

Administrator Alert

*Policy updates & rule clarifications for Assisted Living,
Residential Care & Nursing Facilities*

Office of Licensing & Quality — Oregon Department of Human Services

November 17, 2009

2010 NURSING FACILITY LICENSE RENEWAL PROCESS

Due to the reorganization of the Office of Licensing and Quality of Care (OLQC), and staffing changes within the Nursing Facility Program, we will be changing the way we process the 2010 nursing facility annual license renewals. **As a result, there will be up to a 6 month delay in processing the 2010 nursing facility licenses.** The following is a summary of what to expect over the next 6 to 8 months:

- Prior to December 1, 2009, OLQC will send nursing facility providers the license renewal packets.
- These packets must be completed and returned to OLQC by December 31, 2009. We do recognize our delay in sending the license renewal packet, so OLQC may grant an extension to this due date upon written request by a facility.
- Upon receipt of the completed license renewal packet, OLQC will send a letter confirming receipt of the renewal packet. This letter will also state that the 2009 nursing facility license will remain in effect until a nursing facility receives the updated license. A copy of this letter must be posted with the 2009 nursing facility license.
- Prior to June 30, 2010, OLQC will send out updated licenses which will expire December 31, 2010.

If you have any questions about this temporary change in process, please call (800) 232-3020 and ask to speak to a member of the Nursing Facility Program. If you prefer, you can email questions to the Nursing Facility Program at NFLicens@dhs.state.or.us.

