

481—62.2(135C) Application for license.

62.2(1) *Initial application and licensing.* In order to obtain an initial license for a residential care facility for persons with mental illness, the applicant must meet all of the rules, regulations, and standards contained in Iowa Code chapter 135C, and Iowa Administrative Code 481—Chapters 60 and 62, and submit an application to the department which states the type and category of license for which the facility is applying.

- a.* Submit a résumé of care with a narrative which includes the following information:
- (1) The purpose of the facility.
 - (2) A description of the target population and limitations on resident eligibility.
 - (3) An identification and description of the services the facility will provide which shall minimally include specific and measurable goals and objectives for each of the services to be made available by the facility and a description of the resources needed to provide each of the services including staff, physical facilities and funds.
 - (4) A description of the human services system available in the area, including, but not limited to, social, public health, visiting nurse, vocational training, employment services, sheltered living arrangements, and services of private agencies.
 - (5) A description of working relationships with the human services agencies when applicable, which shall include at a minimum:
 1. A description of how the facility will coordinate with the human services to facilitate continuity of care and coordination of services to residents; and
 2. A description of how the facility will coordinate with those agencies to identify unnecessary duplication of services and plan for development and coordination of needed services.
- b.* Submit a floor plan of each floor of the facility drawn on 8½- x 11-inch paper showing room areas in proportion, room dimensions, room numbers for all rooms, including bathroom; and designation of the use to which room will be put and window and door location;
- c.* Submit a photograph of the front and side elevation of the facility;
- d.* Submit the statutory fee for a residential care facility license;
- e.* Show evidence of a certificate signed by the state fire marshal or deputy state fire marshal as to compliance with fire safety rules.

62.2(2) *Renewal application or change of ownership.* In order to obtain a renewal or change of ownership license of the residential care facility to serve persons with mental illness the applicant must:

- a.* Submit to the department the completed application form 30 days prior to annual license renewal or change of ownership date of the residential care facility license.
- b.* Submit the statutory license fee for a residential care facility for persons with mental illness with the application for renewal or change of ownership.
- c.* Have an approved current certificate signed by the state fire marshal or deputy state fire marshal as to compliance with fire safety rules.
- d.* Submit documentation of review of résumé of care pursuant to 62.2(1) “*a*” and a copy of any revisions to the plan.

This rule is intended to implement Iowa Code sections 135C.7 and 135C.9.