



Dear Prospective Retirement Home Provider:

Thank you for your interest in Retirement Homes in Montana. This letter is intended to guide you through the licensing process. Retirement Home 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 in order 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/LBRetirementHome>
- ❑ 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.
- ❑ 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 departments septic system inspection.

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 or Certification 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 have 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