_\_\_

Name of Subcontractor in Part C  
N/A

1. Full legal name of person or entity with ownership or control interest	Phone number
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Address (number, street)	City	State	ZIP code (9-digit)
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**Do not leave any questions, boxes, lines, etc., blank.**

**V. SUBCONTRACTOR INFORMATION AND SIGNIFICANT BUSINESS TRANSACTIONS (Cont.)**

Name of Subcontractor in Part C

N/A

2. Full legal name of person or entity with ownership or control interest

Phone number

N/A

Address (number, street)

City

State

ZIP code (9-digit)

3. Full legal name of person or entity with ownership or control interest

Phone number

N/A

Address (number, street)

City

State

ZIP code (9-digit)

4. Full legal name of person or entity with ownership or control interest

Phone number

N/A

Address (number, street)

City

State

ZIP code (9-digit)

Proceed to Section VI.

SAMPLE

**Do not leave any questions, boxes, lines, etc., blank.**

SAMPLE

DHCS 9098



## INSTRUCTIONS FOR THE COMPLETION OF THE MEDI-CAL PROVIDER AGREEMENT (Institutional Provider)

- **Type or print clearly.**
- **Return original and maintain a copy for your records.**
- **The Legal name and Business name must be consistent throughout the Medi-Cal Provider Agreement and any of its attachments.**
- **DO NOT LEAVE any questions, boxes, lines, etc. blank. Enter N/A if not applicable to you. If this document is incomplete, it will be returned to you.**

### Page 2 (Please enter the date)

**Legal name** is the name listed with the Internal Revenue Service (IRS).

**Business name** is the facility, hospital, agency, or clinic name (name of business/DBA)

**Provider Number (NPI)** is the ten-digit National Provider Identifier for the business address, as registered with the National Plan and Provider Enumeration System (NPPES).

**Business telephone number** is the primary business telephone number used at the business address.

**Business address** is the actual business location including the street name and number, room or suite number or letter, city, state, and nine-digit ZIP code. A post office box or commercial box is not acceptable.

**Mailing address** is the location at which the applicant or provider wishes to receive general Medi-Cal correspondence. General Medi-Cal correspondence includes bulletin updates and Provider Manual updates.

**Pay-to address** is the address at which the applicant or provider wishes to receive payment.

**Previous business address** is the address where the applicant or provider was previously enrolled. If the applicant or provider is not submitting an application for a change of location, enter N/A.

**Taxpayer Identification Number** is the Taxpayer Identification Number (TIN) issued by the IRS under the name of the applicant or provider.

### Page 12

1. **Legal name** is the name listed with the IRS.
2. **Printed name** of the person signing this agreement.
3. **Original signature** of the person signing this agreement.
4. **Title** of the person signing this agreement.
5. **Notary Public** box is for Certificate of Acknowledgment, signature and seal of Notary Public. (See California Civil Code Section 1189).



**MEDI-CAL PROVIDER AGREEMENT  
(Institutional Provider)  
(To Accompany Applications for Enrollment)\***

**Do not use staples on this form or any attachments.**

**Type or print clearly in ink. If you must make corrections, please line through, date, and initial in ink.**

**Do not leave any questions, lines, etc. blank. Enter N/A if not applicable to you.**

**For State Use Only**

Date: 3/11/2019

Legal name of applicant or provider (as listed with the IRS) ABC Medical Hospice, LLC	Business name (if different than legal name) same		
Provider number (NPI) 6666666666	Business Telephone Number (999) 555-2626		
Business address (number, street) 999 Beach Side Court	City Sacramento	State CA	ZIP code (9-digit) 95814-9999
Mailing address (number, street, P.O. Box number) 999 Beach Side Court	City Sacramento	State CA	ZIP code (9-digit) 95814-9999
Pay-to address (number, street, P.O. Box number) 999 Beach Side Court	City Sacramento	State CA	ZIP code (9-digit) 95814-9999
Previous business address (number, street) 1800 Beach Drive	City Sacramento	State CA	ZIP code (9-digit) 95814-9999
Taxpayer Identification Number (TIN)** 55-555555			

**EXECUTION OF THIS PROVIDER AGREEMENT BETWEEN AN APPLICANT OR PROVIDER (HEREINAFTER JOINTLY REFERRED TO AS "PROVIDER") AND THE DEPARTMENT OF HEALTH CARE SERVICES (HEREINAFTER "DHCS"), IS MANDATORY FOR PARTICIPATION OR CONTINUED PARTICIPATION AS A PROVIDER IN THE MEDI-CAL PROGRAM PURSUANT TO 42 UNITED STATES CODE, SECTION 1396a(a)(27), TITLE 42, CODE OF FEDERAL REGULATIONS, SECTION 431.107, WELFARE AND INSTITUTIONS CODE, SECTION 14043.2, AND TITLE 22, CALIFORNIA CODE OF REGULATIONS, SECTION 51000.30(a)(2).**

**AS A CONDITION FOR PARTICIPATION OR CONTINUED PARTICIPATION AS A PROVIDER IN THE MEDI-CAL PROGRAM, PROVIDER AGREES TO COMPLY WITH ALL OF THE FOLLOWING TERMS AND CONDITIONS, AND WITH ALL OF THE TERMS AND CONDITIONS INCLUDED ON ANY ATTACHMENT(S) HERETO, WHICH IS/ARE INCORPORATED HEREIN BY REFERENCE:**

\* Every applicant and provider must execute this Provider Agreement.

\*\* The taxpayer identification number may be a Taxpayer Identification Number (TIN) or a social security number for sole proprietors.

