



Dear Prospective Private Alternative Adolescent Residential or Outdoor Provider:

Thank you for your interest in becoming a licensed PAAR provider. This letter is intended to guide you through the licensing process.

The following items must be submitted to the Licensure Bureau in order to license your facility:

- A completed license application and fee. The online licensure application portal can be located at:
<https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/lbfacilityapplications/privatealternativeadolescentresidentialoutdoorprogram>
- A floor plan of the facility documenting the size of all rooms and spaces utilized by the residents. This may be hand drawn as long as dimensions are included. If the bedroom has any built-in obstructions, such as a closet or bookcase, measurements are made from the front surface, not from the back. Door-swing areas are not included in the available square footage of the room. Additional requirements in relation to the physical property are found at ARM 37.106.302 of the Minimum Standards for All Healthcare Facilities. Please review the rules carefully and determine that your facility meets the conditions set forth in that rule.
- Local Building Code approval. If your facility is new construction, please submit the Certificate of Occupancy, issued by the local or State building code authority.
- Policies and Procedures, for review and approval. These must be submitted at least forty-five (45) days prior to the expected facility opening date. The rules describing the regulatory requirements for long term care facilities can be found at the web address above.
- Report of facility fire inspection. Please refer to the State Fire Marshall's website at <https://dojmt.gov/enforcement/investigations-bureau/fire-prevention/>, and contact the Fire Marshal for your area to determine who will conduct your fire inspection.
- Completion of FBI Fingerprint Criminal Background Checks Instate Protective Services Background Checks and Violent and Sexual Offender Background Checks for all the administrator; all staff; volunteer's or interns are required prior to hire.

The completion of such checks is the responsibility of the department. There is a fee for completion of the FBI Fingerprint Criminal Background Check. Instructions and paperwork require can be located under the New Hire Packet Office of Inspector General website

<https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/lbfacilityapplications/privatealternativeadolescentresidentialoutdoorprogram>

Out of state background checks must be completed for the administrator; all staff; volunteer's or interns that have lived out of the State of Montana. The completion of such checks is the responsibility of the provider/employer. If you need assistance you may contact Gayl Kearns at the number listed below.

Fingerprint cards and New Hire Packets for employees must be mailed to:

Gayl Kearns, Administrative Assistant
DPHHS/Office of Inspector General/Licensure Bureau
2401 Colonial Drive, PO Box 202953
Helena MT 59620-2953

In addition to submission of all the aforementioned information and documentation, you will need to schedule an onsite Physical Compliance inspection with the Bureau Construction Consultant. Review and approval of all required documentation, and approval by the Construction Consultant are required prior to the issuance of a license. You may not admit residents in your facility until you are licensed.

Upon submission and approval of all the aforementioned information and documentation and the final approval from the Bureau construction consultant, the Licensure Bureau will issue a six (6) month provisional license. A health care facility surveyor from the Licensure Bureau will conduct an on-site survey of the facility within the provisional license period to assess compliance with critical access hospital regulations. This visit is also an opportunity for the facility to obtain any clarification on those regulations.

If you have further questions, or questions during the licensure process, you may contact the Licensure Bureau at 406-444-2676.

Sincerely,

Tara Wooten

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