

## **Residential Assisted Living State-Specific Regulations**

*Disclaimer: This is for informational purposes only. Please verify all information with the state agency before proceeding.*

ALL STATE PROFILES - US DEPT HEALTH AND HUMAN SERVICES LINK:

<https://aspe.hhs.gov/basic-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition>

[Residential Assisted Living State-Specific Regulations](#_w78x6w5mdj8c)

[ALABAMA](#_6buhipj9hy27)

[ALASKA](#_dxgmsd6ttu0i)

[ARIZONA](#_mi9dboqvn3fu)

[ARKANSAS](#_ffvfpq7edn00)

[CALIFORNIA](#_63huqk33usw2)

[COLORADO](#_nftko8b4jw9a)

[CONNECTICUT](#_18b2f5vtb5j2)

[DELAWARE](#_dyi462vlolln)

[FLORIDA](#_y33ye0et9cru)

[GEORGIA](#_u93eilm4xx0b)

[HAWAII](#_swgyb0afesw5)

[IDAHO](#_q8tl97jat4)

[ILLINOIS](#_4pxb3ekobm2f)

[INDIANA](#_gf8w1gbj8psr)

[IOWA](#_gw82842t90rh)

[KANSAS](#_f04m7tnwgb78)

[KENTUCKY](#_xhl9h1qkxspu)

[LOUISIANA](#_zbv7ipjxld4k)

[MAINE](#_97gll67oegom)

[MARYLAND](#_evw6jikbkxas)

[MASSACHUSETTS](#_kcb9rhqx62gr)

[MICHIGAN](#_jh12jkoeso3j)

[MINNESOTA](#_mp25cue2s4zs)

[MISSISSIPPI](#_2bjun6xwzthf)

[MISSOURI](#_4lbehm8bug8e)

[MONTANA](#_hfkip4p9ytn4)

[NEBRASKA](#_mn3bez5bxi4i)

[NEVADA](#_6zt0xicazu1a)

[NEW HAMPSHIRE](#_l738ydy2ga1y)

[NEW JERSEY](#_bp3zt7riqupl)

[NEW MEXICO](#_72ld3c8ewyj8)

[NEW YORK](#_3hym3uoin668)

[NORTH CAROLINA](#_8rbwdhx85i51)

[NORTH DAKOTA](#_v65vyrsmkcrj)

[OHIO](#_q6wj93oym2bn)

[OKLAHOMA](#_sj3vs7vy0x0g)

[OREGON](#_kx1m7gsjm9x)

[PENNSYLVANIA](#_9k18irqdwltx)

[RHODE ISLAND](#_1w75yppfch3p)

[SOUTH CAROLINA](#_sd1pbjg0n5ko)

[SOUTH DAKOTA](#_13ofihhzb7v1)

[TENNESSEE](#_umhrem2538t)

[TEXAS](#_3kyugurtdbi5)

[UTAH](#_55uy82oq7gtf)

[VERMONT](#_eaw6yptiaw28)

[VIRGINIA](#_ysoq8py4x7uq)

[WASHINGTON](#_esez0cauu557)

[WEST VIRGINIA](#_5v93jy6z2kdp)

[WISCONSIN](#_8tec80xiyfmh)

[WYOMING](#_mr4nam4ps5o4)

### **ALABAMA**

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| **Main Site:** | <http://www.alabamapublichealth.gov/providerstandards/index.html> |
| **Licensing Standards:** | <http://www.alabamapublichealth.gov/providerstandards/assets/AsstedLivingRules112015.pdf> |
| **License Application:** | <http://www.alabamapublichealth.gov/providerstandards/assets/ALFInitialRevised0716.pdf> |
| **State Directory of Homes:** | <https://dph1.adph.state.al.us/FacilitiesDirectory/(S(ijagikjw1ehnhnc3v0gs41zy))/default> |
| **HHS Summary - AL Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-alabama-profile> |
| **Regulatory Agency:** | Alabama Department of Public Health |
| **Contact Phone Number:** | (334) 206-5175 |
| **Contact Email:** | [diane.mann@adph.state.al.us](mailto:diane.mann@adph.state.al.us) |
| **Licensure Term(s):** | Group Assisted Living Facilities, Specialty Care Assisted Living Facility (Memory Care) |
| **Census Requirements:** | 3-16 adults |
| **Qualifications for Managers:** | An assisted living facility administrator shall have at least six hours of continuing education each year. Currently licensed nursing home administrators are exempt from this requirement. |
| **Qualifications for Caregivers:** | All staff who have contact with residents, including the administrator, shall have initial training and refresher training, as necessary. |
| **Staff Ratios:** | No minimums (An assisted living facility shall employ sufficient staff and ensure sufficient staff is on duty to meet the care needs of all residents twenty-four hours a day, seven days a week.) |
| **Cost of Licensing:** | $240 plus $18 for each bed. |
| **Square Footage Requirements:** | Private bedroom without sitting area: 80 square feet. Double bedroom without sitting area: 130 square feet.  Private bedroom with sitting area: 160 square feet  Double bedroom with sitting area: 200 square feet. |
| **# of Bathrooms Requires:** | Bathtubs or showers 1 per 8 beds  Lavatories 1 per 6 beds  Toilets 1 per 6 beds |
| **Memory Care Requirements:** | "An assisted living facility shall not admit a resident, nor shall it retain any resident, if such resident, because of dementia, cannot safely reside in the facility"  In order to market your assisted living facility as a specialized memory care home you must be licensed as a specialty care assisted living facility, link to rules/regulations below:  <http://www.alabamapublichealth.gov/providerstandards/assets/SCALFRules.pdf> |

### **ALASKA**

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| **Main Site:** | <http://dhss.alaska.gov/dhcs/Pages/cl/all/default.aspx> |
| **Licensing Standards:** | <http://dhss.alaska.gov/dhcs/Documents/0.Res.Licensing.Background/ALHRegulationsandStatutesEffectiveasof3-7-09.pdf> |
| **License Application:** | <http://dhss.alaska.gov/dhcs/Documents/0.Res.Licensing.Background/ALH%20-%20NEW/NewHomeALHapplication.pdf> |
| **State Directory of Homes:** | <http://dhss.alaska.gov/dhcs/Pages/cl/all/default.aspx>  Download excel sheet labeled "Current Licensed Facilities" from this main page |
| **HHS Summary - AK Profile** | <https://aspe.hhs.gov/system/files/pdf/110401/15alcom-AK.pdf> |
| **Regulatory Agency:** | Alaska Department of Health and Social Services - Division of Health Care Services  (The Assisted Living Program Office) |
| **Contact Phone Number:** | Craig Baxter - (907) 334-2492 |
| **Contact Email:** | [craig.baxter@alaska.gov](mailto:craig.baxter@alaska.gov) |
| **Licensure Term(s):** | Assisted Living Homes |
| **Census Requirements:** | None Specified |
| **Qualifications for Managers:** | Must complete 18 clock hours of continuing ed annually  (a) An assisted living home shall have on staff an administrator who is at least 21 years of age and meets the requirements of 7 AAC 75.215, 7 AAC 75.220, and this section.  (b) If the administrator does not manage the daily operation of the home, the administrator, or the governing body of a larger organization responsible for the home, shall appoint a resident manager who meets the requirements for an administrator under this chapter.  (c) In addition to the other requirements of this chapter, an individual may not serve as an administrator of an assisted living home unless the individual meets the training and experience requirements of this subsection. The licensing agency will accept a baccalaureate or higher degree in gerontology, health administration, or another health-related field in place of all or part of the required experience, if the degree work serves, to the licensing agency’s satisfaction, as an equivalent to the required experience. Training and experience requirements are as follows:  (1) for a home licensed to serve 1-10 residents, the individual must fulfill at least one of the following requirements:  (A) the individual must complete an approved management or administrator training course and have at least one year of documented experience, relevant to the population of residents to be served, as a care provider, if the administrator will be providing direct care in the home;  (B) the individual must  (i) complete a certified nurse aide training program that the Board of Nursing has approved under 12 AAC 44.830, or that is equivalent in content to the requirements of 12 AAC 44.835(c); and (ii) have at least one year of documented experience, relevant to the population of residents to be served, as a care provider;  (C) the individual must have at least two years of documented experience, relevant to the population of residents to be served, as a care provider, with documented skills or training relevant to the population of residents to be served;  (D) the individual must have sufficient documented experience in an out- of-home care facility, and sufficient training, education, or other similar experience to fulfill the duties of an administrator of the type and size of home where the individual is to be employed and to meet the needs of the population of residents to be served; an administrator under this subparagraph is subject to licensing agency approval on a case- by-case basis; for purposes of this subparagraph, an out-of-home care facility includes a foster care home, a board and care home, and a nursing home;  (2) for a home licensed to serve 11 or more residents, or if operating multiple homes with a total capacity of 11 or more residents, the administrator must fulfill at least one of the following requirements:  (A) the individual must complete an approved management or administrator training course and have at least two years of documented experience, relevant to the population of residents to be served, as a care provider, if the administrator will be providing direct care in the home;  (B) the individual must  (i) complete a certified nurse aide training program that the Board of Nursing has approved under 12 AAC 44.830, or that is equivalent in content to the requirements of 12 AAC 44.835(c); and  (ii) have at least two years of documented experience, relevant to the population of residents to be served, as a care provider;  (C) the individual must have at least five years of documented experience, relevant to the population of residents to be served, as an administrator or staff supervisor of a home serving 10 or fewer residents;  (D) the individual must submit proof that the individual is a licensed practical nurse or a registered nurse with documented experience relevant to the population of residents to be served. |
| **Qualifications for Caregivers:** | Must complete 12 clock hours of continuing ed annually  (1) 21 years of age if the individual will serve as a supervisor of other care providers  (2) 18 years of age if the individual will serve as a care provider working without direct supervision; or  (3) 16 years of age if the individual will serve only as a care provider and has access to assistance from the administrator or another care provider who is at least 21 years of age.  (b) An administrator shall ensure and document that each care provider, within the first 14 days of employment, is oriented to the assisted living home's policies and procedures, including emergency procedures, fire safety, resident rights, prohibition against abuse, neglect, exploitation, and mistreatment of residents, recognition of abuse, neglect, exploitation, and mistreatment of residents, reporting requirements under AS 47.24.010, universal precautions for infection control, biohazards, applicable state regulations and statutes, resident interaction, any house rules established under AS 47.33.060, sanitation, duties and responsibilities, medication management and security, and physical plant layout. Before caring for a resident without direct supervision, a care provider shall receive the orientation required in this subsection and, unless the care provider has sufficient documented experience working with the population of residents to be served, shall work under the direct supervision of the administrator or an experienced care provider who is at least 21 years of age for not less than three complete |
| **Staff Ratios:** | The home must have a sufficient number of care providers and other employees with adequate training to implement the home's general staffing plan and meet the needs of the resident's service contracts. |
| **Cost of Licensing:** | $25 per resident |
| **Square Footage Requirements:** | A bedroom for single occupancy, must have 80 sq ft of open floor space  A bedroom for double occupancy, must have at least 140 sq ft of open floor space  No more than 2 residents may share a bedroom |
| **# of Bathrooms Requires:** | One bathroom (toilet, sink and shower) per every six residents |
| **Memory Care Requirements:** | An entity licensed to provide care for adults with dementia or a cognitive impairment, including adults with a history of wandering or attempting to run away, shall ensure that a method is in place to alert staff when someone exits the entity. To meet the requirements of this subsection, the entity shall install a 15 second delayed exit door with an alarm at each exit, use a wander alarm system or use another method approved by the department. If the entity wishes to use a delayed exit door, it must get approval from the municipal fire marshall.  For further rules and regulations for memory care, contact the state. |

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### **ARIZONA**

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| **Main Site:** | <http://azdhs.gov/licensing/residential-facilities/index.php#providers-home> |
| **Licensing Standards:** | <http://www.azdhs.gov/documents/licensing/residential-facilities/article-8.pdf> |
| **License Application:** | <https://azdhs.gov/documents/licensing/residential-facilities/forms/hci-residential-initial-application.pdf> |
| **State Directory of Homes:** | <http://www.azdhs.gov/licensing/residential-facilities/index.php#consumers-databases> |
| **HHS Summary - AZ Profile** | <https://aspe.hhs.gov/system/files/pdf/110406/15alcom-AZ.pdf> |
| **Regulatory Agency:** | Arizona Department of Health Services - Residential Facilities Licensing |
| **Contact Phone Number:** | 602-364-2639 |
| **Contact Email:** | [Residential.Licensing@azdhs.gov](mailto:Residential.Licensing@azdhs.gov) |
| **Licensure Term(s):** | Assisted Living Facility |
| **Census Requirements:** | 10 |
| **Qualifications for Managers:** | It is required that sufficient staff be present at all times to provide services at the level of service for which the facility is licensed. Managers must be at least 21 years of age and certified as assisted living facility managers. Staff must have six hours of annual training related to promotion of resident dignity, independence, self-determination, privacy, choice, and resident rights; fire safety and emergency procedures, infection control, and abuse, neglect, and exploitation prevention and reporting requirements. They must have an additional two hours for Personal Care Services and an additional four hours for Directed Care Services. Staff must be trained in first aid and CPR specific to adults |
| **Qualifications for Caregivers:** | Caregivers must be at least 18 years of age, trained at the level of service the facility is licensed to provide, and have a minimum of three months of health-related experience. Assistant caregivers must be at least 16 years of age. For staff providing a supervisory level of care: 20 hours of training, for staff providing a personal level of care: 20 hours of training, plus an additional 30 hours; for staff providing a directed level of care: 50 hours of training, plus an additional 12 hours; and For certified managers: 62 hours of training, plus an additional eight hours.  1. Is 18 years of age or older; and  2. Provides documentation of: Completion of a caregiver training program approved by the Department or the Board of Examiners for Nursing Care Institution Administrators and Assisted Living Facility Managers;  3. For supervisory care services, employment as a manager or caregiver of a supervisory care home before November 1, 1998;  4. For supervisory care services or personal care services, employment as a manager or caregiver of a supportive residential living center before November 1, 1998; or  5. For supervisory care services, personal care services, or directed services, one of the following:  1. (1) A nursing care institution administrator’s license issued by the Board of Examiners;  2. (2) A nurse’s license issued to the individual under A.R.S. Title 32, Chapter 15;  3. (3) Documentation of employment as a manager or caregiver of an unclassified residential care institution before November 1.1998; or  4. (4) Documentation of sponsorship of or employment as a caregiver in an adult foster care home before November, 1998;  2. An assistant caregiver:  1. Is 16 years of age or older, and  2. Interacts with residents under the supervision of a manager or caregiver;  3. The qualifications, skills, and knowledge required for a caregiver or assistant caregiver:  1. Are based on:  i. The type of assisted living services, behavioral health services, or behavioral care expected to be provided by the caregiver or assistant caregiver according to the established job description; and  ii. The acuity of the residents receiving assisted living services, behavioral health services, or behavioral care from the caregiver or assistant caregiver according to the established job description |
| **Staff Ratios:** | No minimum |
| **Cost of Licensing:** | $50 Initial Application, $280 license fee + $70 per bed |
| **Square Footage Requirements:** | For a single occupancy bedroom, 80 square feet of open floor space is required  For a shared bedroom, at least 60 square feet of space required per resident. |
| **# of Bathrooms Requires:** | For every eight residents one working shower, sink and toilet are required. |
| **Memory Care Requirements:** | Unless a resident requires behavioral health services- no special requirements were found for homes who take care of residents in need of memory care. |

### **ARKANSAS**

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| **Main Site:** | <https://www.healthy.arkansas.gov/programs-services/topics/health-facility-services> |
| **Licensing Standards:** | <https://www.healthy.arkansas.gov/images/uploads/pdf/HSPA_Rulebook_.pdf> |
| **License Application:** | <https://ahspa.arkansas.gov/applications>  Download "Assisted Living Facility Application Form" |
| **State Directory of Homes:** | <https://humanservices.arkansas.gov/divisions-shared-services/provider-services-quality-assurance/consumer-long-term-care-information/long-term-care-facility-search/> |
| **HHS Summary - AR Profile** | <https://aspe.hhs.gov/system/files/pdf/110531/15alcom-AR.pdf> |
| **Regulatory Agency:** | Arkansas Department of Human Services - Division of Medical Services |
| **Contact Phone Number:** | Jennifer Garrison - 501-320-6196 |
| **Contact Email:** | [Jennifer.Garrison@dhs.arkansas.gov](mailto:Jennifer.Garrison@dhs.arkansas.gov) |
| **Licensure Term(s):** | Assisted Living Facility Level 1 |
| **Census Requirements:** | No max, staff ratios requirements apply |
| **Qualifications for Managers:** | A full-time administrator must be designated by each assisted living facility. A second administrator must be employed either part-time or full-time, depending on how many beds are in the facility. For Level I facilities, an appropriate number of staff must be available to meet the needs of residents and to meet the staffing ratios explained in regulation. Level II facilities are required to employ or contract with at least one RN, licensed practical nurses, certified nursing assistants (CNAs), and personal care aides. At minimum the RN must be available by phone or pager. The facility must have maintain a ratio of one staff person per 15 residents from 7 a.m. to 8 p.m., and one staff person per 25 residents from 8 p.m. to 7 a.m. One CAN must be on the premises per shift. The administrator must be at least 21 years old, have a high school diploma or GED, have successfully completed a state criminal background check, and be a certified Assisted Living Facility Administrator through a state-approved certification program. All staff must complete six hours of ongoing education and training each year. Every staff member, including contracted personnel, must complete orientation and training on the following within seven days of hire: building safety and emergency measures; required response to emergencies; abuse, neglect, and financial exploitation and reporting requirements; incident reporting; sanitation and food safety; resident health and related problems; overview of the job's requirements; philosophy and principles of independent living in an assisted living residence; and Residents' Bill of Rights. Within 30 days of hire staff must receive training in medication assistance or monitoring; communicable diseases; and dementia and cognitive impairment; and within 180 calendar days from date of hire: communication skills; review of the aging process, and disability sensitivity training. |
| **Qualifications for Caregivers:** | • Core Caregiver Certification Program (16 hours)  • Personal Care Aide CEUs (12 hours)  • Certified Nursing Aides CEUs (12 hours) |
| **Staff Ratios:** | 1 day staff, 1 night staff for 16 or fewer beds.    For small facilities (16 or fewer beds), each staff person on duty may be counted as direct care staff even if they are currently involved in administrative, housekeeping, or dietary activities; and the night staff person may be asleep in the facility. |
| **Cost of Licensing:** | $5 / bed |
| **Square Footage Requirements:** | New construction: 20 sq ft of living room space per licensed bed AND 20 sq ft of dining room space per licensed bed.  Existing homes: 20 sq ft of living and dining room space per licensed bed.  A single occupancy bedroom shall contain 100 sq ft exclusive of entrance way and closet space. A shared bedroom must have at least 80 sq ft per resident. No more than 2 residents per room. |
| **# of Bathrooms Requires:** | One (1) toilet and sink for every six (6) residents, one (1) shower for every ten (10) residents |
| **Memory Care Requirements:** | Alzheimer's Special Care Units (ASCU) are specialized units of long-term care facilities, such as nursing homes or assisted-living facilities, that offer services specifically for individuals with Alzheimer's Disease or related dementia.  Regulations for Alzheimer's Special Care Units are located in, and part of, the regulations for each type of facility that can house an Alzheimer's Special Care Unit. Please download the regulations for a specific type of facility to see the Alzheimer's Special Care Unit regulations for that type of facility.  All facilities with Alzheimer's special care units shall provide activities appropriate to the needs of the individual residents. The activities shall be provided and directed by a direct care staff under the supervision of a program director.  Secured outdoor space and walkways that allow residents to ambulate, with or without assistive devices, such as wheelchairs or walkers, but prevents undetected egress.  All ASCU staff members and consultants shall have specified training detailed in the regulations to care for those with dementia and Alzheimer's disease.  <https://aspe.hhs.gov/system/files/pdf/110531/15alcom-AR.pdf> |

### **CALIFORNIA**

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| **Main Site:** | <http://www.cdss.ca.gov/inforesources/Senior-Care-Licensing/Resources-for-Providers> |
| **Licensing Standards:** | <https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=IDD9FFA11D4BD11DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)> |
| **License Application:** | <http://www.cdss.ca.gov/Portals/9/FMUForms/I-L/LIC281.pdf?ver=2017-04-20-113701-100> |
| **Rules and Regulations:** | <http://www.cdss.ca.gov/ord/entres/getinfo/pdf/rcfeman1.pdf> |
| **State Directory of Homes:** | <https://www.ccld.dss.ca.gov/carefacilitysearch/DownloadData> |
| **HHS Summary - CA Profile** | <https://aspe.hhs.gov/system/files/pdf/110416/15alcom-CA.pdf> |
| **Regulatory Agency:** | California Department of Social Services - Senior Care Licensing Program |
| **Contact Phone Number:** | 916-657-2592 |
| **Contact Email:** | [clwebmaster@dss.ca.gov](mailto:clwebmaster@dss.ca.gov) |
| **Licensure Term(s):** | Residential Care Facilities for the Elderly (RCFE) |
| **Census Requirements:** | 6 unless you install fire suppression |
| **Qualifications for Managers:** | Administrators must complete 40 hours of continuing education units every 2 years, which must include 8 hours training on Alzheimer’s disease and dementia. With prior approval, 20 of the 40 hours may be completed through online training. Licensed nursing home administrators are required to complete only 20 hours of continuing education. |
| **Qualifications for Caregivers:** | All staff who assist residents with ADLs must receive at least 10 hours of initial training within the first 4 weeks of employment and at least 4 additional hours annually. Training topics include: first-aid; the aging process; the importance and techniques of personal care services and universal precautions (at least 3 of the 10 hours); residents’ rights; medication policies and procedures (at least 2 of the 10 hours); psychosocial aspects of aging; and recognizing signs and symptoms of dementia. |
| **Staff Ratios:** | Sufficient staff must be employed to deliver services required by residents. Requirements for awake staff vary by facility size: for 16 or fewer residents, staff must be available in the facility; 16-100 residents, at least one awake staff; 101200 residents, one on call and one awake, with an additional awake staff for each additional 100 residents. |
| **Cost of Licensing:** | $495 <http://www.ccld.ca.gov/res/pdf/annualfees2015.pdf> |
| **Square Footage Requirements:** | Bedrooms shall be large enough to provide easy passage between and comfortable usage of beds and other required items. No more than 2 residents per bedroom. |
| **# of Bathrooms Requires:** | At least one toilet and sink for every (6) people which includes residents and staff  At least one bathtub or shower for every ten (10) people including residents and staff |
| **Memory Care Requirements:** | Dementia Care Staff. Facilities must have an adequate number of direct care staff to support each resident’s physical, social, emotional, safety, and health care needs as identified in his/her current assessment. In facilities with fewer than 16 residents, at least one night staff person must be awake and on-duty if any resident with dementia is determined through a pre-admission appraisal, reappraisal, or observation to require awake night supervision. Facilities with 16-100 residents must have at least one employee on-duty and awake, and another employee on call and capable of responding within 10 minutes.  Dementia Staff Training. All staff who care for residents with dementia must receive training in dementia care, including 6 hours of orientation and 8 hours of annual in-service training on the following topics: common problems (wandering, aggression, and inappropriate sexual behavior); positive therapeutic interventions; communication skills; promoting resident dignity, independence, privacy, and choices; and end of life care.  Dementia Facility Requirements. Delayed-egress and locked doors/perimeters require special fire clearances, and are only allowed with prior Department approval. The resident and/or his or her responsible person must consent to the use of delayed egress devices or locked facility doors.  <https://govt.westlaw.com/calregs/Document/IAB1A5D00D4BE11DE8879F88E8B0DAAAE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)> |

