

481—63.3(135C) Application for licensure.

63.3(1) Application and licensing—new facility or change of ownership. In order to obtain a specialized residential care facility license for a facility not currently licensed as a specialized residential care facility or for a specialized residential care facility when a change of ownership is contemplated, the applicant must:

- a. Make application at least 30 days prior to the proposed opening date of the facility. Application shall be made on forms provided by the department.
- b. Meet all of the rules, regulations, and standards contained in this chapter and in 481—Chapter 50.
- c. Submit a letter of intent and a written résumé of care. The résumé of care shall meet the requirements of subrule 63.3(2).
- d. Submit a floor plan of each floor of the residential care facility. The floor plan of each floor shall be drawn on 8½" × 11" paper, show room areas in proportion, room dimensions, window and door locations, designation of the use of each room, and the room numbers for all rooms, including bathrooms.
- e. Submit a photograph of the front and side of the residential care facility.
- f. Submit the fee for a specialized residential care facility license in accordance with 481—paragraph 50.3(2)“a.”
- g. Comply with all other local statutes and ordinances in existence at the time of licensure.
- h. Submit a certificate signed by the state or local fire inspection authority as to compliance with fire safety rules and regulations.

63.3(2) Résumé of care. The résumé of care shall describe the following:

- a. Purpose of the facility;
- b. Criteria for admission to the facility;
- c. Ownership of the facility;
- d. Composition and responsibilities of the governing board;
- e. Qualifications and responsibilities of the administrator;
- f. Medical services provided to residents, to include the availability of emergency medical services in the area and the designation of a primary care provider to be responsible for residents in an emergency;
- g. Dental services provided to residents and available in the area;
- h. Nursing services provided to residents, if applicable;
- i. Personal services provided to residents, including supervision of or assistance with activities of daily living;
- j. Activity program;
- k. Dietary services, including qualifications of the person in charge, consultation service (if applicable) and meal service;
- l. Other services available as applicable, including social services, physical therapy, occupational therapy, and recreational therapy;
- m. Housekeeping;
- n. Laundry;
- o. Physical plant; and
- p. Staffing provided to meet residents’ needs.

63.3(3) Renewal application. In order to obtain a renewal of the specialized residential care facility license, the applicant must submit the following:

- a. The completed application form 30 days prior to the annual license renewal date of the residential care facility license;
- b. The fee for a specialized residential care facility license in accordance with 481—paragraph 50.3(2)“a”;
- c. An approved current certificate signed by the state or local fire inspection authority as to compliance with fire safety rules and regulations;
- d. Changes to the résumé of care, if any; and

e. Changes to the current residency agreement, if any.
[ARC 3740C, IAB 4/11/18, effective 5/16/18; ARC 4577C, IAB 7/31/19, effective 9/4/19]