



## HIV SUPPORTIVE LIVING CENTERS

### PROCEDURES FOR APPLYING FOR LICENSURE OF A NEW FACILITY

1. Submit a notarized application along with the appropriate licensure fee to the address at the top of the application.
2. Obtain architectural plans signed and sealed by an architect or Tennessee licensed engineer. Submit the plans to the Plans Review Section of Health Care Facilities. Once you receive approval of the architectural plans you may begin building the facility. If it is an existing building you will need to make any renovations that the plans reviewer has indicated. Approximately thirty (30) to forty-five (45) days prior to completion of the construction/renovations you will need to send a letter to the Regional Office in your area to request a survey of the facility. The Regional Office will notify you to schedule the survey. Be certain that you have given yourself plenty of time to have the building completed and to have your policies and procedures in order. If you are not ready on the date of survey it will most likely be thirty (30) days or more before the survey can be rescheduled.
3. Once the survey has been completed the surveyor will tell you if a recommendation is going to be made to license your facility. The surveyor will forward the appropriate forms to the Regional Office for the Regional Director's signature. The forms will then be forwarded to the Central Office Licensure Division in Nashville.
4. Licensure staff will then process the forms and send an initial approval letter to you. **Residents cannot be admitted to your facility until you have received an initial approval letter from the Central Office Licensure Division in Nashville.** The application will then be presented to the Board for Licensing Health Care Facilities at the next regularly scheduled board meeting for ratification. If the Board ratifies the application the license will then be ordered from the computer center. You should receive the license in seven (7) to ten (10) days.
5. If the Board does not ratify the initial approval of your application, a letter will be mailed to you providing an explanation and specific instructions as to any actions you may take to have the decision reviewed, at which time this authorization shall cease to be effective.

*All applicable laws, rules, policies, and guidelines affecting your practice are available for viewing at <https://www.tn.gov/hfc/division-of-licensure-and-regulation/hfc-licensure/licensure-applications.html>. Please check this website periodically for updates.*



**HIV SUPPORTIVE LIVING CENTERS  
APPLICATION FOR INITIAL LICENSURE**

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Name of the Facility/Agency \_\_\_\_\_

**Location of the Facility:**

Street \_\_\_\_\_ City \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_

Twenty-four (24) Hour Emergency Phone Number (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Total Bed Capacity \_\_\_\_\_

Does the facility have a secured unit?    Yes                No                Number of Secured Beds \_\_\_\_\_

**Administrator Information:**

Administrator \_\_\_\_\_ Certificate number or Nursing Home Administrator Number \_\_\_\_\_

Have you (Administrator) ever been convicted of a crime involving injury or harm to person(s), financial or business management (e.g., assault, battery, robbery, embezzlement or fraud)?    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, what charge(s)? \_\_\_\_\_

Location of Conviction \_\_\_\_\_ (City) \_\_\_\_\_ (County) \_\_\_\_\_ (State) \_\_\_\_\_ Date \_\_\_\_\_

**Mailing address if different from the Facility location address:**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Ownership of Building:**

Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**FEE SCHEDULE: (FEES ARE NON-REFUNDABLE)**

<u>Bed Capacity</u>	<u>Fee</u>	<u>Bed Capacity</u>	<u>Fee</u>
Less than 25	\$1,040	100 thru 124	\$2,080
25 thru 49	\$1,300	125 thru 149	\$2,340
50 thru 74	\$1,560	150 thru 174	\$2,600
75 thru 99	\$1,820	175 thru 199	\$2,860

*Facilities with 200 beds or more shall pay a flat rate of \$2,860 + \$200 for each additional 25 beds or fraction thereof (i.e., 200-224 pays \$3,060; 225-249 pays \$3,260).*

1. Provide proof of the ability to meet the financial needs of the facility.

**OWNERSHIP OF BUSINESS:**

1. a. Check the type of Legal Entity:

\_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Limited Liability Company  
\_\_\_\_\_ Church Related \_\_\_\_\_ Government/County \_\_\_\_\_ Other

b. Check One: \_\_\_\_\_ For Profit \_\_\_\_\_ Non-profit

c. Legal Entity checked in 1.a:

Name \_\_\_\_\_ Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_

d. List name(s) and address(es) of individual owners, partners, directors of the corporation, or head of the governmental entity:

\_\_\_\_\_  
Name Street City, State, Zip

\_\_\_\_\_  
Name Street City, State, Zip

\_\_\_\_\_  
Name Street City, State, Zip

*(If additional space is needed, please use a separate sheet)*

e. If a government/county owned facility, does the administrator have authority to act on behalf of the government/county as it relates to the operation of this facility? Yes \_\_\_\_\_ No \_\_\_\_\_

f. If no to e., who has said authority? \_\_\_\_\_

2. a. Is your facility/organization accredited by a **federally approved** accrediting body but not limited to JCAHO, CARF, etc.? **Provide proof of accreditation.**

Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration Date \_\_\_\_\_

3. Is this facility chain affiliated? Yes \_\_\_\_\_ No \_\_\_\_\_

4. If you have a parent company, please provide the following information:

Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. a. If a corporation, is there a holding company? Yes \_\_\_\_\_ No \_\_\_\_\_

b. If yes, list the name, address, and phone number of the holding company:

Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

6. a. Are any owners of the disclosing entity or also owners of other health care facilities in Tennessee and/or other states? Yes \_\_\_\_\_ No \_\_\_\_\_

b. If yes, list names and addresses of all such facilities:

\_\_\_\_\_  
\_\_\_\_\_

7. a. Do you have a contract with a management firm to operate this facility? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify dates: From \_\_\_\_\_ To \_\_\_\_\_

b. If yes, specify name of firm: \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Street \_\_\_\_\_ City, State, Zip \_\_\_\_\_

8. a. Have any owners of the disclosing entity ever been denied a license, had a license suspended or revoke, had a suspension of admissions or paid any civil monetary penalties for a health care facility in Tennessee or in any other state? Yes \_\_\_\_\_ No \_\_\_\_\_

b. If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

c. For what reason? \_\_\_\_\_

**VERIFICATION BY NOTARY PUBLIC:**

Signee for application certifies that he or she is of responsible character and able to comply with the minimum standards and regulations established by Tennessee pertaining to the type of facility or agency for which application for licensure is made and with the rules promulgated under Tennessee Code Annotated (TCA) § 68-11-201.

Signee also certifies that a policy has been implemented to inform all employees of their obligation under TCA § 71-6-103 to report incidents of abuse or neglect.

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Title or Position \_\_\_\_\_ Date \_\_\_\_\_

**STATE OF TENNESSEE**

County of \_\_\_\_\_

The above named applicant (print name) \_\_\_\_\_, being by me duly sworn on his/her oath, deposes and says that he/she has read the forgoing application and knows the contents thereof: that the statements concerning the above named facility or agency, therein contained, are correct and true to his/her own knowledge.

Subscribed to and sworn to on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_