1. **Term and Termination.** This Agreement will be effective from the date applicant is enrolled as a provider by DHCS, or, from the date provider is approved for continued enrollment. Provider may terminate this Agreement by providing DHCS with written notice of intent to terminate, which termination shall result in Provider's immediate disenrollment and exclusion (without formal hearing under the Administrative Procedure Act) from further participation in the Medi-Cal program, including deactivation of any provider agreement, unless and until such time as Provider is re-enrolled by DHCS in the Medi-Cal Program. DHCS may immediately terminate this Agreement for cause if Provider is suspended/excluded for any of the reasons set forth in Paragraph 25(a) below, which termination will result in Provider's immediate disenrollment and exclusion (without formal hearing under the Administrative Procedures Act) from further participation in the Medi-Cal program.
2. **Compliance With Laws and Regulations.** Provider agrees to comply with all applicable provisions of Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000 and 14200), and any applicable rules or regulations promulgated by DHCS pursuant to these Chapters. Provider further agrees that if it violates any of the provisions of Chapters 7 and 8 of the Welfare and Institutions Code, or any other regulations promulgated by DHCS pursuant to these Chapters, it may be subject to all sanctions or other remedies available to DHCS. Provider further agrees to comply with all federal laws and regulations governing and regulating Medicaid providers.
3. **National Provider Identifier (NPI).** Provider agrees not to submit any treatment authorization requests (TARs) or claims to DHCS using an NPI unless that NPI is appropriately registered for this provider with the Centers for Medicare and Medicaid Services (CMS) and is in compliance with all NPI requirements established by CMS as of the date the claim is submitted. Provider agrees that submission of an NPI to DHCS as part of an application to use that NPI to obtain payment constitutes an implied representation that the NPI submitted is appropriately registered and in compliance with all CMS requirements at the time of submission. Provider also agrees that any subsequent defect in registration or compliance of the NPI constitutes an "addition or change in the information previously submitted" which must be reported to DHCS under the requirements of Title 22, California Code of Regulations, Section 51000.40 and 51000.52(b).
4. **Forbidden Conduct.** Provider agrees that it shall not engage in conduct inimical to the public health, morals, welfare and safety of any Medi-Cal beneficiary, or the fiscal integrity of the Medi-Cal program.
5. **Nondiscrimination.** Provider agrees that it shall not exclude or deny aid, care, service or other benefits available under Medi-Cal or in any other way discriminate against any Medi-Cal patient because of that person's race, color, ancestry, marital status, national origin, gender, age, economic status, physical or mental disability, political or religious affiliation or beliefs in accordance with California and federal laws. In addition, Provider shall not discriminate against Medi-Cal beneficiaries in any manner, including, but not limited to, admission practices, room selection and placement, meals provision and waiting time for surgical procedures. Without exception, Provider shall provide to Medi-Cal patients their specific Medi-Cal benefit Inpatient Services in the same manner as Provider also directly, or indirectly, renders those same services to non-Medi-Cal patients, regardless of payor source.
6. **Scope of Health and Medical Care.** Provider agrees that the health care services it provides may include diagnostic, preventive, corrective, and curative services, goods, supplies, and merchandise essential thereto, provided by qualified personnel for conditions that cause suffering, endanger life, result in illness or infirmity, interfere with capacity for normal activity, including employment, or for conditions which may develop into some significant handicap or disability. Provider further agrees such health care services may be subject to prior authorization to determine medical necessity.

7. **Licensing.** Provider agrees to possess at the time this Agreement becomes effective, and to maintain in good standing throughout the term of this Agreement, valid and unexpired license(s), certificate(s), or other approval(s) to provide health care services, which is appropriate to the services, goods, supplies, and merchandise being provided, if required by the state or locality in which Provider is located, or by the Federal Government. Provider further agrees it shall be automatically suspended as a provider in the Medi-Cal program pursuant to Welfare and Institutions Code, Section 14043.6, if Provider has license(s), certificate(s), or other approval(s) to provide health care services, which are revoked or suspended by a federal, California, or another state's licensing, certification, or approval authority, has otherwise lost that/those license(s), certificate(s), or approval(s), or has surrendered that/those license(s), certificate(s), or approval(s) while a disciplinary hearing on that/those license(s), certificate(s), or approval(s) was pending. Such suspension shall be effective on the date that Provider's license, certificate, or approval was revoked, suspended, lost, or surrendered. Provider further agrees to notify DHCS within ten business days of learning that any restriction has been placed on, or of a suspension of Provider's license, certificate, or other approval to provide health care. Provider further agrees to provide DHCS complete information related to any restriction to, or revocation or loss of, Provider's license, certificate, or other approval to provide health care services.
8. **Record Keeping and Retention.** Provider agrees to make, keep and maintain in a systematic and orderly manner, and have readily retrievable, such records as are necessary to fully disclose the type and extent of all services, goods, supplies, and merchandise provided to Medi-Cal beneficiaries, including, but not limited to, the records described in Section 51476 of Title 22, California Code of Regulations, and the records described in Section 431.107 of Title 42 of the Code of Federal Regulations. Provider further agrees that such records shall be made at or near the time at which the services, goods, supplies, and merchandise are delivered or rendered, and that such records shall be retained by Provider in the form in which they are regularly kept for a period of three years from the date the goods, supplies, or merchandise were delivered or the services rendered or a claim was submitted. Providers using billing agents shall assure that the billing agents maintain and submit documents required.
9. **DHCS, CDPH, AG and Secretary Access to Records; Copies of Records.** Provider agrees to make available, during regular business hours, all pertinent financial records, all records of the requisite insurance coverage, and all records concerning the provision of health care services to Medi-Cal beneficiaries to any duly authorized representative of DHCS, CDPH, the California Attorney General's Medi-Cal Fraud Unit ("AG") or the Health, Education and Welfare Unit, and the Secretary of the United States Centers for Medicare and Medicaid Services (Secretary). Provider further agrees to provide, if requested by any of the above, copies of the records and documentation, and that failure to comply with any request to examine or receive copies of such records shall be grounds for immediate suspension of Provider or its billing agent from participation in the Medi-Cal program. Provider will be reimbursed for reasonable copy costs as determined by DHCS, CDPH, AG or Secretary.
10. **Confidentiality of Beneficiary Information.** Provider agrees that all documents, whether paper, electronic or in any media, that contain protected health information as defined under the Health Information Portability and Accountability Act or personal, confidential information of beneficiaries made or acquired by Provider, shall be confidential and shall not be released without the written consent of the beneficiary or his/her personal representative, or as otherwise authorized by law. Provider agrees to enter into a business associate agreement with any billing agents to assure that they comply with these requirements.

