



Dear Prospective Adult Day Care Provider:

Thank you for your interest in Adult Day Care Facilities in Montana. This letter is intended to guide you through the licensing process. Adult Day Care Facilities are not required to be reviewed by the Health Planning Program and therefore do not need a Certificate of Need.

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

- ❑ 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.
- ❑ 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.
- ❑ A completed License Application and fee. The License Application may be found at <https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/LBAdultDayCareCenter>
- ❑ 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 Day Care facilities can be found at the web address above.
- ❑ The Facility Client Agreement, for review and approval. The Client Agreement must meet the requirements found in ARM 37.106.2602(6).
- ❑ If the facility uses well water, please submit a copy of a Certified Laboratory Report of the well water for portability 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.

- If the facility is to utilize an electrical security system to monitor and/or restrict client movement, written verification from the installer that the system is installed and functioning as designed.
- Report of facility fire inspection. Please refer to the State Fire Marshal's website at <https://dojmt.gov/enforcement/investigations-bureau/fire-prevention/>, 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 adult day care.

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 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 Adult Day Care facility 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 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