



# Minnesota Department of Health


Assisted Living Webex | March 17, 2022

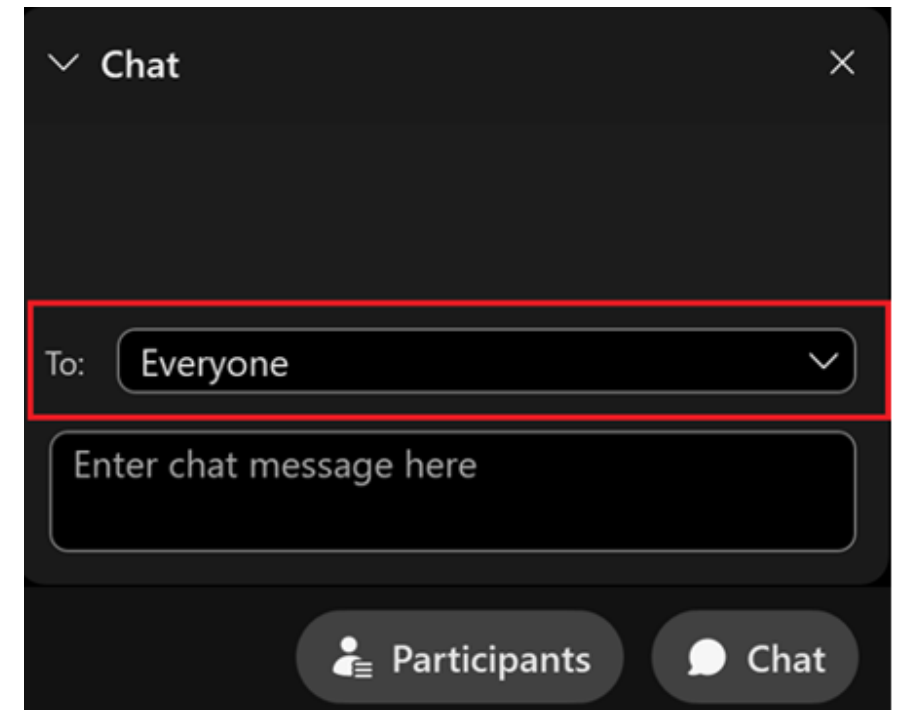
PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

# Tennessees Warning

- **The Minnesota Department of Health is hosting this presentation to inform and educate providers.**
- **Your comments, questions and image, which may be private data, may be visible during this event.** You are not required to provide this data, and there are no consequences for declining to do so.
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# 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 be respectful.**
- **If you would like to view the captions for this presentation,** they are available here: [StreamText: MNDOH](#).



# Register for Provider Updates

If you are a provider or work in an assisted living facility and want to receive Assisted Living updates, including WebEx notifications, you can sign up for updates here:

[Long Term Care Provider Representatives GovDelivery List](#)

- *This registration is separate from the ALL Together Newsletter.*

- Proration and Randomized Renewal Period
- Renewal Application
- Capacity Changes and Physical Environment
- Important Information



# Proration and Randomized Renewal Period

# Prorated Renewal Periods

License fees for the first license renewal shall be prorated and randomly assigned per [144G.191 Subd. 5\(c\)](#)

- 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





Renewal fees are calculated per [Minn. Stat. 144.122](#) and prorated based on the renewal license period.

- The 12-month ALF License Renewal Fee is \$2,000 plus \$75 per planned Resident Capacity
- The 12-month ALFDC License Renewal Fee is \$3,000 plus \$100 per planned resident capacity



- Licensees have the option to request a change to the randomly assigned renewal period based on financial hardship
- Requests must be made by June 1, 2022, via the **Request Form**
- 144G.191 Subd. 5 (b)(3)

# Multiple License Holders

- Licensees with more than one assisted living facility license have the option to request all license renewal dates occur in the same month or in different months, throughout a 12-month period
- Requests must be made by June 1, 2022, via the **Request Form**
- [144G.191, Subd. 5 \(b\)\(4\)](#)

# Randomization and Financial Hardship Poll

1. What is your preference for randomization of license period?
  - Randomization period of more than 12 months
  - Randomization period of less than 12
  - No Preference
2. For businesses that hold multiple licenses, what is your preference for grouping the renewal periods?
  - All my facilities randomized to the same month
  - All my facilities randomized to different months
  - No Preference
3. Based on your level of concern, on a scale from 1 – 10 how likely are you to claim financial hardship?
4. Identify the reason(s) for financial hardship:
  - Census
  - Staffing
  - Fees/Fines
  - COVID-19



# Renewal Application

# Renewal Application Timelines

- Renewal applications will be posted to the Improved Customer Service Delivery (ICSD) portal May 1, 2022 (ICSD works best in Chrome)
- Provider Notifications will be sent in May
- Assisted Living Facility renewal licenses for licensees who *converted* will be effective on August 1, 2022
- Prorated renewal periods (ranging from 5 to 16 months) will be randomly assigned

# Application Required 60 Days Prior to Expiration

- 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 \(a\)](#))





