

For MDH Use Only

Check # _____

Fee Deposit # _____

Deposit Date _____

Initials _____

SFM Date _____

2017 Application for a License to Operate a Hospital, Boarding Care Home or Supervised Living Facility

In accordance with Minnesota Statute §13.41, **ALL DATA SUBMITTED ON THIS APPLICATION SHALL BE CLASSIFIED PUBLIC INFORMATION.**

Answer all questions completely and accurately to avoid unnecessary delay. The application shall be returned to the address noted below no later than **December 31, 2016**.

**Minnesota Department of Health
Health Regulation Division
PO Box 64900
St. Paul, MN 55164-0900**

The undersigned hereby makes application to operate a hospital and/or related institution subject to the provision of Minnesota Statutes Section 144.50-144.58, and the rules adopted thereunder.

Type of Application (check one)

Initial License

License Renewal

Change of Ownership*

*If a change of ownership application, proposed effective date: _____

A. Identification

1. Please correct name and address if incorrect:

Name _____

Street _____

City/Zip _____

2. Telephone number _____ Fax number _____

3. Name of county in which facility is located _____

4. Name of administrator _____

5. Administrator's email address _____

APPLICATION FOR A LICENSE TO OPERATE A HOSPITAL,
BOARDING CARE HOME OR SUPERVISED LIVING FACILITY

B. Ownership

- Fill in the code that corresponds to the type of entity legally responsible for operating the facility.

Ownership Code _____

GOVERNMENTAL NONFEDERAL	NONGOVERNMENTAL NONPROFIT	NONGOVERNMENTAL FOR PROFIT	OTHER
11. State	20. Church-related	23. Individual	27. Tribal
12. County	21. Nonprofit Corporation	24. Partnership	
13. City	22. Other Nonprofit Ownership	25. Corporation	
14. City-County		26. Group	
15. Hospital District or Authority		28. Limited Liability Company	
		29. Business Trust	

- Give the name of the corporation, association, governmental unit, person or partners legally responsible for the operation of this facility.

Federal ID # _____ State Tax ID # _____

- If a corporation, give the date and place of incorporation _____
- President/Chairperson _____

C. Licensed Beds (A bed must be licensed if it is available for use by patients or residents)

Insert the licensed bed capacity for each category for determination of license fee. A “hospital” means an institution primarily engaged in providing, by or under the supervision of physicians, to inpatients (A) diagnostic services and therapeutic services for medical diagnosis, treatment, and care of injured, disabled or sick persons, or (B) rehabilitation services for the rehabilitation of injured, disabled, or sick persons.

APPLICATION FOR A LICENSE TO OPERATE A HOSPITAL,
BOARDING CARE HOME OR SUPERVISED LIVING FACILITY

A “**psychiatric hospital**” means an entire institution which is primarily engaged in providing, by or under the supervision of a physician, psychiatric services for the diagnosis and treatment of mentally ill persons. A psychiatric wing or building of a general hospital would not be considered a psychiatric hospital.

Specialized Hospital (Mental) means a state-operated institution for the diagnosis and treatment of mentally ill persons.

Hospital _____ Bassinets _____ **Total Beds and Bassinets:** _____

Psychiatric Hospital: _____ Specialized Hospital (Mental): _____

Boarding Care Home: _____

Supervised Living Facility: Class A: _____ Class B: _____

D. Personnel

1. Name and title of person in charge in the absence of the administrator _____

2. Give the name of the person in charge of each category:

a. Nursing Service _____

b. Dietary Service _____

c. Medical Records _____

E. Program Licensure Information (Supervised Living Facility Only)

Type of Department of Human Services license(s) currently held:

Rule 32 (Detox) Rule 34 (DD) Rule 35 (CD) Rule 36 (MI) Rule 80 (PH)

F. Building Classification (Supervised Living Facility Only)

Capability of residents for self-preservation in case of emergency

1. Number of residents physically and mentally capable of self-preservation /___/___/___/

2. Number of residents not mentally or physically capable of self-preservation /___/___/___/

G. Accreditation Status (Hospital Only)

Minnesota Statute 144.55 subdivision 4 provides as follows: "Any hospital surveyed and accredited under the standards of the hospital accreditation program of an approved accrediting organization that submits to the commissioner within a reasonable time copies of (a) **its currently valid accreditation certificate and accreditation letter, together with accompanying recommendations and comments** and (b) **any further recommendations, progress reports and correspondence directly related to the accreditation** is presumed to comply with the application requirements of subdivision 1 and the standards requirements of subdivision 3 and no further routine inspections or accreditation information shall be required by the commissioner to determine compliance . . .". (emphases supplied)

Accredited: Yes No

If accredited, attach the documents required by subdivision 4 above. Failure to submit the required information with this license application will result in the loss of the presumption of compliance provided in the law.

H. Affiliation and Management Agreement Information (Hospital Only)

1. Is this hospital chain affiliated? Yes No

If yes, list the name, address of corporation and employer identification number.

Name _____ Address _____

City/St/Zip _____ EIN # _____

2. Is this hospital operated by a management company, or leased in whole or part by another organization?

Yes No

If yes, list the name, address of organization and employer identification number.

Name _____ Address _____

City/St/Zip _____ EIN # _____

I. Provider-based Locations under the Hospital's License and Medicare Provider Number (Hospital Only)

Please provide the names and address of all components that are billed on the hospital's Medicare provider number and that operate under the hospital's license.

