

NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
NURSING HOME LICENSURE AND CERTIFICATION SECTION
2711 MAIL SERVICE CENTER
RALEIGH, NORTH CAROLINA 27699-2711
TELEPHONE: (919) 855-4520

FOR OFFICIAL USE ONLY Computer Number _____ Initial _____ Effective Date _____ Fee Received _____ Check No: _____ Amount: _____

2012

NURSING HOME APPLICATION - INITIAL

(Including Adult Care Home Beds in Combination Facilities)

LEGAL IDENTITY OF APPLICANT:

{Full legal name of corporation, partnership, individual, or other legal entity owning the enterprise or service.}

DOING BUSINESS AS (d/b/a) - names under which the facility or services are advertised or presented to the public:

PRIMARY: _____
Other: _____
Other: _____

FEDERAL TAX ID #: _____

FACILITY MAILING ADDRESS:

Street/P O Box: _____
City: _____ State: _____ Zip: _____ - _____
(Ex. 27626 - 0530)

FACILITY SITE:

Street: _____
City: _____ County: _____
Telephone: (____) _____ Zip: _____ - _____
Fax: (____) _____

E-mail Address for Administrator: _____
"The N.C. Department of Health and Human Services does not discriminate on the basis of race, color, national origin, religion, age or disability in employment or the provision of services."

PART A OWNERSHIP AND MANAGEMENT DISCLOSURE

1. The following information is required by Nursing Home Licensure Rule 10A NCAC 13D .2101. YOUR LICENSE CANNOT BE ISSUED WITHOUT THIS INFORMATION.

a. What is the name of the **LEGAL ENTITY** with the ownership responsibility and liability? If Corporation, the exact wording of the corporate name as on file with the NC Secretary of State (Corporate Office). If Unit of Government, the name of the unit which has ownership responsibility and liability for the services offered.

NAME: _____

b. MAILING ADDRESS:

Street/Box: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Fax: (____) _____

SENIOR OFFICER: _____

c. Indicate the Percent of Ownership of the Legal Identity: _____

d. Is legal entity: (check one)
For Profit _____ Not For Profit _____

e. Is the legal entity a: (check 1, 2, 3 or 4)

(1) **PROPRIETOR** _____

(2) **LIMITED LIABILITY CORPORATION** _____

(3) **PARTNERSHIP** _____

(a) General _____

(b) Limited _____

(c) If General, where is it registered?
County _____ State _____

(d) If Limited, where is it registered? State _____

(e) Is the limited partnership registered with the North Carolina Corporations Office?
YES _____ **NO** _____

(f) List the names and addresses of ALL persons who have a 5% financial interest or more and the names of all officers:

Name: _____ Title: _____

Address: _____ Percent of Ownership: _____

Name: _____ Title: _____

Address: _____ Percent of Ownership: _____

Name: _____ Title: _____

Address: _____ Percent of Ownership: _____

(4) CORPORATION ____

- (a) Where was the corporation originally established? State _____
- (b) List the names and addresses of ALL persons who have a 5% financial interest or more and the names of all officers:

Name: _____	Title: _____
Address: _____	Percent of Ownership: _____
Name: _____	Title: _____
Address: _____	Percent of Ownership: _____
Name: _____	Title: _____
Address: _____	Percent of Ownership: _____
Name: _____	Title: _____
Address: _____	Percent of Ownership: _____

(5) UNIT OF GOVERNMENT

- (a) What is the name and title of the official in charge of the above governmental unit?

Name: _____

Title: _____

- (b) Check the word which best describes the above type of governmental unit:

CITY ____ COUNTY ____ STATE ____ AUTHORITY ____

2. Does the licensee (legal entity: individual, partnership, corporation or unit) own the building from which services are offered? YES _____ NO _____

If NO, who owns the building?

Name: _____

Street/P.O. Box: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Fax: (____) _____

Note: If neither the building owner nor the lessee is shown as the license applicant, explain on a separate page.

