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Title 22@ Social Security

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Division 5@ Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies

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Chapter 6@ Home Health Agencies

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Article 2@ License

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Section 74675@ Separate Licenses

## **74675 Separate Licenses**

### **(a)**

Separate licenses shall be required for each parent home health agency office. Licenses shall be posted in public view. All current branch office addresses shall be listed on the parent license. (1) Each branch office shall receive a separate approval by the Department prior to operation and be reviewed as part of the parent agency. The approval may be based on survey of any home health agency requirements and may include on-site inspection of the business location. At the Department's discretion, an abbreviated survey may be conducted which shall require from the home health agency, at a minimum: (A) Submission of the written plan for administration and supervision of the branch office pursuant to Section 74609. The plan shall include the name, license number/qualifications of the nursing supervisor, and those individuals providing other branch office services approved for the home health agency license. The plan shall consist of policies and procedures consistent with criteria in the agency's Quality Management evaluation under Section 74742(c)(5). (B) An update of disclosure information pursuant to Section 74665; and (C) A license application form to update the address and other information for the branch office. (2) The parent agency need not be inspected when a branch office gets a separate approval. The branch office shall post a copy of the parent office's license in public view. The branch office shall have the parent license number followed by a branch office

identifier and the current branch office address to meet reporting requirements under Section 74729. The parent agency shall ensure that the Department is notified of any proposed change in the location of the branch office and must receive prior approval by the Department before the change in location. The prescribed fees specified by statute shall be paid prior to operation of a branch office.

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Submission of the written plan for administration and supervision of the branch office pursuant to Section 74609. The plan shall include the name, license number/qualifications of the nursing supervisor, and those individuals providing other branch office services approved for the home health agency license. The plan shall consist of policies and procedures consistent with criteria in the agency's Quality Management evaluation under

Section 74742(c)(5).

**(B)**

An update of disclosure information pursuant to Section 74665; and

**(C)**

A license application form to update the address and other information for the branch office.

**(2)**

The parent agency need not be inspected when a branch office gets a separate approval. The branch office shall post a copy of the parent office's license in public view. The branch office shall have the parent license number followed by a branch office identifier and the current branch office address to meet reporting requirements under Section 74729. The parent agency shall ensure that the Department is notified of any proposed change in the location of the branch office and must receive prior approval by the Department before the change in location. The prescribed fees specified by statute shall be paid prior to operation of a branch office.

**(b)**

The Department may require a branch to become licensed as a parent agency when it has determined based on substantial deficiencies that the volume and complexity of services provided are such that the administration and supervision are unable to be shared daily with the parent agency.