### **COLORADO**

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| **Main Site:** | <https://www.colorado.gov/pacific/cdphe/assisted-living-provider-resources> |
| **Licensing Standards:** | <http://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=5803&fileName=6%20CCR%201011-1%20Chap%2007> |
| **License Application:**  **(and letter of intent)** | <https://drive.google.com/file/d/19ajxM5xYZZFd6f680JuUAG--gqS5phVf/view>  <https://docs.google.com/forms/d/e/1FAIpQLSeb1zsHJ5GUeD2xaBWLtlG7U7tRhStzchpsZNpSyV2f1h0K3A/viewform> |
| **State Directory of Homes:** | <https://cdphe.colorado.gov/find-and-compare-facilities> |
| **HHS Summary - CO Profile** | <https://aspe.hhs.gov/system/files/pdf/110421/15alcom-CO.pdf> |
| **Regulatory Agency:** | Colorado Department of Public Health and Environment |
| **Contact Phone Number:** | 303-692-2800 |
| **Contact Email:** | [cdphe.information@state.co.us](mailto:cdphe.information@state.co.us) |
| **Licensure Term(s):** | Assisted Living Residence |
| **Census Requirements:** | No max however regulations increase at 17 and 20 |
| **Qualifications for Managers:** | 21 years old  Any person commencing service as an administrator July 1, 1993, shall meet the minimum education, training, and experience requirements in one of the following ways:  (A) successful completion of a program approved by the Department pursuant to Section 1.103 (6); or  (B) documented previous job related experience or related education equivalent to successful completion of such program. The Department may require additional training to ensure that all the required components of the training curriculum are met. |
| **Qualifications for Caregivers:** | 18 years old  At least one person on staff must have the manager qualifications listed above. |
| **Staff Ratios:** | Sufficient staff must be employed to deliver services required by residents. Requirements for awake staff vary by facility size: for 16 or fewer residents, staff must be available in the facility; 16-100 residents, at least one awake staff; 101-200 residents, one on call and one awake, with an additional awake staff for each additional 100 residents. |
| **Cost of Licensing:** | 3-8 Beds $6,000  9 or more beds $7,200 |
| **Square Footage Requirements:** | Bathroom areas and closets shall not be included in the determination of square footage.  Private Room: At least 100 square feet for single occupancy bedrooms  Semi-private/Shared Room: 60 square feet per person for double occupancy bedrooms. |
| **# of Bathrooms Requires:** | One full bathroom is required for every six residents. |
| **Memory Care Requirements:** | An assisted living residence may choose to provide a secured environment, where free egress is prohibited. Typically done for residents with memory care needs.  To provide a secure environment in your assisted living residence you must follow all regulations for a regular assisted living residence as well as Section 25 in the rules below:  <http://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=7606&fileName=6%20CCR%201011-1%20Chapter%2007> |

### **CONNECTICUT**

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| **Main Site:** | <http://portal.ct.gov/DSS/Health-And-Home-Care/Long-Term-Care/Residential-Care-Homes-RCH> |
| **Licensing Standards:** | <https://www.cga.ct.gov/current/pub/chap_368v.htm#sec_19a-495b> |
| **License Application:** | CALL FOR CURRENT APPLICATION- it is being updated online and requires a log in  <https://www.elicense.ct.gov/Login.aspx?ReturnUrl=/Activities/Listing.aspx&ID=10> |
| **State Directory of Homes:** | <https://www.elicense.ct.gov/Lookup/GenerateRoster.aspx>  Select Health Care facilities - Long Term Care/Assisted Living and then select residential care facilities, download roster of all residential care homes |
| **HHS Summary - CT Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-connecticut-profile> |
| **Regulatory Agency:** | Connecticut Department of Social Services |
| **Contact Phone Number:** | [oplc.dph@ct.gov](mailto:oplc.dph@ct.gov) |
| **Contact Email:** | 800-842-1508 |
| **Licensure Term(s):** | Assisted Living Services Agency, Residential Care Homes (RCH), Boarding Homes, Home for the Aged |
| **Census Requirements:** | None specified ; verify with City/County |
| **Qualifications for Managers:** | The licensee is responsible for daily operations. Certified unlicensed staff are those who have completed Department- approved training to assist with medication services. Program staff are employees who assist with personal care services. |
| **Qualifications for Caregivers:** | New staff must receive an orientation that includes information about safety and emergency procedures for staff and residents, facility policies and procedures, and residents' rights. The amount of required continuing education is calculated based on a percentage of total annual hours worked (to a maximum of 12 hours) per year. Continuing education topics include residents' rights; behavioral management; personal care; nutrition and food safety; and general health and safety. |
| **Staff Ratios:** | At least one program staff person must be on-duty at all times for every 25 residents. Facilities that provide medication administration must have at least one certified unlicensed staff person on duty at all times. |
| **Cost of Licensing:** | Not found online - call for further licensing information |
| **Square Footage Requirements:** | None stated - max residents per bedroom ("unit") is two residents. |
| **# of Bathrooms Requires:** | Bathrooms must have one (1) shower for every eight (8) residents. One toilet may serve two (2) resident rooms but no more than four (4) residents. |
| **Memory Care Requirements:** | All licensed and registered direct care staff in Alzheimer's Special Care Units or programs must receive training annually that includes but is not limited to: (1) at least 8 hours of dementia-specific training completed within 6 months of hire, and at least 8 hours of training annually; and (2) at least 2 hours annual training in pain recognition and administration of pain management techniques. At least 1 hour of training must be provide to all non-direct care staff within 6 months of hire.  Sec. 19a-562. Alzheimer's special care units or programs. Definitions. Disclosure requirements. (a) As used in this section and section 19a-562a, “Alzheimer's special care unit or program” means any nursing facility, residential care home, assisted living facility, adult congregate living facility, adult day care center, hospice or adult foster home that locks, secures, segregates or provides a special program or unit for residents with a diagnosis of probable Alzheimer's disease, dementia or other similar disorder, in order to prevent or limit access by a resident outside the designated or separated area, or that advertises or markets the facility as providing specialized care or services for persons suffering from Alzheimer's disease or dementia.  (b) On and after January 1, 2007, each Alzheimer's special care unit or program shall provide written disclosure to any person who will be placed in such a unit or program or to that person's legal representative or other responsible party. Such disclosure shall be signed by the patient or responsible party and shall explain what additional care and treatment or specialized program will be provided in the Alzheimer's special care unit or program that is distinct from the care and treatment required by applicable licensing rules and regulations, including, but not limited to:  (1) Philosophy. A written statement of the overall philosophy and mission of the Alzheimer's special care unit or program that reflects the needs of residents with Alzheimer's disease, dementia or other similar disorders.  (2) Pre Admission, admission and discharge. The process and criteria for placement within or transfer or discharge from the Alzheimer's special care unit or program.  (3) Assessment, care planning and implementation. The process used for assessing and establishing and implementing the plan of care, including the method by which the plan of care is modified in response to changes in condition.  (4) Staffing patterns and training ratios. The nature and extent of staff coverage, including staff to patient ratios and staff training and continuing education.  (5) Physical environment. The physical environment and design features appropriate to support the functioning of cognitively impaired adult residents.  (6) Residents' activities. The frequency and types of resident activities and the ratio of residents to recreation staff.  (7) Family role in care. The involvement of families and family support programs.  (8) Program costs. The cost of care and any additional fees.  (c) Each Alzheimer's special care unit or program shall develop a standard disclosure form for compliance with subsection (b) of this section and shall annually review and verify the accuracy of the information provided by Alzheimer's special care units or programs. Each Alzheimer's special care unit or program shall update any significant change to the information reported pursuant to subsection (b) of this section not later than thirty days after such change.  <https://www.cga.ct.gov/current/pub/chap_368v.htm#sec_19a-562> |

### **DELAWARE**

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| **Main Site:** | <https://www.dhss.delaware.gov/dhss/dltcrp/regulations.html> |
| **Licensing Standards:** | <http://regulations.delaware.gov/AdminCode/title16/Department%20of%20Health%20and%20Social%20Services/Division%20of%20Health%20Care%20Quality/3230.shtml> |
| **License Application:** | Call for application - (302) 421-7400 |
| **State Directory of Homes:** | (302) 421-7400  Call the above number to obtain a list of homes - only assisted living facilities and nursing homes are available for download online |
| **HHS Summary - DE Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-delaware-profile> |
| **Regulatory Agency:** | Department of Health and Social Services - Long Term Care Residents Protection |
| **Contact Phone Number:** | (302) 421-7400 |
| **Contact Email:** | [Jill.Fredel@state.de.us](mailto:Jill.Fredel@state.de.us); [andrea.wojcik@state.de.us](mailto:andrea.wojcik@state.de.us)  Jill Fredel, Communications Director, Department of Health and Social Services |
| **Licensure Term(s):** | "Rest (Residential) Home" |
| **Census Requirements:** | 5-24 people |
| **Qualifications for Managers:** | Every ALF must have a director of nursing who is an RN. on-site and on-duty at least 20 hours a week in facilities licensed for 5-24 beds |
| **Qualifications for Caregivers:** | Required Orientation + 12 CE hours per year. |
| **Staff Ratios:** | Facilities licensed for 5-24 beds must have a part-time nursing home administrator on-site and on-duty at least 20 hours a week.  At least 1 staff person on site 24 hours a day. |
| **Cost of Licensing:** | $500 |
| **Square Footage Requirements:** | Bedrooms for one (1) person shall be at least one hundred (100) square feet in size and bedrooms for more than one (1) person shall provide eighty (80) square feet of floor space per person, and be arranged for comfort. The ceiling shall not be less than seven (7) feet from the floor.  There shall be provided one (1) or more areas that are adequate in size and furnished for resident dining, recreational and social activities. At least thirty (30) square feet per resident will be assigned to these areas. |
| **# of Bathrooms Requires:** | At least one (1) toilet for every four (4) residents and one (1) washbasin, with hot and cold water, for every four (4) residents shall be located on the floor occupied by the residents. When more than one (1) toilet is located in the same room, provisions for private use shall be made. |
| **Memory Care Requirements:** | For Rest Residential Homes: A nurse aide/nurse assistant who provides direct healthcare services to persons diagnosed as having Alzheimer’s disease or other forms of dementia shall annually receive dementia specific training that must include: communicating with persons diagnosed as having Alzheimer’s disease or other forms of dementia; the psychological, social, and physical needs of those persons; and safety measures which need to be taken with those persons.  Link below:  <http://regulations.delaware.gov/register/august2011/final/15%20DE%20Reg%20192%2008-01-11.htm> |

### **FLORIDA**

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| **Main Site:** | <http://www.ahca.myflorida.com/MCHQ/Health_Facility_Regulation/Assisted_Living/alf.shtml> |
| **Licensing Standards:** | <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=58a-5> |
| **License Application:** | <http://www.ahca.myflorida.com/mchq/HQALicensureForms/index.shtml> |
| **State Directory of Homes:** | <http://www.floridahealthfinder.gov/facilitylocator/FacilitySearch.aspx> |
| **HHS Summary - FL Profile** | <https://aspe.hhs.gov/system/files/pdf/110441/15alcom-FL.pdf> |
| **Regulatory Agency:** | Agency for Healthcare Administration |
| **Contact Phone Number:** | Keisha Woods, MPH  Manager, Assisted Living Unit  (850) 412-4304 |
| **Contact Email:** | [assistedliving@ahca.myflorida.com](mailto:assistedliving@ahca.myflorida.com) |
| **Licensure Term(s):** | Assisted Living Facility |
| **Census Requirements:** | 21 max - over 6 requires fire suppression |
| **Qualifications for Managers:** | An administrator must: 1. Be at least 21 years of age; 2. If employed on or after October 30, 1995, have, at a minimum, a high school diploma or G.E.D.; 3. Be in compliance with Level 2 background screening requirements pursuant to Sections 408.809 and 429.174, F.S.; and 4. Complete the core training and core competency test requirements pursuant to Rule 58A-5.0191, F.A.C., no later than 90 days after becoming employed as a facility administrator. Individuals who have successfully completed these requirements before December 1, 2014, are not required to take either the 40 hour core training or test unless specified elsewhere in this rule. Administrators who attended core training prior to July 1, 1997, are not required to take the competency test unless specified elsewhere in this rule. 5. Satisfy the continuing education requirements |
| **Qualifications for Caregivers:** | (a) Within 30 days after beginning employment, newly hired staff must submit a written statement from a health care provider documenting that the individual does not have any signs or symptoms of communicable disease. The examination performed by the health care provider must have been conducted no earlier than 6 months before submission of the statement. Newly hired staff does not include an employee transferring without a break in service from one facility to another when the facility is under the same management or ownership. 1. Evidence of a negative tuberculosis examination must be documented on an annual basis. Documentation provided by the Florida Department of Health or a licensed health care provider certifying that there is a shortage of tuberculosis testing materials, shall satisfy the annual tuberculosis examination requirement. An individual with a positive tuberculosis test must submit a health care provider’s statement that the individual does not constitute a risk of communicating tuberculosis. 2. If any staff member has, or is suspected of having, a communicable disease, such individual must be immediately removed from duties until a written statement is submitted from a health care provider indicating that the individual does not constitute a risk of transmitting a communicable disease. (b) Staff must be qualified to perform their assigned duties consistent with their level of education, training, preparation, and experience. Staff providing services requiring licensing or certification must be appropriately licensed or certified. All staff must exercise their responsibilities, consistent with their qualifications, to observe residents, to document observations on the appropriate resident’s record, and to report the observations to the resident’s health care provider in accordance with this rule chapter.  (c) All staff must comply with the training requirements |
| **Staff Ratios:** | Facilities must maintain the following minimum staff hours per week:  Number of Residents Staff Hours/Week  0-5 168  6-15 212  16- 25 253 |
| **Cost of Licensing:** | $387.73 + $64.96 per bed |
| **Square Footage Requirements:** | No set square footage requirements. Physical Plant rules/regulations link below:  <https://www.flrules.org/gateway/RuleNo.asp?title=ASSISTED%20LIVING%20FACILITIES&ID=58A-5.023> |
| **# of Bathrooms Requires:** | A bathroom, with a toilet, sink, and bathtub or shower, that is shared by a maximum of 4 residents for a maximum ratio of 4 residents to 1 bathroom. |
| **Memory Care Requirements:** | (10) ALZHEIMER’S DISEASE AND RELATED DISORDERS (“ADRD”) TRAINING REQUIREMENTS. Facilities which advertise that they provide special care for persons with ADRD, or who maintain secured areas as described in Chapter 4, Section 464.4.6 of the Florida Building Code, as adopted in rule 61G20-1.001, F.A.C., Florida Building Code Adopted, must ensure that facility staff receive the following training.  (a) Facility staff who interact on a daily basis with residents with ADRD but do not provide direct care to such residents and staff who provide direct care to residents with ADRD, shall obtain 4 hours of initial training within 3 months of employment. Completion of the core training program between April 20, 1998 and July 1, 2003 shall satisfy this requirement. Facility staff who meet the requirements for ADRD training providers under paragraph (g) of this subsection, will be considered as having met this requirement. Initial training, entitled “Alzheimer’s Disease and Related Disorders Level I Training,” must address the following subject areas:  1. Understanding Alzheimer’s disease and related disorders;  2. Characteristics of Alzheimer’s disease;  3. Communicating with residents with Alzheimer’s disease;  4. Family issues;  5. Resident environment; and,  6. Ethical issues.  (b) Staff who have successfully completed both the initial one hour and continuing three hours of ADRD training pursuant to sections 400.1755, 429.917 and 400.6045(1), F.S., shall be considered to have met the initial assisted living facility Alzheimer’s Disease and Related Disorders Level I Training.  (c) Facility staff who provide direct care to residents with ADRD must obtain an additional 4 hours of training, entitled “Alzheimer’s Disease and Related Disorders Level II Training,” within 9 months of employment. Facility staff who meet the requirements for ADRD training providers under paragraph (g) of this subsection, will be considered as having met this requirement. Alzheimer’s Disease and Related Disorders Level II Training must address the following subject areas as they apply to these disorders:  1. Behavior management,  2. Assistance with ADLs,  3. Activities for residents,  4. Stress management for the caregiver; and,  5. Medical information.  (d) A detailed description of the subject areas that must be included in an ADRD curriculum which meets the requirements of paragraphs (a) and (b) of this subsection, can be found in the document “Training Guidelines for the Special Care of Persons with Alzheimer’s Disease and Related Disorders,” dated March 1999, incorporated by reference, available from the Department of Elder Affairs, 4040 Esplanade Way, Tallahassee, Florida 32399-7000.  (e) Direct care staff shall participate in 4 hours of continuing education annually as required under section 429.178, F.S. Continuing education received under this paragraph may be used to meet 3 of the 12 hours of continuing education required by section 429.52, F.S., and subsection (1) of this rule, or 3 of the 6 hours of continuing education for extended congregate care required by subsection (7) of this rule.  (f) Facility staff who have only incidental contact with residents with ADRD must receive general written information provided by the facility on interacting with such residents, as required under section 429.178, F.S., within three (3) months of employment. “Incidental contact” means all staff who neither provide direct care nor are in regular contact with such residents.  (g) Persons who seek to provide ADRD training in accordance with this subsection must provide the department or its designee with documentation that they hold a Bachelor’s degree from an accredited college or university or hold a license as a registered nurse, and:  1. Have 1 year teaching experience as an educator of caregivers for persons with Alzheimer’s disease or related disorders, or  2. Three years of practical experience in a program providing care to persons with Alzheimer’s disease or related disorders, or  3. Completed a specialized training program in the subject matter of this program and have a minimum of two years of practical experience in a program providing care to persons with Alzheimer’s disease or related disorders.  (h) With reference to requirements in paragraph (g), a Master’s degree from an accredited college or university in a subject related to the content of this training program can substitute for the teaching experience. Years of teaching experience related to the subject matter of this training program may substitute on a year-by-year basis for the required Bachelor’s degree referenced in paragraph (g).  (11) DO NOT RESUSCITATE ORDERS TRAINING.  (a) Currently employed facility administrators, managers, direct care staff and staff involved in resident admissions must receive at least one hour of training in the facility’s policies and procedures regarding Do Not Resuscitate Orders.  (b) Newly hired facility administrators, managers, direct care staff and staff involved in resident admissions must receive at least one hour of training in the facility’s policy and procedures regarding DNROs within 30 days after employment.  (c) Training shall consist of the information included in rule 58A-5.0186, F.A.C.  (12) TRAINING DOCUMENTATION AND MONITORING.  (a) Except as otherwise noted, certificates, or copies of certificates, of any training required by this rule must be documented in the facility’s personnel files. The documentation must include the following:  1. The title of the training program,  2. The subject matter of the training program,  3. The training program agenda,  4. The number of hours of the training program,  5. The trainee’s name, dates of participation, and location of the training program,  6. The training provider’s name, dated signature and credentials, and professional license number, if applicable.  (b) Upon successful completion of training pursuant to this rule, the training provider must issue a certificate to the trainee as specified in this rule.  (c) The facility must provide the Department of Elder Affairs and the Agency for Health Care Administration with training documentation and training certificates for review, as requested. The department and agency reserve the right to attend and monitor all facility in-service training, which is intended to meet regulatory requirements.  Rulemaking Authority 429.178, 429.41, 429.52 FS. Law Implemented 429.07, 429.075, 429.178, 429.41, 429.52 FS. History–New 9-30-92, Formerly 10A-5.0191, Amended 10-30-95, 6-2-96, 4-20-98, 11-2-98, 10-17-99, 7-5-05, 7-30-06, 10-9-06, 7-1-08, 4-15-10, 5-10-18.  58A-5.0194 Alzheimer’s Disease or Related Disorders Training Provider and Curriculum Approval.  (1) The Alzheimer’s Disease or Related Disorders (“ADRD”) training provider and curriculum must be approved by the department or its designee before commencing training activities. The department or its designee will maintain a list of approved ADRD training providers and curricula, which may be obtained from <http://usfweb3.usf.edu/trainingonAging/default.aspx>.  (a) ADRD Training Providers.  1. Individuals who seek to become an ADRD training provider must provide the department or its designee with the documentation of the following educational, teaching, or practical experience:  a. A Master’s degree from an accredited college or university in a health care, human service, or gerontology related field, or  b. A Bachelor’s degree from an accredited college or university, or licensure as a registered nurse, and:  (I) Proof of 1 year of teaching experience as an educator of caregivers for individuals with Alzheimer’s disease or related disorders, or  (II) Proof of completion of a specialized training program specifically relating to Alzheimer’s disease or related disorders, and a minimum of 2 years of practical experience in a program providing direct care to individuals with Alzheimer’s disease or related disorders, or  (III) Proof of 3 years of practical experience in a program providing direct care to persons with Alzheimer’s disease or related disorders.  c. Teaching experience pertaining to Alzheimer’s disease or related disorders may substitute on a year-by-year basis for the required Bachelor’s degree.  2. Applicants seeking approval as ADRD training providers must complete DOEA form ALF/ADRD-001, Application for Alzheimer’s Disease or Related Disorders Training Provider Certification, dated November 2013, which is incorporated by reference and available at the Department of Elder Affairs, 4040 Esplanade Way, Tallahassee, Florida 32399-7000 and online at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-04000>.  (b) ADRD Training Curricula. Applicants seeking approval of ADRD curricula must complete DOEA form ALF/ADRD-002, Application for Alzheimer’s Disease or Related Disorders Training Three-Year Curriculum Certification, dated November 2013, which is incorporated by reference and available at the Department of Elder Affairs, 4040 Esplanade Way, Tallahassee, Florida 32399-7000, and online at http://www.flrules.org/Gateway/reference.asp?No=Ref-04001. Approval of the curriculum will be granted based on how well the curriculum addresses the subject areas referenced in subparagraphs 58A-5.0191(4)(a)2., and 58A-5.0191(4)(a)5., F.A.C. Curriculum approval will be granted for 3 years. After 3 years the curriculum must be resubmitted to the department or its designee for approval.  (2) Approved ADRD training providers must maintain records of each course taught for a period of 3 years following each training presentation. Course records must include the title of the approved ADRD training curriculum, the curriculum approval number, the number of hours of training, the training provider’s name and approval number, the date and location of the course, and a roster of trainees.  (3) Upon successful completion of training, the trainee must be issued a certificate by the approved training provider. The certificate must include the trainee’s name, the title of the approved ADRD training, the curriculum approval number, the number of hours of training received, the date and location of the course, the training provider’s name and approval number, and dated signature.  (4) The department or its designee reserves the right to attend and monitor ADRD training courses, review records and course materials approved pursuant to this rule, and revoke approval for the following reasons: non-adherence to approved curriculum, failing to maintain required training credentials, or knowingly disseminating any false or misleading information.  (5) ADRD training providers satisfying the requirements of Section 400.1755, F.S., relating to nursing homes, and Section 400.6045, F.S., relating to hospices, will satisfy the Level 1 and Level 2 training provider requirements of subparagraph 58A-5.0191(4)(a)3., and paragraph 58A-5.0191(4)(a), subsection (5), F.A.C. ADRD training curricula satisfying the requirements of Section 400.1755, F.S., relating to nursing homes, and Section 400.6045, F.S., relating to hospices, will satisfy the Level 1 curriculum requirements of subparagraph 58A-5.0191(4)(a)3., F.A.C.  Rulemaking Authority 429.178 FS. Law Implemented 429.178 FS. History–New 4-17-14. |

