




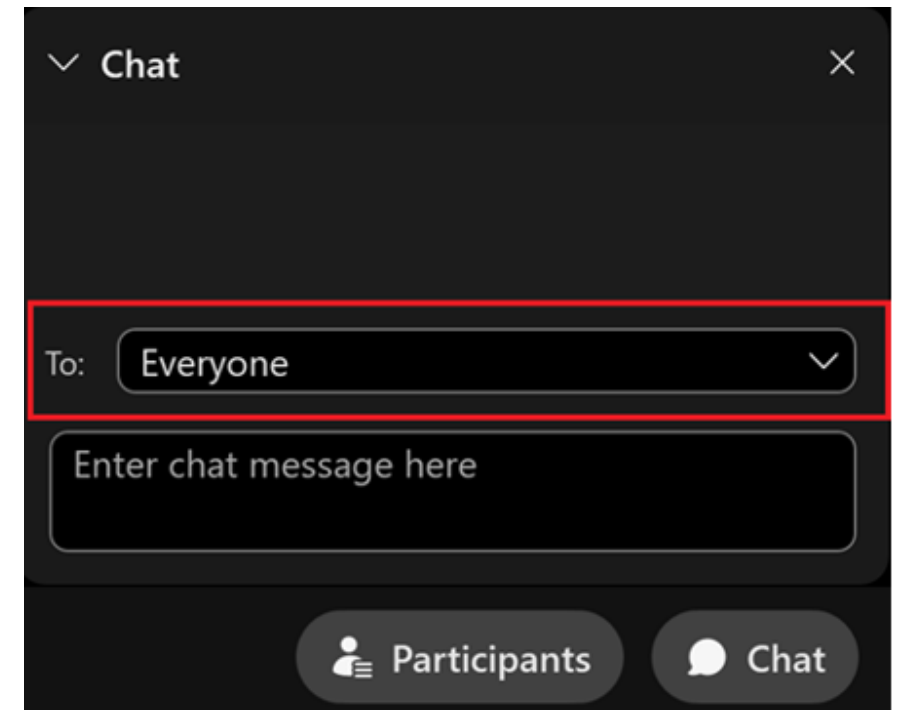
Minnesota Department of Health

Assisted Living Webinar | May 19, 2022

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

How to Ask a Question

- **Participants are muted.**
- **To ask a question** Click on the chat bubble  Chat ... to open the chat, select Everyone, and ask a question. Please note that questions sent to panelists directly will not be answered as individual chat boxes are not checked.
- **We will answer** as many questions as we can at the end of the presentation. Please ask questions related to the agenda topics only.
- **Please be respectful.**



- Frequently Asked Questions
- Fees and Fines
- Provider Resources



Renewal Application FAQ's

When is the
best time to **submit**
my renewal application?

A: Renewal Timing



Assisted Living Renewal
Notification Letters were
emailed out on April
28th -

Submit by June 1st!

I still haven't received my renewal notification letter, what do I do?

A: Renewal Notification

- Renewal letters containing login credentials and prorated license periods were emailed to the licensee's **Permanent Business Email Address**.
- Don't forget to check your SPAM/Junk Folders!
- Email comes from donotreply@state.mn.us
- If you have not received your credentials, email your **HFID** to health.assistedliving@state.mn.us

Where on the application
can I confirm my
license category?

A: License Category

License Category and Building Identification (if applicable)

[Minn. Stat. sect. 144G.12, subd. 1\(4\) \(opens in a new window\)](#)
[Laws 2020, 7th Spec. Sess., chpt. 1, art. 6, sect. 11 \(opens in a new window\)](#)

Your license category is **Assisted Living Facility**.

The license category cannot be changed during the renewal process.

A licensee may relinquish their assisted living facility with dementia care (reduce the license category to an assisted living facility) during the renewal application period by following the requirements of [Section 144G.80, Subd. 3 \(opens in a new window\)](#).

Capacity

[Minn. Stat. sect. 144G.12, subd. 1\(4\) \(opens in a new window\)](#)

If an applicant provides inaccurate or incomplete information on the application, the Commissioner of Health may deny, suspend, or revoke the license or impose conditions according to [Minn. Stat. sect. 144G.40, subd. 2 \(opens in a new window\)](#).

Total Capacity is calculated from the individual building records.