11. **Disclosure of Information to DHCS.** Provider agrees to disclose all information as required in Federal Medicaid laws and regulations and any other information required by DHCS, and to respond to all requests from DHCS for information. Provider further agrees that the failure of Provider to disclose the required information, or the disclosure of false information shall, prior to any hearing, result in the denial of the application for enrollment or shall be grounds for termination of enrollment status or suspension from the Medi-Cal program, which shall include deactivation of all provider numbers used by Provider to obtain reimbursement from the Medi-Cal program. Provider further agrees that all bills or claims for payment to DHCS by Provider shall not be due and owing to Provider for any period(s) for which information was not reported or was reported falsely to DHCS. Provider further agrees to reimburse those Medi-Cal funds received during any period for which information was not reported, or reported falsely, to DHCS.
12. **Background Check.** Provider agrees that DHCS may conduct a background check on Provider for the purpose of verifying the accuracy of the information provided in the application and in order to prevent fraud or abuse. The background check may include, but not be limited to, the following: (1) on-site inspection prior to enrollment; (2) review of medical and business records; and, (3) data searches.
13. **Unannounced Visits By DHCS, AG and Secretary.** Provider agrees that DHCS, AG and/or Secretary may make unannounced visits to Provider, at any of Provider's business locations, before, during or after enrollment, for the purpose of determining whether enrollment, continued enrollment, or certification is warranted, to investigate and prosecute fraud against the Medi-Cal program, to investigate complaints of abuse and neglect of patients in health care facilities receiving payment under the Medi-Cal program, and/or as necessary for the administration of the Medi-Cal program and/or the fulfillment of the AG's powers and duties under Government Code Section 12528. Premises subject to inspection include billing agents, as defined in Welfare and Institutions Code Section 14040.1. Pursuant to Welfare and Institutions Code Section 14043.7(b), such unannounced visits are authorized should the department have reason to believe that the provider will defraud or abuse the Medi-Cal program or lacks the organizational or administrative capacity to provide services under the program. Failure to permit inspection by DHCS, AG or Secretary or any agent, investigator or auditor thereof, shall be grounds for immediate suspension of provider from participation in the Medi-Cal program.
14. **Provider Fraud and Abuse.** Provider agrees that it shall not engage in or commit fraud or abuse. "Fraud" means an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or herself or some other person. It includes any act that constitutes fraud under applicable federal or state law. "Abuse" means either: (1) practices that are inconsistent with sound fiscal or business practices and result in unnecessary cost to the Medicare program, the Medi-Cal program, another state's Medicaid program, or other health care programs operated, or financed in whole or in part, by the Federal Government or any state or local agency in this state or any other state; (2) practices that are inconsistent with sound medical practices and result in reimbursement by the Medi-Cal program or other health care programs operated, or financed in whole or in part, by the Federal Government or any state or local agency in this state or any other state, for services that are unnecessary or for substandard items or services that fail to meet professionally recognized standards for health care.
15. **Investigations of Provider for Fraud or Abuse.** Provider certifies that, at the time this Agreement was signed, it was not under investigation for fraud or abuse pursuant to Subpart A (commencing with Section 455.12) of Part 455 of Title 42 of the Code of Federal Regulations or under investigation for fraud or abuse by any Federal, state or local law enforcement agency, including the Medicaid investigation units of DHCS and the Office of the Inspector General for the Federal Department of Health and Human Services. Provider further agrees to notify DHCS within ten business days of learning that it is under

investigation for fraud or abuse by any such entity. Provider further agrees that it may be subject to temporary suspension pursuant to Welfare and Institutions Code, Section 14043.36(a), which may include temporary deactivation of all provider numbers used by Provider to obtain reimbursement from the Medi-Cal program, if it is discovered that Provider is under investigation as described in that section. Provider further agrees to cooperate with and assist DHCS and any state or federal agency charged with the duty of identifying, investigating, sanctioning, or prosecuting suspected fraud and abuse, although Provider does not waive any timely and properly asserted rights it may have under the 5th Amendment privilege against self-incrimination.

16. **Provider Fraud or Abuse Convictions and/or Civil Fraud or Abuse Liability.** Provider certifies that it and its owners, officers, directors, employees, and agents, have not: (1) been convicted of any felony or misdemeanor involving fraud or abuse in any government program, within the last ten years; or (2) been convicted of any felony or misdemeanor involving the abuse of any patient; or (3) been convicted of any felony or misdemeanor substantially related to the qualifications, functions, or duties of a provider; or (4) entered into a settlement in lieu of conviction for fraud or abuse, within the last ten years; or, (5) been found liable for fraud or abuse in any civil proceeding, within the last ten years. Provider further agrees that DHCS shall not enroll Provider if within the last ten years, Provider has been convicted of any felony, or any misdemeanor involving fraud or abuse in any government program, has entered into a settlement in lieu of conviction for fraud or abuse, or has been found liable for fraud or abuse in any civil proceeding.
17. **Changes to Provider Information.** Provider agrees to keep its application for enrollment in the Medi-Cal program current by informing the California Department of Public Health (CDPH), District Office, in writing on a form or forms to be specified by DHCS, within 35 days of any changes to the information contained in its application for enrollment, its disclosure statement, this Agreement, and/or any attachments to these documents.
18. **Prohibition of Rebate, Refund, or Discount.** Provider agrees that it shall not offer, give, furnish, or deliver any rebate, refund, commission, preference, patronage, dividend, discount, or any other gratuitous consideration, in connection with the rendering of health care services to any Medi-Cal beneficiary. Provider further agrees that it shall not solicit, request, accept, or receive, any rebate, refund, commission, preference, patronage, dividend, discount, or any other gratuitous consideration, in connection with the rendering of health care services to any Medi-Cal beneficiary. Provider further agrees that it will not take any other action or receive any other benefit prohibited by state or federal law.
19. **Payment From Other Health Coverage Prerequisite to Claim Submission.** Provider agrees that it shall first seek to obtain payment for services provided to Medi-Cal beneficiaries from any private or public health insurance coverage to which the beneficiary is entitled, where Provider is aware of this coverage and to the extent the coverage extends to these services, prior to submitting a claim to DHCS for the payment of any unpaid balance for these services. In the event that a claim submitted to a private or public health insurer has not been paid within 180 days of billing by Provider, Provider may submit a claim to DHCS but must provide documentation of denial when requested to do so by DHCS. Providers billing for services to beneficiaries who are dual eligible Medicare-Medi-Cal must submit payment denial from Medicare Part A&B with all claims.
20. **Beneficiary Billing.** Provider agrees that it shall not submit claims to or demand or otherwise collect reimbursement from a Medi-Cal beneficiary, or from other persons on behalf of the beneficiary, for any service included in the Medi-Cal program's scope of benefits in addition to a claim submitted to the Medi-Cal program for that service, except to: (1) collect payments due under a contractual or legal entitlement pursuant to Welfare and Institutions Code, Section 14000(b); (2) bill a long-term care patient for the amount of his/her liability; and, (3) collect a co-payment pursuant to Welfare and Institutions Code,

Sections 14134 and 14134.1. Provider further agrees that, in the event that a beneficiary willfully refuses to provide current other health care coverage billing information as described in Section 50763(a)(5) of Title 22, California Code of Regulations, Provider may, upon giving the beneficiary written notice of intent, bill the beneficiary as a private pay patient.