### **GEORGIA**

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| **Main Site:** | <https://dch.georgia.gov/documents/personal-care-homes> |
| **Licensing Standards:** | <https://dch.georgia.gov/media/53121/download> |
| **License Application:** | <https://dch.georgia.gov/sites/dch.georgia.gov/files/imported/vgn/images/portal/cit_1210/45/15/147594191147594191PCHFormsApplicationPacket.pdf> |
| **State Directory of Homes:** | <http://gamap2care.info/Home.html> |
| **HHS Summary - GA Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-georgia-profile> |
| **Regulatory Agency:** | Georgia Department of Community Health - Healthcare Facility Regulation Division |
| **Contact Phone Number:** | 404-657-4076 GA HFR Personal Care Home Assistance Line |
| **Contact Email:** | - |
| **Licensure Term(s):** | Assisted Living Community, Personal Care Homes  Notice: Use of the Term, Assisted Living, by Personal Care Homes    O.C.G.A. §10-1-393(26) prohibits a personal care home or assisted living community from offering, advertising or soliciting the public to provide services “which are outside the scope of personal care services of assisted living care” which the facility is specifically authorized to provide. Accordingly, effective immediately, the Department will not issue an initial permit to a personal care home which uses the term, “assisted living” in the name of the home or any of its marketing materials, unless it is applying to become licensed as an “assisted living community”. Currently licensed personal care homes, which use the term, “assisted living” must remove the term, “assisted living” from their names and marketing materials, as soon as practical, but not later than May 1, 2013 or become licensed as assisted living communities. |
| **Census Requirements:** | The number of residents you can have in your home is dependent on several factors. The home must provide a bathroom for every four residents and a tub/shower for every eight residents. The home must provide a living room, a dining area, a kitchen and a bedroom for all residents and any staff and family members who live in the home. The number of residents you can accommodate in each bedroom (up to a maximum of four residents) is based on the size of the bedroom (at least 80 square feet of useable floor space per resident). Closet and bathroom space is not included in the square footage requirement. The home must also have a fire inspection, and this inspection can also determine how many residents you can have. Local requirements may also restrict the number of residents you can have. |
| **Qualifications for Managers:** | Owners and all staff persons are checked for previous criminal history. Staff must have basic training in first aid, cardiopulmonary resuscitation, medical and social needs and characteristics of the resident population, evacuation plans, resident rights, the long-term care resident abuse reporting act, have a physical exam and TB screening, and 16 hours of continuing education yearly. A qualified staff person must be present and able to provide supervision to residents 24 hours per day. |
| **Qualifications for Caregivers:** | All staff must have training within the first 60 days of employment, 24 hours of CE the first year and 16 hours of CE per year after that.  Assisted living community staff may not provide medical and nursing health services (other than care plans, staff training, and medication administration) that are required on a periodic or short-term basis. When such services are required, residents must purchase them from licensed providers that are neither owned nor operated by the facility. |
| **Staff Ratios:** | Facilities must staff according to residents’ needs. At least one administrator, on-site manager, or responsible staff person must be on the premises 24 hours a day. The minimum on-site, staff-to-resident ratio is 1:15 during waking hours and 1:25 during non-waking hours. Facilities must exceed these minimum ratios, if needed, in order to meet residents’ specific ongoing health, safety, and care needs. |
| **Cost of Licensing:** | $52.90 (State) |
| **Square Footage Requirements:** | 80 sq feet per resident |
| **# of Bathrooms Requires:** | At least one toilet and sink must be provided for each four residents, and at least one bathing/showering room for each eight residents. |
| **Memory Care Requirements:** | In addition to general training requirements, staff in Memory Care Units must be trained in the philosophy of care for residents with dementia and facility-specific policies and procedures.  Memory care units must be designed to accommodate residents with severe dementia or Alzheimer’s disease in a home-like environment. (See regulations for details.) |

### **HAWAII**

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| **Main Site:** | <http://health.hawaii.gov/ohca/state-licensing-section/> |
| **Licensing Standards:** | <http://health.hawaii.gov/opppd/files/2015/06/11-100.1.pdf> |
| **License Application:** | Applications are free and may be obtained upon completion of the ARCH Teaching Modules. |
| **State Directory of Homes:** | <https://health.hawaii.gov/ohca/files/2019/01/Assisted-Living-Facilities-1-2019.pdf> |
| **HHS Summary - HI Profile** | <https://aspe.hhs.gov/system/files/pdf/110451/15alcom-HI.pdf> |
| **Regulatory Agency:** | State of Hawaii, Department of Health - Office of Health Care Assistance |
| **Contact Phone Number:** | 404-657-4076 GA HFR Personal Care Home Assistance Line |
| **Contact Email:** | - |
| **Licensure Term(s):** | Adult Residential Care Homes (ARCH), Expanded Adult Residential Care Homes (E-ARCH) |
| **Census Requirements:** | TYPE 1 ARCH - <5 residents  TYPE II ARCH - 6+ residents  E-ARCH I and II - same as above but can admit skilled nursing |
| **Qualifications for Managers:** | <https://health.hawaii.gov/ohca/files/2013/06/Min-Qualif-for-ARCH-10.18.16.pdf> |
| **Qualifications for Caregivers:** | For E-ARCHs, an RN must train and monitor primary caregivers. All Type II ARCH staff must have 6 hours of annual training on specified topics, including personal care; infection control; pharmacology; medical and behavioral management of residents; diseases and chronic illnesses; and community services and resources. |
| **Staff Ratios:** | Facilities must staff according to residents’ needs. At least one administrator, on-site manager, or responsible staff person must be on the premises 24 hours a day. The minimum on-site, staff-to-resident ratio is 1:15 during waking hours and 1:25 during non-waking hours. Facilities must exceed these minimum ratios, if needed, in order to meet residents’ specific ongoing health, safety, and care needs. |
| **Cost of Licensing:** |  |
| **Square Footage Requirements:** | Adult residential care homes may have up to four residents sharing a room. |
| **# of Bathrooms Requires:** | One toilet is required for every eight residents, one sink for every ten residents, and one shower for every 14 residents. |
| **Memory Care Requirements:** | In addition to general training requirements, staff in Memory Care Units must be trained in the philosophy of care for residents with dementia and facility-specific policies and procedures.  Memory care units must be designed to accommodate residents with severe dementia or Alzheimer’s disease in a home-like environment. (See regulations for details.) |

### **IDAHO**

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| **Main Site:** | <http://healthandwelfare.idaho.gov/Providers/ProvidersFacilities/StateonlyPrograms/ResidentialCareorAssistedLiving/tabid/361/Default.aspx> |
| **Licensing Standards:** | <http://healthandwelfare.idaho.gov/Medical/LicensingCertification/FacilityStandards/tabid/223/Default.aspx> |
| **License Application:** | <https://www.flareslive.com/portal/FacilityRequest.aspx>  (Must request portal access to obtain application.) |
| **State Directory of Homes:** | <https://www.flareslive.com/portal/SearchFacility.aspx> |
| **HHS Summary - ID Profile** | <http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-idaho-profile> |
| **Regulatory Agency:** | Idaho Department of Health and Welfare - Licensing and Certification |
| **Contact Phone Number:** | (208) 364-1962 |
| **Contact Email:** | [RALF@dhw.idaho.gov](mailto:RALF@dhw.idaho.gov) |
| **Licensure Term(s):** | Residential Care/Assisted Living Facilities |
| **Census Requirements:** | None stated ; Verify with individual City/County |
| **Qualifications for Managers:** | Type of Staff. Each facility must have one administrator to supervise all staff, including contract personnel, unless a variance has been issued allowing the administrator to cover more than one facility. The administrator must be on site for the time required to provide for safe and adequate care to residents. A licensed nurse must be available to administer medications and review medication services, and to delegate qualified staff to assist residents with self-administration. Trained staff must be available to provide resident services and at least one direct care staff with certification in first-aid and cardiopulmonary resuscitation must be in the facility at all times. |
| **Qualifications for Caregivers:** | Staff must have a minimum of 16 hours job-related orientation training before they are allowed to provide unsupervised personal assistance to residents, and each employee must receive 8 hours of job-related continuing training per year.    Licensed administrators must receive 12 hours of continuing education each year as approved by the Bureau of Occupational Licenses.    A facility admitting and retaining residents with a diagnosis of developmental disability, mental illness, or traumatic brain injury must train staff to meet these residents’ specialized needs. Examples of training topics in the regulations include: (1) overview of illness or disability; (2) symptoms and behaviors; (3) resident’s adjustment to the new living environment; (4) behavior management; (5) communication; (6) integration with rehabilitation services; (7) ADLs; (8) promotion of independence; (9) use of adaptive equipment; and (10) stress reduction for facility personnel and residents. |
| **Staff Ratios:** | Facilities licensed for 15 or fewer beds must have at least one or more qualified and trained staff immediately available during resident sleeping hours. If any resident has been assessed as having night needs or is incapable of calling for assistance, staff must be awake. For facilities licensed for 16 or more beds, qualified and trained staff must be awake and immediately available during resident sleeping hours. For facilities with residents housed in detached buildings or units, at least one qualified and trained staff person must be present and available in each building. |
| **Cost of Licensing:** | Call for current licensing costs (208) 364-1962 |
| **Square Footage Requirements:** | Apartment-style units are not required. A maximum of two residents is allowed per resident unit, unless a facility was licensed prior to July 1, 1991, in which case four residents can be housed per room. One toilet must be provided for every six residents. |
| **# of Bathrooms Requires:** | 1 for every 6 residents |
| **Memory Care Requirements:** | Dementia Care Staff. No provisions identified.  Dementia Staff Training. If the facility admits or retains residents with a diagnosis of dementia, staff must be trained in the following topics:    • Overview of dementia. • Symptoms and behaviors of people with memory impairment. • Communication with people with memory impairment. • Resident’s adjustment to the new living environment. • Behavior management. • Stress reduction for facility personnel and residents.    If a resident is admitted with a diagnosis of dementia or if a resident acquires this diagnosis, and staff have not received relevant training, they must be trained within 30 calendar days. In the interim, the facility must meet the resident’s needs.    ID-5  Dementia Facility Requirements. If the facility accepts and retains residents who have cognitive impairment, the facility must provide an interior environment and exterior yard that is secure and safe. |

### **ILLINOIS**

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| **Main Site:** | <http://dph.illinois.gov/topics-services/health-care-regulation/assisted-living> |
| **Licensing Standards:** | <http://www.ilga.gov/commission/jcar/admincode/077/07700295sections.html> |
| **License Application:** | <http://dph.illinois.gov/sites/default/files/forms/asst-living-shared-housing-lic-appl-041116.pdf> |
| **State Directory of Homes:** | <https://data.illinois.gov/dataset/379idph_assisted_living_and_shared_housing_licensed_establishments_listing> |
| **HHS Summary - IL Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-illinois-profile> |
| **Regulatory Agency:** | Illinois Department of Public Health - Division of Assisted Living |
| **Contact Phone Number:** | 217-782-2448 |
| **Contact Email:** | No email found for Department of Public Health |
| **Licensure Term(s):** | Assisted Living/Shared housing establishment |
| **Census Requirements:** | 16 max |
| **Qualifications for Managers:** | a) Each assisted living establishment shall have a full-time manager.    b) A shared housing establishment shall have a manager, who may oversee no more than three establishments if they are located within 30 minutes driving time during non-rush hour and if the manager may be immediately contacted by an electronic communication device.    c) The manager shall be at least 21 years of age and have a high school diploma or equivalency.    d) The manager shall receive training and orientation in care and service system delivery and have at least:    1) one year of management experience in health care, housing, or hospitality or providing similar services to the elderly; or    2) two years of experience in health care, housing, or hospitality or providing similar services to the elderly.    e) The manager shall designate an individual capable of acting in an emergency to act in his or her absence from the establishment.    f) If the manager provides direct care, the manager is required to meet the requirements of the Health Care Worker Background Check Act.    g) Changes in manager must be reported to the Department within 10 working days. |
| **Qualifications for Caregivers:** | All staff must complete an orientation that addresses service philosophy and goals; promotion of dignity, independence, self-determination, privacy, choice, and resident rights; confidentiality; hygiene and infection control; abuse and neglect prevention and reporting; and disaster procedures. An additional orientation is required to cover residents' need and service plans; internal policies; job responsibilities and limitations; and ADL assistance. Eight hours of annual training is required on the topics listed above. Managers must complete 20 hours of training every 2 years. |
| **Staff Ratios:** | Facilities must employ a full-time manager responsible for daily operations and direct care staff to provide services to residents. If the facility offers medication administration or specified treatments (e.g., injections, IV therapy), a licensed healthcare professional must be available. At least one staff member certified in cardiopulmonary resuscitation must be awake and on-duty at all times. |
| **Cost of Licensing:** | $1000 |
| **Square Footage Requirements:** | No set square footage requirements found. |
| **# of Bathrooms Requires:** | Shared housing establishments may have shared bathrooms (one for every four residents) and shared tubs/shower facilities (one for every six residents). |
| **Memory Care Requirements:** | An establishment that offers to provide a special program for persons with Alzheimer's disease and related disorders shall:  1) Disclose to the Department and to a potential or actual resident of the establishment information as specified under the Alzheimer's Special Care Disclosure Act;  2) Ensure that a resident's representative is designated for the resident;  3) Develop and implement policies and procedures that ensure the continued safety of all residents in the establishment including, but not limited to, those who:  A) May wander; and  B) May need supervision and assistance when evacuating the building in an emergency;  4) Provide coordination of communications with each resident, resident's representative, relatives and other persons identified in the resident's service plan;  5) Provide, in the service plan, appropriate cognitive stimulation and activities to maximize functioning, which include a structure and rhythm that are comfortable and predictable; offer an appropriate balance of rest and activity and private and social time; allow residents to express their accustomed social roles, whatever they may be; offer residents access to familiar activities that they enjoyed doing and that tap memories and retained abilities; and provide the flexibility to accommodate variations in the resident's mood, energy level, and inclination;  6) Provide an appropriate number of staff for its resident population. The establishment shall provide staff sufficient in number, with qualifications, adequate skills, education, and experience to meet the 24-hour scheduled and unscheduled needs of the residents and who participate in ongoing training, to serve the resident population. At a minimum, at least one staff member shall be awake and on duty at all times;  7) At a minimum, provide 1.4 hours of services per resident per day. For purposes of this Section, services shall mean assistance with activities of daily living, activities-based programming, and services delivered to the resident to meet the unique needs of residents with dementia;  8) Require the manager and direct care staff to complete sufficient comprehensive and ongoing dementia and cognitive deficit training as set forth in subsection (i) of this Section;  9) Develop emergency procedures and staffing patterns to respond to the needs of residents; (Section 150(f) of the Act)  10) Provide encouragement to eat snacks and meals and to take liquids; and  11) Have a supervisor of the program with training as outlined in subsection (i)(1) of this Section.  The rest of the Memory care specific regulations can be found at the link below:  <http://www.ilga.gov/commission/jcar/admincode/077/077002950D40600R.html> |

### **INDIANA**

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| **Main Site:** | <https://secure.in.gov/isdh/20227.htm> |
| **Licensing Standards:** | <https://secure.in.gov/isdh/files/New_Residential_Care_Facility.pdf> |
| **License Application:** | <https://secure.in.gov/isdh/files/New_Residential_Care_Facility.pdf> |
| **State Directory of Homes:** | <https://www.in.gov/isdh/reports/QAMIS/resdir/wdirres.htm> |
| **HHS Summary - IN Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-indiana-profile> |
| **Regulatory Agency:** | Indiana State Department of Health |
| **Contact Phone Number:** | Program Manager  Miriam Buffington  (317) 233-7613  [mbuffington@isdh.in.gov](mailto:mbuffington@isdh.in.gov) |
| **Contact Email:** | [Ltcproviderservices@isdh.IN.gov](mailto:Ltcproviderservices@isdh.IN.gov) |
| **Licensure Term(s):** | Residential Care Facilities |
| **Census Requirements:** | No maximum stated. |
| **Qualifications for Managers:** | Administrators must complete 40 hours of continuing education every 2 years. |
| **Qualifications for Caregivers:** | Prior to working independently, each employee must be given an orientation to the facility by the supervisor, which includes:  Instructions on the needs of the specialized populations served in the facility.  A review of the facility's policies and procedures.  Instructions in first-aid, emergency procedures, and fire and disaster preparedness, including evacuation procedures.  A detailed review of the appropriate job description, with a demonstration of equipment and procedures required of the specific position.  A review of ethical considerations and confidentiality requirements in resident care and records.  A personal introduction to and instruction in the particular needs of each resident to whom the employee will be providing care for direct care staff.  Ongoing training must cover several topics, including resident's rights, prevention and control of infection, fire safety and accident prevention, the needs of specialized populations served, medication administration, and nursing care. Nursing personnel must have at least 8 hours of training per calendar year and non-nursing personnel must have at least 4 hours per calendar year. |
| **Staff Ratios:** | No minimum |
| **Cost of Licensing:** | $200 + $10 per bed |
| **Square Footage Requirements:** | Shared bedrooms - at least 80 sq ft per licensed bed  Single occupancy - 100 sq ft of open floor space for resident |
| **# of Bathrooms Requires:** | At least one (1) toilet and lavatory for every 8 residents, and toilet rooms shall not be used for more than 2 resident rooms |
| **Memory Care Requirements:** | <https://www.in.gov/isdh/files/Residential_Care_Facility_Alzheimers_Rules.pdf>  Go to address below to download the Alzheimer's and Dementia Special Care Unit Disclosure Form:  <https://forms.in.gov/download.aspx?id=5535> |

### **IOWA**

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| **Main Site:** | <https://dia.iowa.gov/health-facilities> |
| **Licensing Standards:** | <https://www.legis.iowa.gov/docs/code/231C.pdf>  <https://www.legis.iowa.gov/docs/iac/chapter/481.69.pdf> |
| **License Application:** | The applicant shall complete an application packet obtained from the department. Application materials may be obtained from the health facilities division Web site at <https://dia-hfd.iowa.gov/DIA_HFD/Home.do>; by mail from the Department of Inspections and Appeals, Adult Services Bureau, Lucas State Office Building, Third Floor, 321 E. 12th Street, Des Moines, Iowa 50319-0083; or by telephone at (515)281-6325. 69.3(2) The applicant shall submit one copy of the comp |
| **State Directory of Homes:** | <https://dia-hfd.iowa.gov/> |
| **HHS Summary - IO Profile** | <http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-iowa-profile> |
| **Regulatory Agency:** | Iowa Department of Inspection and Appeals |
| **Contact Phone Number:** | Main: 515-281-4115  Other: 515-281-5457 Rodney Roberts, Director |
| **Contact Email:** | [Rod.Roberts@dia.iowa.gov](mailto:Rod.Roberts@dia.iowa.gov) |
| **Licensure Term(s):** | Assisted Living Program and Residential Care Facility  Assisted living programs provide housing with services to three or more residents in a physical structure that offers a home-like environment. ALPs encourage family involvement and resident self-direction and participation in decisions that emphasize choice, dignity, privacy, individuality, shared risk, and independence.  ALPs certified as dementia-specific may serve between 5 and 55 residents who have dementia between Stages 4 and 7 on the Global Deterioration Scale; or 55 or more residents of whom 10 percent or more have Stage 4-7 dementia based on the Global Deterioration Scale; or offer specialized care for persons with dementia, such as Alzheimer's disease, in a dedicated setting.  Residential care facilities provide personal assistance and other essential daily living activities to individuals who are unable to sufficiently or properly care for themselves because of illness, disease, or physical or mental impairment. |
| **Census Requirements:** | 5-55 residents |
| **Qualifications for Managers:** | A program manager is required to oversee daily operations and staffing. Programs administering medications or providing health-related services must provide for a registered nurse to monitor medications, delegate medication administration, ensure that physician orders are current, and assess and monitor health status. Personnel are required to assist residents with daily activities. |
| **Qualifications for Caregivers:** | Facilities must have a full-time administrator who is responsible for daily operations and staffing; staff to provide personal care; an activity coordinator to organize and monitor the activities program; and either a licensed nurse, physician, or certified medication aide to administer medications.  The administrator must provide monthly in-service training for staff. |
| **Staff Ratios:** | No minimum ratios. A sufficient number and type of staff must be available 24 hours a day to meet residents' scheduled and unscheduled needs. |
| **Cost of Licensing:** | $900 Blueprint Review  $750 Certification Fee |
| **Square Footage Requirements:** | Assisted Living Programs. Private apartments are not required. Resident rooms may be single-occupancy or double-occupancy and must have a bathroom, including a toilet, sink, and bath or shower. Kitchens are optional.  Residential Care Facilities. No more than four residents may share a room. Bathrooms and bathing facilities may be shared, with at least one bathtub or shower for every 15 residents and one sink and toilet for every ten residents. |
| **# of Bathrooms Requires:** | - |
| **Memory Care Requirements:** | Dementia Care Staff  Assisted living programs and residential care facilities must have at least one staff person on duty and awake 24 hours a day in the dementia care unit.  Dementia Staff Training  Assisted Living Programs. All personnel employed by or contracting with a dementia-specific program must receive a minimum of 8 hours of dementia-specific education and training within 30 days of employment. Direct care staff must receive at least 8 hours of annual continuing education and all other personnel at least 2 hours of dementia-specific continuing education. Specific topics include explanation of dementia; the service philosophy and program; communication skills; family issues; planned and spontaneous activities; ADL assistance; service planning and social history; working with challenging residents; cuing and redirecting; and staff support and stress reduction.  Residential Care Facilities. Staff must have at least 6 hours of special training appropriate to their job descriptions within 30 days of hire and 6 hours of annual training on the same topics described above.  Dementia Facility Requirements  Assisted Living Programs. An operating alarm system must be connected to each exit door in a dementia-specific program. Staff must have the means to disable or remove the lock on an entrance door and do so if the presence of the lock presents a danger to residents' health and safety. If kitchens are provided in apartments, the program must be able to disable or remove appliances if needed to protect the resident and others.  Residential Care Facilities. No provisions identified. |

