



KAREN L. SMITH, MD, MPH
Director and State Public Health Officer

State of California—Health and Human
Services Agency
**California Department of
Public Health**



EDMUND G. BROWN JR.
Governor

June 16, 2008

AFL 08-18

TO: Skilled Nursing Facilities
Intermediate Care Facilities

SUBJECT: Application Information for Skilled Nursing Facility or Intermediate Care Facility
Management Companies

In an effort to facilitate the accessibility of application information, the application package for the Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF) management company is now available on the California Department of Public Health (CDPH) Licensing and Certification (L&C) Program, Centralized Applications Unit (CAU) website at:

<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/ApplyForLicensure.aspx>

In situations where a SNF or ICF is proposed to be operated (in whole or part) under a management contract (between the licensee and a management company), the management company is required to file an application package with L&C, pursuant to Sections 1265 and 1267.5(a)(3) of the Health and Safety (H&S) Code. The application package is necessary for a management company, **not previously approved by the L&C CAU**, to obtain approval to manage a health facility, currently licensed as a SNF or ICF.

Any changes in the “initial” management company information submitted shall be provided (in writing) to CAU within 30 calendar days of the change, pursuant to Section 1267.5(a) (5) of the H&S Code.

The application package review process will consider the management company’s owners’, officers’, directors’, board members’, and general partners’ (if a partnership) prior compliance history of all facilities operated or managed by those individuals in California and nationally. The management company and associates must demonstrate substantial compliance with state and federal requirements for all facilities that they operate or manage. Failure to demonstrate substantial compliance historically may result in the denial of your application package. You will be notified in writing of the L&C intent to deny the application.

All completed management company application packages must be submitted to the L&C CAU address (overnight or regular mail), listed below. Please note that “overnight” mail may actually take longer for the CAU to receive because of our CDHS in-house mail services:

For regular mail:

California Department of Public Health
Licensing and Certification Program
Centralized Applications Unit
1615 Capitol Avenue, MS 3402
Sacramento, CA 95814

For overnight (FedEx-UPS):

California Department of Public Health
Licensing and Certification Program
Centralized Applications Unit, MS 3402
P.O. Box 997377
Sacramento, CA 95899-7413

The CAU will review the management company application package for completion and retain the “original” application package. If a management company application package is submitted in conjunction with a SNF or ICF “initial” or change of ownership application package, a copy of the management agreement will be sent to the

applicable district office with the licensure application package. A list of district offices and appropriate contacts are located on the L&C website at:

District Office Contact

If you have any questions, please contact Ms. Elena Marquez, Acting Chief of the CAU at (916) 552-8656 or elena.marquez@cdph.ca.gov.

Sincerely,

Original Signed by Kathleen Billingsley, R.N.

Kathleen Billingsley, R.N.

Deputy Director

Center for Health Care Quality, MS 0512 . P.O. Box 997377 . Sacramento, CA
95899-7377
(916) 324-6630 . (916) 324-4820 FAX
Department Website (cdph.ca.gov)



Page Last Updated : March 21, 2018