# Penalty for Operating After Expiration

Penalty for operating a facility *after* expiration of the license & *before* renewal license is issued:

- ✓ \$250 per day
- ✓ Facility is subject to misdemeanor penalties
- ✓ The license may be denied if the applicant knowingly makes false statements on an application





# ALL Renewal Applicant Information

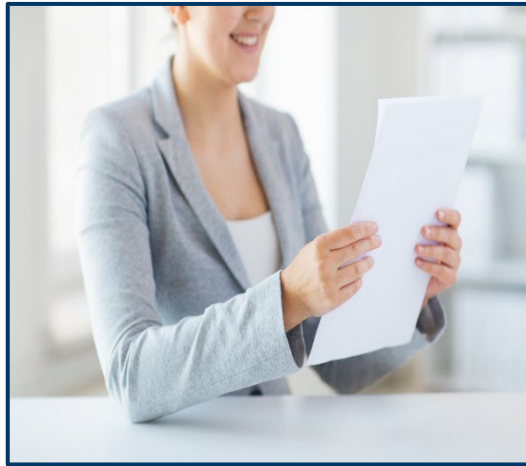
- Renewal letters containing login credentials and prorated license periods will be **emailed to the licensee's PERMANENT BUSINESS EMAIL ADDRESS**
- Ensure MDH has the correct contact information on file
- If any information has changed, submit the [Assisted Living Provider Change of Information Form \(PDF\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4040.pdf) ([www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4040.pdf](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4040.pdf))

# Renewal Application “DOs”

- ✓ DO complete with accurate information
- ✓ DO sign the attestations
- ✓ DO submit all necessary attachments
- ✓ DO include an updated UDALSA (one per license)
- ✓ DO complete the necessary background studies for required positions
- ✓ DO verify the correct address where license is to be mailed
- ✓ If not renewing, DO complete [Closure Form](#) and Closure Plan (required 60 days prior to license expiration)

# Application: Attachments to Prepare (if applicable)

**Additional Campus  
Building  
Information**  
(144G.08 Subd. 4a)



**Documents About  
Organizational  
Structure**  
(144G.12 Subd.1)

**Evidence of  
Liability Coverage**  
(144G.12 Subd.1)

**Evidence of  
Workers'  
Compensation  
Insurance**  
(144G.12 Subd.1)

**Management  
Company  
Agreement**  
(144G.12 Subd.1)

**Uniform  
Checklist  
Disclosure of  
Services**  
(144G.40 Subd. 2)

# Renewal Application - What it's NOT

- ✓ This is **NOT** a renewal for the Licensed Assisted Living Director (LALD)
- ✓ This is **NOT** an application for a Change of Ownership (CHOW)
- ✓ This is **NOT** a change of license type
- ✓ This is **NOT** a license to open a new facility
- ✓ This is **NOT** a facility change of address/location

- A Change of Ownership (CHOW) may not occur during renewal
- If you anticipate a CHOW prior to renewal, then submit a Change of Ownership application as soon as possible: [Provisional Assisted Living Application \(PDF\)](http://www.health.state.mn.us/facilities/regulation/assisted_living/docs/forms/provisionalapp.pdf) ([www.health.state.mn.us/facilities/regulation/assisted\\_living/docs/forms/provisionalapp.pdf](http://www.health.state.mn.us/facilities/regulation/assisted_living/docs/forms/provisionalapp.pdf))
- [144G.19](#)

- The license type may not change on renewal.
- If a licensee chooses to relinquish an Assisted Living Facility with Dementia Care License, they must follow the procedures outlined in [144G.80 Subd. 3](#) and [4659.0160](#) either prior to or after renewal.
- If a licensee would like to move from an Assisted Living Facility License to an Assisted Living Facility with Dementia Care License, they must apply for a new Provisional ALFDC License.

- If you do not intend to renew your Assisted Living Facility license, then you MUST submit a Closure Form and closure plan for MDH approval per 144G.57
- [Assisted Living Closure Form \(PDF\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4045.pdf)  
[\(www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4045.pdf\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4045.pdf)



# Licensed Resident Capacity

- Use the Building Information Screens to update the requested licensed resident capacity for each building under the license.
- Additional campus buildings should be noted on these screens as well.
- ICSD will add the requested licensed resident capacity for each building for the TOTAL requested licensed resident capacity under the license.



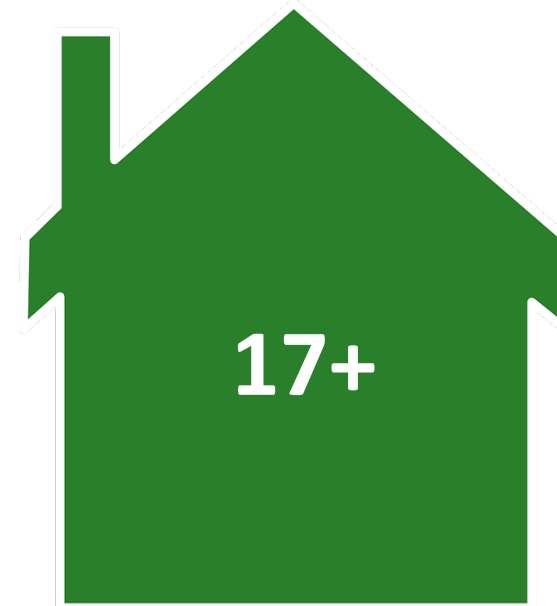
# Capacity Changes and Physical Environment