### **KANSAS**

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| **Main Site:** | <http://www.kdads.ks.gov/provider-home/adult-care-homes-(sccc)> |
| **Licensing Standards:** | <http://www.kdads.ks.gov/docs/default-source/survey-certification-and-credentialing-commission/nursing-home-regulations-and-state-statutes/assisted-living---residential-health-care-facilities.pdf?sfvrsn=5c9706ee_2> |
| **License Application:** | <https://www.kdads.ks.gov/docs/default-source/survey-certification-and-credentialing-commission/provider-informtion/nursing-facilities/licensure-information/instructions-for-completing-assisted-living-and-residential-health-care-facilities-initial-application-and-change-of-ownership.pdf?sfvrsn=cfbb05ee_2> |
| **State Directory of Homes:** | <https://www.khca.org/find-care/> |
| **HHS Summary - KA Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-kansas-profile> |
| **Regulatory Agency:** | Kansas Department of Aging and Disability Services |
| **Contact Phone Number:** | 785-296-4986 |
| **Contact Email:** | [kdads.wwwmail@ks.gov](mailto:kdads.wwwmail@ks.gov) |
| **Licensure Term(s):** | Adult Care Home - "Residential Assisted Living Facilities" (Adult Care Homes encompass nursing facilities, home plus, assisted living facilities, residential assisted living facilities, etc.) |
| **Census Requirements:** | - |
| **Qualifications for Managers:** | (a) Administrator and operator responsibilities. The administrator or operator of each assisted living facility or residential health care facility (‘‘facility’’) shall ensure that the facility is operated in a manner so that each resident receives care and services in accordance with each resident’s functional capacity screening and negotiated service agreement.  (b) Administrator and operator criteria. Each licensee shall appoint an administrator or operator who meets the following criteria:  (1) Is at least 21 years of age;  (2) possesses a high school diploma or the equivalent;  (3) holds a Kansas license as an adult care home administrator or has successfully  completed an operator training course and passed the test approved by the secretary of Kansas department of health and environment pursuant to K.S.A. 39-923 and amendments thereto; and  (4) has authority and responsibility for the operation of the facility and compliance with licensing requirements. |
| **Qualifications for Caregivers:** | (c) (1) The licensing agency shall require unlicensed employees of an adult care home, except an adult care home licensed for the provision of services to people with intellectual disability which has been granted an exception by the secretary for aging and disability services upon a finding by the licensing agency that an appropriate training program for unlicensed employees is in place for such adult care home, employed on and after the effective date of this act who provide direct, individual care to residents and who do not administer medications to residents and who have not completed a course of education and training relating to resident care and treatment approved by the secretary for aging and disability services or are not participating in such a course on the effective date of this act to complete successfully 40 hours of training in basic resident care skills. Any unlicensed person who has not completed 40 hours of training relating to resident care and treatment approved by the secretary for aging and disability services shall not provide direct, individual care to residents. The 40 hours of training shall be supervised by a registered professional nurse and the content and administration thereof shall comply with rules and regulations adopted by the secretary for aging and disability services. The 40 hours of training may be prepared and administered by an adult care home or by any other qualified person and may be conducted on the premises of the adult care home. The 40 hours of training required in this section shall be a part of any course of education and training required by the secretary for aging and disability services under subsection (c)(2). Training for paid nutrition assistants shall consist of at least eight hours of instruction, at a minimum, which meets the requirements of 42 C.F.R. § 483.160. |
| **Staff Ratios:** | No minimum ratios. A sufficient number and type of staff must be available 24 hours a day to meet residents' scheduled and unscheduled needs. |
| **Cost of Licensing:** | $100.00 plus $30.00 for each bed. |
| **Square Footage Requirements:** | At least 100 sq ft of living space in each individual bedroom  At least 80 sq ft per resident of living space in a shared bedroom |
| **# of Bathrooms Requires:** | Residential health care facilities shall be required to provide private bathing facilities in a minimum of 20% of the individual living units. |
| **Memory Care Requirements:** | If the facility admits residents with dementia, the administrator or operator shall ensure the provision of staff orientation and in-service education on the treatment and appropriate response to persons who exhibit behaviors associated with dementia. |

### **KENTUCKY**

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| **Main Site:** | <https://chfs.ky.gov/agencies/dail/Pages/default.aspx> |
| **Licensing Standards:** | <https://chfs.ky.gov/agencies/dail/Documents/DAILALC2AssistedLivingCertificationChecklist.pdf> |
| **License Application:** | <https://chfs.ky.gov/agencies/dail/Documents/DAILALC1AssistedLivingCertificationApplication2015.pdf> |
| **Certification Checklist:** | <https://chfs.ky.gov/agencies/dail/Documents/alc2.pdf> |
| **State Directory of Homes:** | <https://chfs.ky.gov/agencies/dail/Documents/AssistedLivingFacilityListing.pdf> |
| **HHS Summary - KE Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-kentucky-profile> |
| **Regulatory Agency:** | Kentucky Department for Aging and Independent Living |
| **Contact Phone Number:** | (502) 564-6930 |
| **Contact Email:** | [CHFS.Listens@ky.gov](mailto:CHFS.Listens@ky.gov) |
| **Licensure Term(s):** | Assisted - Living Communities |
| **Census Requirements:** | No set maximum. Verify on City/County Level |
| **Qualifications for Managers:** | An assisted-living community shall have a designated manager who is at least twenty-one (21) years of age, has at least a high school diploma and has demonstrated management or administrative ability to maintain daily operations. |
| **Qualifications for Caregivers:** | All staff must receive orientation within 90 days of hire and in-service education annually on topics applicable to their assigned duties. If the assisted living community provides special programming, it must provide consumers a description of dementia-specific staff training provided, including but not limited to the content of the training, the number of offered and required hours of training, the schedule for training, and the staff who are required to complete the training. |
| **Staff Ratios:** | No minimum ratios. A sufficient number and type of staff must be available 24 hours a day to meet residents' scheduled and unscheduled needs. |
| **Cost of Licensing:** | $20 per bed, minimum of $300 |
| **Square Footage Requirements:** | 200 sq ft per living unit/bedroom |
| **# of Bathrooms Requires:** | Private bathroom required for each living unit/bedroom |
| **Memory Care Requirements:** | <https://chfs.ky.gov/agencies/dail/Documents/DAILSOPCH2ADCALZRESPITECombined.pdf>  On the government website, it appears the only memory care specific rules are related to the above links - for adult day care and Alzheimer's Respite. |

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### **LOUISIANA**

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| **Main Site:** | <https://ldh.la.gov> |
| **Licensing Standards:** | <http://new.dhh.louisiana.gov/assets/medicaid/hss/docs/ARCP/ARCPMinimumLicensingEffectiv8-15-15.docx> |
| **License Application:** | <http://new.dhh.louisiana.gov/assets/medicaid/hss/docs/ARCP/HSS-AC-1_LicenseApplication.doc> |
| **Application Checklist:** | <http://new.dhh.louisiana.gov/index.cfm/page/1302> |
| **State Directory of Homes:** | <http://new.dhh.louisiana.gov/index.cfm/directory/category/161> |
| **HHS Summary - LA Profile** | <https://aspe.hhs.gov/system/files/pdf/110486/15alcom-LA.pdf> |
| **Regulatory Agency:** | Louisiana Department of Health - Office of Public Health |
| **Contact Phone Number:** | 225-342-8954 |
| **Contact Email:** | [HSS.Mail@la.gov](mailto:HSS.Mail@la.gov) |
| **Licensure Term(s):** | Adult Residential Care Providers |
| **Census Requirements:** | Level 1 ARCP—an ARCP that provides adult residential care for compensation to two or more residents but no more than eight who are unrelated to the licensee or operator in a setting that is designed similarly to a single-family dwelling.  Level 2 ARCP—an ARCP that provides adult residential care for compensation to nine or more residents but no more than 16 who are unrelated to the licensee or operator in a congregate setting that does not provide independent apartments equipped with kitchenettes, whether functional or rendered nonfunctional for reasons of safety. |
| **Qualifications for Managers:** | Directors must complete 12 hours of continuing education per year in areas related to the field of geriatrics, assisted living concepts, specialized training in the population served, and/or supervisory/management techniques. |
| **Qualifications for Caregivers:** | An orientation program for all staff must include but not be limited to thorough coverage of the following topics: facility policies and procedures, emergency and evacuation procedures, residents' rights, procedures for and legal requirements concerning the reporting of abuse and critical incidents, and instruction in the specific responsibilities of each employee's job. The provider must review the procedures with existing staff at least once in each 12-month period.  The facility must provide an additional 5 days of supervised training for direct care staff. At a minimum this training must include training in resident care services (ADLs and IADLs), infection control, and any specialized training to meet resident needs. All direct care staff must be certified in adult first-aid within the first 30 days of employment.  The orientation and 5 days of supervised training meets the first year's annual training requirements. In subsequent years, the provider must ensure that each direct care worker receives annual training that includes the topics covered by the orientation and the additional 5 days of supervised training stated above. |
| **Staff Ratios:** | No minimum ratios. Facilities must be sufficiently staffed to properly safeguard residents' health, safety, and welfare. Providers must demonstrate that sufficient staff are scheduled and available to meet residents' 24-hour scheduled and unscheduled needs and show adequate coverage for each day and night shift. Assisted living and shelter care facilities must have at least one staff person on duty and awake 24 hours a day. A direct care staff person who is not in the facility, but who is on call, must not be included as direct care staff on any shift. |
| **Cost of Licensing:** | $600 + $5 per unit |
| **Square Footage Requirements:** | Personal Care Homes. Apartment-style units are not required. Rooms are shared by no more than two residents, and in shelter care facilities they must agree in writing to share a room (husbands and wives do not have to sign such an agreement). There must be adequate toilet, bathing, and hand-washing facilities in accordance with the current edition of the state Sanitary Code.  Assisted living facilities must offer apartment-style units with lockable doors to ensure privacy, dignity, and independence. Each unit must include at a minimum: (1) a food preparation area consisting of a sink with hot and cold running water, electrical outlets, mini refrigerator, cooking appliance (such as microwave or stove), food storage cabinets, and counter space; (2) an Americans with Disabilities Act-accessible private bath which includes a toilet, sink, and shower or tub; (3) dining/sitting/bedroom area; (4) storage/closet space; (5) an operating emergency call system (wired or wireless) that is easily accessible to the resident in the event of an emergency and that registers at a location that is monitored at all hours of the day and night; and (6) HVAC thermostats that can be individually controlled by the resident and at least one telephone outlet.  There must be no more than two bedrooms per living unit and residents in double-occupancy units must have the right to select their roommates. Entrance to a bathroom from one bedroom must not be through another bedroom. An efficiency/studio living unit or a bedroom designed for one individual may be shared with another individual only if he or she is a spouse/relative or live-in companion and only if both parties agree, in writing. Residents sharing a living unit with a two-person bedroom must be allowed to choose their roommate. Both individuals must agree, in writing |
| **# of Bathrooms Requires:** | One bathroom including a sink, shower and toilet for every four (4) residents |
| **Memory Care Requirements:** | §6851. Specialized Dementia Care Programs  A. Scope and Purpose. The ARCP may establish a separate and distinct program to meet the needs of residents with Alzheimer’s disease or a related disorder. The ARCP shall provide a program of individualized care based upon an assessment of the cognitive and functional abilities of residents who have been included in the program.  B. Any ARCP that offers such a program shall disclose this program to the department upon establishing the program or upon its discontinuance.  C. Policies and Procedures  1. An ARCP that advertises, promotes or markets itself as offering a specialized dementia care program shall have written policies and procedures for the program that are retained by the administrative staff and available to all staff, to members of the public, and to residents, including those participating in the program.  2. The ARCP shall have established criteria for inclusion in the specialized dementia care program.  3. Guidelines for inclusion shall be provided to the resident, his/her family, and his/her legal representative.  4. Door locking arrangements to create secured areas may be permitted where the clinical needs of the residents require specialized protective measures for their safety, provided that such locking arrangements are approved by the OSFM and satisfy the requirements established by the OSFM and in accordance with R.S. 40:1300.121 et seq.  a. If the services are provided in a secured area where special door locking arrangements are used, the ARCP shall comply with the requirements established for limited health care occupancies in accordance with the laws, rules and codes adopted by the OSFM.  b. The secured areas shall be designed and staffed to provide the care and services necessary for the resident's needs to be met.  c. There shall be sufficient staff to respond to emergency situations in the locked unit at all times.  d. PCSPs shall address the reasons for the resident being in the unit and how the ARCP is meeting the resident's needs.  e. There must be documentation in the resident's record to indicate the unit is the least restrictive environment possible, and placement in the unit is needed to facilitate meeting the resident’s needs.  f. Inclusion in a program on the unit must be in compliance with R.S. 40:1299.53.  D. Staff Training. Training in the specialized care of residents who are diagnosed by a physician as having Alzheimer’s disease, or a related disorder, shall be provided to all persons employed by the ARCP in accordance with the provisions established in §6867 of this Chapter.  E. Disclosure of Services. An ARCP that advertises or markets itself as offering a specialized dementia care program shall provide in writing the following to any member of the public seeking information about the program:  1. the form of care or treatment provided that distinguishes it as being especially applicable to or suitable for such persons;  2. the philosophy and mission reflecting the needs of residents living with dementia;  3. the criteria for inclusion in the program and for discontinuance of participation should that become appropriate;  4. the assessment, care planning and the processes for ensuring the care plan’s responsiveness to the changes in the resident’s condition;  5. the staffing patterns, training and continuing education;  6. the physical environment and design features appropriate to support the functioning of residents living with dementia;  7. the involvement of families and the availability of family support programs;  8. the activities that are specifically directed toward residents diagnosed with Alzheimer’s or a related disorder including, but not limited to, those designed to maintain the resident’s dignity and personal identity, enhance socialization and success, and accommodate the cognitive and functional ability of the resident;  9. the frequency of the activities that will be provided to such residents;  10. the safety policies and procedures and any security monitoring system that is specific to residents diagnosed with Alzheimer’s or a related disorder including, but not limited to safety and supervision within the secured unit and within the secured exterior area; and  11. the program fees.  F. An ARCP that advertises or markets itself as having a specialized dementia care program shall provide a secured exterior area for residents to enjoy the outdoors in a safe and secure manner. |

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### **MAINE**

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| **Main Site:** | <https://www.maine.gov/dhhs/oads/> |
| **Licensing Standards:** | <https://www1.maine.gov/sos/cec/rules/10/ch113.htm> |
| **License Application:** | <https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/Residential%20Care%20and%20Assisted%20Living%20Application%209-8-2020.pdf> |
| **State Directory of Homes:** | <https://www.pfr.maine.gov/almsonline/almsquery/searchcompany.aspx?board=6711%0d>  Search "ALL" Under Assisted Housing |
| **HHS Summary - ME Profile** | <https://aspe.hhs.gov/system/files/pdf/110491/15alcom-ME.pdf> |
| **Regulatory Agency:** | Maine Department of Health and Human Services: Division of Licensing and Regulatory Services |
| **Contact Phone Number:** | (207) 287-9300 |
| **Contact Email:** | [dlrs.info@maine.gov](mailto:dlrs.info@maine.gov) |
| **Licensure Term(s):** | "Residential Care Facility” means a house or other place that, for consideration, is maintained wholly or partly for the purpose of providing residents with assisted living services. Residential care wholly or partly for the purpose of providing residents with assisted living services. Residential care facilities provide housing and services to residents in private or semi-private bedrooms in buildings with common living areas and dining areas. It does not include licensed nursing homes or a supported living arrangement certified by the Department of Behavioral and Developmental Services. Following are the types of residential care facilities: Falls under the classification of "Assisted Living Programs" |
| **Census Requirements:** | Level I - a facility with a licensed capacity of one (1) to two (2) residents.  Level II - a facility with a licensed capacity of three (3) to six (6) residents.  Level III - a facility with a licensed capacity of three (3) to (6) residents and which employs three (3) or more persons who are not owners and are not related to the owner.  Level IV - a facility with a licensed capacity of more than six (6) residents. |
| **Qualifications for Managers:**  **"Provider" aka Licensee** | 10.1 Provider’s age. The provider shall be at least twenty-one (21) years of age. [Class III]  10.2 Education, experience and training. The provider shall submit satisfactory evidence regarding education, experience and training to meet the needs of the residents to be served.  10.3 Qualifications of the provider. The provider must demonstrate to the Department’s satisfaction the capacity to operate and manage the facility with regard for the best interests of residents and consistent compliance with these regulations and all relevant laws. In making this determination, the Department may consider:  10.3.1 Records of professional licensing boards or registers, any criminal record, child protective record or adult protective record relating to the provider.  10.3.2 Understanding of and compliance with resident rights.  10.3.3 Any information reasonably related to the ability to provide safe and compassionate services. |
| **Qualifications for Caregivers:** | 10.6 Qualifications of other staff. Other caregivers must meet the following standards:  10.6.1 Any person who is given supervisory responsibility over residents must be a capable and dependable person at least eighteen (18) years of age, who is not a resident. Such a person, or the provider, will be available whenever a resident is in the facility. A record of the name, address and telephone number of persons who provide supervision in the absence of the provider shall be kept on file in the facility and shall be made available to the Department upon request. This person will be instructed regarding evacuation procedures for the facility.  10.6.2 Residential care staff shall attend and show evidence of successful completion of any training that the Department determines to be necessary. |
| **Staff Ratios:** | Staffing in all licensed RCF/PNMI settings must be adequate to implement service plans and provide a safe setting. The Department may require additional staff based on residents’ needs and the facility’s size and layout. |
| **Cost of Licensing:** | $10 per licensed bed |
| **Square Footage Requirements:** | For facilities initially licensed on or after May 29, 1998, a minimum of one hundred (100) square feet of usable floor space shall be provided in a single bedroom. A minimum of eighty (80) square feet of usable floor space per person shall be provided in multiple occupancy bedrooms. There shall be no more than two (2) people in each room. Couples who are both residents of the facility have the right to share a room. |
| **# of Bathrooms Requires:** | at least one (1) flush toilet for each six (6) users shall be available. |
| **Memory Care Requirements:** | For pre-service training, all facilities with Alzheimer’s/Dementia Care Units must provide a minimum of eight (8) hours classroom orientation and eight (8) hours of clinical orientation to all new employees assigned to the unit. The trainer(s) shall be qualified with experience and knowledge in the care of individuals with Alzheimer’s disease and other dementias. In addition to the usual facility orientation, which shall cover such topics as resident rights, confidentiality, emergency procedures, infection control, facility philosophy related to Alzheimer’s disease/dementia care, and wandering/egress control, the eight (8) hours of classroom orientation shall include the following topics:  6.5.1 A general overview of Alzheimer’s Disease and related dementias;  6.5.2 Communication basics;  6.5.3 Creating a therapeutic environment;  6.5.4 Activity focused care;  6.5.5 Dealing with difficult behaviors; and  6.5.6 Family issues.  Dementia Facility Requirements. The unit must be designed to accommodate residents with dementia, enhance their quality of life, and promote their safety. In addition to the physical plant standards required for licensure, an Alzheimer’s/dementia care unit must have adequate space for dining, group and individual activities and family visits, and must provide freedom of movement between common areas and residents’ rooms. Residents may not be locked inside or outside their rooms. For facilities licensed after May 29, 1998, the design must include: secured outdoor space and walkways, which allow residents to ambulate but prevent undetected egress; high contrast between floors, walls, and doorways; non-reflective surfaces; and lighting to minimize glare. Facilities must also have policies and procedures to deal with wandering. Electronic locking devices may be used on exterior doors if they release in an emergency. Residents are encouraged and assisted to decorate their unit with personal items and furnishings and facilities must individually identify each resident’s room to help with recognition. |

### **MARYLAND**

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| **Main Site:** | <https://health.maryland.gov/ohcq/al/Pages/Home.aspx> |
| **Licensing Standards:** | <http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=10.07.14.%2a> |
| **License Application:** | <https://health.maryland.gov/ohcq/al/docs/AL_Application_Word.docx> |
| **State Directory of Homes:** | <https://health.maryland.gov/ohcq/docs/Provider-Listings/PDF/WEB_ALP.pdf> |
| **HHS Summary - MD Profile** | <https://aspe.hhs.gov/system/files/pdf/110496/15alcom-MD.pdf> |
| **Regulatory Agency:** | Maryland Department of Health and Mental Hygiene : Office of Health Care Quality |
| **Contact Phone Number:** | 410-402-8217 |
| **Contact Email:** | dhmh.healthmd@maryland.gov |
| **Licensure Term(s):** | Assisted Living Program (encompasses residential and larger facilities)  3 levels of Care: Level 1 = low level of care, Level 2 = moderate level of care, Level 3 = high level of care |
| **Census Requirements:** | Depends on county - appears no set limitation as long as regulations are met and zoning approval is received.  1-16 residents (17+ additional requirements) Verify with your city\* |
| **Qualifications for Managers:** | Be at least 21 years old, Possess a high school diploma, a high school equivalency diploma, or other appropriate education .... For the entire list of qualifications/training required:  <http://www.dsd.state.md.us/comar/comarhtml/10/10.07.14.15.htm>  <http://www.dsd.state.md.us/comar/comarhtml/10/10.07.14.16.htm> |
| **Qualifications for Caregivers:** | 18 years or older unless licensed as a nurse or the age requirement is waived. Full details below:  <http://www.dsd.state.md.us/comar/comarhtml/10/10.07.14.19.htm> |
| **Staff Ratios:** | There must be a sufficient number of staff with qualifications to meet the 24-hour scheduled and unscheduled needs of the residents |
| **Cost of Licensing:** | The non-refundable application fee for 2 years: $100 for 1-4 beds $150 for 5-15 beds $250 for 15-49 beds  Annual Licensing fee: $50 for 1-4 beds, $75 for 5-15 beds, $125 for 16-49 beds |
| **Square Footage Requirements:** | An assisted living program shall provide at minimum 80 sq ft of functional space for single resident, and 120 sq ft of space for a double occupancy room. No more than two residents may share a room. |
| **# of Bathrooms Required:** | Buildings with one to eight occupants shall have a minimum ratio of one toilet to four occupants.  Buildings with nine or more occupants shall have a minimum ratio of one toilet to four occupants and a minimum of one toilet for each floor on which a resident room is located. |
| **Memory Care Requirements:** | <http://www.dsd.state.md.us/comar/comarhtml/10/10.07.14.30.htm> |

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### **MASSACHUSETTS**

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| **Main Site:** | <http://www.mass.gov/elders/regs-stats/housing/assisted-living-certification-regs.html> |
| **Licensing Standards:** | <http://www.mass.gov/elders/docs/assisted-living/certification-regs-2017.pdf> |
| **License Application:** | <http://www.mass.gov/elders/docs/assisted-living/application.pdf> |
| **State Directory of Homes:** | <http://www.mass.gov/elders/housing/assisted-living/assisted-living-residence-list.html> |
| **HHS Summary - MS Profile** | <https://aspe.hhs.gov/system/files/pdf/110501/15alcom-MA.pdf> |
| **Regulatory Agency:** | MASSACHUSETTS EXECUTIVE OFFICE OF ELDER AFFAIRS |
| **Contact Phone Number:** | 617-727-7750 |
| **Contact Email:** | ALRREGS@MassMail.State.MA.US |
| **Licensure Term(s):** | Assisted Living Residences |
| **Census Requirements:** | 4+ |
| **Qualifications for Managers:** | The manager of an assisted living residence must be at least 21 years old and must have demonstrated experience in administration, supervision and management skills. The manager must also have a bachelor's degree or equivalent experience in human service management, housing management, or nursing home management. The manager must be of good moral character and must never have been convicted of a felony. |
| **Qualifications for Caregivers:** | All staff shall possess appropriate qualifications to perform the job functions assigned to them. No person working in a residence shall have been determined by an administrative board or court to have violated any local, state or federal statute, regulation, ordinance or other law reasonably related to the safety and well being of a resident at the assisted living residence or patient at a health care facility. |
| **Staff Ratios:** | The residence shall have sufficient staffing at all times to meet the scheduled and reasonably forseeable unscheduled resident needs as required by the residents' assessments and service plans on a 24 hour basis. |
| **Cost of Licensing:** | $200 APPLICATION FEE |
| **Square Footage Requirements:** | No more than 2 residents per bedroom ("unit") |
| **# of Bathrooms Required:** | In existing Assisted Living Residences, a private toilet and hand washing station is required per unit (up to 2 residents per unit) and one (1) bathing facility per three (3) residents.  In Newly constructed assisted living residences, private bathrooms must be present in all units (including a shower, toilet and handwashing station) |
| **Memory Care Requirements:** | "Special Care Residences" Require - 4 hours of additional training per year in regards to resident's  individual needs. At least 2 hours of mandatory training per year on Alzheimer's disease and related  dementia. 7 extra hours of orientation for staff working in special care residences.  All special care residences shall have entry and exit doors in all common areas be secured in accordance  with local state and federal laws. |

