Dear Prospective Assisted Living Facility Provider:

Thank you for your interest in Assisted Living Facilities in Montana. This letter is intended to guide you through the licensing process. Assisted Living 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 completed License Application and fee. The License Application may be found at https://dphhs.mt.gov/oig/Licensure/HealthCareFacilityLicensure/lbfacilityapplications/ALF

- ☐ A completed BFS Plan Submittal Form submitted to the Licensure Bureau's Construction Consultant (please reach out to Brian Nelson for the document: Brian.Nelson@mt.gov

- ☐ 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 37.106.2835 through ARM 37.106.2839 of the Administrative Rules for Assisted Living Facilities, and 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.

- ☐ Policies and Procedures, for review and approval. These must be submitted at least forty-five (45) days prior to the expected facility opening date. Category B and C endorsements require additional policies and procedures to meet the regulatory requirements. The rules describing the regulatory requirements for assisted living can be found at the web address above.

- ☐ The Facility Resident Agreement, for review and approval. The Resident Agreement must meet the regulatory requirements, which can be found in ARM 37.106.2823.

- ☐ 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.

- ☐ Written verification, by the installer, that the electrical call system is installed, is functioning as designed, that connects residents to staff, and that it meets the requirements set forth in the AIA Guidelines for Design and Construction of Hospitals and Health Care Facilities 4.1-8.3.7.4 "Emergency call system", in ARM 37.106.2836(1)(d) "Furnishings", and ARM 37.106.2838(7) "Resident toilets and Bathing". The above rules can be accessed from our website mentioned above and should be copied and supplied to the installer to ensure compliance.

- ☐ If the facility is to utilize an electrical security system to monitor and/or restrict resident 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/, 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 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 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 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 Assisted Living Facility regulations. This visit is also an opportunity for the facility to obtain any clarification of those regulations.

To assist you in complying with these regulations, the Department has developed forms for required documentation. These forms, when properly utilized, will meet the requirements of the State. While a facility is not required to use these forms, they may be used if desired. These forms, and other information that might be useful to facilities, can be found on the website mentioned earlier in this letter.

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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