- 21. Payment From Medi-Cal Program Shall Constitute Full Payment.** Provider agrees that payment received from DHCS in accordance with Medi-Cal fee structures shall constitute payment in full, except that Provider, after making a full refund to DHCS of any Medi-Cal payments received for services, goods, supplies, or merchandise, may recover all of Provider's fees to the extent that any other contractual entitlement, including, but not limited to, a private group or indemnification insurance program, is obligated to pay the charges for the services, goods, supplies, or merchandise provided to the beneficiary. Providers agree to submit all claims within 60 days of the dates of service but no later than six months to receive full payment. Providers agree to comply with Welfare and Institutions Code Section 14115 and California Code of Regulations, Title 22, Section 51008 and 51008.5.
- 22. Return of Payment for Services Otherwise Covered by the Medi-Cal Program.** Provider agrees that any beneficiary who has paid Provider for health care services, goods, supplies, or merchandise otherwise covered by the Medi-Cal program received by the beneficiary shall be entitled to a prompt return from Provider of any part of the payment which meets any of the following: (1) was rendered during any period prior to the receipt of the beneficiary's Medi-Cal card, for which the card authorizes payment under Welfare and Institutions Code, Sections 14018 or 14019; (2) was reimbursed to Provider by the Medi-Cal program, following audits and appeals to which Provider is entitled; (3) is not payable by a third party under contractual or other legal entitlement; (4) was not used by the beneficiary to satisfy his/her paid or obligated liability for health care services, goods, supplies, or merchandise, or to establish eligibility.
- 23. Compliance With Requirements.** Provider and any billing agent agree that it shall comply with all of the requirements set forth in the Welfare and Institutions Code and its implementing regulations, and the Medi-Cal Provider Manuals, including applicable changes to the Medi-Cal Provider Manuals published by DHCS subsequent to the effective date of this Agreement. Providers and their billing agents agree to comply with Welfare and Institutions Code Section 14115 and California Code of Regulations, Title 22, Section 51008 and 51008.5. Providers agree to submit all claims within 60 days of the dates of service but no later than six months to receive full payment. Provider and its billing agent also agree to exhaust all administrative remedies with the fiscal intermediary prior to filing a writ of mandate pursuant to Welfare and Institutions Code Section 14104.5. In the event DHCS determines a reimbursement overpayment has been made to Provider or monies are otherwise owed pursuant to this Agreement, Provider agrees to promptly repay the amounts owed in accordance with applicable federal and California statutes and regulations, and rules and policies of DHCS. DHCS may recoup any overpayment from monies otherwise payable to Provider under this Agreement under any provider number of Provider.
- 24. Deficit Reduction Act of 2005, Section 6032 Implementation.** To the extent applicable, as a condition of payment for services, goods, supplies and merchandise provided to beneficiaries in the Medical Assistance Program ("Medi-Cal"), providers must comply with the False Claims Act employee training and policy requirements in 1902(a) of the Social Security Act (42 USC 1396a(a)(68)), set forth in that subsection and as the federal Secretary of Health and Human Services may specify.
- 25. Provider Suspension; Appeal Rights; Reinstatement.** Provider agrees that it is to be subject to the following suspension actions. Provider further agrees that the suspension of Provider shall include deactivation of all of Provider's provider numbers and shall preclude Provider from submitting claims for payment, either personally or through claims submitted by any individual, clinic, group, corporation, or other association to the Medi-Cal program for any services, supplies, goods, or merchandise that

provider has provided directly or indirectly to a Medi-Cal beneficiary, except for services, supplies, goods, or merchandise provided prior to the suspension.

a. **Automatic Suspensions/Mandatory Exclusions.** The provider shall be automatically suspended under the following circumstances:

- (1) Upon notice from the Secretary of the United States Department of Health and Human Services that Provider has been excluded from participation in the Medicare or Medicaid programs. No administrative appeal of a suspension on this ground shall be available to Provider. (Welfare and Institutions Code, Section 14123(b),(c)).
- (2) If Provider has license(s), certificate(s), or other approval(s) to provide health care services, revoked or suspended by a federal, California, or another state's licensing, certification, or approval authority, has otherwise lost that/those license(s), certificate(s), or approval(s), or has surrendered that/those license(s), certificate(s), or approval(s) while a disciplinary hearing on that license, certificate, or approval was pending. (Welfare and Institutions Code, Section 14043.6).
- (3) If Provider is convicted of any felony or any misdemeanor involving fraud, abuse of the Medi-Cal program or any patient, or otherwise substantially related to the qualifications, functions, or duties of a provider of service. Suspension following conviction is not subject to the proceedings under Welfare and Institutions Code Section 14123(c). However, the director may grant an informal hearing at the request of the provider to determine in the director's sole discretion if the circumstances surrounding the conviction justify rescinding or otherwise modifying the suspension.

b. **Permissive Suspensions/Permissive Exclusions.** The provider may be suspended under the following circumstances:

- (1) Provider violates any of the provisions of Chapter 7 of the Welfare and Institutions Code (commencing with Section 14000 except for Sections 14043-14044), or Chapter 8 (commencing with Section 14200) or any rule or regulations promulgated by DHCS pursuant to those provisions. Administrative appeal pursuant to Health and Safety Code, Section 100171. (Welfare and Institutions Code, Section 14123(a),(c)).
- (2) Provider fails to comply with DHCS's request to examine or receive copies of the books and records pertaining to services rendered to Medi-Cal beneficiaries. Administrative appeal pursuant to Health and Safety Code, Section 100171. (Welfare and Institutions Code, Section 14124.2).
- (3) Provider participating in the Medi-Cal dental program provides services, goods, supplies, or merchandise that are below or less than the standard of acceptable quality, as established by the California Dental Association Guidelines for the Assessment of Clinical Quality and Professional Performance, Copyright 1995, Third Edition, as periodically amended. (Welfare and Institutions Code, Section 14123(f)).

c. **Temporary Suspension.** The provider may be temporarily suspended under the following circumstances:

- (1) Provider fails to disclose all information as required in federal Medicaid regulations or any other information required by DHCS, or discloses false information. Administrative appeal pursuant to Welfare and Institutions Code, Section 14043.65. (Welfare and Institutions Code, Section 14043.2(a)).