### **MICHIGAN**

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| **Main Site:** | <https://www.michigan.gov/lara/0,4601,7-154-63294_5529-314135--,00.html> |
| **Licensing Standards:** | <https://www.legislature.mi.gov/%28S%28wkcj5gp0teajkdmoatbd5ap2%29%29/documents/mcl/pdf/mcl-Act-368-of-1978.pdf> |
| **License Application:** | <https://www.michigan.gov/lara/0,4601,7-154-63294_76339---,00.html> |
| **State Directory of Homes:** | <https://www.michigan.gov/lara/0,4601,7-154-63294_27717-82231--,00.html> |
| **HHS Summary - MI Profile** | <https://aspe.hhs.gov/system/files/pdf/110506/15alcom-MI.pdf> |
| **Regulatory Agency:** | Michigan Department of Licensing and Regulatory Affairs |
| **Contact Phone Number:** | 866-685-0006. |
| **Contact Email:** | [BCHS-Help@michigan.gov](mailto:BCHS-Help@michigan.gov) |
| **Licensure Term(s):** | Adult Foster Care Group Homes - Small Group Home (AS), Medium Group Home (AM), Large Group Home (AL) |
| **Census Requirements:** | Small Group Home (AS)  May be licensed for 1-6 residents depending on available space, as well as the number of occupants of the home and the number of toilets in the home.  There are no zoning restrictions.  Requires an interconnected smoke detection system installed according to the manufacturer's specifications and the NFPA 101, Life Safety Code of 1988, powered by the building's electrical system.  Medium Group Home (AM)  May be licensed for 7-12 residents depending on available space, as well as the number of occupants of the homes and the number of toilets in the home.  Approval from the local zoning authority is required.  Bureau of Fire Services (BFS) rules apply and are enforced by the BFS.  Newly licensed homes require a sprinkler system; existing homes that undergo a change of ownership/licensee do not require a sprinkler system if the new license application is made within 60 days of the previous license expiration and the license category is not changed.  Local health departments complete inspections of group homes with private water supply and/or sewage disposal systems.  Large Group Home (AL)  May be licensed for 13-20 residents depending on available space.  Approval from the local zone authority is required.  Bureau of Fire Services (BFS) rules apply and are enforced by the BFS.  A sprinkler system is required for all large group homes.  Local health departments complete inspections of group homes with private water supply and/or sewage disposal systems. |
| **Qualifications for Managers:** | (1) The owner, operator, and governing body of a home shall do all of the following:  (a) Assume full legal responsibility for the overall conduct and operation of the home.  (b) Assure that the home maintains an organized program to provide room and board, protection, supervision, assistance, and supervised personal care for its residents.  (c) Assure the availability of emergency medical care required by a resident.  (d) Appoint a competent administrator who is responsible for operating the home in accordance with the established policies of the home.  (2) An administrator shall meet all of the following requirements:  (a) Be at least 18 years old.  (b) Have education, training, and/or experience related to the population served by  the home.  (c) Be capable of assuring program planning, development, and  implementation of services to residents consistent with the home's program statement and in accordance with the residents' service plan and agreements.  (3) A licensee who meets the qualifications of an administrator may serve as an administrator. |
| **Qualifications for Caregivers:** | (3) The home shall designate 1 person on each shift to be supervisor of resident care during that shift. The supervisor of resident care shall be fully dressed, awake, and on the premises when on duty.  (4) The supervisor of resident care on each shift shall do all of the following: (a) Assure that residents are treated with kindness and respect.  (b) Protect residents from accidents and injuries.  (c) Be responsible for safety of residents in case of emergency.  (5) The home shall have adequate and sufficient staff on duty at all times who are awake, fully dressed, and capable of providing for resident needs consistent with the resident service plans.  (6) The home shall establish and implement a staff training program based on the home's program statement, the residents service plans, and the needs of employees, such as any of the following:  (a) Reporting requirements and documentation. (b) First aid and/or medication, if any.  (c) Personal care.  (d) Resident rights and responsibilities.  (e) Safety and fire prevention.  (f) Containment of infectious disease and standard precautions.  (g) Medication administration, if applicable.  (7) The home's administrator or its designees are responsible for evaluating  employee competencies. |
| **Staff Ratios:** | No minimum ratios. |
| **Cost of Licensing:** | Small Group Home 1 – 6 $105.00  Small Group Home 7 – 12 $135.00  Large Group Home 13 – 20 $170.00 |
| **Square Footage Requirements:** | A single resident room shall have at least 80 square feet of usable floor space.  A multi-bed resident room shall have at least 70 square feet of usable floor space per licensed bed. |
| **# of Bathrooms Requires:** | One toilet, sink and shower shall be provided for every eight (8) people using it, including live in staff and residents. |
| **Memory Care Requirements:** | No explicitly separate requirements can be found for those who serve residents with Alzheimer's or dementia related diseases. *However, it should be taken into consideration that the staff needs to be able to handle the level of care needed by each resident at all times.* |

### **MINNESOTA**

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| **Main Site:** | <https://www.health.state.mn.us/facilities/index.html> |
| **Licensing Standards:** | <https://www.revisor.mn.gov/statutes/?id=144D&format=pdf> |
| **License Application:** | <https://www.health.state.mn.us/facilities/regulation/homecare/index.html> |
| **State Directory of Homes:** | <https://www.health.state.mn.us/facilities/regulation/homecare/consumers/database.html> |
| **HHS Summary - MN Profile** | <https://aspe.hhs.gov/system/files/pdf/110511/15alcom-MN.pdf> |
| **Regulatory Agency:** | Minnesota Department of Health |
| **Contact Phone Number:** | 651-201-4101 |
| **Contact Email:** | health.fpc-web@state.mn.us |
| **Licensure Term(s):** | Housing with Services Establishments |
| **Census Requirements:** | No maximum. |
| **Qualifications for Managers:** | <https://www.health.state.mn.us/facilities/regulation/homecare/index.html> |
| **Qualifications for Caregivers:** | Required Orientation, Background Studies |
| **Staff Ratios:** | The housing with services establishment must provide staff access to an on call *registered nurse* 24 hours per day, 7 days per week; must maintain a system to check on each assisted living resident at least daily; and must provide a means for residents to request assistance for health and safety needs 24 hours per day, 7 days per week from the establishment or a person or entity with which the establishment has made arrangements.  No minimum ratios. Housing with services establishments must provide adequate staff to meet residents' needs. Unless they meet the criteria for exemption for awake staff described in statute,86 housing with services establishments are required to have a person(s) available 24 hours per day, 7 days per week, who: (1) is responsible for responding to assisted living residents' requests for assistance with health or safety needs; (2) must be awake and located in the same building, in an attached building, or on a contiguous campus with the housing with services establishment in order to respond within a reasonable amount of time; (3) is capable of communicating with assisted living residents and capable of recognizing the need for assistance; and (4) is capable of providing either the assistance required or summoning the appropriate assistance, and capable of following directions. |
| **Cost of Licensing:** | $155 |
| **Square Footage Requirements:** | A single occupancy bedroom must have at least 80 square feet of floor space with a 7-1/2 foot ceiling. A double occupancy room must have at least 120 square feet of floor space with a 7-1/2 foot ceiling. Bedrooms must be separated from halls, corridors, and other habitable rooms by floor-to-ceiling walls containing no openings except doorways and must not serve as a corridor to another room used in daily living.  <https://www.revisor.mn.gov/statutes/cite/245D>  (Link is to "Home and Community Based Service Standards" Statutes) |
| **# of Bathrooms Required:** | No minimum found. |
| **Memory Care Requirements:**  **Notes:** | TRAINING IN DEMENTIA CARE REQUIRED. (a) If a housing with services establishment registered under this chapter has a special program or special care unit for residents with Alzheimer's disease or other dementias or advertises, markets, or otherwise promotes the establishment as providing services for persons with Alzheimer's disease or other dementias, whether in a segregated or general unit, employees of the establishment and of the establishment's arranged home care provider must meet the following training requirements (found at the link below):  [**https://www.revisor.mn.gov/statutes/cite/144D.065**](https://www.revisor.mn.gov/statutes/cite/144D.065)  [**https://www.revisor.mn.gov/statutes/cite/144D.066**](https://www.revisor.mn.gov/statutes/cite/144D.066)  First time applicants will request a Temporary License for 12 months. License will be issued within the 12 months if applicant passes inspection.  <https://mn.gov/elicense/topics/#/detail/appId/0/id/231185> |

### **MISSISSIPPI**

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| **Main Site:** | <https://msdh.ms.gov/msdhsite/_static/30,0,83.html> |
| **Licensing Standards:** | <https://msdh.ms.gov/msdhsite/_static/resources/342.pdf> |
| **License Application:** | <https://msdh.ms.gov/msdhsite/_static/30,0,83,61.html> |
| **State Directory of Homes:** | <https://msdh.ms.gov/msdhsite/_static/resources/7660.pdf>  \*\*personal care homes begin on Pg. 86 |
| **HHS Summary - MS Profile** | <https://aspe.hhs.gov/system/files/pdf/110516/15alcom-MS.pdf> |
| **Regulatory Agency:** | Mississippi State Department of Health |
| **Contact Phone Number:** | (601) 364-1100 |
| **Contact Email:** | web@HealthyMS.com |
| **Licensure Term(s):** | **Personal Care Home - Residential Living.** The terms “Personal Care Home - Residential” and “Residential Personal Care Home” shall mean any place or facility operating 24 hours a day, seven (7) days a week, accepting individuals who require personal care services or individuals, who due to functional impairments, may require mental health services to compensate for activities of daily living. Regulation by the licensing agency for such facilities are governed by the “Regulations Governing Licensure of Personal Care Homes - Residential”. |
| **Census Requirements:** | 16 residents (zoning varies based on county) |
| **Qualifications for Managers:** | There shall be a full-time employee designated as operator of the licensed facility who shall be responsible for the management of the licensed facility. The operator shall be at least twenty-one years of age and shall be a high school graduate, or have passed the GED, and shall not be a resident of the licensed facility. The operator shall have verification that he is not listed on the "Mississippi Nurses Aide Abuse Registry." When the operator is not within the licensed facility, there shall be an individual onsite at the licensed facility who shall represent the operator, and be capable of assuming the responsibility of operator. Said person must be at least twenty-one years or age and shall be a high school graduate, or have passed the GED, and shall have verification that he is not listed on the "Mississippi Nurses Aide Abuse Registry." Operators shall be scheduled to spend two (2) concurrent days with the licensing agency for the purpose of training and mentoring. |
| **Qualifications for Caregivers:** | All direct care employees shall be a minimum of 18 years of age, and shall have verification that they are not listed on the "Mississippi Nurses Aide Abuse Registry." Personnel shall receive training on a quarterly basis on topics and issues related to the population being served in the licensed facility. Training shall be documented by a narrative of the content and signatures of those attending. Personnel shall be employed and on duty, awake, and fully dressed to provide personal care to the residents. |
| **Staff Ratios:** | 1. One (1) resident attendant per fifteen (15) or fewer residents for the hours of 7:00 a.m. until 7:00 p.m.  2. One (1) resident attendant per twenty-five (25) or fewer residents for the hours of 7:00 p.m. until  7:00 a.m. There shall be designated, in writing and posted in a conspicuous place, on-call personnel in  the event of an emergency, during this shift. |
| **Cost of Licensing:** | Not found online ; Call for detailed licensure costs |
| **Square Footage Requirements:** | Resident bedrooms shall house no more than four (4) persons each.  Minimum usable floor area in resident's bedrooms shall be 80 square feet per bed.  The living room must be equipped with attractive, functional, and comfortable furniture in sufficient number to accommodate all residents. A minimum of 18 square feet per bed shall be provided. |
| **# of Bathrooms Requires:** | Toilet and Bathing Facilities.  1. Separate toilet and bathing facilities shall be provided, on each floor, for each sex in the following ratios as a minimum.  a. Bathtubs/showers 1 per 12 or fraction thereof for each sex  b. Lavatories 1 per 6 or fraction thereof  c. Toilets 1 per 6 or fraction thereof  2. A lavatory with mirror shall be provided in each toilet room or bedroom.  3. Bathtubs and showers shall be equipped with grab bars, towel racks and non-glass shower enclosures. Commodes shall be equipped with grab bars. |
| **Memory Care Requirements:** | Dementia Facility Requirements. Physical design standards for Alzheimer’s/dementia units include security  controls on all entrances and exits, and a secure, exterior exercise pathway. Resident rooms may be  individually identified to assist with recognition. |

### **MISSOURI**

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| **Main Site:** | <http://health.mo.gov/seniors/nursinghomes/licensecert.php> |
| **Licensing Standards:** | <http://health.mo.gov/seniors/nursinghomes/pdf/LicensureRegulationsManual.pdf>  *(Chapter 86 in the rules and regulations is specific is assisted living and residential care facilities)* |
| **License Application:** | <http://health.mo.gov/seniors/nursinghomes/pdf/580-2631.pdf> |
| **State Directory of Homes:** | <http://health.mo.gov/seniors/nursinghomes/pdf/DIRECTORY.pdf> |
| **HHS Summary - MO Profile** | <http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-missouri-profile> |
| **Regulatory Agency:** | Missouri Department of Health & Senior Services - Long Term Care Regulation Division |
| **Contact Phone Number:** | 573-526-8524 |
| **Contact Email:** | info@health.mo.gov |
| **Licensure Term(s):** | **Assisted Living Facilities and Residential Care Facilities**  **Assisted living facility** means any residence, other than a RCF, intermediate care facility, or skilled nursing facility, that provides 24-hour care and services and protective oversight to three or more adults who need assistance with activities of daily living (ADLs) and instrumental activities of daily living (IADLs); storage, distribution, or administration of medications; and/or supervision of health care under the direction of a licensed physician.  **Residential care facility** means any residence, other than an ALF, intermediate care facility, or skilled nursing facility, that provides 24-hour care to three or more adults who need or are provided with shelter, board, and with protective oversight, which may include storage and distribution or administration of medications and care during short-term illness or recuperation. |
| **Census Requirements:** | No maximum. Additional requirements past 12 residents (dishwasher) |
| **Qualifications for Managers:** | <http://health.mo.gov/information/boards/bnha/rcallicense.php>  Assisted Living Facility  Type of Staff. Facilities must employ a licensed administrator (or manager) to oversee daily operations and supervise staff, a licensed nurse, and direct care staff. A Level I medication aide and/or certified medication technicians may be employed to administer medications. Each facility must be under the supervision of a physician who has been informed of the facility's emergency medical procedures and is kept informed of treatments or medications prescribed by any other professional authorized to prescribe medications. The facility must hire an adequate number and type of personnel to ensure the proper care of residents, the residents' social well-being, protective oversight of residents, and the facility's upkeep.  Residential Care Facility  Type of Staff. Facilities must employ an administrator (or manager) to oversee daily operations and supervise staff and direct care staff to provide personal care. A Level I medication aide and/or certified medication technicians may be employed to administer medications. Facilities are required to provide an adequate number and type of personnel on duty at all times for the proper care of residents and the facility's upkeep. |
| **Qualifications for Caregivers:** | In both facility types, all staff must receive at least 1 hour of fire safety training and orientation appropriate to job function and responsibilities, including information about preservation of resident dignity, abuse/neglect, and working with residents with mental illness.  Any facility that provides care to any resident having Alzheimer's disease or other dementia must provide orientation to all staff. For employees providing direct care to such residents, the orientation training must include at least 3 hours of training, including at a minimum an overview of mentally confused residents; communicating with persons with dementia; behavior management; promoting independence in ADLs; techniques for creating a safe, secure, and socially oriented environment; provision of structure, stability, and a sense of routine for residents based on their needs; and understanding and dealing with family issues.  For other employees who do not provide direct care but may have daily contact with such residents, the orientation training must include at least 1 hour of training, including at a minimum an overview of mentally confused residents, such as those having dementias, as well as communicating with persons with dementia.  Dementia-specific training must be incorporated into ongoing in-service curricula. Orientation and training must be conducted, presented, or provided by an individual who is qualified by education, experience, or knowledge in the care of individuals with Alzheimer's disease or other dementia.  In addition to the requirements listed above, all staff in an ALF must receive a minimum of 2 hours of initial training on transfer assistance (e.g., wheelchair to bed, bed to dining room chair); instruction regarding person-centered care and the social model of care; and techniques that are effective in enhancing residents' choice and control over their environment; and 24 hours of additional training, approved by the Department, consisting of definition and assessment of ADLs; assessment of cognitive ability; service planning; and interview skills. |
| **Staff Ratios:** | Assisted Living - Minimum staff-to-resident ratios are 1:15 during the day shift; 1:20 during the evening shift; and 1:25 during the night shift. The required staff must be in the facility awake, dressed, and prepared to assist residents in case of emergency. The administrator may count toward staffing when physically present in the facility. A licensed nurse must be employed a minimum number of hours per week based on the number of residents: 8 hours a week for 3-30 residents; 16 hours a week for 31-60 residents; 24 hours a week for 61-90 residents; and 40 hours a week for more than 90 residents.  Residential Care Facility - At minimum, there must be one staff person for every 40 residents. Facilities operated in conjunction with and contiguous to another licensed facility may not be required to have staff on-site 24 hours daily based on specified exceptions (e.g., a call system or the number of staff in the other building). Facilities with fewer than 12 residents are not required to have overnight awake staff unless any of those residents are blind or use mobility aids, in which case awake staff are required. |
| **Cost of Licensing:** | $100 application fee (up to 25 residents) |
| **Square Footage Requirements:** | The total floor space area in common space areas designated as living and dining rooms shall be at least forty (40) square feet per resident  Bedrooms shall have at least 70 square feet per resident |
| **# of Bathrooms Requires:** | One toilet, bathtub and sink for every six (6) residents |
| **Memory Care Requirements:** | Any facility that provides care to any resident that has Alzheimer's disease or related dementia shall provide orientation training regarding mentally confused resident's such as those with Alzheimer's disease and related dementia as follows:  a) for employees providing direct care there is 3 hours required orientation training including at a minimum an overview of mentally confused residents such as those with Alzheimer's disease and related dementia, communicating with persons with dementia, behavior management, promoting independence in activities of daily living, etc.  b) for all employees who do not provide direct care for but may have daily contact with, a minimum of one (1) hour training is required on an overview of mentally confused residents and how to communicate with persons with dementia.  c) for all employees involved with care of residents with dementia, dementia specific training shall be incorporated into annual ongoing inservice-training. |

### **MONTANA**

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| **Main Site:** | <https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/LBAssistedLivingFacility> |
| **Licensing Standards:** | <http://www.mtrules.org/gateway/Subchapterhome.asp?scn=37%2E106.28> |
| **License Application:** | <https://dphhs.mt.gov/Portals/85/qad/documents/LicensureBureau/HealthCareFacilityLicensing/ALF/ALFApplication.pdf> |
| **State Directory of Homes:** | <https://qadlicensing.hhs.mt.gov/datamart/selLicType.do?type=city> |
| **HHS Summary - MT Profile** | <https://aspe.hhs.gov/system/files/pdf/110526/15alcom-MT.pdf> |
| **Regulatory Agency:** | Montana State - Department of Public Health and Human Services |
| **Contact Phone Number:** | (406) 444-2676 |
| **Contact Email:** | lholmes@mt.gov - Leigh Ann Holmes, Bureau Chief |
| **Licensure Term(s):** | "Assisted living facility" means a congregate residential setting that provides or coordinates personal care, 24-hour supervision and assistance, both scheduled and unscheduled, and activities and health-related services. Categories: A, B and C (B limited to 5 residents and C even more stringent requirements) |
| **Census Requirements:** | No limit stated on State website - check with county for specific zoning/regulations. |
| **Qualifications for Managers:** | The administrator must meet the following minimum requirements:  (a) be currently licensed as a nursing home administrator in Montana or another state; or  (b) has successfully completed all of the self study modules of "The Management Library for Administrators and Executive Directors", a component of the assisted living training system published by the assisted living university (ALU) ; or  (c) be enrolled in and complete the self study course referenced in (b) , within six months from hire.  <http://www.mtrules.org/gateway/RuleNo.asp?RN=37%2E106%2E2814> |
| **Qualifications for Caregivers:** | (3) New employees shall receive orientation and training in areas relevant to the employee's duties and responsibilities, including:  (a) an overview of the facility's policies and procedures manual in areas relevant to the employee's job responsibilities;  (b) a review of the employee's job description;  (c) services provided by the facility;  (d) the Montana Elder and Persons with Developmental Disabilities Abuse Prevention Act found at 52-3-801 , MCA; and  (e) the Montana Long-Term Care Resident Bill of Rights Act found at 50-5-1101 , MCA.  (4) In addition to meeting the requirements of (3) , direct care staff shall be trained to perform the services established in each resident service plan.  <http://www.mtrules.org/gateway/RuleNo.asp?RN=37%2E106%2E2816> |
| **Staff Ratios:** | The facility shall have a sufficient number of qualified staff on duty 24 hours a day to meet the scheduled and unscheduled needs of each resident, to respond in emergency situations, and all related services |
| **Cost of Licensing:** | $20 Application Fee |
| **Square Footage Requirements:** | Each single bedroom must contain at least 100 square feet, and each multi-bedroom must contain at least 80 square feet per resident  Enough total living or recreational and dining room area to allow at least 30 square feet per resident |
| **# of Bathrooms Requires:** | The facility shall provide:  (a) at least one toilet for every four residents;  (b) one bathing facility for every 12 residents; and  (c) a toilet and sink in each toilet room. |
| **Memory Care Requirements:** | Refer to Category C rules/regulations:  <http://www.mtrules.org/gateway/RuleNo.asp?RN=37%2E106%2E2898> |