Total Licensed Resident Capacity for previous License Period:

Total Licensed Resident Capacity for current License Period:

Uniform Disclosure of Assisted Living Services and Amenities

[Minn. Stat. sect. 144G.40, subd. 2 \(opens in a new window\)](#)

Provide your Uniform Disclosure of Assisted Living Services and Amenities as an attachment.

Note: All Attachments are uploaded in a single location near the end of the application.

[Previous](#) [Next](#) [Quit](#)

- This section follows the Application Information and Physical Environment Page
- License Category cannot change during renewal

What if I am a licensed
Health Service Executive
and *not* a
licensed Assisted Living Director?

A: Health Service Executive

Assisted Living Director

[Minn. Stat. sect. 144G.12, subd. 1\(2\) \(opens in a new window\)](#)
[Laws 2020, 7th Spec. Sess., chpt. 1, art. 6, sect. 11 \(opens in a new window\)](#)

Provide the requested information for the assisted living director.

The assisted living director is the person who administers, manages, supervises, or is in general administrative charge of

First Name:

Last Name:

Permanent Address:

City, State & Zip: City: State:

Telephone:

E-mail Address:

License Number

If you are a licensed Health Service Executive (LHSE) you can enter your license number under the Assisted Living Director section of the application

Why haven't I received the
renewal notice for my
Assisted Living Director license?



- The ALF or ALFDC License renewal is **NOT** an application or renewal for Assisted Living Director license
- Please see [Board of Executives for Long Term Services and Supports \(BELTSS\)](https://mn.gov/boards/nursing-home/applicants/assisted-living-director/) (<https://mn.gov/boards/nursing-home/applicants/assisted-living-director/>) website for requirements for Assisted Living Director Licensure
- beltss.hlb@state.mn.us

What should I do if I receive an "error" message on my application?

A: Error Message



- 1) Log out and restart your computer
- 2) ISCD works best in Chrome
- 3) Send a screenshot of the error to health.assistedliving@state.mn.us (don't forget to include the HIFD)

Now that I am renewing my license, who needs to receive an updated **UDALSA**?



Updated UDALSA's go to:

- MDH = YES
- Residents = *If* resident is affected by removal of service
- OOLTC = NO

I've sent my UDALSA to MDH,
when will it be “effective”?

A: UDALSA Effective Date



- Must submit an updated UDALSA to MDH within 30 days of changes – plus at license renewal
- Effective the date you put on the form
- MDH posts to the website within 7 days of receiving
- Make sure you are using the version posted on the MDH website:
[UDALSA \(PDF\)
\(www.health.state.mn.us/facilities/regulation/assistedliving/docs/forms/udalsa.pdf\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/forms/udalsa.pdf)

What is the difference between a
Manager and a
Managerial Official?

A: Manager vs. Managerial Official



- Subd. 35 “**Manager**” means an individual or legal entity designated by the licensee through a **management agreement** to act on behalf of the licensee in the on-site management of the assisted living facility.
- Subd. 36 “**Managerial Official**” means an individual who has the decision-making authority related to the operation of the facility and the responsibility for the ongoing management or direction of the policies, services, or employees of the facility.
- Every applicant **must** have at least one managerial official but not every facility will have a manager.
- [Minn. Stat. 144G.08](http://www.revisor.mn.gov/statutes/cite/144G.08)
www.revisor.mn.gov/statutes/cite/144G.08

Do **new** background studies need to be completed during the **renewal** process?



New background studies are *not* necessary for those that have a **current eligible** study affiliated with the license being renewed.

**Is fingerprinting
required for
Background Studies?**

A: BGS Fingerprinting



- Fingerprinting is required for all *new* Background Studies.
- If you have an eligible COVID-19 study that does not include fingerprinting, that is acceptable for the renewal application.
- You should follow instructions from DHS regarding the COVID-19 studies.

If an organization has **multiple facilities**, does a **separate** background study need to be submitted in NetStudy 2.0 for **each HFID?**

A: BGS for Multiple Facilities



If you have an existing background study for someone at one facility, you can affiliate the person's background study to another facility if the Sensitive Information Person (SIP) is the same.

If you are unable to affiliate between facilities, then separate background studies are needed.

What is “**affiliation**”
and how do I do it?

A: Affiliation



Affiliation is the process of adding a subject with a completed study onto another HFID's roster without submitting a new study. For instructions on how to add an affiliation record when permissible, refer to the Help section in NETStudy 2.0: NETStudy 2.0 User Manual- page 79 or training video Roster part 2.

Can DHS **re-open** my license
once it has been **closed**
so that I can
affiliate existing subjects?

