

# Administrator Alert

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

Office of Licensing & Quality — Oregon Department of Human Services

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**Re: Community Based Care**

**DATE: March 15, 2011**

**Subject: Updated Reminder - IMPORTANT Change in business practice  
for Licensing Renewals**

Beginning with the March 2011 renewals of CBC facilities, each provider will be required to obtain applications (SDS 0570 and 0570M) and a Provider Checklist for Renewal Applications (SDS0571) on-line. The link to the forms page is: [http://dhsforms.hr.state.or.us/forms/databases/FMPRO?-db=FormTbl.fp5&-lay=Main&-format=Findforms\\_FMP.htm&-findany](http://dhsforms.hr.state.or.us/forms/databases/FMPRO?-db=FormTbl.fp5&-lay=Main&-format=Findforms_FMP.htm&-findany) (type in form number. We recommend keeping the forms page on your desktop for convenience).

**NOTE: New business practice for submitting renewal fees. An invoice will be mailed to the Administrator at the facility. Please see checklist on form #0571. The form is also attached to this Alert.**

Providers must obtain their own Fire Marshal Inspection form (MSC210) by contacting Carolyn Ramus, [carolyn.ramus@state.or.us](mailto:carolyn.ramus@state.or.us), 503-945-5853. A sample MSC210 with the directions for completing and mailing the form (MSC0209) are available on the forms link. Both forms attached to this Alert.

For corporations or providers owning 3 or more facilities, contact Carolyn Ramus with number of forms needed. A bundle of forms (MSC210) will be sent to the contact person (name and mailing address provided by owner).



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January and February 2011 renewal applications have been previously mailed to those facilities. Those renewals have also had their Fire Marshal Inspection form (MSC210) previously sent to the State Fire Marshal for distribution to local Fire Deputies.

**Update: You are required to submit a complete application, Fire Marshal inspection form, and criminal background checks 45 days prior to expiration. If the license renewal application is not received prior to the expiration date your facility will no longer be licensed and you will be unable to provide care/services to your residents.**