### **NEBRASKA**

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| **Main Site:** | <http://dhhs.ne.gov/Pages/Medicaid-And-Long-Term-Care.aspx> |
| **Licensing Standards:** | <http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Health_and_Human_Services_System/Title-175/Chapter-04.pdf> |
| **License Application:** | <http://www.nebraska.gov/dhhs/facility-license.html> |
| **State Directory of Homes:** | <https://www.nebraska.gov/LISSearch/search.cgi>  (Select Assisted Living Facility and search by City) |
| **HHS Summary - NE Profile** | <https://aspe.hhs.gov/system/files/pdf/110536/15alcom-NE.pdf> |
| **Regulatory Agency:** | Nebraska Department of Health & Human Services |
| **Contact Phone Number:** | (402) 471-3324 |
| **Contact Email:** | dhhs.healthcarefacilities@nebraska.gov |
| **Licensure Term(s):** | Assisted Living Facility |
| **Census Requirements:** | No limitation specified at state limit - must meet all regulations for bathrooms, square feet requirements, etc. Check with city for specific limitations for bed capacity. |
| **Qualifications for Managers:** | **Initial Administrator Training Requirements:** After January 1, 2005, the administrator must have completed training consisting of a total of at least 30 hours, including, but not limited to:  1. Resident care and services;  2. Social services;  3. Financial management;  4. Administration;  5. Gerontology; and  6. Rules, regulations, and standards relating to the operation of an assisted-living facility.  **Verification of Initial Administrator Training**: Verification of initial training completed must be submitted to the Department for approval. Training documentation may include but is not limited to:  1. Evidence of completion of training including documentation of date of training, number of hours, description of training, and trainer qualifications;  2. Evidence of successful completion of college courses and/or degree which includes topics in 4-006.02A; or  3. Evidence of completion of a Department approved training course.  **4-006.02B1 Initial training requirements do not apply to an assisted-living facility administrator who also holds an active nursing home administrator license or who is currently employed as a hospital administrator. Verification of nursing home or hospital administrator status must be submitted to the Department. Such verification includes:**  1. Proof of current licensure as a nursing home administrator in Nebraska or other jurisdiction; or  2. A statement from the governing authority of the hospital or other authorizing entity that could verify administrator status. |
| **Qualifications for Caregivers:** | **Direct Care Staff Training**: Each assisted-living facility must ensure direct care staff receive training in order to perform job responsibilities. The facility must provide for and maintain evidence of the following training;  **Orientation**: Orientation must be given within two weeks of employment to each direct care staff person of the facility and must include as a minimum, but is not limited to:  1. Resident’s rights;  2. Resident service agreement;  3. Infection Control practices including hand washing techniques, personal hygiene and disposal of infectious material;  4. The facility’s emergency procedures and information regarding advance directives;  5. Information on any physical and mental special care needs of the residents in the facility;  6. Information on abuse, neglect and misappropriation of money or property of a resident and reporting procedures; and  7. Disaster preparedness plans.  **Ongoing Training**: Ongoing training must be given to each direct care staff person and must consist of at least 12 hours per year on topics appropriate to the employee’s job duties including meeting the physical and mental special care needs of residents in the facility. The record of such training must include topic of training, name of staff, date and length of training and name of person providing the training. |
| **Staff Ratios:** | The facility must maintain a sufficient number of staff with the required training and skills necessary to meet the residents population's requirement for assistance or provision of personal care, activities of daily living, health maintenance activities, supervision and other supportive services, as defined in resident service agreements. |
| **Cost of Licensing:** | $950 (1-10 beds), $1450 (11-20 beds) |
| **Square Footage Requirements:** | Dining areas must have a floor area of 15 square feet per resident in existing facilities and 20 square feet for new construction  **Existing or New Facility:**  1. Floor areas for single resident rooms must be 80 square feet;  2. Floor areas for multiple bed resident rooms must be 60 square feet per occupant with a maximum of four beds; or  3. Floor area for apartments or dwellings must have 120 square feet for one resident plus 100 square feet for each additional resident.  **New Construction:**  1. Floor areas for single resident rooms must be 100 sq ft  2. Floor areas for multiple bed resident rooms must be 80 square feet per bed with a max of 2 beds; or  3. Floor area for apartments or dwellings must have 150 square feet |
| **# of Bathrooms Requires:** | Facilities must have a toilet and sink adjoining each bedroom or shared toilet rooms may be provided as follows:  1. One toilet fixture per six licensed beds in existing facilities;  2. One toilet fixture per four licensed beds in new facilities; and  3. One toilet room adjoining each resident’s bedroom in new construction. |
| **Memory Care Requirements:** | **Alzheimer's Special Care Disclosure Act applies.**  **16. If applicable, the disclosure information required by Neb. Rev. Stat. §§ 71-516.01 to 71-516.04, the Alzheimer’s Special Care Disclosure Act. The following information must be submitted:**  a. The Alzheimer’s special care unit’s written statement of its overall philosophy and mission which reflects the needs of residents afflicted with Alzheimer’s disease, dementia, or a related disorder;  b. The process and criteria for placement in, transfer to, or discharge from the unit;  c. The process used for assessment and establishment of the plan of care and its implementation, including the method by which the plan of care evolves and is responsible to changes in condition;  d. Staff training and continuing education practices;  e. The physical environment and design features appropriate to support the functioning of cognitively impaired adult residents;  f. The frequency and types of resident activities;  g. The involvement of families and the availability of family support programs; and  h. The costs of care and any additional fees. |

### **NEVADA**

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| **Main Site:** | <http://dpbh.nv.gov/Reg/HealthFacilities/dta/Licensing/Health_Facilities_-_Licensing/> |
| **Licensing Standards:** | <https://www.leg.state.nv.us/NRS/NRS-449.html#NRS449Sec017> |
| **License Application:** | <https://nvdpbh.aithent.com/login.aspx> |
| **Application Checklist:** | <http://dpbh.nv.gov/uploadedFiles/dpbhnvgov/content/Reg/HealthFacilities/Docs/Checklists/AGC_Checklist.pdf> |
| **State Directory of Homes:** | <https://nvdpbh.aithent.com/Protected/LIC/LicenseeSearch.aspx?Program=HFF&PubliSearch=Y&returnURL=%7e%2fLogin.aspx%3fTI%3d2#noback> |
| **HHS Summary - NV Profile** | <http://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-nevada-profile> |
| **Regulatory Agency:** | Department of Health and Human Services - Division of Public and Behavioral Health |
| **Contact Phone Number:** | 775-684-1030 |
| **Contact Email:** | [**pbhlicensing@health.nv.gov**](mailto:pbhlicensing@health.nv.gov) |
| **Licensure Term(s):** | Residential Facilities for Groups |
| **Census Requirements:** | No maximum stated. Verify with specific city. |
| **Qualifications for Managers:** | Administrators must be licensed by the Nevada State Board of Examiners for Administrators of Facilities for Long Term Care and must designate one or more employees to be in charge of the facility during those times when the administrator is absent. |
| **Qualifications for Caregivers:** | Within 60 days of employment, caregivers must receive at least 4 hours of training related to the care that is specific to the facility's resident population, for example, the elderly, persons with mental illness, or persons with chronic illness and debilitating diseases; and must receive 8 hours of annual continuing education and training related to the care of such residents.  Within 30 days after an administrator or caregiver is employed at the facility, they must be trained in first-aid and cardiopulmonary resuscitation (CPR) and maintain a current certification based on the requirements of the certification agency. The advanced certificate in first-aid and adult CPR issued by the American Red Cross or an equivalent certification will be accepted as proof of that training. |
| **Staff Ratios:** | *No minimum ratios. Facilities must maintain staffing patterns that are sufficient to meet residents' care needs and enable them to achieve and maintain their functioning, self-care, and independence. There must be at least one caregiver on the premises of the facility if one or more residents are present at the facility.* |
| **Cost of Licensing:** | $2386 + $200 per bed |
| **Square Footage Requirements:** | Apartment-style units are not required.95 Facilities may provide private or shared rooms. No more than three residents may share a room.  Residents of facilities that provide assisted living services reside in their own units, which must contain a sleeping area/bedroom and toilet facilities.96 Units may be shared by two occupants only by mutual consent. |
| **# of Bathrooms Requires:** | One toilet and sink is required for every four residents, and a bathtub or shower is required for every six residents. |
| **Memory Care Requirements:** | Dementia Care Staff.  A residential facility that provides care to persons with Alzheimer's disease must be administered by a person who has not less than 3 years of experience in caring for residents with Alzheimer's disease or other dementias in a licensed facility; or has a combination of education and training that the Bureau determines is equivalent to the experience required. The administrator is required to be responsible for facility policies and services and must ensure that at least one member of the staff is awake and on duty at the facility at all times.  Dementia Staff Training.  Within a week of employment, all staff must receive at least 2 hours of training in providing care, including emergency care, to residents with any form of dementia, including Alzheimer's disease; and providing support for the members of the resident's family. Within 3 months of employment and then annually, caregivers must complete 8 hours of training in providing care to a resident with any form of dementia, including Alzheimer's disease.  If an employee is licensed or certified by an occupational licensing board, at least 3 hours of required continuing education must address the provision of care to residents with dementia. Continuing education must be completed on or before the first anniversary date of employment.  Dementia Facility Requirements. Locked quarters are allowed in Alzheimer's/dementia units. Exits must have warning devices such as alarms, buzzers, horns, or other audible devices that are activated when a door is opened, or time-delay locks. Facilities must have a secure yard, completely fenced and gated with locking devices. |

### **NEW HAMPSHIRE**

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| **Main Site:** | <https://www.dhhs.nh.gov/oos/bhfa/> |
| **Licensing Standards:** | <https://www.dhhs.nh.gov/oos/bhfa/documents/he-p805.pdf> |
| **License Application:** | <https://www.dhhs.nh.gov/oos/bhfa/documents/initial-renewal-app-facilities.pdf> |
| **State Directory of Homes:** | <http://www.navigateresources.net/nhsl/MatchList.aspx?k;;0;;;0;346391;Assisted%20Living%20Facilities;TopServices;All> |
| **HHS Summary - NH Profile** | <https://aspe.hhs.gov/system/files/pdf/110546/15alcom-NH.pdf> |
| **Regulatory Agency:** | Department of Health and Human Services: Health Facilities Administration |
| **Contact Phone Number:** | (603) 271-9499 |
| **Contact Email:** | <http://business.nh.gov/EmailContact/EmailContact.aspx?a=bhfa&b=Bureau%20of%20Health%20Facilities%20Administration>  (Email Submission form online) |
| **Licensure Term(s):** | Assisted Living Residence- Supported Residential Care Facilities |
| **Census Requirements:** | 4-16 residents |
| **Qualifications for Managers:** | For an SRHCF licensed for 16 or fewer beds, all administrators shall be at least 21 years of age  and have one of the following combinations of education and experience:  (1) A bachelor’s degree from an accredited institution and one year of relevant experience  working in a health care setting;  (2) A New Hampshire license as an RN, with at least one year of relevant experience working in  a health care setting;  (3) An associate’s degree from an accredited institution plus 2 years of relevant experience  working in a health care setting;  (4) New Hampshire license as an LPN, with at least 2 years of relevant experience working in a  health care setting; or  (5) Be a high school graduate or have a GED with 6 years of relevant experience working in a  health care setting with at least 2 of those years as direct care personnel in a long-term care  setting within the last 5 years. |
| **Qualifications for Caregivers:** | All personnel shall be at least 18 years of age if working as direct care personnel unless they are:  (1) A licensed nursing assistant working under the supervision of a nurse in accordance with Nur  700; or  (2) Involved in an established educational program working under the supervision of a nurse. |
| **Staff Ratios:** | Sufficient number of qualified personnel to meet the needs of all residents at all times. |
| **Cost of Licensing:** | $15 per licensed bed |
| **Square Footage Requirements:** | In an SRHCF licensed for 16 or fewer residents, there shall be at least 80 square feet per room with  a single bed and 160 square feet per room with 2 beds, exclusive of space required for closets, wardrobe and toilet facilities.  Bedrooms in an SRHCF licensed prior to the 2006 effective date of these rules shall:  (2) Provide at least 80 square feet per resident in a private room; and  (3) Provide at least 70 square feet per resident in a semi-private room. |
| **# of Bathrooms Requires:** | The number of sinks, toilets, tubs or showers shall be in a ratio of one for every 6 individuals, unless household members and personnel have separate bathroom facilities not used by residents. |
| **Memory Care Requirements:** | Any licensee who admits or who has a participant with a diagnosis of dementia, Alzheimer's disease, or a primary or secondary diagnosis of mental illness shall:  1. Require all direct care personnel caring for the participant to be trained in the special care needs of the participants with dementia, Alzheimer's disease or mental illness; and  2. Provide a physical environment that has a safety and security system that prevents a participant from leaving the premises without the knowledge of staff, if the participant:  A. Has wandered from the ADP in the last 60 days;  B. Has had a change in their wandering behavior as determined by the nursing assessment  C. Is a danger to self or to others.  [**https://www.dhhs.nh.gov/oos/bhfa/documents/he-p805.pdf**](https://www.dhhs.nh.gov/oos/bhfa/documents/he-p805.pdf) |

### **NEW JERSEY**

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| **Main Site:** | <http://www.nj.gov/health/healthfacilities/certificate-need/> |
| **Licensing Standards:** | <http://pharmacareinc.com/files/201711_NJAC_8_36_Assisted_Living_Facilities.pdf> |
| **License Application:** | <http://www.nj.gov/health/forms/aas-24.pdf> |
| **State Directory of Homes:** | <http://www.nj.gov/health/healthfacilities/findhospital.shtml> |
| **HHS Summary - NJ Profile** | <https://aspe.hhs.gov/system/files/pdf/110551/15alcom-NJ.pdf> |
| **Regulatory Agency:** | New Jersey Department of Health |
| **Contact Phone Number:** | (609) 633-8993 or 609-633-9042 |
| **Contact Email:** | <https://www.nj.gov/health/feedback.shtml>  *(No email available on website online this form)* |
| **Licensure Term(s):** | Comprehensive Personal Care Homes |
| **Census Requirements:** | 4+ |
| **Qualifications for Managers:** | (a) The administrator of an assisted living residence or comprehensive personal care home shall:  1. Be at least 21 years of age;  2. Possess a high school diploma or equivalent; and  3. Hold a current New Jersey license as a nursing home administrator or hold a current New Jersey  certification as an assisted living administrator.  (b) An applicant for certification as an assisted living administrator shall successfully complete an assisted  living training course which covers the concepts and rules of assisted living as outlined in this chapter, given by  a trainer qualified in accordance with N.J.A.C. 8:36-3.3.  1. An applicant for certification as an assisted living administrator shall sit for the Assisted Living  Competency Examination within two years of successful completion of the assisted living training course |
| **Qualifications for Caregivers:** | (a) For the purposes of this subchapter, each personal care assistant shall be an individual who is employed by  the facility and who has completed:  1. A nurse aide training course approved by the New Jersey State Department of Health and Senior Services  in accordance with N.J.A.C. 8:39-43, and shall have passed the New Jersey Nurse Aide Certification  Examination;  2. A homemaker-home health aide training program approved by the New Jersey Board of Nursing and shall  be certified by the Board in accordance with N.J.A.C. 13:37-14; or  3. A personal care assistant training course approved by the New Jersey Department of Health and Senior  Services and the competency evaluation program approved by the Department resulting in personal care  assistant certification.  i. No individual shall be certified as a personal care assistant who has not completed a criminal background check |
| **Staff Ratios:** | The facility shall provide on the premises at all times the following minimum number of employees:  1. One awake personal care assistant  2. At least one additional employee |
| **Cost of Licensing:** | $1500 + $15 per bed |
| **Annual Inspection Fee:** | $750 |
| **Square Footage Requirements:** | Residential units occupied by one person shall have a minimum of 150 square feet of clear and usable  floor area. In units occupied by more than one resident, there shall be a minimum of 80 additional square feet for an additional occupant. No residential unit in an assisted living residence shall be occupied by more than two  individuals. |
| **# of Bathrooms Requires:** | (a) A bathroom with a toilet, bathtub and/or shower, and handwashing sink shall be located in each residential  unit.  (b) Additional toilet facilities shall be provided to meet the needs of residents, staff and visitors to the facility  and shall be located in areas other than the residential units. |
| **Memory Care Requirements:** | An assisted living facility that chooses to advertise or holds itself out as having an Alzheimer's/dementia program shall have written policies and procedures for the Alzheimer's/dementia program that are retained by the administrative staff and available to all staff and to members of the public, including those participating in the program.  **Additional rules/regulations found in link below (search Alzheimer's):**  [**https://www.state.nj.us/health/legal/documents/notice-of-rule-proposal/8-37%20Dementia%20Care%20Rules%20Proposal%20-%20Courtesy%20Copy.pdf**](https://www.state.nj.us/health/legal/documents/notice-of-rule-proposal/8-37%20Dementia%20Care%20Rules%20Proposal%20-%20Courtesy%20Copy.pdf) |

### **NEW MEXICO**

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| **Main Site:** | <https://nmhealth.org/about/dhi/hflc/prop/stli/> |
| **Licensing Standards:** | <http://164.64.110.134/parts/title07/07.001.0007.html> |
| **License Application:** | To request the application packet, you must submit a letter of intent describing the type of facility you plan to open. |
| **State Directory of Homes:** | <http://www.nmhca.org/facilities> |
| **HHS Summary - NM Profile** | <https://aspe.hhs.gov/system/files/pdf/110556/15alcom-NM.pdf> |
| **Regulatory Agency:** | New Mexico Department of Health, Division of Health Improvement, Health Facility Licensing and Certification Bureau |
| **Contact Phone Number:** | Bureau Chief Mike Santillanes 505-476-9025 |
| **Contact Email:** | mike.santillanes@state.nm.us |
| **Licensure Term(s):** | Assisted Living Facilities for Adults |
| **Census Requirements:** | 2+ (for maximums verify with city) |
| **Qualifications for Managers:** | Facilities must employ an administrator who is responsible for daily operations; direct care staff to provide personal care assistance and supervision; and a licensed nurse if the facility provides medication administration. In addition, a licensed nurse or physician extender must be available to review health evaluations and ISPs. |
| **Qualifications for Caregivers:** | Direct care staff must complete 16 hours of supervised training prior to providing unsupervised care and 12 hours of training annually. Training must include fire safety; first-aid; resident confidentiality; residents' rights; reporting requirements for abuse, neglect, and exploitation; infection control; transportation safety for assisting residents and operating vehicles to transport residents; and methods for providing quality resident care. For facilities offering hospice services, all staff must receive 6 hours of hospice training plus 1 additional hour for each hospice resident's ISP. |
| **Staff Ratios:** | The minimum staff-to-resident ratio is one direct care worker for 15 or fewer residents |
| **Cost of Licensing:** | $300 |
| **Square Footage Requirements:** | Facilities with four (4) or more residents shall provide accessibility to residents with disabilities in accordance with the state building code and the American Disabilities Act. |
| **# of Bathrooms Requires:** | A minimum of one toilet, sink, and bathing unit must be provided for every eight residents. |
| **Memory Care Requirements:** | MEMORY CARE UNITS: An assisted living facility that provides a memory care unit to serve residents with dementia shall comply with the provisions of subsection A-J below in addition to the rules applicable to all assisted living facilities, 7.8.2 NMAC.  A. Additional definitions: The following definitions, in addition to those in 7.8.2.7 NMAC, shall apply.  (1) “Alzheimer’s” means a brain disorder that destroys brain cells, causing problems with memory, thinking and behavior that are severe enough to affect work, lifelong hobbies or social life. Alzheimer’s gets progressively worse and is fatal.  (2) “Care coordination agreement requirement” means a written document that outlines the care and services that are provided by other outside agencies for assisted living residents that require additional care and services.  (3) “Dementia” means loss of memory and other mental abilities severe enough to interfere with daily life. It is caused by changes in the brain.  (4) “Memory care unit” means an assisted living facility or part of or an assisted living facility that provides added security, enhanced programming and staffing appropriate for residents with a diagnosis of dementia, Alzheimer’s disease or other related disorders causing memory impairments and for residents whose functional needs require a specialized program.  (5) “Secured environment” means locked (secured/monitored) doors/fences that restrict access to the public way for residents who require a secure unit.  B. Care coordination requirement. An assisted living facility that accepts residents with memory issues shall determine which additional services and care requirements are relevant to the resident and disease process.  (1) The medical diagnosis and ISP shall be utilized in the determination of the need for additional services.  (2) The assisted living facility shall ensure the coordination of services and shall have evidence of an agreement of care coordination for all services provided in the facility by an outside health care provider.  C. Employee training. In addition to the training requirements for all assisted living facilities, pursuant to 7.8.2.17 NMAC, all employees assisting in providing care for memory unit residents shall have a minimum of twelve (12) hours of training per year related to dementia, Alzheimer’s disease, or other pertinent information.  D. Individual service plan (ISP). An assisted living facility that admits memory care unit residents shall create an ISP in coordination with the resident’s primary care practitioner, in compliance with the requirements outlined in “Individual Service Plan,” 7.8.2.26 NMAC, pursuant to a team meeting as described in “Exceptions to admission, readmission and retention,” Subsection C of 7.8.2.20 NMAC, and which ensures the following criteria:  (1) identification of the resident's needs specific to the memory care unit and the services that are provided; each memory unit resident shall receive the services necessary to meet the individual resident’s needs;  (2) medications shall be self-administered, self-administered with assistance by an individual that has completed a state approved program in medication assistance or administered by the following individuals:  (a) a physician;  (b) a physician extender (PA or NP);  (c) a licensed nurse (RN or LPN);  (d) the resident if their PCP has approved it;  (e) family or family designee; and  (f) any other individual in accordance with applicable state and local laws.  E. Assessments and reevaluations.  (1) An assessment shall be completed by a registered nurse or a physician extender within fifteen (15) days prior to admission. When emergency placement is warranted the fifteen (15) day assessment shall be waived and the assessment shall be completed within five (5) days after admission.  (a) The resident shall have a medical evaluation and documentation by a physician, physician's assistant or a nurse practitioner within six (6) months of admission.  (b) The pre-admission assessment shall include written findings, an evaluation of less restrictive alternatives and the basis for the admission to the secured environment. The written documentation shall include a diagnosis from the resident's PCP of Alzheimer's disease or other dementia and the need for the resident to reside in a memory care unit.  (c) Only those residents who require a secured environment placement or whose needs can be met by the facility, as determined by the assessment prior to admission or on review of the individual service plan (ISP), shall be admitted.  (2) A re-evaluation must be completed every six (6) months and when there is a significant change in the medical or physical condition of the resident that warrants intervention or different care needs, or when the resident becomes a danger to self or others, to determine whether the resident’s stay in the assisted living facility memory care unit is still appropriate.  F. Documentation in the resident’s record. In addition to the required documentation pursuant to 7.8.2.21 NMAC, the following information shall be documented in the resident’s record:  (1) the physician’s diagnosis for admission to a secure environment or a memory care unit;  (2) the pre-admission assessment; and  (3) the re-evaluation(s).  G. Secured environment.  (1) Memory care unit residents may require a secure environment for their safety. A secured environment is any locked (secured/monitored) area in which doors and fences restrict access to the public way. These include but are not limited to:  (a) double alarm systems;  (b) gates connected to the fire alarm; and  (c) tab alarms for residents at risk for elopement.  (2) In addition to the interior common areas required by this rule, the facility shall provide a safe and secure outdoor area for the year round use by the residents.  (a) Fencing or other enclosures shall prevent elopement and protect the safety and security of the residents.  (b) Residents shall be able to independently access the outdoor areas.  (3) Locked areas shall have an access code or key which facility employees shall have available on their person or on the locking unit itself at all times.  H. Resident rights. In addition to the requirements pursuant to 7.8.2.32 NMAC, the following shall apply:  (1) the resident's rights may be limited as required by their condition and as identified in the ISP;  (2) the resident who believes that he or she has been inappropriately admitted to the secured environment may request the facility in contact the resident’s legal guardian, or an advocate such as the ombudsman or the primary care practitioner; upon request, the facility shall assist the resident in making such contact.  I. Disclosure to residents. A facility that operates a secured environment shall disclose to the resident and the resident’s legal representative, if applicable and prior to the resident’s admission to the facility, that the facility operates a secured environment.  (1) The disclosure shall include information about the types of resident diagnosis or behaviors that the facility provides services for and for which the staff are trained to provide care for.  (2) The disclosure shall include information about the care, services and the type of secured environment that the facility and trained staff provide.  J. Staffing. The facility shall provide the sufficient number of trained staff members to meet the additional needs of the residents in the secured environment. There must be at least one (1) trained staff member awake and in attendance in the secured environment at all times. |