A: Re-open Closed License



DHS is **not** able to re-open your license once it has been closed. If you have individuals that require a DHS background study and they are not on an active NETStudy 2.0 roster, you must submit new background studies.

Which individuals are considered
**owners of a non-profit
corporation?**



144G.08 Subd. 48 identifies the **President and Treasurer** of a non-profit board as owners. If they have different titles (like Chair) then we want the equivalent. They should be listed on the application at **0%** ownership and will need to have an eligible background study.

What steps should I take
if I am **NOT renewing**
my license?

A: Not Renewing License



- If you are not renewing your license, then you must go through the planned closure process ([144G.57](#)).
- Submit the Closure Form and Proposed Closure Plan (including proposed notice to residents) to MDH for review and approval as soon as possible.
- [Assisted Living License Closure Form \(PDF\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4045.pdf)
(www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4045.pdf)
- MDH must approve the closure plan before notice can be given to residents.
- Notice must be given at least 60 days prior to the approved closure date.
- Failure to comply with the legal requirements for a planned closure may result in a fine or other administrative penalties and may impact your ability to become licenses in the future.

Do we have time to apply for a **Change of Ownership (CHOW)** before the renewal application is due?

A: CHOW Timing



- A prospective buyer may submit a CHOW application at any time.
- If the application is complete and the new license is issued prior to expiration of the existing license, then renewal is not necessary.
- Per [144G.19 Subd. 2 \(b\)](#), the prospective licensee must submit notice to MDH at least 60 days prior to the anticipated change of licensee.

We submitted a
Change of Ownership (CHOW)
application, and it is still in process.
Do we still submit the
renewal application?

A: CHOW + Renewal



- If the CHOW application is complete and the new license can be issued prior to the existing license expiring, then renewal is not necessary.
- If the CHOW application will not be completed prior to expiration of the existing license, then the existing licensee must complete the renewal.
- A CHOW cannot take place on an expired license.

My business entity changed from an LLC to an S-Corp with the IRS, will a **Change of Ownership (CHOW) be required?**

A: Business Entity Change



- Yes, a Change of Ownership is required if the business entity changes from an LLC to an S-Corp
- The licensee must apply for a new license if the form of the licensee's legal entity structure is converted or changed to a different type of legal entity structure
- [Minn. Stat. 144G.19 Subd. 2 \(a\)\(1\)](http://www.revisor.mn.gov/statutes/cite/144G.19)
www.revisor.mn.gov/statutes/cite/144G.19

Now that renewals
will be prorated,
how do I know what my
new renewal expiration date
will be?

A: Renewal Expiration Date



New Randomly Assigned Renewal Expiration Date can be found on your Renewal Notification Letter

A: Renewal Expiration Date cont.

Please email health.assistedliving@state.mn.us (opens in a new window) with any questions.

Do not submit your application if you plan to submit a request to change your renewal license period due to financial hardship or to randomize multiple licenses held under a single business until you have received a determination from MDH on that request.

Assisted Living License Renewal System - Application Summary

Your License/Registration Renewal Application

| | |
|------------------------|----------------------------|
| HFID | [REDACTED] |
| Provider Type | Assisted Living Facilities |
| Name | [REDACTED] |
| Status | Submitted |
| Status Date | 05/10/2022 |
| Payment Status | Received |
| Confirmation Number | MDHALL000372586 |
| Re Open Reason | |
| Last Accessed | 05/10/2022 12:00:00 AM |
| Renewal Effective Date | 08/01/2022 |
| Renewal Expire Date | 07/31/2023 |

[Printable View](#) [Review Application](#) [Quit](#)

You can also find the New Randomly Assigned Renewal Expiration Date when you log into ICSD



Fees & Fines

**I submitted my application
but I'm not sure
where/how to pay
my license fee?**

A: Where do I Pay?

Please email health.assistedliving@state.mn.us (opens in a new window) with any questions.

Assisted Living License Renewal System - Application Summary

Your License/Registration Renewal Application

| | |
|------------------------|----------------------------|
| HFID | [REDACTED] |
| Provider Type | Assisted Living Facilities |
| Name | [REDACTED] |
| Status | Submitted |
| Status Date | 05/03/2022 |
| Payment Status | Not Received |
| Re Open Reason | |
| Last Accessed | 05/03/2022 12:00:00 AM |
| Renewal Effective Date | 08/01/2022 |
| Renewal Expire Date | 11/30/2023 |

[Printable View](#) [Print Confirmation](#)

Your Application Fees detail

| | |
|--------------------------|-----------|
| Application Fees Amount: | \$5600.00 |
| Total Amount: | \$5600.00 |

To pay online, click on the button: [Make Payment](#)

- Log into application in ICSD using credentials from your renewal notice
- The application home page will prompt you to pay online
- Click on the "Make Payment" button and follow the instructions

I noticed my license fee
was **lower/higher**
than what I was expecting?

