

**321—25.4(231C) Nonaccredited program application content.** An application for certification or recertification of a nonaccredited program shall include the following:

**25.4(1)** A list that includes the names, addresses and percentage of stock, shares, partnership or other equity interest of all officers, members of the board of directors, and trustees and of the designated manager, as well as stockholders, partners or any individuals who have greater than a 10 percent equity interest in the program. The program shall notify DIA of any changes in the list within ten working days of the changes.

**25.4(2)** A statement affirming that the individuals listed in 25.4(1) have not been convicted of a felony or serious misdemeanor or found in violation of the dependent adult abuse code in any state.

**25.4(3)** A statement disclosing whether any of the individuals listed in 25.4(1) have or have had an ownership interest in an assisted living program, adult day services program, elder group home, home health agency, or licensed health care facility as defined under Iowa Code Supplement section 135C.1 or licensed hospital as defined under Iowa Code section 135B.1 which has been closed in any state due to removal of program, agency, or facility licensure or certification or due to involuntary termination from participation in either the Medicaid or Medicare program; or have been found to have failed to provide adequate protection or services for participants to prevent abuse or neglect.

**25.4(4)** A copy of the current policy and procedure for evaluation of each tenant, which includes a copy of the evaluation tool or tools to be used to identify the functional, cognitive and health status of each tenant.

**25.4(5)** Identification of target population.

**25.4(6)** A copy of the current service plan format.

**25.4(7)** If the program contracts for personal care or health-related care services from a certified home health agency, mental health center or a licensed health care facility, a copy of that entity's current license or certification.

**25.4(8)** The current policy and procedure for addressing medication needs of tenants.

**25.4(9)** The current policy and procedure describing accident and emergency response.

**25.4(10)** A copy of the current tenant occupancy agreement.

**25.4(11)** The current policy and procedure for managing risk and upholding tenant autonomy when tenant decision making may result in poor outcomes for the tenant or others.

**25.4(12)** A copy of the current state license for the entity providing food service, whether it is the program or an outside entity or a combination of both.

**25.4(13)** A copy of the written policies and procedures for food service relating to staffing, nutrition, menu planning, therapeutic diets, preparation, service and storage.