### **NEW YORK**

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| **Main Site:** | <https://www.health.ny.gov/facilities/adult_care/> |
| **Licensing Standards:** | <https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=I320da2a0b65611ddb903a4af59fec65a&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)> |
| **License Application:** | <https://www.health.ny.gov/facilities/adult_care/application/> |
| **State Directory of Homes:** | <https://profiles.health.ny.gov/acf/service/Assisted+Living+Residence>  <https://health.data.ny.gov/Health/Adult-Care-Facility-Directory/wssx-idhx/data> |
| **HHS Summary - NY Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-new-york-profile> |
| **Regulatory Agency:** | New York Department of Health |
| **Contact Phone Number:** | 315.477.8472 (for other district phone numbers go to link below and scroll to bottom of page):  <https://www.health.ny.gov/facilities/adult_care/intro.htm> |
| **Contact Email:** | acfinfo@health.ny.gov |
| **Licensure Term(s):** | Assisted Living Residences |
| **Census Requirements:** | Up to 16 residents (at 17+ there are increased regulations) |
| **Qualifications for Managers:** | Direct care staff must be sufficient in number to meet the needs of the residents, and regulations provide specific guidelines as to the ratio of residents and staff members. Administrators must be 21 years of age and meet the requirements for education and training. If they do not hold a license as a New York nursing home administrator, then 60 hours on continuing education must be completed every two years. |
| **Qualifications for Caregivers:** | All personnel must receive orientation to facility policies and procedures; resident characteristics; and emergency evacuation and disaster plans. Administrators not holding a current New York license as a nursing home administrator must complete at least 60 hours of continuing education every 2 years. Resident aides must receive 40 hours of initial training and 12 hours of annual in- service education on topics relevant to their duties. |
| **Staff Ratios:** | A minimum of 3.75 hours of personal services staff time is required per week per resident. In facilities with 25 or more beds, the administrator must be on site 40 hours per week, and for 20 hours per week in facilities with 24 or fewer beds. Facilities with 50 or more beds must staff both a case manager and an activities director on a PRN basis for 0.5 hour per week per each additional bed, up to 40 hours per week. |
| **Cost of Licensing:** | $500 |
| **Square Footage Requirements:** | Same as NY City building code J-2 |
| **# of Bathrooms Requires:** | No minimum # of bathrooms stated. |
| **Memory Care Requirements:** | Called **"Special Needs Assisted Living Residences"** - For those who have dementia or cognitive impairment  <https://govt.westlaw.com/nycrr/Document/I4fff34a4cd1711dda432a117e6e0f345?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)> |

### **NORTH CAROLINA**

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| **Main Site:** | <https://info.ncdhhs.gov/dhsr/acls/index.html> |
| **Licensing Standards:** | <https://info.ncdhhs.gov/dhsr/acls/rules.html> |
| **License Application:** | [https://info.ncdhhs.gov/dhsr/acls/acforms.html - acfc](https://info.ncdhhs.gov/dhsr/acls/acforms.html#acfc) |
| **State Directory of Homes:** | <https://info.ncdhhs.gov/dhsr/data/ahlist.pdf> |
| **HHS Summary - NC Profile** | <https://aspe.hhs.gov/system/files/pdf/110566/15alcom-NC.pdf> |
| **Regulatory Agency:** | Division of Health Service Regulation - Adult Care Licensure Section |
| **Contact Phone Number:** | Megan Lamphere, Section Chief - 919-855-3765 |
| **Contact Email:** | [dhsr.webmaster@dhhs.nc.gov](mailto:dhsr.webmaster@dhhs.nc.gov) |
| **Licensure Term(s):** | Assisted Living Residences, Adult Care Home |
| **Census Requirements:** | Adult Care - 7 +  Family Care - 6 or Fewer |
| **Qualifications for Managers:** | ACH administrators must complete 30 hours of continuing education every 2 years. Administrators-in-charge and supervisors-in-charge must complete 12 hours of continuing education per year. At all times there must be one administrator or supervisor/administrator-in-charge who is directly responsible for ensuring that all required duties are carried out and that residents are never left alone. ACHs must also have a designated activity director. |
| **Qualifications for Caregivers:** | Staff who directly provide personal care or who directly supervise those who do, must complete an 80-hour personal care training and competency evaluation program established by the state. Licensed health professionals, staff listed on the Nurse Aide Registry, or staff who document completion of a 40-45 hour or 75-80 hour training program or competency evaluation program are exempt from this training requirement.  The 80-hour training program includes at least 34 hours of classroom instruction and 34 hours of supervised practical experience. The competency evaluation includes observation and documentation; basic nursing skills, including special health-related tasks; personal care skills; cognitive and behavioral skills, including interventions for individuals with mental disabilities; basic restorative services; and resident's rights. Experienced staff may take the competency exam without undergoing training. |
| **Staff Ratios:** | Each ACH must have at least one staff person on the premises at all times who has completed within the last 24 months a course on cardiopulmonary resuscitation and choking management, including the Heimlich maneuver. |
| **Cost of Licensing:** | Adult Care - $400 + $19/bed  Family Care - $350.00 |
| **Square Footage Requirements:** | There shall be a minimum area of 100 square feet excluding vestibule, closet or wardrobe space in rooms occupied by one person and a minimum area of 80 square feet per bed, excluding vestibule, closet or wardrobe space, in rooms occupied by two people; A bedroom may not be occupied by more than two residents. |
| **# of Bathrooms Requires:** | Minimum bathroom and toilet facilities shall include a toilet and a hand lavatory for each 5 residents and a tub or shower for each 10 residents or portion thereof; Each home shall have at least one bathroom opening off the corridor with:  (A) a door of three feet minimum width;  (B) a three feet by three feet roll‑in shower designed to allow the staff to assist a resident in taking a shower without the staff getting wet;  (C) a bathtub accessible on at least two sides;  (D) a lavatory; and  (E) a toilet.  (8) If the tub and shower are in separate rooms, each room shall have a lavatory and a toilet; |
| **Memory Care Requirements:** | Dementia Care Staff. At least one staff person is required for every eight residents on the first and second shift, plus 1 hour of staff time for each additional resident; and one staff person for every ten residents on the third shift, plus 0.8 hour of staff time for each additional resident. A care coordinator must be on-duty in the SCU at least 8 hours a day, 5 days a week. The care coordinator may be counted in the minimal staffing requirements. In SCUs with more than 16 units, the care coordinator is not counted in determining the minimal staffing requirement.  Dementia Staff Training. Prior to establishing an SCU, the administrator must document receipt of at least 20 hours of training specific to the population to be served for each SCU to be operated, and must have in place a plan to train other staff assigned to the unit.  Within the first week of employment, each employee assigned to perform duties in the SCU must complete 6 hours of orientation about residents' needs. Within 6 months of employment, staff responsible for personal care and supervision within the unit must complete 20 hours of training specific to the population being served, in addition to other specified orientation and training requirements.  Dementia Facility Requirements. Private units are not required. A toilet and sink must be provided within the SCU for every five residents and a tub and shower for bathing must be in the unit. Facilities must provide direct access to a secured outside area and avoid or minimize the use of potentially distracting mechanical noises. Unit exit doors may be locked only if the locking devices meet the requirements outlined in the state building code for special locking devices. If exit doors are not locked, facilities must have a system of security monitoring. |

### **NORTH DAKOTA**

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| **Main Site ALF:** | <https://www.nd.gov/dhs/services/medicalserv/medicaid/assisted-living.html> |
| **Main Site Basic Care:** | <https://www.ndhealth.gov/HF/North_Dakota_Basic_Care_Facilities.htm> |
| **Licensing Standards ALF:** | <https://www.legis.nd.gov/cencode/t50c32.pdf>  <https://www.legis.nd.gov/cencode/t23c09.pdf>  <https://www.legis.nd.gov/information/acdata/pdf/75-03-34.pdf>  <https://www.legis.nd.gov/information/acdata/pdf/33-33-05.pdf?20150220094621>  <https://www.legis.nd.gov/information/acdata/pdf/33-33-09.pdf?20150220094639> |
| **Licensing Standards Basic Care:** | <https://www.legis.nd.gov/information/acdata/pdf/33-03-24.1.pdf>  <https://www.legis.nd.gov/cencode/t23c09-3.pdf> |
| **License Application ALF:** | <https://apps.nd.gov/itd/recmgmt/rm/stFrm/eforms/Doc/sfn00452.pdf> |
| **License Application Basic Care:** | <https://www.ndhealth.gov/HF/PDF_files/Basic%20Care/app_basic_care_2014.pdf> |
| **State Directory of Homes ALF:** | <https://www.nd.gov/dhs/services/medicalserv/medicaid/docs/assisted-living/al-facility-list.pdf> |
| **HHS Summary - ND Profile** | <https://aspe.hhs.gov/system/files/pdf/110571/15alcom-ND.pdf> |
| **Regulatory Agency ALF:** | North Dakota Department of Human Services |
| **Contact Phone Number ALF:** | 701-328-2321 (Melanie Phillips, Administrator, Long Term Care Continuum) |
| **Contact Email ALF:** | mdphillips@nd.gov |
| **Regulatory Agency Basic Care:** | North Dakota Department of Health |
| **Contact Phone # Basic Care:** | 701.328.2352 (Dr. Darleen Bartz, Chief) |
| **Contact Email Basic Care:** | dbartz@nd.gov |
| **Licensure Term(s):** | Basic Care Facility / Assisted Living Facility |
| **Census Requirements:** | 5+ living units (No maximum stated on the state level) - check with individual city |
| **Qualifications for Managers:** | None explicitly stated - however administrators are required to have 12 hours of annual training on a-e topics (listed below under Caregivers) |
| **Qualifications for Caregivers:** | Training requirements are not specified. However, all direct care staff are required to receive annual training on the following: a. Residents rights; b. Fire and accident prevention training; c. Mental and physical health needs of tenants; d. Behavior problems and prevention; and e. Control of infection, including universal precautions.  If caregivers are preparing food, must take 2 dietary educational programs per year. If Caregivers are in charge of activities for residents, must attend 2 activity-related educational programs per year. (Basic Care facility) |
| **Staff Ratios:** | Not stated but must be sufficient to handle residents needs at all times |
| **Cost of Licensing:** | $75 Annual fee |
| **Square Footage Requirements:** | A minimum of 15 sq ft per licensed bed in the dining area  A minimum of 15 sq ft per licensed bed in lounge/activity space  Bedrooms must have 100 sq ft for single occupancy; 80 sq ft per resident for double occupancy  No more than 2 people may share a bedroom (Assisted Living Facility) |
| **# of Bathrooms Requires:** | No ratio stated (Basic Care facility)  Private bathroom (sink, shower or tub and toilet) required per living unit (assisted living facility) |
| **Memory Care Application:** | <https://www.ndhealth.gov/HF/PDF_files/Basic%20Care/Initial_Application_for_Optional_Alzheimers_Dementia_Care_Services_in_BC_20180124_-_fillable.pdf> |
| **Memory Care Requirements:** | A basic care facility or unit that admits or retains only residents with Alzheimer's, dementia, or special memory care needs in a secured or unsecured facility or unit, or a facility that admits and retains only residents with traumatic brain injury must comply with the additional requirements of this section, apply on an application as specified by the department, and receive written approval from the department before providing the services. A basic care facility may not advertise or hold itself out to the public to provide specialized care to residents with Alzheimer's, dementia, memory loss or care for residents with traumatic brain injury unless licensed consistent with this section. The facility must meet the following requirements:  Requirements listed on pages 16 + 17 in link below:  <https://www.legis.nd.gov/information/acdata/pdf/33-03-24.1.pdf> |
| **Differences between Basic Care and Assisted Living Facilities:** | <https://www.ahcancal.org/ncal/advocacy/regs/State%20Reg%20Review%20%20State%20Summaries/North%20Dakota.pdf> |

### **OHIO**

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| **Main Site:** | <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/residential-care-facilities-assisted-living/residentialcarefacilitiesassistedliving> |
| **Licensing Standards:** | <http://codes.ohio.gov/oac/3701-16> |
| **License Application:** | <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/residential-care-facilities-assisted-living/resources/rcfapplicationsandforms> |
| **State Directory of Homes:** | <https://ltc.age.ohio.gov/FacilitySearch> |
| **HHS Summary - OH Profile** | <https://aspe.hhs.gov/system/files/pdf/110576/15alcom-OH.pdf> |
| **Regulatory Agency:** | Ohio Department of Health  Licensure Program in the Division of Quality Assurance |
| **Contact Phone Number:** | (614) 466-7713 |
| **Contact Email:** | liccert@odh.ohio.gov |
| **Licensure Term(s):** | Residential Care Facility |
| **Census Requirements:** | 17 max |
| **Qualifications for Managers:** | The administrator shall:  (1) Be licensed as a nursing home administrator under Chapter 4751. of the Revised Code; or  (2) Meet one of the following criteria at the time of employment:  (a) Has three thousand hours of direct operational responsibility for a senior housing facility, health care facility, residential care facility, adult care facility or any other group home licensed or approved by the state;  (b) Has successfully completed one hundred credit hours of post high school education in the field of gerontology or health care;  (c) Holds a baccalaureate degree; or  (d) Is a licensed health professional as that term is defined in rule 3701-17-07.1 of the Administrative Code. |
| **Qualifications for Caregivers:** | Must be at least 16 years old with supervision by staff member over 18 years old until they are 18 years old |
| **Link to Staff Qualifications Required:** | <http://codes.ohio.gov/orc/3721.011v1> |
| **Staff Ratios:** | At least one staff member on duty at all times who shall meet the qualifications of rule 3701-17-55 of the Administrative Code for staff members providing personal care services. During the night, the staff member who is physically present in the facility may be on call if the facility meets the call signal system requirements of paragraph (B)(5) of rule 3701-17-64 of the Administrative Code. When only one staff person is on duty in the facility, the residential care facility shall designate another staff member who meets the same qualifications to be on call |
| **Cost of Licensing:** | $320 |
| **Square Footage Requirements:** | For every building or addition to a building erected or converted to use or initially licensed as a facility after December 22, 1964, every single-occupancy resident unit shall have a habitable floor area of not less than one hundred square feet and every multi-occupancy resident unit shall have a habitable floor area of not less than eighty square feet per person. |
| **# of Bathrooms Requires:** | Minimum 1 for every 8 residents |
| **Memory Care Requirements:** | ***No special requirements found online.*** |

### **OKLAHOMA**

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| **Main Site:** | <https://www.ok.gov/health/Protective_Health/Health_Resources_Development_Service/Health_Facility_Systems_/Residential_Care_Facilities/> |
| **Licensing Standards:** | <https://www.ok.gov/health2/documents/HRDS_Chapt663.pdf>  <https://www.ok.gov/health2/documents/680.pdf>  <https://www.ok.gov/health2/documents/680%20Act.pdf> |
| **License Application:** | <https://www.ok.gov/health2/documents/HRDS-HFS-728%20RC%20Application%20Revised%2006-06.pdf> |
| **State Directory of Homes:** | <https://www.dibbern.com/assisted-living/oklahoma/oklahoma-assisted-living.htm> |
| **HHS Summary - OK Profile** | <https://aspe.hhs.gov/system/files/pdf/110581/15alcom-OK.pdf> |
| **Regulatory Agency:** | Oklahoma State Department of Health |
| **Contact Phone Number:** | (405) 271-6868 |
| **Contact Email:** | healthresources@health.ok.gov |
| **Licensure Term(s):** | Residential Care Home |
| **Census Requirements:** | No maximum listed. Verify with city/county. |
| **Qualifications for Managers:** | **Administrator:**  Each assisted living center shall designate an administrator responsible for the operation of the assisted living center. The administrator shall hold at least one (1) of the following credentials:  (1) a license issued by the State Board of Examiners for Nursing Home Administrators; or  (2) a residential care home administrator's certificate of training from an institution of higher learning whose program has been reviewed by the Department; or  (3) a nationally recognized assisted living certificate of  training and competency for assisted living administrators that has been reviewed and approved by the Department. |
| **Qualifications for Caregivers:** | **Staff qualifications**  (a) All of the assisted living center's employees shall be subject to the requirements for criminal arrest checks applicable to nurses aides under 63 O.S. Supp. 1997, Section 1-1950.1.  (b) Each assisted living center shall ensure that staff members providing socialization, activity, and exercise services are qualified by training.  (c) Each assisted living center offering specialized units shall ensure that staff members are trained to meet the specialized needs of residents.  (d) Assisted living center direct care staff shall be trained in first aid and cardiopulmonary resuscitation.  Food service training. All staff assisting in, or responsible for food preparation shall have attended a food service training program offered or approved by the Department.  Unlicensed personnel administering medications shall have completed a training program that has been reviewed and approved by the Department. |
| **Staff Ratios:** | Minimum staff for services: Adequate trained staff shall be on duty, awake and present at all times, 24 hours a day, 7 days a week to meet the needs of the residents and to carry out all the processes listed in the assisted living center's written emergency and disaster preparedness plan for fires and other natural disasters. |
| **Cost of Licensing:** | $50 initial application and for renewals |
| **Square Footage Requirements:** | Minimum of 50 sq ft of outside yard space per licensed bed  Each single occupancy bedroom shall contain at least 80 sq ft of livable space  Each shared bedroom must have at least 60 sq ft of livable space per licensed bed |
| **# of Bathrooms Requires:** | One (1) toilet facility for every six (6) residents  One (1) bathing facility for every (10) residents |
| **Memory Care Requirements:** | <https://www.ok.gov/health2/documents/HRDS-AlzAct_reCh673.pdf>  <https://www.ok.gov/health2/documents/HRDS_Chapt673%20Alz.pdf> |
| **Memory Care Disclosure Form:** | <https://www.ok.gov/health2/documents/DRAFT%20613%20fillable%20draft%2008202014.pdf> |

### **OREGON**

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| **Main Site:** | <http://www.oregon.gov/DHS/PROVIDERS-PARTNERS/LICENSING/CBC/Pages/index.aspx> |
| **Licensing Standards:** | <http://www.dhs.state.or.us/policy/spd/rules/411_054.pdf> |
| **License Application:** | <https://www.oregon.gov/DHS/PROVIDERS-PARTNERS/LICENSING/CBC/Pages/licensing.aspx> |
| **Application Requirements:** | <https://apps.state.or.us/Forms/Served/se0570b.pdf> |
| **State Directory of Homes:** | <https://www.dibbern.com/assisted-living/oregon/oregon-assisted-living-facilities.htm> |
| **HHS Summary - OR Profile** | <https://aspe.hhs.gov/system/files/pdf/110586/15alcom-OR.pdf> |
| **Regulatory Agency:** | Oregon Department of Human Services - Community-Based Care |
| **Contact Phone Number:** | 503-373-2227 |
| **Contact Email:** | cbc.team@state.or.us |
| **Licensure Term(s):** | Residential Care Facility |
| **Census Requirements:** | No maximum listed but building Requirements change at 17 or more residents. Check with individual city. |
| **Qualifications for Managers:** | Each facility must employ a full-time administrator and caregivers who provide assistance with ADLs, medication administration, resident-focused activities, supervision, and support.  Each facility must employ a full-time administrator and caregivers who provide assistance with ADLs, medication administration, resident-focused activities, supervision, and support. |
| **Qualifications for Caregivers:** | All staff must receive an orientation on residents' rights and the values of community-based care, abuse and reporting requirements, standard precautions for infection control, and fire safety and emergency procedures. Within the first 30 days of hire, staff must demonstrate knowledge and performance in several areas, including but not limited to the following:  The role of service plans in providing individualized resident care.  Providing assistance with ADLs.  Changes associated with normal aging, and identifying changes in the resident's physical, emotional, and mental functioning.  Conditions that require assessment, treatment, observation, and reporting.  Understanding residents' actions and behavior as a form of communication.  Understanding and providing support for residents with dementia.  Food safety, serving, and sanitation.  All staff must be trained in the use of the abdominal thrust and first-aid; training in cardiopulmonary resuscitation is recommended. |
| **Staff Ratios:** | No minimum ratios. The facility must have sufficient qualified awake staff to meet residents' 24-hour scheduled and unscheduled needs. If a facility employs universal workers, staffing must be increased to maintain adequate resident care and services. Direct care staffing must be calculated based on resident acuity, staff training, facility census, and facility structural design (e.g., to meet the fire safety evacuation standards). |
| **Cost of Licensing:** | $360 |
| **Square Footage Requirements:** | Resident units must include a minimum of 80 square feet per resident, exclusive of closets, vestibules, and bathroom facilities and allow for a minimum of three feet between beds; |
| **# of Bathrooms Requires:** | Min 1 for 10 residents |
| **Memory Care Requirements:** | Oregon has a separate set of rules, for memory care communities (previously called Alzheimer's care units) that are either licensed as an ALF, a RCF, or a nursing facility. Such communities must meet the licensing requirements for the applicable licensed setting and additional requirements specified in the memory care community rules. Any facility that offers or provides care for residents with dementia in a memory care community must obtain an "endorsement" on its facility license. The rules emphasize person-directed care, resident protection, staff training specific to dementia care, and physical plant and environmental requirements. |
| **Notes:** | The Oregon Department of Human Services, Office of Licensing and Regulatory Oversight, licenses two types of residential care--assisted living facilities (ALFs) and residential care facilities (RCFs). General licensing requirements are the same for both types of facilities. The major distinction between the two settings pertains to the building requirements. ALFs must provide a private apartment, private bath, and kitchenette, whereas RCFs may have shared rooms and shared baths, or private apartments. |