3. Is this facility part of a multiple facility system within North Carolina? (A multiple facility system is defined as two or more nursing homes or health care facilities under the same ownership.)

YES _____ NO _____

If "YES", give the name and address of the multiple facility system (**Parent Company**) located within North Carolina.

- a. Name of the Parent Company: _____
- b. Address: _____
(Street/PO Box)
- c. City: _____
- d. State: _____
- e. Zip: _____ - _____
- f. Telephone: (_____) _____
- g. Fax: (_____) _____
- h. Name of Senior Officer: _____

4. Does the facility operate under a management contract?

YES _____ NO _____

If "YES", give the name, address and name of chief executive officer of the organization that manages the facility.

- a. Name of Organization: _____
- b. Address: _____
(Street/P O Box)
- c. City: _____
- d. State: _____
- e. Zip: _____ - _____
- f. Telephone: (_____) _____
- g. Fax: (_____) _____
- h. Name of Chief Executive Officer: _____

PART B OPERATIONS

PROVIDE NAMES FOR THE FOLLOWING:

1. FACILITY PERSONNEL

- a. Full-time administrator as required in 10A NCAC 13D .2201(c).

Name of Administrator: First full name _____ Middle initial _____ Last name _____
 Date Hired As Administrator: _____ N. C. License No.: _____

- b. Nursing

1. Director of Nursing: First full name _____ Middle initial _____ Last name _____
 License Number: _____ Date Hired as DON: _____

- c. Activity Director: _____

- d. Dietary Services Director: _____

- e. Social Services Director: _____

2. MEDICAL AND DENTAL STAFF FOR EMERGENCY CALL

- a. Medical Director's Name Address

1. _____

- b. Dentist(s) Name(s) Address(es)

1. _____
 2. _____
 3. _____

3. CONTRACT/OTHER PERSONNEL OR CONSULTANTS

- a. Physical Therapist: _____
 b. Occupational Therapist: _____
 c. Speech Therapist: _____
 d. Medical Records: _____
 e. Pharmacy Consultant: _____
 f. Dietary Consultant: _____
 g. Other (i.e. Respiratory Therapist): _____

4. PHARMACY

- a. Source of Drugs:

1. Do you have a pharmacy located in your facility? YES _____ NO _

2. If "YES", please complete:

Pharmacist Manager: _____

- b. If a pharmacy is not located in your facility, what is the name of the pharmacy from which drugs are obtained?

Name: _____
 Street Address: _____
 City, State, Zip: _____

PART C PATIENT SERVICES

1. Continuing Care Retirement Communities (CCRC)

a. Is the facility licensed by the Department of Insurance as a "Continuing Care Retirement Community"? a. YES ____ NO ____

2. Is the facility a "Combination Facility", thereby incorporating licensed ACH beds? 2. YES ____ NO ____
 If "Yes", indicate which rules the facility chooses to apply to the operation of these ACH beds. Nursing Home Licensure ____ ACH Licensure ____
 (NH Licensure rules only, ACH rules only, or both NH & ACH licensure rules. ** Complete checklist if using both sets of rules.)

3. **NUMBER OF BEDS BY TYPE (*Must complete required data supplement form)**

a. **Nursing Beds (NF)** (TOTAL) a. _____

1. General Nursing Facility Beds 1. _____

2. *Alzheimer's Special Care Unit Resident Beds 2. _____

3. Ventilator Dependent Resident Beds 3. _____

4. Traumatic brain Injury Beds 4. _____

Are you equipped to accommodate bariatric residents? Y ____ N ____

b. **Adult Care Home (ACH)** (TOTAL) b. _____

1. General Adult Care Home Beds 1. _____

2. *Alzheimer's Special Care Unit Resident Beds 2. _____

Are you equipped to accommodate bariatric residents? Y ____ N ____

c. **TOTAL LICENSED BEDS** (TOTAL a & b) c. _____

PART D CURRENT OPERATING STATISTICS

Current Per Diem Reimbursement Rates/Charges.

Please state the CURRENT (today's date or date the application is signed) basic daily charges/rates for patients or residents in your facility in the following categories of care.