- (2) If it is discovered that Provider is under investigation for fraud or abuse. Administrative appeal pursuant to Welfare and Institutions Code, Section 14043.65. (Welfare and Institutions Code, Section 14043.36(a)).
- (3) Provider fails to remediate discrepancies discovered as a result of an unannounced visit to Provider. Administrative appeal pursuant to Welfare and Institutions Code, Section 14043.65. (Welfare and Institutions Code, Section 14043.7(c)).
- (4) When necessary to protect the public welfare or the interests of the Medi-Cal program. Administrative appeal pursuant to Health and Safety Code, Section 100171. (Welfare and Institutions Code, Section 14123(c)).
- (5) Provider submits claims for payment under any provider number from an individual or entity that is suspended, excluded or otherwise ineligible. This includes a provider on the Suspended and Ineligible Provider List or any list published by the Office of the Inspector General or the Department of Health and Human Services. Appeal pursuant to Welfare and Institutions Code, Section 14043.65. (Welfare and Institutions Code, Section 14043.61).

**26. Provider Grievances and Complaints.** A provider who has a grievance or complaint concerning the processing or payment of money alleged to be payable for services provided to eligible Medi-Cal beneficiaries shall comply with and exhaust all administrative remedies and procedures outlined in statute, regulation or the Provider Manual, including the following:

- a. The provider and its billing agent shall comply with and exhaust all administrative remedies provided by the Fiscal Intermediary or Contractor prior to filing a court action.
- b. The provider and its billing agent shall comply with and exhaust all proceeding for claims processing outlined in the Provider Manual including all appeal procedures.
- c. The provider and its billing agent shall submit to the Fiscal Intermediary or Contractor all source documentation to support its claim, including but not limited to the source documentation outlined in California Code of Regulations, Title 22, Section 51476.
- d. The provider and its billing agent shall comply with all timeliness requirements including but not limited to those outlined in Welfare and Institutions Code Section 14115 and California Code of Regulations, Title 22, Section 51008 and 51008.5.

**27. Provider Termination, Imposition of Federal Sanctions, and Appeal Rights for Long Term Care Facilities.** Provider agrees that it is subject to any federal sanctions authorized under the state plan including termination of this provider agreement in accordance with federal law. Provider further agrees that the termination of this provider agreement or imposition of other federal sanctions authorized under the state plan shall include deactivation of all of Provider's provider numbers and shall preclude Provider from submitting claims for payment either personally or through claims submitted by any individual, clinic, group, corporation, or other association to the Medi-Cal program for any services, supplies, goods, or merchandise that provider has provided directly or indirectly to a Medi-Cal beneficiary, except for services, supplies, goods, or merchandise provided prior to the termination or imposition of sanctions.

- a. Skilled Nursing Facility and Intermediate Care Facility Appeal Procedures. SNF and ICF Medi-Cal Providers shall have the appeal rights set forth in Article 1.6 of Chapter 3 of Division 3 of Title 22.
- b. Intermediate Care Facilities-Mental Retardation Appeal Procedures. Intermediate Care Facilities Developmentally Disabled; Intermediate Care Facilities-Developmentally Disabled-Habilitative;

Intermediate Care Facilities- Developmentally Disabled-Nursing shall have the appeal rights set forth in 42 CFR 431.153 and 431.154.

28. **Liability of Group Providers.** Provider agrees that, if it is a provider group, the group, and each member of the group, are jointly and severally liable for any breach of this Agreement, and that action against any of the providers in the provider group may result in action against all of the members of the provider group.
29. **Legislative and Congressional Changes.** Provider agrees that this Agreement is subject to any future additional requirements, restrictions, limitations, or conditions enacted by the California Legislature or the United States Congress which may affect the provisions, terms, conditions, or funding of this Agreement.
30. **Provider Capacity.** Provider agrees that Provider, and the officers, directors, employees, and agents of Provider, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.
31. **Indemnification.** Provider agrees to indemnify, defend, and save harmless the State of California, its officers, agents, and employees, from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying services, materials, or supplies in connection with Provider's performance of this Agreement, and from any and all claims and losses accruing or resulting to any Medi-Cal beneficiary, or to any other person, firm, or corporation who may be injured or damaged by Provider in the performance of this Agreement.
32. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of California.
33. **Venue.** Venue for all actions, including federal actions, concerning this Agreement, lies in Sacramento County, California, or in any other county in which the California Department of Justice maintains an office.
34. **Titles.** The titles of the provisions of this Agreement are for convenience and reference only and are not to be considered in interpreting this Agreement.
35. **Severability.** If one or more of the provisions of this Agreement shall be invalid, illegal, void, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired. Either party having knowledge of such a provision shall promptly inform the other of the presumed non-applicability of such provision. Should the non-applicable provision go to the heart of this Agreement, the Agreement shall be terminated in a manner commensurate with the interests of both parties.
36. **Assignability.** Provider agrees that it has no property right in or to its status as a Provider in the Medi-Cal program or in or to the provider number(s) assigned to it, and that Provider may not assign its provider number for use as a Medi-Cal provider, or any rights and obligations it has under this Agreement except to the extent purchasing owner is joining this provider agreement with successor joint and several liability.
37. **Waiver.** Any action or inaction by DHCS or any failure of DHCS on any occasion, to enforce any right or provision of this Agreement, shall not be interpreted to be a waiver by DHCS of its rights hereunder and shall not prevent DHCS from enforcing such provision or right on any future occasion. The rights and remedies of DHCS herein are cumulative and are in addition to any other rights or remedies that DHCS may have at law or in equity.