A: Proration

| Assigned renewal month; must be completed by the 1st of the month: | The initial renewed license will be issued for: |
|--|---|
| January | 5 months, ending December 31, 2022 |
| February | 6 months, ending January 31, 2023 |
| March | 7 months, ending February 28, 2023 |
| April | 8 months, ending March 31, 2023 |
| May | 9 months, ending April 30, 2023 |
| June | 10 months, ending May 31, 2023 |
| July | 11 months, ending June 30, 2023 |
| August | 12 months, ending July 31, 2023 |
| September | 13 months, ending August 31, 2023 |
| October | 14 months, ending September 30, 2023 |
| November | 15 months, ending October 31, 2023 |
| December | 16 months, ending November 30, 2023 |

- Applicants who converted to assisted living licensure will have a prorated renewal period
- The license period will be between 5 and 16 months
- The renewal application fee will be adjusted based on the prorated portion of the standard 12-month fee
- [Minn. Stat. 144G.191 Subd. 5 \(c\)](http://www.revisor.mn.gov/statutes/cite/144G.191)
[\(www.revisor.mn.gov/statutes/cite/144G.191\)](http://www.revisor.mn.gov/statutes/cite/144G.191)

How do I pay by Check?

Fee Information

[Minn. Stat. sect. 144.122\(d\)](#) (opens in a new window)

If an applicant provides inaccurate or incomplete information on the application, the commissioner of h restrict or refuse to renew the license or impose conditions according to [Minn. Stat. section 144G.15](#).

Once MDH receives payment, MDH will begin a thorough verification process that ends with the license

Fees are non-refundable. Only online payments will be accepted.

If payment is rejected due to insufficient funds, an additional \$30.00 fee will apply.

Assisted living facility = \$2000 base rate + (\$75 x licensed resident capacity)

Assisted living facility with dementia care = \$3000 base rate + (\$100 x licensed resident capacity)

Dependent on details of renewal prorations.

- Fees are non-refundable
- Only online payments will be accepted
 - E-check (no service fee)
 - Credit/Debit Card (service fee will be applied)
- If payment is rejected due to insufficient funds, an additional \$30 fee will apply

What steps do I take to request a change in prorated license period due to financial hardship?

A: Financial Hardship



Renewal Request due to Financial Hardship ASSISTED LIVING PROVIDERS

Minnesota Assisted Living Statute § 144G.191 Subd. 5 (b) (3) allows those licensees who *converted* to assisted living licensure in August 2021 to request a change to the *randomly assigned renewal period* based on financial hardship.

- No requests will be accepted after **JUNE 1, 2022**.
- Applications should **NOT** be submitted in ICSD until MDH has informed you of its decision regarding this request. Renewal applications submitted prior to MDH notification will void this request.
- Complete this form and submit your request to MDH at: health.assistedliving@state.mn.us.

[Minnesota Statute 144G.191 \(www.revisor.mn.gov/statutes/cite/144G.191\)](http://www.revisor.mn.gov/statutes/cite/144G.191)

Current Information on Record with MDH

Licensee's Legal Name: _____

Licensee's Doing Business As (DBA) Name: _____

Health Facility ID (HFID – 5-digit #): _____

Permanent Business Email: _____

Mailing Address: _____

City, State, & Zip: _____

Phone: _____

Request

Current Randomly Assigned Expiration Date: _____

Requesting Longer or Shorter period than currently assigned (please check box)

Reason for Request (Please provide brief description): _____

- Licensees who converted to Assisted Living Licensure have the option to request a change to the randomly assigned renewal period based on financial hardship
- Requests must be submitted by **June 1, 2022**, using the Renewal Request Due to Financial Hardship form
- [Renewal Request Due to Financial Hardship \(PDF\) \(www.health.state.mn.us/facilities/regulation/assistedliving/docs/forms/financialhardship.pdf\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/forms/financialhardship.pdf)

What happens if my license expires on July 31, 2022, and I don't submit my application until **after July 1st**?

