

## In-Home Care Agency License Application Form

Type of Action			
New Agency*:	<input type="checkbox"/> Parent	<input type="checkbox"/> Subunit (provide name of parent agency and city where located. In addition, attach separate document identifying all subunits associated with the parent agency): _____	
License Renewal*:	<input type="checkbox"/> License #: _____ Renewal application must be submitted at least 30 days prior to license expiration date (OAR 333-536-0025).		
Change Request	Effective Date of Change	Change Request	Effective Date of Change
<input type="checkbox"/> Name/Address		<input type="checkbox"/> Service Area**	
<input type="checkbox"/> Ownership*		<input type="checkbox"/> Administrator**	
<input type="checkbox"/> Add/Remove Branch**		<input type="checkbox"/> Classification**	
<input type="checkbox"/> Other (specify): _____			

\* Fee Payment Required (See back of this form for amount)

\*\*Requires Public Health Division pre-approval

Agency Information		
Agency Legal Name:		
Agency DBA Name (if applicable):		
Agency Physical Address, City, State & ZIP:		
Phone:	Fax:	County:
Agency Mailing Address (if different from above):		
Name of Administrator:		Phone:
Administrator E-mail:		Agency E-mail:
Does the administrator have direct contact with any client as defined in OAR 333-536-0093? <i>(If yes, attach 'Owner/Administrator Background Check Request' form for each administrator having direct contact.)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Owner(s):		
Address, City, State & ZIP of Owner(s) – attach additional pages if necessary.		
Phone:	FAX:	County:
Does any owner have direct contact with any client as defined in OAR 333-536-0093? <i>(If yes, attach 'Owner/Administrator Background Check Request' form for each owner having direct contact.)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact Name:	Emergency Contact Phone:	Emergency Contact Email:

Describe the geographic service area for this parent agency or subunit agency:

<b>Agency physically located within:</b>	<input type="checkbox"/> Commercial Business Building	<input type="checkbox"/> Private Home/Residence
<input type="checkbox"/> Independent Living Retirement Facility or Community	<input type="checkbox"/> Registered Continuing Care Retirement Community	<input type="checkbox"/> Other Licensed Facility or Agency Type: _____

Office Hours:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Classification Levels:	New agency	License renewal/current classification	Change to
<b>Limited:</b> An agency that provides personal care services that may include medication reminding but does not provide medication assistance, medication administration, or nursing services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Basic:</b> An agency that provides personal care services that may include medication reminding and medication assistance but does not provide medication administration or nursing services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Intermediate:</b> An agency that provides personal care services that may include medication reminding, medication assistance and medication administration but does not provide nursing services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comprehensive:</b> An agency that provides personal care services that may include medication reminding, medication assistance, medication administration and nursing services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Renewal Licensure Applications Only

Administrator Designee Name (all classification types):
Administrator Designee Title:
Qualified Individual Name (providing medication training and return demonstration competency evaluation):
Qualified Individual Title:
Registered Nurse Name (intermediate/comprehensive only):

### Description of Branch Operations – use separate sheet if necessary

- List address and telephone numbers of each branch
- If this is a change, indicate (A) if adding, (R) if removing, or blank if no change

Please check A or R		Address	Phone
<input type="checkbox"/> A	<input type="checkbox"/> R		
<input type="checkbox"/> A	<input type="checkbox"/> R		
<input type="checkbox"/> A	<input type="checkbox"/> R		

*I declare, under penalties of perjury, that I have examined this application and all attachments and that to the best of my knowledge and belief, this information is true, correct and complete. I will notify the Health Care Regulation and Quality Improvement Section, in writing, of any changes in this information as required.*

\_\_\_\_\_  
**Administrator's Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Title**

\_\_\_\_\_  
**Date (mm/dd/yyyy)**

**ALL APPLICATION FEES ARE NON-REFUNDABLE per OAR 333-536-0031(4)**

<b>In-Home Care Fees (as of January 1, 2018)</b>		
Initial Parent Licensure	Limited	\$2,000
	Basic	\$2,250
	Intermediate	\$2,500
	Comprehensive	\$3,000
Initial Subunit Licensure	All classification types	\$1,250
Yearly Parent Renewal	Limited	\$1,000
	Basic	\$1,000
	Intermediate	\$1,250
	Comprehensive	\$1,500
Yearly Subunit Renewal	All classification types	\$1,000
Ownership Change		\$350
Subunit Ownership Change		\$350

**Make check payable to: Oregon Health Authority**  
**Mail payment to: HFLC**  
**PO Box 14260**  
**Portland, OR 97293**

**Questions about this application?**  
**Phone: 971-673-0540**  
**Email: [mailbox.hclc@state.or.us](mailto:mailbox.hclc@state.or.us)**

<b>HCRQI Office Use Only</b>			
Effective date of initial licensure: _____	Class: _____	Initials: _____	Date: _____
Renewal Licensure/Change: Approved: _____ Denied: _____ Withdrawn: _____ Initials: _____ Date: _____			
CASH OFFICE: QC <b>659</b> initial/QC <b>660</b> renewal			

# Initial (New Agency) Licensure Application Checklist

New Agencies must fill out this checklist and include it with their initial packet, along with the application, fee, administrator resume, and outlined policies and procedures:

- Completely fill out an in-home care application
- Include a check or money order payable to the “Oregon Health Authority”
- Include a resume for your administrator. Please ensure that your administrator resume meets the following requirements:
  - Must show evidence of at least two years of professional or management experience in a health-related field or program (Please include the employer’s name and location, the dates of employment including month and year, the title of the position held, and the duties performed); and,
  - Must show evidence of high school diploma or equivalent
- Develop agency specific policies and procedures (including associated forms such as the initial assessment form, disclosure form, etc.), and include the following sampling of those policies, procedures, forms for the rules listed below:
  - Organizational operations policies and procedures (OAR 333-536-0050);
  - Disclosure policies and procedures (OAR 333-536-0055); and,
  - Service plan policies and procedures (OAR 333-536-0065).
- You may use the survey preparation checklist for the development of your policies and procedures (including associated forms). The checklist is available online at: [www.healthoregon.org/hflc](http://www.healthoregon.org/hflc)