*** IF YOU HAVE QUESTIONS ON HOW TO COMPLETE THE FORM CALL 919-855-3873.**

Private Pay (Usual Customary Charge)	Private Room (1 bed/room)	Semi-Private (2 beds/room)	Ward
Nursing Care	\$	\$	\$
Adult Care Home	\$	\$	\$
Special Care Unit (specify) _____	\$	\$	\$
Special Care Unit (specify) _____	\$	\$	\$

Medicare	Code	Rate
Three most frequent RUGS codes and rates paid for them.	1.	\$
	2.	\$
	3.	\$

Medicaid	Quarterly Rates			
	Oct.-Dec.	Jan.-Mar.	Apr.-June	July-Sept.
Nursing Care	\$	\$	\$	\$

Medicaid Nursing Care	Current Rate
Special Care Unit (specify) _____	\$
Special Care Unit (specify) _____	\$

State/County Special Assistance	Rate
Adult Care Home	\$
Special Care Unit (specify) _____	\$
Special Care Unit (specify) _____	\$

Please complete only if applicable:

Alzheimer's/Dementia Special Care Unit	Rate
Additional cost or fee to resident	\$

(Use reverse side or separate sheet if needed)

PART E TOTAL CURRENT STAFF FOR EXISTING FACILITY

Do not include the following: courtesy or attending staff, private duty nurses, volunteer workers or the same employee in more than one category. These employees were or will be on payroll as of _____ month / day / year.*

* New facilities should complete according to the facility staffing level on date of Licensure.

*This data is collected for the Certificate of Need Section. For questions call (919) 855-3873.

	TOTAL FACILITY FTE's	ANNUAL CONSULTANT HOURS
ROUTINE SERVICES		
Registered Nurses		
LPNs		
Nurse Aides		
Medical Director		
Director of Nurses		
Staff Devel. Coordinator		
Ward Secretary		
Medical Records		
Pharmacy Consultant		
ADMINISTRATION & GENERAL		
Administrator		
Asst. Administrator		
Other Office Personnel		
DIETARY		
Licensed Dietitian		
Food Services Supervisor		
Cooks		
Dietary Aides		
SOCIAL WORK SERVICES		
Social Services Director		
Social Services Asst.		
ACTIVITY SERVICES		
Activity Director		
Activity Assistant(s)		
Activity Consultant		
HOUSEKEEPING/LAUNDRY		
Housekeeping Supervisor		
Laundry Supervisor		
Housekeeping Aides		
Laundry Aides		
MAINTENANCE		
Maintenance Supervisor		
Janitors		
ANCILLARY SERVICES		
Physical Therapist		
PT/Rehabilitation Aide		
Occupational Therapy		
Speech/Hearing Therapy		
Respiratory Therapist		
Other (Specify)		
Total Positions/Total Consultant Hours		

PART F LICENSE FEE

A non-refundable license fee is required and must accompany this application prior to the issuance of a nursing home license. The payment should be in the form of check, certified check or money order and must be made payable to: **“The Division of Health Service Regulation.”** A separate check is required for each licensed entity.

Pursuant to §131E-272, effective August 14, 2009 initial license fees will be \$470.00 (base fee) plus \$19.00 per bed. Fees for initial licensure effective during the months of October – December will be credited to the license renewal fee.

This application must be completed and submitted to the Nursing Home Licensure and Certification Section, Division of Health Service Regulation, with the license fee, prior to the issuance of a nursing home license. The legislation (SB 622, Session Law 2005-276) prohibits a license from being issued if the fee has not been paid.

The undersigned submits this application for licensure for the year 2011 {subject to the provisions of the Nursing Home Licensure Act, Article 6, Chapter 131E of the General Statutes of North Carolina and to the rules adopted thereunder by the North Carolina Medical Care Commission} and certifies the accuracy of this information.

 Typed Name of Chief Administrative Officer
 or Authorized Official

 (Written Signature)

Title: _____

Date: _____