

# *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: August 24, 2011**

**Subject: Renewals and Fire Marshal Inspection Form MSC210**

It is the responsibility of the provider / facility to obtain the original Fire Marshal Inspection forms MSC210 from Carolyn Ramus in the Office of Licensing & Quality of Care. The form is a four page carbon and is the only form accepted by the Office of the State Fire Marshal (OSFM).

The instructions for sending the form must be followed; a copy of the form is not acceptable. If the Office of the State Fire Marshal (OSFM) receives a single page it will be returned and the required Fire Marshal Inspection can be delayed by weeks.

Attached is the Direction page (MSC209) for MSC210. Please read it carefully. Follow the directions for obtaining the correct form and where to send that completed form.

**Reminder: You are required to submit a complete application with all documents  
45 days prior to expiration.**