38. **Complete Integration.** This Agreement, including any attachments or documents incorporated herein by express reference, is intended to be a complete integration and there are no prior or contemporaneous different or additional agreements pertaining to the subject matter of this Agreement, unless such additional agreement(s) is between DHCS and the Provider, expressly references or incorporates all or part of this Agreement, and is signed by the Provider.
39. **Amendment.** Any alteration or modification by the applicant or Provider of this Medi-Cal Provider Agreement (DHCS Form 9098) or to any of the terms in its exhibits or attachments, shall automatically and immediately void this agreement upon submission of the signed agreement to the State, unless such agreement is also signed by the State.
40. **Provider Attestation.** Provider agrees that all information it submits on the application form for enrollment, this Agreement, and all attachments or changes to either, is true, accurate, and complete to the best of Provider's knowledge and belief. Provider further agrees to sign the application form for enrollment, this Agreement, and all attachments or changes to either, under penalty of perjury under the laws of the State of California.

SAMPLE

**The parties agree that this agreement is a legal and binding document and is fully enforceable in a court of competent jurisdiction. The provider signing this agreement warrants that he/she has read this agreement and understands it.**

**I declare under penalty of perjury under the laws of the State of California that the foregoing information is true, accurate, and complete to the best of my knowledge and belief.**

**I declare I am the provider or I have the authority to legally bind the provider, which is an entity and not an individual person.**

- 
1. Printed legal name of provider  
ABC Medical Hospice, LLC

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  2. Printed name of person signing this declaration on behalf of provider (if an entity or business name is listed in item 1 above)  
Wain Jones

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  3. Original signature of provider or representative if this provider is an entity other than an individual person as sole proprietor

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  4. Title of person signing this declaration  
Owner

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  5. Notary Public (Affix notary seal or stamp in the space below)

Executed at: Sacramento, CA on 3/11/2109  
(City) (State) (Date)

Applicants and providers licensed pursuant to Division 2 (commencing with Section 500) of the Business and Professions Code, the Osteopathic Initiative Act, or the Chiropractic Initiative Act ARE NOT REQUIRED to have this form notarized. If notarization is required, the Certificate of Acknowledgment signed by the Notary Public must be in the form specified in Section 1189 of the Civil Code.

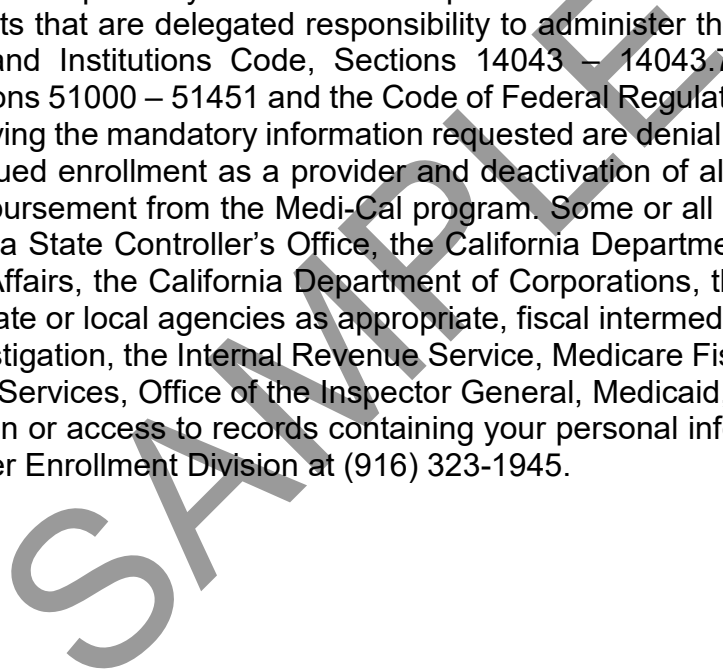
**6. Contact Person's Information**

Check here if you are the same person identified in item 2. If you checked the box, provide only the e-mail address and telephone number below.

Contact Person's Name (Last, First, Middle)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Title/Position	E-mail Address wainjones@abcmedLLC.org	Telephone Number (999) 555-2626

**Privacy Statement  
(Civil Code Section 1798 et seq.)**

All information requested on the Application, the disclosure statement, and the provider agreement is mandatory. This information is required by the California Department of Health Care Services and any other California State Departments that are delegated responsibility to administer the Medi-Cal program, by the authority of the Welfare and Institutions Code, Sections 14043 – 14043.75, the California Code of Regulations, Title 22, Sections 51000 – 51451 and the Code of Federal Regulations, Title 42, Part 455. The consequences of not supplying the mandatory information requested are denial of enrollment as a Medi-Cal provider or denial of continued enrollment as a provider and deactivation of all provider numbers used by the provider to obtain reimbursement from the Medi-Cal program. Some or all of this information may also be provided to the California State Controller's Office, the California Department of Justice, the California Department of Consumer Affairs, the California Department of Corporations, the California Franchise Tax Board or other California state or local agencies as appropriate, fiscal intermediaries, managed care plans, the Federal Bureau of Investigation, the Internal Revenue Service, Medicare Fiscal Intermediaries, Centers for Medicare and Medicaid Services, Office of the Inspector General, Medicaid, or as required or permitted by law. For more information or access to records containing your personal information maintained by this agency, contact the Provider Enrollment Division at (916) 323-1945.



SAMPLE

HS 328

## NOTICE—EFFECTIVE DATE OF PROVIDER AGREEMENT

This notice is to inform you of the regulations that govern the effective date of participation for providers of services. These regulations are found in the Code of Federal Regulations (CFR), 42 CFR 442.13 (Medicaid) and 42 CFR 489.13 (Medicare) and are listed below. These regulations can be ordered from U.S. Government Printing Office, Superintendent of Documents, Mail Stop: SSOP, Washington, D.C. 20402-9328.

- I. Federal regulations 42 CFR 442.13 and 42 CFR 489.13 describe the circumstances under which provider agreements are made effective.

The term provider means Title XIX (Medicaid), any entity providing services under an approved state Medicaid plan. Under Title XVIII (Medicare), a provider is a hospital, skilled nursing facility, home health agency, rural health clinic, clinic, rehabilitation agency, and public health agency.

The term effective date means the first day the provider may be reimbursed for rendering covered services to a Medicare and Medicaid patient. Services rendered prior to the effective date cannot be reimbursed by the Medicare or Medicaid program.

