



Dear Prospective Adult Foster Home Provider:

Thank you for your interest in an Adult Foster Care Home in Montana. This letter is intended to guide you through the licensing process.

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

- ❑ Application. The online licensure application portal can be located at:  
<https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/lbfacilityapplications/lbadultfosterhome>
- ❑ A completed Personal Statement of Health for each employee of the facility and each person living in the household (This DOES NOT include adult foster care residents). Forms can be downloaded at:  
<http://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/LBAdultFosterHome>
- ❑ A Release of Information for each employee of the facility and member of the family over 18 years of age residing in the home for purposes of conducting a criminal record and protective services background check. Forms can be downloaded at:  
<http://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/LBAdultFosterHome>
- ❑ Safety Compliance Checklist. Forms can be downloaded at:  
<http://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/LBAdultFosterHome>
- ❑ If you use well water, a copy of a report of the well water for potability dated within the past year. You may contact your local county health department for assistance.
- ❑ All applicants must submit a floor plan. This may be hand-drawn if 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.
- ❑ 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 Adult Foster Care Homes can be found at the web address above.

- Documentation of current certification in CPR/First Aid techniques for each provider or employee of the Adult Foster Care Home as required by ARM 37.100.165,
- Attestation statement from the prospective administrator stating that he/she has reviewed the rules pertaining to Assisted Living Facilities.

**Do not submit an application earlier than 6-months prior to the desired licensure date.**

Applications that are initiated and have no provider movement in the completion and uploading of required documentation will be withdrawn within the timeframe designated in bureau policy.

In addition to submission of all the aforementioned information and documentation, you will need to schedule an on-site 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 to 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 facility surveyor from the Licensure Bureau will conduct an on-site survey of the facility within the provisional license period to assess compliance with Adult Foster Care regulations. This visit is also an opportunity for the facility to obtain any clarification of those regulations.

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

Sincerely,

*Tara Wooten*

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