In addition, please provide:

- A short description of the services provided (i.e. physical therapy, speech therapy, occupational therapy, ambulatory surgery, outpatient medical services)
- The Medicare provider number (this number should be the same as the hospital's Medicare provider number)
- Established Date (date facility began billing for provider-based services under hospital's provider number)
- Sprinkler Status (see below for a description of options)

Sprinkler Status Options:

- 01** – Totally sprinklered: All required areas are sprinklered;
- 02** – Partially sprinklered: Some but not all required areas sprinklered;
- 03** – Sprinklers: None; or
- 04** – Sprinklers are not required but the location is sprinklered.

***ATTACH ADDITIONAL SHEETS OF PAPER IF NECESSARY**

Hospital Name _____

Hospital Provider Number _____

Name _____

Address _____

City/Zip _____

Phone _____

Services Provided _____

of Beds _____

Medicare Provider # _____

Established Date _____

Sprinkler Status _____

Name _____

Address _____

City/Zip _____

Phone _____

Services Provided _____

of Beds _____

Medicare Provider # _____

Established Date _____

Sprinkler Status _____

Name _____

Address _____

City/Zip _____

Phone _____

Services Provided _____

of Beds _____

Medicare Provider # _____

Established Date _____

Sprinkler Status _____

Name _____

Address _____

City/Zip _____

Phone _____

Services Provided _____

of Beds _____

Medicare Provider # _____

Established Date _____

Sprinkler Status _____

Verification

The law requires that an application on behalf of a corporation, association or governmental unit shall be made by any two officers thereof or by its managing agents. **This requires two (2) signatures.** All other applications require one (1) signature.

The Applicant(s) state that the information contained on all parts of this application is complete and accurate.

Date

Name

Title or Position

Name

Title or Position

License Fees

Accredited Hospital	\$7,055.00
Non-Accredited Hospital	\$4,680.00 base fee plus \$234.00 per bed including bassinets
All Hospitals	\$600.00 base fee plus \$16.00 per bed including bassinets for Adverse Health Care Events Reporting
	\$1,000.00 base fee plus \$12.00 per bed including bassinets for Statewide Trauma System
Boarding Care Home	\$183.00 base fee plus \$91.00 per bed plus \$5.00 per bed for resident advisory council fee
Supervised Living Facility	\$183.00 base fee plus \$91.00 per bed

Make checks payable to "Commissioner of Finance, Treasury Division."

NOTE: If you have questions concerning this license application, please email MDH at health.fpc-licensing@state.mn.us.

Ownership Information Sheet

Legal Entity (same as Item B.2. on Page 2) _____

Name of Facility _____ City _____

Zip Code _____ County _____ Date _____

This form must be completed by all boarding care homes and supervised living facilities licensed by the Minnesota State Department of Health. This requirement is applicable to facilities of all categories of ownership - nonprofit corporation, city, county, district, state, proprietary, church, etc.

The requirement stems from Minnesota Rule 4655.1200, subp. 2.A. of the Department of Health Boarding Care Home Rules, and from Minnesota Rule 4665.0400, subp. 2 of the Department of Health Supervised Living Facilities Rules.

Please provide the following information:

1. Full disclosure of each person having interest of ten (10) percent or more.
2. In case of corporate ownership*, the name and address of each officer and director.
3. If the home is organized as a partnership, the name and address of each partner.
4. If the home is operated by a lessee, the persons or business entities having an interest in the lessee organization and an executed copy of the lease agreement furnished.
5. If the home is operated by the holder of a franchise, disclosure of the franchise holder with an executed copy of the franchise agreement.

Name of Officers, Directors and Owners	Title (President, Director, Partner, Stockholder, etc.)	Address (Street, City, Zip)	% of Ownership (if proprietary, for profit)

*A licensee that is a corporation should submit with this application a copy of the Articles of Incorporation or governing body bylaws to the Department of Health. Please note that any amendments to either the Articles of Incorporation or the governing body bylaws are to be submitted to this Department as they occur.

Evidence of Compliance with Workers' Compensation Coverage Provisions

State law requires that the Commissioner of Health shall withhold the license for the operation of a health care provider until the applicant presents acceptable evidence of compliance with workers' compensation coverage provisions.

One of the following documents must accompany this application. Please check which document is attached.

1. ___ **Certificate of Insurance** supplied by an authorized Workers' Compensation carrier pursuant to Minn. Statute 60A.06, Subd. 1(5b). The Certificate should include the name of the licensee, the name of the corporation legally responsible for the licensee, or the name that the licensee is doing business as. The Certificate of Insurance must be in effect prior to the issuance of an initial license or have an effective date on or after the effective date of a renewal license.
2. ___ **"Certificate of Exemption"** from the Commissioner of Commerce permitting an organization to self-insure pursuant to Minn. Statute 79A and Minn. Rules Chapter 2780. The Certificate of Exemption is available to privately owned or publicly held companies and groups. The Certificate of Exemption must be renewed every five years. Questions regarding the Certificate of Exemption should be directed to the Minnesota Department of Commerce at (651) 296-4026. **For multiple providers merged under one group, please include Attachment A with the Certificate of Exemption.**
3. ___ Written confirmation from your Third Part Administrator or evidence of coverage from the Workers' Compensation Reinsurance Association (WCRA) allowing you to **self-insure as a Government Entity/Political Subdivision** pursuant to Minn. Statute 176.81, Subd. 2. The Reinsurance Certificate must be renewed annually on a calendar year basis.

You cannot be issued a license and may not operate as a health care provider unless acceptable evidence of compliance with workers' compensation coverage provisions is provided.

For more information, contact:
Minnesota Department of Health
Health Regulation Division
P.O. Box 64900
St. Paul, Minnesota 55164-0900