

**LICENSURE APPLICATION ADDENDUM: FACT SHEET FORM**

**INSTRUCTIONS:** This form is an addendum to the application for license and is to be used to describe the facility/service to be operated at a given site/location. A separate Fact Sheet is required for each location. This completed form must accompany an application for initial license to operate a newly established facility/service. Current licensees must use this form when applying for a license to operate a newly established site/location, to add a new category to an existing license, to relocate a currently licensed facility/service to another location, or a major renovation, expansion, or change in use or occupancy of a currently licensed facility.

<b>1. Name of Applicant (if individual) or Company/Licensee Name if registered with TN Secretary of State</b>	<b>DATE:</b>

- 2. PURPOSE OF FACT SHEET:** Identify the reason for the completion of this fact sheet: (Check one)
- a.  Application for license by new applicant to operate a newly established facility/service. (An Initial Application must accompany this Fact Sheet.)
  - b.  Application by current licensee to establish a new site/location.
  - c.  Application by current licensee to relocate a currently licensed facility/service to another location. (Licenses are not transferrable.)
  - d.  Application by current licensee to add new category/service to currently licensed site/location.
  - e.  Application by a current licensee for approval of a major renovation, expansion, or change in use or occupancy of a currently licensed facility. (A new License may be required for certain renovations and expansions.)

<p><b>3. NAME AND LOCATION OF FACILITY/SERVICE:</b> Identify this facility/service as it is to be named by the applicant, known to the public, and listed on the license:</p> <p><b>Facility/Service Name:</b> _____</p> <p><b>Street Address:</b> _____</p> <p><b>City:</b> _____ <b>Zip Code:</b> _____ <b>County:</b> _____</p> <p><b>Facility/Service Phone Number:</b> _____ <b>Fax Number:</b> _____</p> <p><b>Is the location of the facility/service inside of city limits?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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- 4. DISTINCT CATEGORY(IES):** Identify the distinct category(ies) of this facility/service as defined in the licensure rules: (If site is currently licensed, only mark category(ies) that are being added to current site.)

**Mental Health**

- Adult Day Treatment Services
- Adult Residential Treatment Program (# of beds \_\_\_\_\_)
- Adult Supportive Residential (# of beds \_\_\_\_\_)
- Crisis Stabilization Unit (# of beds \_\_\_\_\_)
- Hospital (# of beds \_\_\_\_\_)
- Intensive Day Treatment for Children & Adolescents
- Outpatient
- Partial Hospitalization Programs
- Psychosocial Rehabilitation Program
- Residential Treatment for Children & Youth (# of beds \_\_\_\_\_)
- Supportive Living Facility (# of beds \_\_\_\_\_)
- Therapeutic Nursery

**Alcohol and Drug Abuse**

- DUI School
- Halfway House Treatment (# of beds \_\_\_\_\_)
- Non-Residential Office-Based Opiate Treatment (OBOT)
- Non-Residential Office-Based Opiate Treatment (OBOT Plus)
- Non-Residential Opioid Treatment
- Non-Residential Rehab Treatment
- Outpatient Detoxification Treatment
- Residential Detoxification Treatment (# of beds \_\_\_\_\_)
- Residential Rehabilitation Treatment(# of beds \_\_\_\_\_)
- Residential Treatment for Children and Youth (# of beds \_\_\_\_\_)

**Non-Medical Home Health**

- Personal Support Services Agency

<p><b>5. SITE MANAGER/DIRECTOR:</b> Identify the person who is charged with the overall daily management of this facility/service:</p> <p><b>Name:</b> _____ <b>Title:</b> _____</p> <p><b>Email Address:</b> _____ <b>Phone Number:</b> _____</p> <p><b>Has this person ever been convicted of or currently under any charges of a felony offense under the law?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach an explanation of the situation, date, type and place of the charge, court action taken, or current disposition</p>
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6. **NUMBER OF BUILDINGS:** Identify the number of buildings on the site of this facility which are to be used for service recipient residences or other service recipient programs: \_\_\_\_\_. If more than one (1) building is to be used at this address, then list each building by its name or location on the premises, the number of service recipients to reside or to be served in each building, and give the primary use of each building.

Name/Location of Building \_\_\_\_\_

Primary Use of Building \_\_\_\_\_

Number of service recipient(s) to reside or to be served in this building \_\_\_\_\_

Are any of the service recipient(s) six years of age or younger?  YES  NO

Name/Location of Building \_\_\_\_\_

Primary Use of Building \_\_\_\_\_

Number of service recipient(s) to reside or to be served in this building \_\_\_\_\_

Are any of the service recipient(s) six years of age or younger?  YES  NO

Name/Location of Building \_\_\_\_\_

Primary Use of Building \_\_\_\_\_

Number of service recipient(s) to reside or to be served in this building \_\_\_\_\_

Are any of the service recipient(s) six years of age or younger?  YES  NO

7. **SHARED OCCUPANCY:** Are there other activities or occupants in this building(s) which are not under the control of the licensee/applicant?

