



Dear Prospective Intermediate Care Facility for Developmental Disabilities Provider:

Thank you for your interest in Intermediate Care Facility for Developmental Disabilities 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:

- ☐ A completed License Application and fee. The License Application may be found at:
<https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/lbfacilityapplications/grouphome>
- ☐ A floor plan of the facility documenting the size of all rooms and spaces utilized by the residents. 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. Additional requirements relating 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 whether your facility meets requirements.
- ☐ If the facility uses well water, please submit a copy of a Certified Laboratory Report of the well water for potability dated within the past year. Please contact your local County Health Department for assistance.
- ☐ If the facility is not on a city sewer system, please submit a copy of the local County Health Department septic system inspection. As a septic system is approved based on the number of bedrooms in a facility, the septic system inspection report must reflect the number of bedrooms (please note – number of bedrooms, not number of residents) in the facility applied for.
- ☐ Articles of Incorporation, Bylaws, or Letter from Sponsoring Board
- ☐ Organizational Chart
- ☐ List of Board of Directors, including terms of office and addresses (As applicable)
- ☐ List of all Licensed Professionals and License Numbers

- Job Descriptions for each staff position
- 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 intermediate care facility for developmental disabilities 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. Please note that if your exit doors are to be locked, only single-motion locks will be approved.
- Attestation statement from the prospective administrator stating that he/she has reviewed the rules pertaining to Intermediate Care Facility for Developmental Disabilities.

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 required documentation will be withdrawn within the timeframe designated in bureau policy.

In addition to the 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 surveyor from the Licensure Bureau will conduct an on-site survey of the facility within the provisional license period to assess compliance with Intermediate Care Facility for Developmental Disabilities regulations. This visit is also an opportunity for the facility to obtain any clarification of 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

Tara Wooten
Licensure Bureau Chief
Licensure Bureau / Office of Inspector General

PO Box 202953 | Helena, MT 59620-2953
Phone: 406.439.2504 | Fax: 406.444.1742
Tara.Wooten@mt.gov