- Capacity changes are allowed on license renewal
- NOT ALL capacity increases will be approved
- Only capacity increases within approved capacity categories are allowed without engineering plan review and inspection
- Adding buildings to a campus requires an engineering plan review and inspection

# Capacity Changes and Physical Environment Requirements

- Any physical environment changes that are required to increase capacity must be reviewed by the appropriate authorities
- The facility is responsible that all codes are met when increasing capacity

# Capacity Categories for AL Licenses



Capacity changes to be aware of:

- Changing your capacity from 1-5 to 6 or more
- Changing your capacity from 6-16 to 17 or more

# Capacity Changes from 1-5 to 6-16

Capacity changes require review by local jurisdiction and MDH Engineering:

- Moving from R-3 occupancy to R-4 occupancy
- Life Safety Code, Facility Guidelines Institute and building codes may require sprinkler system, fire alarm system, emergency lighting, accessibility, etc.
- Building plans require an architect's signature



# Capacity Changes from 6-16 to 17+

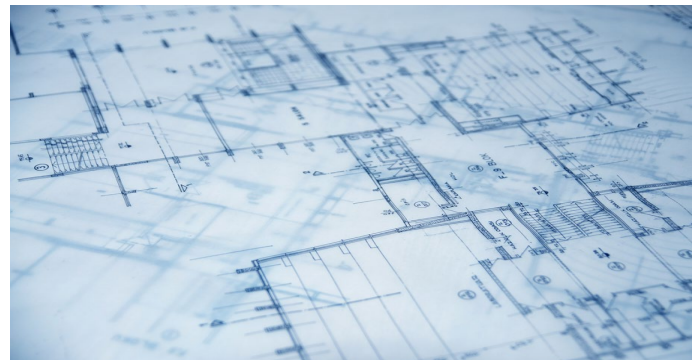
Capacity changes require review by local jurisdiction and MDH Engineering:

- Moving from R-4 occupancy to I-1 occupancy
- Life Safety Code, Facility Guidelines Institute, building codes may require full NFPA13 sprinkler system, fire alarm system, smoke barriers, construction type, accessibility, etc.
- Building plans require an architect's signature

# Construction Plan Submittal Form

If you are required to submit plans for review,  
please use the

[Construction Plan Submittal Form \(PDF\)](http://www.health.state.mn.us/facilities/regulation/engineering/docs/submittalformalf.pdf)  
[\(www.health.state.mn.us/facilities/regulation/  
engineering/docs/submittalformalf.pdf\)](http://www.health.state.mn.us/facilities/regulation/engineering/docs/submittalformalf.pdf)





## Important Information

- Submit renewal applications early
- Provide the correct mailing address for mailing of paper MDH license
- Provide complete application with all necessary attachments and signatures
- Follow the engineering guidelines
- Follow renewal application timelines to prevent fees and fines
- Closure plans/notification must be submitted 60 days prior to closure if license is not being renewed

# Important Dates

- ❑ 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: Any non-renewed conversion licenses are expired. Facilities operating after expiration and without a license are subject to a \$250 per day fine

# Licensed Assisted Living Director

- 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

## MN Government Publications DBA Allegra Eagan ([www.mngovpublications.com/home.asp](http://www.mngovpublications.com/home.asp))

- *Select Order*
- *Select Laws and Rules Extract*
- *Select Health Care*

### Health Care

Home Care and Assisted Living Laws & Rule: ▾

**Updated October 2021**

Statutes: 144A.43-144A.484, 144G, 144.051, 144.6502, 245D (.04, .06, .061, .07), 260E, 626.557, 626.5572  
Extracted from Minnesota Statutes 2021

Rules: 4659

Extracted from Minnesota Rules  
(in effect as of October 2021)

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# Government Publications – Food Code

[MN Government Publications DBA Allegra Eagan  
\(www.mngovpublications.com/home.asp\)](http://www.mngovpublications.com/home.asp)

- *Select Order*
- *Select Laws and Rules Extract*
- *Select Miscellaneous*

## Miscellaneous

Minnesota Food Code

Chapter 4626  
Extracted from Minnesota Rules 2020

Price \$17.95/book

Order Quantity

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# Upcoming Presentations

**Thursday, April 21, 2022**  
**10:00 a.m. to 11:30 a.m.**

Thursday, May 5, 2022  
10:00a.m. to 11:30 a.m.

Thursday, May 19, 2022  
10:00 a.m. to 11:30 a.m.

# 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](#).



# Questions?

# Thank you.

Jane Danner - Regional Operations Executive Manager

Rick Michals – State Operations Manager

Alison Helm - Licensing, Certification, and Registration Supervisor

Bob Dehler – Program Manager, Engineering Services Section

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