YES  NO If yes, describe:

\_\_\_\_\_

\_\_\_\_\_

8. **HOURS OF OPERATION:** Indicate the normal days and hours of facility's operation. \_\_\_\_\_

9. **MOBILE, NON-AMBULATORY SERVICE RECIPIENTS:** Are mobile, non-ambulatory persons (persons using wheelchairs, walkers, etc.) to be served in this facility?  YES  NO

If yes, are these persons capable of transferring unassisted from a bed or other fixed position into the wheelchair or other mobility device and traversing a predefined means of egress from the facility?  YES  NO

10. **SERVICE RECIPIENT SELF-PRESERVATION:** Are all of the persons to be served in this facility capable of self-preservation by responding to an emergency signal, including prompting by voice, and following a pre-taught evacuation procedure from the facility?  YES  NO

Are any individuals to be served in this facility deaf?  YES  NO Are any individuals to be served in this facility blind?  YES  NO

11. **SECURITY MEASURES:** Are security measures, such as exit doors or windows locked against client egress, restraints, or seclusion, which are beyond the client's control to be used in this facility?  YES  NO If yes, explain below:

\_\_\_\_\_

\_\_\_\_\_

12. **VOCATIONAL ACTIVITIES:** Are vocational activities of an industrial or productive nature such as contract work, assembling, packaging, woodworking, metalworking, painting, stripping, etc., to be conducted in this facility?  YES  NO

13. **FOOD SERVICE:** Are food service, food preparation, and/or meals to be provided by this facility to the service recipients of the facility on a regular basis?

YES  NO

14. **TRANSPORTATION:** Will persons served by this facility/service be transported by facility/service staff?  YES  NO

15. **BATHROOM ACCOMMODATIONS:** Number of separate bathtubs or shower stalls: \_\_\_\_\_

Number of toilets: \_\_\_\_\_ Number of urinals: \_\_\_\_\_ Number of sinks or hand lavatories in bathrooms: \_\_\_\_\_

16. **WATER/SEWER:** Is drinking water furnished by a well/spring located on the property?  YES  NO

Is sewage handled by a septic tank located on the property?  YES  NO

17. **BUILDING CONSTRUCTION:** This facility is to be located in: (check one)

A building to be constructed or under construction **OR**  An existing building to be adapted for the facility's use.

A. Number of stories or floors: \_\_\_\_\_ Basement:  YES  NO

B. Indicate the building's type of construction: (check one)  Wood frame with wood, shingle, or metal siding  Wood frame with brick veneer

Reinforced concrete with steel members  Masonry block, with wood frame members  Masonry Block, no wood frame members

Other, describe: \_\_\_\_\_

18. **SQUARE FOOTAGE:** Total occupiable space of facility in square feet: \_\_\_\_\_

19. **OWNERSHIP OF PREMISES:** Identify the ownership of the buildings, premises, or real property where this facility is to be located: (Check One.)

- Owned by the applicant free of mortgage.
- Owned by the State of Tennessee
- Mortgage Lender:           Name: \_\_\_\_\_
- Leased from:                 Address: \_\_\_\_\_
- Donated by                    City/State/Zip Code: \_\_\_\_\_

**NOTE: ITEMS 20 THROUGH 22 ARE TO BE ANSWERED ONLY FOR RESIDENTIAL FACILITIES.**

20. **RESIDENTIAL SERVICE RECIPIENTS.** Number of services recipients who are to reside in facility: \_\_\_\_\_

21. **LIVE-IN STAFF.** Number of staff members, proprietors, or family members of the staff or proprietor who reside or have sleeping arrangements in this facility?  
\_\_\_\_\_

22. **NUMBER OF ROOMS.** Service recipient bedrooms: \_\_\_\_\_ Staff or other bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_  
Living Rooms: \_\_\_\_\_ Dens: \_\_\_\_\_ Dining Rooms: \_\_\_\_\_ Kitchens: \_\_\_\_\_

23. **OTHER.** Use this space to provide any additional information or to explain any of the above items:

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**AUTHENTICATION OF INFORMATION.** The information contained in this fact sheet is an addendum to, or a part of the application for a license. The person signing below must be the individual owner, chief executive officer, executive director, or other member of the governing body on whom rests the authority and responsibility for maintaining standards, policies, and procedures for the facility/service to be operated.

I hereby declare the information contained in this licensure application addendum to be true, correct, and complete to the best of my knowledge. I further declare my authority and responsibility to certify this information in making application for license to conduct the facility described herein. I agree to comply with the rules promulgated for the operation of this facility/service under Tennessee Code Annotated Title 33, Chapter 2, Part 4.

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	TITLE
_____	_____
TYPE OR PRINT NAME OF AUTHORIZED AGENT	DATE
_____	_____

**(Send completed form to appropriate regional office.)**

East Tennessee Regional Office 520 West Summit Hill Drive Suite 502 Knoxville, TN 37902 Telephone #: 865-594-6551 Fax #: 844-340-4482 Email: <a href="mailto:LicensureEast.fax@tn.gov">LicensureEast.fax@tn.gov</a>	Middle Tennessee Regional Office 500 Deaderick Street 5 <sup>th</sup> Floor, Andrew Jackson Bldg. Nashville, TN 37243 Telephone #: 615-532-6590 Fax #: 615-532-7856 Email: <a href="mailto:LicensureMiddle.fax@tn.gov">LicensureMiddle.fax@tn.gov</a>	West Tennessee Regional Office 951 Court Avenue Memphis, TN 38103 Telephone #: 901-543-7442 Fax #: 844-844-5538 Email: <a href="mailto:LicensureWest.fax@tn.gov">LicensureWest.fax@tn.gov</a>
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