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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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PIN 19-12-ASC

TO: ALL RESIDENTIAL CARE FACILITY FOR THE ELDERLY LICENSEES

FROM: *Original signed by Pamela Dickfoss*
PAMELA DICKFOSS
Deputy Director
Community Care Licensing Division

SUBJECT: **ADDING OR CHANGING A MANAGEMENT COMPANY TO AN
EXISTING RESIDENTIAL CARE FACILITY FOR THE ELDERLY
LICENSE**

Provider Information Notice (PIN) Summary

PIN 19-12-ASC provides direction to Residential Care Facility for the Elderly (RCFE) licensees when adding or changing a management company on a facility license.

RCFE licensees are required to abide by all applicable regulatory and statutory requirements when entering into an agreement with a management company. [Health and Safety Code \(HSC\) section 1569.10](#) requires the Department to license any party that manages an RCFE, therefore a management company must be listed on the facility license.

The Department must approve adding or changing a management company prior to the management company being listed on the RCFE license and beginning management activities in any given RCFE. Failure to obtain Departmental approval and issuance of a license reflecting the management company as co-licensee may result in the Department issuing a Notice of Operation in Violation of Law, civil penalties or other administrative action.

A licensee must initially provide written notification to the Department (through the local Regional Office) to add or change a management company on a facility license. Additionally, application documents are required to be submitted to the Department's Centralized Applications Bureau (CAB).

Adding or Changing a Management Company – NOTIFICATION AND APPLICATION SUBMISSION

To add or change a management company on a facility license, a cover letter notifying the Department of the licensee's intent must be submitted to the CAB as part of the application submission, and copied to the local Regional Office, no less than 30 days prior to the anticipated effective date and include at a minimum the following:

- planned effective date of the management agreement contract;
- other RCFES the management company operates;
- whether the application is for a change or an addition of a management company; and,
- details of the transition (i.e. new admission agreement; new plan of operation, etc.)

Application documents must include at a minimum the following:

- attachment of the aforementioned cover letter;
- required documentation identified on the [CAB webpage](#) and set forth in [HSC section 1569.15\(a\)-\(f\)](#) and [CCR, Title 22, section 87155](#); and,
- [application fee](#).

If a management company is already operating another RCFE licensed by the Department and are submitting an identical Admission Agreement and/or Plan of Operation as part of the application, the application should contain a signed statement from the applicant giving attestation that the submission is an exact duplication of the Admission Agreement or Plan of Operations as pre-approved by the CAB along with a copy of the Department approval letter previously issued. Any changes to this duplicative submission must be clearly stated in the applicant's cover letter. If the application includes a new admission agreement or new plan of operation from what is currently utilized, the Department may need additional time to review and approve the application and the effective date of the management company agreement may need to be extended beyond the timeframes discussed below.

Timeframes for Application Processing

To allow proper time for processing the application to add or change a management company on a facility license, the following application submission timeframes are recommended:

- thirty (30) days prior to the effective date of the management company contract for a management company that is already licensed and operating another RCFE facility licensed by the Department, or
- forty-five (45) days prior to the effective date of the management company contract for a management company that is **not** already licensed and operating another RCFE facility licensed by the Department

An applicant is encouraged to contact CAB to:

- ensure the required documentation needed is being submitted and whether the timeline to review is plausible, and
- discuss any specific issues that warrant special consideration

The timeframes outlined in this PIN are subject to change but represent the Department's best estimates of the time needed to process these applications. The timeframe for processing the application may be extended where warranted, such as, time required for review of the applicant's compliance history, among other things. Any special circumstances will be reviewed on a case-by-case basis.

All application submissions must be made to:

**The Adult and Senior Care Centralized Applications Bureau
744 P Street, MS 8-3-91
Sacramento, CA 95814**

Note: Once the management company is approved and is added to the license, it must operate in substantial compliance just as the co-licensee is required.

If you have any questions regarding this PIN, please contact CAB at (833) 827-6084.