

Administrator Alert

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

Office of Licensing & Quality — Oregon Department of Human Services

Re: Community Based Care

Date: December 1, 2011

Subject: IMPORTANT Change in business practice for Assisted Living & Residential Care Facilities Licensing Renewals

Beginning with March 2011 renewals of CBC facilities, each provider is now required to obtain applications (SDS 0570 and 0570M) and a Provider Checklist for Renewal Application (SDS0571) on-line. The link to the forms page is: https://apps.state.or.us/cf1/FORMS/?-db=FormTbl.fp5&-lay=Main&-format=Findforms_FMP.htm&-findany (Type in form number. For convenience we recommend keeping the forms page on your desktop).

NOTE: New business practice for submitting renewal fees. An invoice will be mailed to the Administrator at the facility 60 days prior to license expiration. Please see checklist on form #0571.

Providers must obtain their own Fire Marshal Inspection form (MSC 210) by contacting Carolyn Ramus, carolyn.ramus@state.or.us, 503-945-5853. A sample MSC210 with directions (MSC209) for completing and mailing the form are available on the forms link.

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