A: \$200 Fine



- Renewal applications must be submitted at least 60 calendar days before expiration of the license on 7/31/22 ([144G.17 \(1\)](#))
- There is a **\$200 penalty** for submitting a renewal application less than 30 days prior to the expiration date of the license or after the license has expired ([144G.12 Subd. 4 \(a\)](#))

What happens if a conversion license has not been renewed by August 1, 2022?

A: Operating without a License



- Conversion License is expired
- Facilities operating after expiration and without a license are subject to a fine of \$250 per day
- Facility is subject to misdemeanor penalties



Provider Resources

Website Resources

- [Assisted Living Licensure \(www.health.state.mn.us/facilities/regulation/assistedliving/index.html\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/index.html)
 - ALL Together newsletter
 - ALL Inbox: health.assistedliving@state.mn.us
- [Assisted Living License Renewal \(www.health.state.mn.us/facilities/regulation/assistedliving/renewal.html\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/renewal.html)
 - Important Dates
 - Forms
 - License Renewal FAQs
 - Renewal Teleconference Calls
 - Training Videos
- [Assisted Living Resources & FAQs \(www.health.state.mn.us/facilities/regulation/assistedliving/faq.html\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/faq.html)
- [Assisted Living Teleconference Calls \(www.health.state.mn.us/facilities/regulation/assistedliving/calls.html\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/calls.html)

Forms - Provider Checklist



Assisted Living License Renewal

PROVIDER CHECKLIST

This checklist provides guidance for gathering all potential items that may be needed to submit a renewal application for an Assisted Living Facility (ALF) license or for an Assisted Living Facility with Dementia Care (ALFDC) license.

Verify the Following Items:

Applicant Information

| ITEM TO VERIFY | 144G REFERENCE | ADDITIONAL INFORMATION |
|---|---------------------|---|
| <input type="checkbox"/> Assumed Name/DBA | 144G.12 Subd. 1 (1) | Only if the facility's doing business as (DBA) has changed, submit a copy of Certificate of Assumed Name from the MN Secretary of State. |
| <input type="checkbox"/> Organizational Chart | 144G.12 Subd.1 (12) | Only if changed from previous year. |

Physical Environment (Building Information + Capacity)

| ITEM TO VERIFY | 144G REFERENCE | ADDITIONAL INFORMATION |
|---|---------------------|---|
| <input type="checkbox"/> List all buildings/addresses included under this license | 144G.08 Subd. 4a | See campus definition. |
| <input type="checkbox"/> Copy of Executed Lease Agreement (Landlord & Licensee) | 144G.12 Subd. 1 (9) | Only if the licensee is leasing the building from another party. |

www.health.state.mn.us/facilities/regulation/assistedliving/docs/forms/renewalchecklist.pdf

Forms - Multiple License Holders



Renewal Request for Multiple License Holders ASSISTED LIVING PROVIDERS

Minnesota Assisted Living Statute § 144G.191 Subd. 5 (b) (4) allows those licensees who converted to assisted living licensure in August 2021, who hold more than one assisted living facility license, to request that all license renewal dates occur in the same month or in different months, throughout a 12-month period.

- No requests will be accepted after **JUNE 1, 2022**.
- Applications should **NOT** be submitted in ICSD until MDH has informed you of its decision regarding this request. Renewal applications submitted prior to MDH notification will void this request.
- Only submit **ONE** form per business entity (FEIN#).
- Complete this form and submit your request to MDH at: health.assistedliving@state.mn.us.

[Minnesota Statute 144G.191 \(www.revisor.mn.gov/statutes/cite/144G.191\)](http://www.revisor.mn.gov/statutes/cite/144G.191)

Current Information on Record with MDH

Licensee's Legal Name: _____

Licensee's Federal Tax ID (FEIN#): _____

Total # of Assisted Living Licenses that fall under this request: _____

List every Health Facility ID (HFID – 5-digit #) that falls under this request: _____

Request

Business entities that hold multiple licenses will, by default, all be scheduled to renew in the same month unless the provider checks the box below. Reminder to NOT submit your renewal application until you have received confirmation from MDH regarding your request. Your renewal period cannot be changed once the application has been submitted.

Requesting that all assisted living licenses held under this business entity be assigned to renew randomly all in **DIFFERENT** months.