- II. The effective date of the provider agreement is the date the onsite survey is completed (or on the day following the expiration of the current agreement) if on the date of the survey, the provider meets:
- A. All federal health and safety standards; and
  - B. Any other requirements imposed by the Centers for Medicare and Medicaid Services (CMS) or the State Medicaid Agency.  
Meets all health and safety standards meaning compliance with each and every federal requirement including each element, standard, and condition of participation.
- III. If the provider fails to meet any of the above requirements, the agreement must be effective on the earlier of the following dates:
- A. The date on which the provider meets all requirements.
  - B. The date on which the provider submits a correction plan acceptable to CMS (Medicare Title XVIII), or the State Survey Agency (Medicaid Title XIX), or an approvable waiver request or both.  
(Waivers will only be considered for such requirements as Life Safety Codes, Seven-day Registered Nurse, Medical Director, and the American National Standards Institute (ANSI) requirements.)

A plan of correction cannot be accepted for a condition (or conditions) of participation found not met. In those cases, the survey agency must first verify that the condition(s) has been corrected.

**Return signed copy to state agency listed below:**

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

I have received, read, and understand the notice given to me regarding the effective date of reimbursement by the Medicare and Medicaid programs.

Signature	John Doe Print name	March 11, 2019 Date
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SAMPLE

**CMS 417**



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## INSTRUCTIONS FOR COMPLETING HOSPICE REQUEST FOR CERTIFICATION IN THE MEDICARE PROGRAM

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### STATEMENT CONCERNING INFORMATION COLLECTION REQUIREMENTS AND USES:

This form is required to obtain or retain Medicare benefits. It serves two purposes. First, it provides basic information about the Hospice which is necessary for the State to properly schedule a survey. Second, it provides a data-base necessary for responding to questions frequently asked by Congress, Federal agencies, and interested members of the public.

Submission of this form will initiate the process of obtaining a decision as to whether the Conditions are met.

Answer all questions as of the current date. Complete and return this form to your State Agency (found at [https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/downloads/state\\_agency\\_contacts.pdf](https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/downloads/state_agency_contacts.pdf)), and retain a copy for your files.

Detailed instructions are given for questions other than those considered self-explanatory.

#### Item I:

Request to establish eligibility in—current Hospice Benefits are available only through the Medicare program.

Medicare certification number:

Insert the facility's six digit Medicare Certification Number. Leave blank on initial requests for certification.

State/County and State/Region Codes:

Leave blank. The Centers for Medicare & Medicaid Services Regional Office will complete.

Related certification number:

If Hospice is affiliated with any other type Medicare provider, insert the related facility's six digit Medicare Certification Number.

#### Item IV:

If a service is provided directly by the facility place a "1" in the appropriate block.

If a service is provided through an outside source (i.e., by contract/arrangement), place a "2" in the appropriate block.

If a service is provided both directly and through arrangement, place a "3" in the appropriate box.

## HOSPICE REQUEST FOR CERTIFICATION IN THE MEDICARE PROGRAM

(Read Instructions and Information Collection Statement On Cover Sheet of Form Prior to Completion)

<b>I. Identifying Information</b>	Name of Hospice ABC Medical Hospice, LLC		Street Address 999 Beach Side Court							
	Request to Establish Eligibility In 1. <input checked="" type="checkbox"/> Medicare PH1		City, County and State Sacramento, Sacramento, CA		Zip Code 95814-9999					
	Medicare/Certification Number PH2	State/County PH3	State/Region PH4	Telephone Number (include area code) 999-555-0695 PH5	Related Certification Number PH6					
<b>II. Type of Hospice (Check One)</b>	1. <input type="checkbox"/> Hospital 2. <input type="checkbox"/> Skilled Nursing Facility 3. <input type="checkbox"/> Intermediate Care Facility 4. <input type="checkbox"/> Home Health Agency 5. <input checked="" type="checkbox"/> Freestanding Hospice PH7		For Hospitals Only (Check One)			Fiscal Year Ending Date				
			A. <input type="checkbox"/> The Joint Commission Accredited B. <input type="checkbox"/> AOA Accredited C. <input type="checkbox"/> Both The Joint Commission and AOA Accredited D. <input type="checkbox"/> Non-Accredited							
<b>III. Type of Control (Check One)</b>	<b>Non-Profit:</b> 1. <input type="checkbox"/> Church 2. <input type="checkbox"/> Private 3. <input type="checkbox"/> Other PH8		<b>Proprietary:</b> 4. <input type="checkbox"/> Individual 5. <input type="checkbox"/> Partnership 6. <input type="checkbox"/> Corporation 7. <input checked="" type="checkbox"/> Other		<b>Government:</b> 8. <input type="checkbox"/> State 9. <input checked="" type="checkbox"/> County 10. <input checked="" type="checkbox"/> City 11. <input type="checkbox"/> City-County 12. <input type="checkbox"/> Combination Government and Nonprofit 13. <input type="checkbox"/> Other					
<b>IV. Services Provided:</b> By staff, place a "1" in the block(s) If under arrangement, place a "2" in the block(s) If by staff and arrangement, place a "3" in the block(s) PH9	<b>Core:</b> 1. <input type="checkbox"/> Physician Services 2. <input type="checkbox"/> Nursing Services 3. <input type="checkbox"/> Medical Social Services 4. <input type="checkbox"/> Counseling Services		5. <input type="checkbox"/> Physical Therapy 6. <input type="checkbox"/> Occupational Therapy 7. <input type="checkbox"/> Speech-Language Pathology 8. <input type="checkbox"/> Hospice Aide 9. <input type="checkbox"/> Homemaker 10. <input type="checkbox"/> Medical Supplies 11. <input type="checkbox"/> Short Term Inpatient Care PH10 12. <input type="checkbox"/> Other(Specify) A. _____ Acute B. _____ Respite		Name and Address of Contractee Medicare Certification/Supplier Number					
<b>V. Number of Employees/ Volunteers Full-time Equivalent</b> Top section of professional category reflects total number of FTE (i.e., PH 11 through PH 18)	Physicians PH11		Registered Professional Nurses PH12		Licensed Practical Nurses/ Licensed Vocational Nurses PH13		Medical Social Workers PH14		Total Number PH19	
	Employees A.	Volunteers B.	Employees A.	Volunteers B.	Employees A.	Volunteers B.	Employees A.	Volunteers B.		
	Homemakers PH15		Hospice Aide PH16		Counselors PH17		Others PH18		Employees	Volunteers
	Employees A.	Volunteers B.	Employees A.	Volunteers B.	Employees A.	Volunteers B.	Employees A.	Volunteers B.	A.	B.

