

Applicants for residential care and assisted living facilities must provide the **Community Based Care Licensing Unit** a complete licensing application (APD 0570) at least 60 days prior to expected licensure. The application form is provided by the Department of Human Services. Below is a list of items required to complete your licensing application.

At least 60 days prior to anticipated licensure:

- Complete the application form (SDS 0570). Found at:
<https://apps.state.or.us/Forms/Served/se0570.doc>.
- Submit the required licensing fee, determined by the number of licensed beds at the facility: **1 to 15 beds, \$360; 16 to 49 beds, \$520; 50 to 99 beds, \$1,040; 100 to 150 beds, \$1,340; 151 or more beds, \$1,500.**
Contact the Community Based Care Licensing Unit for payment instructions. See page 2 for contact information.
- Send the screen print of the Secretary of State registration of assumed business name and business owner — this is required.
- Send an organizational chart of the applicant's facility.
- Complete the background check request form for each applicant. Applicant is defined as a person who holds ten percent (10%) or greater incident of ownership. For those who serve the Medicaid population, an approved background check request is required for each five percent (5%) owner, along with Social Security number. Find the 301QED form at <https://apps.state.or.us/Forms/Served/ms0301qed.doc>.
- Send documented evidence of proof of fiscal responsibility per OAR 411-054-0016 (c) showing there are sufficient resources to operate the facility.
- Include pro forma that shows the revenues, expenditures and resident days for the first 12 months of operation per OAR 411-054-0016 (3) (d).
- Include a written rental agreement per OAR 411-054-0025 (10) (a-d).
- Include the Uniform Disclosure Statement (APD 9098A). Found at:
<https://apps.state.or.us/Forms/Served/se9098a.doc>.
- Include the Uniform Disclosure Statement — Memory Care Communities (APD 9098MC). Found at:
<https://apps.state.or.us/Forms/Served/se9098mc.doc>.

Disclosure information as required in 411-054-0025(8):

- Follow the Policies and Procedures as required by rule, (APD 0561).
Found at: <https://apps.state.or.us/Forms/Served/se0561.doc>
- Include a detailed caregiver training protocol per OAR 411-054-0070 (2)(3).
- Include the resident evaluation and service planning tools.
- Explain the system to determine appropriate staffing of both caregivers and general staffing.
- Include the name of the nurse who will oversee resident health services.

At least 30 days prior to anticipated licensure:

- Send the completed Administrator Reference Summary, (APD 0566).
Found at: <https://apps.state.or.us/Forms/Served/se0566.doc>

Initial licensing:

- Send the completed and **signed** Project Substantial Completion Notice to Facilities, Planning and Safety (FPS) **30** days prior to anticipated licensure;
- Note that the applicant **must** receive written confirmation of licensure by the Community Based Care Licensing Unit prior to moving residents into the facility.

For change of ownership:

Per OAR 411-054-0019, you cannot provide services or operate the business until the Community Based Care Licensing Unit has notified you that your license has been approved. The closure of the sale should be simultaneous with the issuance of the license. A building inspection may be requested prior to issuance of the license. Community Based Care Licensing Unit may require physical plant improvements if the health or safety of residents is negatively impacted.

Send applications to:

Oregon Department of Human Services
Community Based Care Licensing Unit
Attn: Licensing Specialist
PO Box 14530
Salem, OR 97309

Email: CBC.TEAM@dhsosha.state.or.us
Fax: 503-378-8966

If you need this application in an alternate format contact the Community Based Care Licensing Unit office.

Refer to <https://apps.state.or.us/cf1/FORMS> for the most current version of this form.