- Licensees with more than one assisted living facility license have the option to request all license renewal dates occur in different months, throughout a 12-month period
- Requests for randomization must be made by **June 1**
- [Renewal Request for Multiple License Holders \(PDF\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/forms/multiplelicense.pdf)
www.health.state.mn.us/facilities/regulation/assistedliving/docs/forms/multiplelicense.pdf

[Building Construction Type](#)
(YouTube: 0:46)
(www.youtube.com/watch?v=NMajKFkIGKs)



Important Dates

| DATE | TASK |
|-----------------------|---|
| May 1, 2022 | Renewal Application available in ICSD |
| June 1, 2022 | 60-Day Deadline for Application submission |
| June 1, 2022 | 60-Day Deadline for Closure Plan approval |
| July 1, 2022 | 30-Day Deadline for Application submission to avoid a one-time \$200 penalty |
| August 1, 2022 | Conversion Licenses are expired - Facilities operating after expiration and without a license are subject to a \$250 per day fine |

Renewal Application “DOs”

- ✓ **DO** submit renewal applications by June 1st
- ✓ **DO** utilize the [Renewal Checklist](#)
- ✓ **DO** complete renewal application with accurate information
- ✓ **DO** sign the attestations
- ✓ **DO** submit all necessary attachments
- ✓ **DO** include an updated [UDALSA](#)
- ✓ **DO** complete the necessary background studies for required positions
- ✓ **DO** verify the correct address where license is to be mailed
- ✓ **DO** follow the engineering guidelines
- ✓ **DO** follow renewal application timelines to prevent fees and fines
- ✓ **DO** complete the [Closure Form](#) and submit a closure plan if you are **NOT** renewing your license (*approval* required 60 days prior to license expiration)

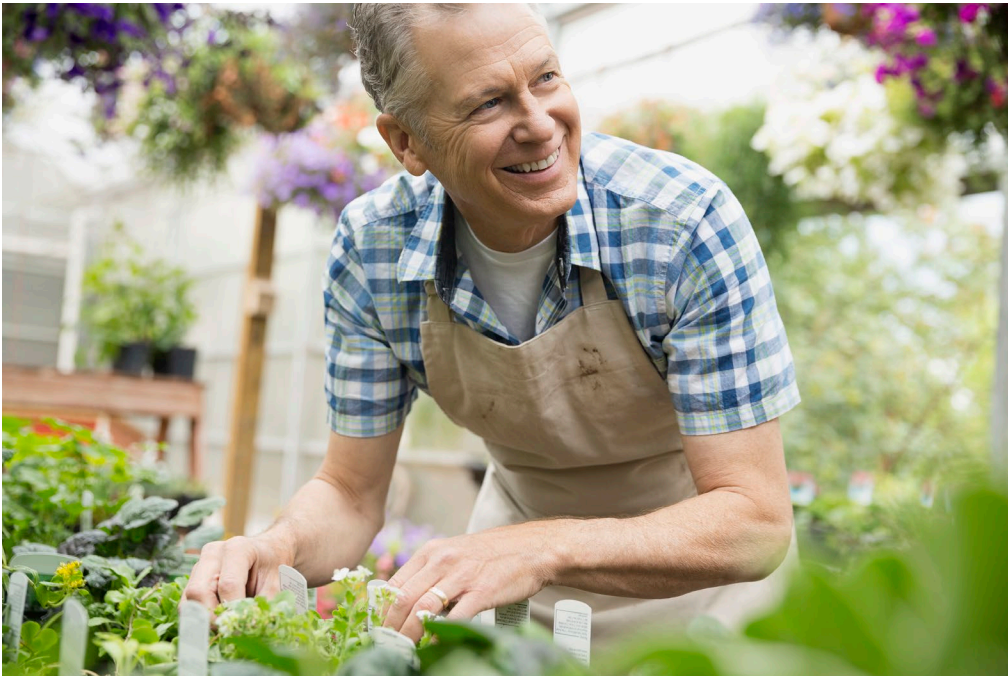


- Frequently Asked Questions
- Fees and Fines
- Provider Resources



Q and A

Don't Forget...



If you are a provider or work in an assisted living facility and want to receive updates, including WebEx notifications, register here: [Long Term Care Provider Representatives GovDelivery List.](#)

Thank you.

Jia Vang - Administrative Specialist

Lynn Knight - Administrative Specialist

Alison Helm - Licensing, Certification, and Registration Supervisor

Rick Michals - State Operations Manager

Jane Danner - Regional Operations Executive Manager

health.assistedliving@state.mn.us