Whoever knowingly or willfully makes or causes to be made a false statement or representation on this form may be prosecuted under applicable Federal or State laws. In addition, knowingly and willfully failing to fully and accurately disclose the information requested may result in denial of a request to participate, or where the entity already participates, a termination of its agreement or contract with the State agency or the Secretary as appropriate.

Name of Authorized Representative and Title (Typed)	Signature	Date
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SAMPLE

**CMS 643**

# HOSPICE SURVEY AND DEFICIENCIES REPORT

Page \_\_\_\_ of \_\_\_\_

CERTIFICATION NUMBER	NAME OF FACILITY ABC Medical Hospice, LLC	SURVEY DATE
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1. Was this hospice surveyed for compliance with 42 CFR 418.110? <input type="checkbox"/> Yes <input type="checkbox"/> No	L50	
2. If this hospice provides inpatient care directly, is the inpatient care provided on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	L51	
3. Has a waiver of core nursing services been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No	L52	
4. If "Yes" indicate date	L53	
5. Indicate type of setting(s) in which the hospice provides routine home care. <input type="checkbox"/> Private residence <input type="checkbox"/> SNF <input type="checkbox"/> NF <input type="checkbox"/> Other (specify)	L54	
6. Number of hospice patients residing in a SNF, NF or other residential facility who receive routine home care from the hospice.	L55	
7. Number of hospice patients admitted during recent 12 month period.	L56	
8. Number of records reviewed during survey.	L57	
9. Number of home visits conducted to patients in a private residence.	L58	
10. Number of home visits conducted to patients in residential facilities.	L59	
11. Does this hospice operate under the same certification number at more than one location? <input type="checkbox"/> Yes <input type="checkbox"/> No	L60	
12. If "Yes" enter number of locations.	L61	
13. Does this hospice operate as part of another entity that participates in the Medicare program? <input type="checkbox"/> Yes <input type="checkbox"/> No	L62	
14. If "Yes" enter the Medicare certification number of the entity.	L63	
SURVEYOR SIGNATURE	TITLE	DATE

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0379. The time required to complete this information collection is estimated to average 1 hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, Attn: PRA Reports Clearance Officer, 7500 Security Boulevard, Baltimore, Maryland 21244-1850.

# HOSPICE SURVEY AND DEFICIENCIES REPORT

Page \_\_\_\_ of \_\_\_\_

## DEFICIENCIES

DATA TAG NUMBER	COP/STND. NO.	COMMENTS
<b>SAMPLE</b>		

I certify that I have reviewed each hospice Condition of Participation and related standards and except as indicated on this form the facility was found to be in compliance with the standards and/or the Conditions of Participation.

SURVEYOR SIGNATURE	TITLE	DATE
SURVEYOR SIGNATURE	TITLE	DATE

Insert  
CMS 855A: Geographic  
Service Area  
Here

SAMPLE

SAMPLE

**CMS 1561**

**HEALTH INSURANCE BENEFIT AGREEMENT**

(Agreement with Provider Pursuant to Section 1866 of the Social Security Act,  
as Amended and Title 42 Code of Federal Regulations (CFR)  
Chapter IV, Part 489)

**AGREEMENT**

between

THE SECRETARY OF HEALTH AND HUMAN SERVICES  
and

ABC MEDICAL HOSPICE, LLC

doing business as (D/B/A) ABC MEDICAL HOSPICE, LLC

In order to receive payment under title XVIII of the Social Security Act, ABC MEDICAL HOSPICE, LLC

D/B/A ABC MEDICAL HOSPICE, LLC as the provider of services, agrees to conform to the provisions of section of 1866 of the Social Security Act and applicable provisions in 42 CFR.

This agreement, upon submission by the provider of services of acceptable assurance of compliance with title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973 as amended, and upon acceptance by the Secretary of Health and Human Services, shall be binding on the provider of services and the Secretary.

In the event of a transfer of ownership, this agreement is automatically assigned to the new owner subject to the conditions specified in this agreement and 42 CFR 489, to include existing plans of correction and the duration of this agreement, if the agreement is time limited.

ATTENTION: Read the following provision of Federal law carefully before signing.

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme or device a material fact, or make any false, fictitious or fraudulent statement or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both (18 U.S.C. section 1001).

Name Wain Jones Title Owner

Date 03/11/18

ACCEPTED FOR THE PROVIDER OF SERVICES BY:

NAME (signature)

TITLE <b>CEO</b>	DATE <b>03/11/2018</b>
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ACCEPTED BY THE SECRETARY OF HEALTH AND HUMAN SERVICES BY:

NAME (signature)

TITLE	DATE
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ACCEPTED FOR THE SUCCESSOR PROVIDER OF SERVICES BY:

NAME (signature)

TITLE	DATE
-------	------

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0832. The time required to complete this information collection is estimated to average 5 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to CMS, Attn: PRA Reports Clearance Officer, 7500 Security Boulevard, Baltimore, Maryland 21244-1850.



SAMPLE

**HHS 690**

## Assurance of Compliance

The Applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the U.S. Department of Health and Human Services.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

1. **Title VI of the Civil Rights Act of 1964** (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
2. **Section 504 of the Rehabilitation Act of 1973** (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. **Title IX of the Education Amendments of 1972** (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.
4. **The Age Discrimination Act of 1975** (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
5. **Section 1557 of the Affordable Care Act** (Pub. L. 111-148), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 92), to the end that, in accordance with Section 1557 and the Regulation, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any health program or activity for which the Applicant receives Federal financial assistance from the Department.

The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a

purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

You have successfully submitted the HHS-690 for your organization. Your confirmation number is 15946178

The following information was provided:

Date:

01/10/2019

Name and Title of Authorized Official:

[REDACTED] II

Name of Healthcare Facility Receiving / Requesting Funding:

[REDACTED] C

Address:

[REDACTED] 560

SAMPLE