

Residential Care Home Renewal Application Checklist

Additional forms can be obtained on the Department's website at: <http://hfs.health.ok.gov>.

- ❑ Submit the \$50.00 application fee. Applications are not considered filed until the fee is received. Make checks payable to the Oklahoma State Department of Health or OSDH.
- ❑ Review and complete the preprinted **ODH Form 728**, *License Application for Resident Care Facility License*. **All parties to the owner** (person or entity who stands to profit or lose as a result of the financial success or failure of operation) **must complete page 2 of ODH Form 728**.
 - Make corrections to all pre-filled information that is **not** accurate or complete.
 - The person or entity responsible for providing resident care is considered the applicant and must sign **all** forms. Generally, the signature of a shareholder, partner, member, trustee or officer of the applicant entity is acceptable for the application form. The signature of an employee of the applicant is **not** sufficient.
- ❑ Submit a copy of the Administrator's current certificate, or license, and continuing education certificates.
- ❑ For your reference, the Owner Information sheet included with your application summarizes the ownership information as it currently appears in the Department's database. If there has been a change on the information provided or it is incorrect, submit the ODH 953-B, *Disclosure Statement of Owner, Lessee and Manager for a Long-Term Care Facility*; 953-C, *Detail Attachment to the Disclosure Statement*.
- ❑ Submit ODH Form 953-E, *Staffing Projection and Professional Certification for a Nursing or Long-term Care Facility*, items 1 & 2, and certification on page 2.
- ❑ Submit a copy of the facility's agreements with physician, registered nurse, registered dietitian and registered pharmacist as required annually.
- ❑ Submit copy of all agreements with the professional consultants utilized by the home.
- ❑ Submit copy of licensed plumber or building inspection report.
- ❑ Submit copy of electrician or municipal inspector's report.
- ❑ Submit State Fire Marshal inspection or their designee's report for the most recent annual inspection for homes with more than six (6) beds.
- ❑ Is the applicant (licensee) in good standing with the Secretary of State?
- ❑ **Have all forms requesting notarization been notarized?**