



Oregon

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Process UPATE and REMINDER

To: Nursing Facility Administrators, Licensees and Business Office Staff
NF-19-42

Date: April 17, 2019
From: Nursing Facility Licensing Unit
Subject: Update on Nursing Facility Licensing Renewal Process

Effective immediately, the process for renewing nursing facility licenses has changed slightly. Please ensure you and any staff involved in licensing your facility are aware of the timeframes related to submitting these materials annually.

- Information on the licensee's responsibility to ensure facility renewal documents are submitted on a timely basis can be found in OAR 411-085-0010 <https://secure.sos.state.or.us/oard/viewSearchRule.action>. Per OAR 411-085-0010 (h), licensing renewal documents must be submitted to the department at least **45 days prior to the license expiration date**.
- **Please note that a primary revision to this process involves a change to the issuance of the License Maintains letter.** This letter was previously issued to authorize an extension of the current facility license pending the completion of a facility's annual survey and the verification of substantial compliance. **Effective immediately, The Department will not issue a License Maintains letter if you fail to submit your license application and fee on a timely basis. This letter must be requested.** Additionally, failure to submit a completed license renewal application by the date your license expires, will result in your license automatically expiring.
- Please review the [NFLU Licensing Website](#) to ensure you are aware of the overall process involved in renewing nursing facility license. For your convenience, we have included links to the nursing facility license renewal forms (SE 0466) and supplemental materials on the website.
- Please refer to the [Licensing Verification](#) webpage to ensure the most current license for your facility is posted. This link can be helpful for various credentialing purposes throughout the year. If you see an error, please advise nf.licensing@dhsosha.state.or.us to make the correction(s).

Thank you for taking the time and attention to review this topic and implement any necessary business changes that may be required. If you have been determined to be in substantial compliance with survey and have not received a 2018 Facility License, please advise us at nf.licensing@dhsosha.state.or.us.

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For general information about the DHS Office of Safety, Oversight and Quality, visit the DHS Web site at www.oregon.gov/DHS/. If you have questions about this alert, please contact the Nursing Facility Licensing Unit at NFLicensing@state.or.us