### **PENNSYLVANIA**

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| **Main Site:** | <http://www.dhs.pa.gov/citizens/personalcarehomeinformation/aboutpersonalcarehomesgeneralinformation/> |
| **Licensing Standards:** | <https://www.pacode.com/secure/data/055/chapter2600/chap2600toc.html> |
| **License Application:** | <http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001795.pdf> |
| **State Directory of Homes:** | <http://www.dhs.pa.gov/citizens/searchforprovider/humanservicesproviderdirectory/index.htm> |
| **HHS Summary - PA Profile** | <https://aspe.hhs.gov/system/files/pdf/110591/15alcom-PA.pdf> |
| **Regulatory Agency:** | PA Department of Human Services |
| **Contact Phone Number:** | 717-783-3670 (Jacqueline Rowe, Director) |
| **Contact Email:** | ra-pwarlheadquarters@pa.gov |
| **Licensure Term(s):** | Personal Care Home |
| **Census Requirements:** | 4+ |
| **Qualifications for Managers:** | The administrator shall have one of the following qualifications:  (1) A license as a registered nurse from the Department of State.  (2) An associate’s degree or 60 credit hours from an accredited college or university.  (3) A license as a licensed practical nurse from the Department of State and 1 year of work experience in a related field.  (4) A license as a nursing home administrator from the Department of State.  (5) For a home serving 8 or fewer residents, a general education development diploma or high school diploma and 2 years direct care or administrative experience in the human services field.  (b) The administrator shall be 21 years of age or older.  (c) The administrator shall be responsible for the administration and management of the home, including the health, safety and well-being of the residents, implementation of policies and procedures and compliance with this chapter.  (d) The administrator shall have the ability to provide personal care services or to supervise or direct the work to provide personal care services.  (e) The administrator shall have knowledge of this chapter.  (f) The administrator shall have the ability to comply with applicable laws, rules and regulations, including this chapter.  (g) The administrator shall have the ability to maintain or supervise the maintenance of financial and other records.  (h) The administrator shall be free from a medical condition, including drug or alcohol addiction, that would limit the administrator from performing duties with reasonable skill and safety. |
| **Qualifications for Caregivers:** | (a) Direct care staff persons shall have the following qualifications:  (1) Be 18 years of age or older, except as permitted in subsection (b).  (2) Have a high school diploma, GED or active registry status on the Pennsylvania nurse aide registry.  (3) Be free from a medical condition, including drug or alcohol addiction, that would limit direct care staff persons from providing necessary personal care services with reasonable skill and safety.  (b) An individual who is 16 or 17 years of age may be a staff person at a home, but may not perform tasks related to medication administration. A staff person who is 16 or 17 years of age may not perform tasks related to incontinence care, bathing or dressing of residents without supervision.  (c) A volunteer who performs ADLs shall meet the staff person qualifications and training requirements specified in this chapter.  (d) A resident receiving personal care services who voluntarily performs tasks in the home will not be considered a volunteer under this chapter. |
| **Staff Ratios:** | At all times one or more residents are present in the home a direct care staff person who is 21 years of age or older and who serves as the designee, shall be present in the home. The direct care staff person may be the administrator if the administrator provides direct care services. |
| **Cost of Licensing:** | $15 |
| **Square Footage Requirements:** | (a) Each single bedroom must have at least 80 square feet of floor space measured wall to wall, including space occupied by furniture.  (b) Each shared bedroom must have at least 60 square feet of floor space per resident measured wall to wall, including space occupied by furniture. |
| **# of Bathrooms Requires:** | (a) There shall be at least one functioning flush toilet for every six or fewer users, including residents, staff persons and household members.  (b) There shall be at least one sink and wall mirror for every six or fewer users including residents, staff persons and household members. |
| **Memory Care Requirements:** | Regulations under **Secured Dementia Care Units** *(Rules 2600-231 through 2600-239)* in link below:  <https://www.pacode.com/secure/data/055/chapter2600/chap2600toc.html> |

### **RHODE ISLAND**

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| **Main Site:** | <http://www.health.ri.gov/licenses/detail.php?id=213> |
| **Licensing Standards:** | <http://sos.ri.gov/documents/archives/regdocs/released/pdf/DOH/7999.pdf> |
| **License Application:** | <http://www.health.ri.gov/applications/AssistedLivingResidences.pdf> |
| **State Directory of Homes:** | <http://www.health.ri.gov/lists/licensees/>  Download Licensee List for Assisted Living Residences (All) |
| **HHS Summary - RI Profile** | <https://aspe.hhs.gov/system/files/pdf/110596/15alcom-RI.pdf> |
| **Regulatory Agency:** | State of Rhode Island Department of Health |
| **Contact Phone Number:** | 401-222-5960 |
| **Contact Email:** | doh.elicense@health.ri.gov |
| **Licensure Term(s):** | Assisted Living Residence |
| **Census Requirements:** | No maximum stated. Check with City/County for Limitations. |
| **Qualifications for Managers:** | 8.3 Pursuant to § 23-17.4-15.1.1 of the Act, each assisted living residence shall have an  administrator who is certified by the Department in accordance with regulations established  pursuant to § 23-17.4-21.1 of the Act, in charge of the maintenance and operation of the  residence and the services to the residents. The name and contact information for the current  administrator shall be displayed in a conspicuous public area of the residence. The  administrator is responsible for the safe and proper operation of the residence at all times by  competent and appropriate employee(s) and shall be responsible for no less than the following:  **8.3.1** The management and operation of the residence and services to the residents;  **8.3.2** Compliance with federal, state, and local laws and rules and regulations pertaining to,  but not limited to: the management and operation of assisted living residences, fire,  safety, zoning, building codes, sanitation, food service, communicable and reportable  diseases, Americans with Disabilities Act, employee health and safety, other relevant  health and safety requirements, and these Regulations.  **8.3.3** Staffing the residence with adequate and qualified personnel to attend to the food  preparation, general housekeeping, assistance with personal care, medication  administration, if applicable, and other such services;  **8.3.4** Establishment of written policies and procedures governing the operation of the  residence which are aimed, to the extent possible, at maintaining the independence of  residents. Such policies shall include provisions to implement no less than the  following:  (a) The appropriate provisions of §14.0 of these Regulations and other applicable  provisions pertaining to admission, transfer, discharge, visitation privileges,  availability and utilization of community resources, leisure time and such other;  (b) Accountability of the residence when acting as a fiduciary agent for the resident  pursuant to § 14.0 of these Regulations;  (c) Notification of next of kin or other responsible person designated by the resident in  the event of illness, accident or death; and  (d) Such other provisions as may be deemed appropriate.  **8.3.5** Compliance with all requirements appropriate to the service level for which the  residence is licensed. |
| **Qualifications for Caregivers:** | Each licensee shall have responsible adult(s) who are employees or who have a contractual relationship with the residence to provide the services required by these regulations who is at least eighteen (18) years of age and  a. Awake and on the premises at all times  b. Designated in charge of operation of the residence; and  c. Physically and mentally capable of communication with emergency personnel. |
| **Staff Ratios:** | All licensees shall provide staffing which is sufficient to provide the necessary care and services to attain or maintain the highest practicable physical, mental and psychosocial well being of the residents, according to the appropriate level of licensing. At least one (1) staff person who has completed employee training as outlined in. 8.7 of these Regulations shall be on the premises at all times. |
| **Cost of Licensing:** | $330 flat fee plus $70 per licensed bed |
| **Square Footage Requirements:** | The bedroom of residents shall be designed and equipped with suitable furnishings for the  safety, comfort and privacy of each resident and with no more than two (2) beds per room.  25.1.1 Single rooms shall be no less than one hundred (100) square feet in area and no less  than eight (8) feet wide, exclusive of toilet rooms, closets, lockers, wardrobes, alcoves  or vestibules.  25.1.2 Double bedrooms shall be no less than one hundred sixty (160) square feet in area and  no less than ten (10) feet wide, exclusive of toilet rooms, closets, lockers, wardrobes,  alcoves or vestibules. |
| **# of Bathrooms Requires:** | There shall be no less than one (1) bath per ten (10) beds and one (1) toilet per eight (8) beds or fraction therof on each floor where residents rooms are located and which are not otherwise serviced by bathing facilities within the resident's room. |
| **Memory Care Requirements:** | **Alzheimer Dementia Special Care Unit/Program License Requirements**  Section 41.0 Applicability  41.1 Any assisted living residence which offers to provide or provides services to residents with  Alzheimer disease or other dementia by means of an Alzheimer Dementia/Special Care  Unit/Program shall be required to meet all requirements of Part A and Part B of these  Regulations.  Section 42.0 Specific Requirements  42.1 A residence licensed at the "dementia care" level shall be licensed as an "F1--M1" residence in  accordance with the requirements of § 6.2 of these Regulations; and  42.2 Any assisted living residence which offers to provide or provides services to residents with  Alzheimer disease or other dementia by means of an Alzheimer Dementia Special Care  Unit/Program shall be required to disclose in writing the type of services provided.  42.3 The disclosure shall be made to the Department and to any person seeking placement in an  Alzheimer Dementia Special Care Unit/Program of an assisted living residence.  42.4 The information disclosed shall explain the additional care that is provided in each of the  following areas:  **Continued on page 46 of link below:**  <http://sos.ri.gov/documents/archives/regdocs/released/pdf/DOH/7999.pdf> |

### **SOUTH CAROLINA**

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| **Main Site:** | <http://www.scdhec.gov/Health/FHPF/HealthFacilityRegulationsLicensing/HealthcareFacilityLicensing/> |
| **Licensing Standards:** | <https://live-sc-dhec.pantheonsite.io/sites/default/files/media/document/R.61-84.pdf> |
| **License Application:** | <https://www.scdhec.gov/sites/default/files/Library/D-0217.pdf> |
| **State Directory of Homes:** | <http://www.scdhec.gov/Health/Docs/LicensedFacilities/hrcrcf.pdf> |
| **HHS Summary - SC Profile** | <https://aspe.hhs.gov/system/files/pdf/110601/15alcom-SC.pdf> |
| **Regulatory Agency:** | South Carolina Department of Health and Environmental Control |
| **Contact Phone Number:** | (803) 545-4370 |
| **Contact Email:** | CRC@dhec.sc.gov |
| **Licensure Term(s):** | Community Residential Care Facilities (CRCF) |
| **Census Requirements:** | No max listed |
| **Qualifications for Managers:** | Administrator (II).  A. The facility administrator shall be licensed as a CRCF administrator in accordance with 1976  Code Section 44-7-260. |
| **Qualifications for Caregivers:** | Inservice Training (I).  A. Documentation of all inservice training shall be signed and dated by both the individual  providing the training and the individual receiving the training. The following training shall be  provided by appropriate resources, e.g., licensed/registered/certified persons, books, electronic  media, etc., to all staff members/direct care volunteers and private sitters in the context of their job  duties and responsibilities, prior to resident contact and at a frequency determined by the facility,  but at least annually unless otherwise specified by certificate, e.g., cardiopulmonary resuscitation  (CPR):  1. Basic first-aid to include emergency procedures as well as procedures to manage/care for  minor accidents or injuries;  2. Procedures for checking and recording vital signs (for designated staff members only);  3. Management/care of persons with contagious and/or communicable disease, e.g., hepatitis,  tuberculosis, HIV infection;  4. Medication management including storage, administration, receiving orders, securing  medications, interactions, and adverse reactions;  5. Depending on the type of residents, care of persons specific to the physical/mental condition  being cared for in the facility, e.g., dementia; cognitive disability; mental illness; or aggressive,  violent, and/or inappropriate behavioral symptoms etc., to include communication techniques  (cueing and mirroring), understanding and coping with behaviors, safety, activities, etc.  6. Use of restraint techniques;  7. OSHA standards regarding blood-borne pathogens;  8. Cardiopulmonary resuscitation for designated staff members/direct care volunteers to  ensure that there is a certified staff member/direct care volunteer present whenever residents are in  the facility;  9. Confidentiality of resident information and records;  10. Bill of Rights for Long-Term Care Facilities per 1976 Code Section 44-81-10, et seq.;  11. Fire response training within twenty-four (24) hours of their first day on the job in the  facility (See Section 1503);  12. Emergency procedures/disaster preparedness within twenty-four (24) hours of their first  day on the job in the facility (See Section 1400); and  13. Activity training (for the designated staff only).  B. Job Orientation.  All new staff members/direct care volunteers shall have documented orientation to the organization  and environment of the facility, specific duties and responsibilities of staff members/direct care  volunteers, and residents’ needs within twenty-four (24) hours of their first day on the job in the  facility |
| **Staff Ratios:** | 1. In each building, there shall be at least one staff member/direct care volunteer for each eight  (8) residents or fraction thereof on duty during all periods of peak hours.  2. In each building, during non-peak hours, there shall be at least one staff member/volunteer  on duty for each thirty (30) residents or fraction thereof. A staff member/volunteer shall be awake  and dressed at all times. Staff member(s)/volunteer(s) shall be able to appropriately respond to  resident needs during non-peak hours. |
| **Cost of Licensing:** | $10 per bed or $75 whichever is greater |
| **Square Footage Requirements:** | 1. Rooms for only one resident: 100 square feet;  2. Rooms for more than one resident: 80 square feet per resident.  C. Resident sleeping rooms shall be of sufficient size to allow three feet between two beds. (II) |
| **# of Bathrooms Requires:** | 1 bath per 8 residents |
| **Memory Care Requirements:** | *Alzheimer’s Special Care Unit or Program.* A facility or area within a facility providing a secure, special program or unit for residents with a diagnosis of probable Alzheimer’s disease and/or related dementia to prevent or limit access by a resident outside the designated or separated areas, and that advertises, markets, or otherwise promotes the facility as providing specialized care/services for persons with Alzheimer’s disease and/or related dementia or both.  <https://www.scdhec.gov/health/diseases-conditions/cognitive-impairment-dementia-and-alzheimers-disease> |

### **SOUTH DAKOTA**

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| **Main Site:** | <https://doh.sd.gov/providers/licensure/> |
| **Licensing Standards:** | <http://www.hpm.umn.edu/nhregsplus/ALF%20by%20State/South%20Dakota%20NH%20and%20ALF.pdf> |
| **License Application:** | <https://doh.sd.gov/documents/Providers/Licensure/ASSLCENT.pdf> |
| **State Directory of Homes:** | <https://apps.sd.gov/ph04lassnet/rptPH04LicenseList.Aspx> |
| **HHS Summary - SD Profile** | <https://aspe.hhs.gov/system/files/pdf/110606/15alcom-SD.pdf> |
| **Contact Phone Number:** | (605) 773-3356 |
| **Contact Email:** | Chris.Qualm@state.sd.us |
| **Licensure Term(s):** | Assisted Living Center |
| **Census Requirements:** | Up to 16 residents |
| **Qualifications for Managers:** | The governing body must designate a qualified administrator to represent the owner or governing body and to be responsible for the daily overall management of the facility. The administrator must designate a qualified person to represent the administrator in their absence. The governing body shall notify the department in writing of any change of administrator. The administrator of a nursing facility must be  licensed pursuant to article 20:49. The administrator of an assisted living center must be a licensed health professional as defined in subdivision 44:04:01:01(30) or must hold a high school diploma or equivalent and must become a qualified administrator within a year of employment by successfully completing the training program and competency evaluation outlined in chapter 44:04:18 or a training program that is substantially equivalent, as determined by the department. Oversight by a qualified administrator with at least two years experience as an assisted living center administrator must continue until the administrator training is complete. |
| **Qualifications for Caregivers:** | Supervisors must be 18 years of age or older. Written job descriptions and  personnel policies and procedures must be made available to personnel of all  departments and services. The facility may not knowingly employ any person with a  conviction for abusing another person. The facility must establish and follow policies  regarding special duty or staff members on contract. |
| **Staff Ratios:** | No stated ratios for day staff; however needs to be sufficient to handle the resident's needs at all times  **The following applies to staffing during sleeping hours:**  Staffing exception for assisted living centers during sleeping hours. Certain staffing exceptions for assisted living centers during sleeping hours are allowed as follows:  (1) For assisted living centers with ten beds or less, one staff person in the facility is required during sleeping hours. This staff person may sleep if:  (a) The facility fire alarm promptly alerts staff;  (b) Exterior door alarms are audible in the staff bedroom;  (c) A staff call system is available;  (d) The staff bedroom has an egress window; and  (e) The residents have an evacuation score which shows them capable of prompt evacuation (three minutes or less) as defined in § 3.3.56, evacuation capability, of NFPA 101 Life Safety Code, 2000 edition;  (2) For assisted living centers with 11 to 16 beds, inclusive, one staff person who is awake is required during sleeping hours if:  (a) The facility fire alarm promptly alerts staff;  (b) A staff call system is available; and  (c) The residents have an evacuation score which shows them capable of prompt evacuation (three minutes or less) as defined in § 3.3.56, evacuation capability, of NFPA 101 Life Safety Code, 2000 edition;  3) For an assisted living center with 16 beds or less, that is a stand-alone facility, one staff person who is awake is required during the sleeping hours if:  (a) The facility fire alarm promptly alerts staff;  (b) The facility is equipped with an automatic sprinkler system as defined in § 9.7, automatic sprinklers, of NFPA 101 Life Safety Code, 2000 edition;  (c) An automatic fire alarm dialer as defined in § 9.6.4, Emergency Forces Notification, of NFPA 101 Life Safety Code, 2000 edition, to summon the local fire department is provided;  (d) A staff call system is available; and  (e) The residents have an evacuation time which shows them capable of evacuation in five minutes or less; |
| **Cost of Licensing:** | $150 (up to 16 beds) |
| **Square Footage Requirements:** | 75 square feet of floor space per resident in shared rooms  95 square feet in single occupied resident's rooms  10 sq ft of storage space per resident, and 37.5 sq ft for recreational activities  No more than 2 residents to occupy a bedroom. |
| **# of Bathrooms Requires:** | Each resident's room must have a toilet with a sink. |
| **Memory Care Requirements:** | “Secured Units”:  **Dementia care staff:** At least one caregiver must be awake and on-duty at all times.  **Dementia Staff training:** Staff in secured units must have annual in-service training regarding the needs of residents in the unit.  **Dementia Facility requirements:** Facilities must comply with the Life Safety Code regarding locked doors and must be located at ground level and have direct access to an outside area that is enclosed by a fence.  Secured units. Each facility with secured units must comply with the following provisions:  (1) A physician's order for confinement that includes medical symptoms that warrant seclusion or placement must be documented in the patient's or resident's chart and must be reviewed periodically by the physician;  (2) Therapeutic programming must be provided and must be documented in the overall plan of care;  (3) Confinement may not be used as a punishment or for the convenience of the staff;  (4) Confinement and its necessity must be based on a comprehensive assessment of the patient's or resident's physical and cognitive and psychosocial needs, and the risks and benefits of this confinement must be communicated to the patient's or resident's family;  (5) Locked doors must conform to Sections: 18.2.2.2.4 and 19.2.2.2.4 of NFPA 101 Life Safety Code, 2000 edition; and  (6) Staff assigned to the secured unit must have specific training regarding the unique needs of patients or residents in that unit. At least one caregiver must be on duty on the secured unit at all times. |

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### **TENNESSEE**

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| **Main Site:** | <https://www.tn.gov/health/health-program-areas/hcf-professionals.html> |
| **Licensing Standards:** | <http://publications.tnsosfiles.com/rules/1200/1200-08/1200-08-11.20170509.pdf> |
| **License Application:** | <https://lars.tn.gov/datamart/login.do> |
| **State Directory of Homes:** | <https://apps.health.tn.gov/facilityListings/> |
| **HHS Summary - TN Profile** | <https://aspe.hhs.gov/system/files/pdf/110611/15alcom-TN.pdf> |
| **Regulatory Agency:** | Tennessee Department of Health |
| **Contact Phone Number:** | 615-741-7221 |
| **Contact Email:** | tn.health@tn.gov |
| **Licensure Term(s):** | **Home for the Aged** |
| **Census Requirements:** | *No maximum. Check with City/County for specific limitations.* |
| **Qualifications for Managers:** | Each home must have an administrator who shall be certified by the board, unless the administrator is currently licensed in Tennessee as a nursing home administrator pursuant to T.C.A. § 63-16-101, et seq.  (4) An applicant for certification as a home for the aged administrator shall meet the following requirements:  (a) Must be at least eighteen (18) years of age and a high school graduate or the holder of a general equivalency diploma.  (b) Must not have been convicted of a criminal offense involving the abuse or intentional neglect of an elderly or vulnerable individual.  (c) Must submit an application, on a form provided by the department, and a fee of one hundred eighty dollars ($180) prior to issuance or renewal of a certificate. All certificates shall expire biennially on June 30, thereafter.  (d) Biennial renewal of certification is required. The renewal application and fee of one hundred eighty dollars ($180) shall be submitted with written proof of attendance, during the period prior to renewal, of at least twenty-four (24) classroom hours of continuing education courses. The initial biennial re-certification expiration date of Home for the Aged administrator candidates who receive their initial administrator certification between the dates of January 1 and June 30 of any year will be extended to two (2) years plus the additional months remaining in the fiscal year. The extension applies only to the first biennial certification period for any such administrator and may only be applied when there are less than six (6) months remaining in the State fiscal year. |
| **Qualifications for Caregivers:** | Each home for the aged shall:  (a) Have an identified responsible attendant and a sufficient number of employees to meet the needs of the residents. The responsible attendant must be at least eighteen (18) years of age and able to comply with these rules.  (b) Have a responsible awake attendant on the premises at all times. |
| **Staff Ratios:** | The staffing pattern must ensure that there is a minimum of one (1) attendant, awake, on duty and physically located on the unit twenty-four (24) hours per day, seven (7) days per week at all times; |
| **Cost of Licensing:** | < 6 residents is $390, 6-24 residents is $1040 |
| **Square Footage Requirements:** | A minimum of eighty (80) square feet of bedroom space must be provided each resident. No bedroom shall have more than two (2) beds. Privacy screens or curtains must be provided and used when required by the resident |
| **# of Bathrooms Requires:** | Each toilet, lavatory, bath or shower shall serve no more than six (6) persons. Grab bars and non-slip surfaces shall be installed at tubs and showers. |
| **Memory Care Requirements:** | A home for the aged shall not admit or retain residents who pose a clearly documented danger to themselves or to other residents in the home. Persons in the early stages of Alzheimer’s Disease and Related Disorders may be admitted only after it has been determined by an interdisciplinary team that care can appropriately and safely be given in the facility. The interdisciplinary team must review such persons at least quarterly as to the appropriateness of placement in the facility. The interdisciplinary team shall consist of, at a minimum, a physician experienced in the treatment of Alzheimer’s Disease and Related Disorders, a social worker, a registered nurse, and a family member (or patient care advocate). |

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### **TEXAS**

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| **Main Site:** | <https://hhs.texas.gov/laws-regulations/handbooks/licensing-standards-assisted-living-facilities-handbook> |
| **Licensing Standards:** | <https://hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation> |
| **Contracting Requirements:** | <https://hhs.texas.gov/doing-business-hhs/contracting-hhs> |
| **License Application:** | To apply for a license, you must first complete online training and get certification |
| **State Directory of Homes:** | <https://apps.hhs.texas.gov/LTCSearch/> |
| **HHS Summary - TX Profile** | <https://aspe.hhs.gov/system/files/pdf/110616/15alcom-TX.pdf> |
| **Regulatory Agency:** | Texas Health and Human Services Commission (HHSC) |
| **Contact Phone Number:** | 512-424-6500 |
| **Contact Email:** | customer.service@dshs.texas.gov |
| **Licensure Term(s):** | Assisted Living Facility Type B |
| **Census Requirements:** | 16 Max (varies by municipality) |
| **Qualifications for Managers:** | Minimum high school graduate. 24-hour training in Management of Assisted Living Facilities course. 12 hours minimum of Continuing Education courses per year.  Manager's responsibilities: The manager must be on duty 40 hours per week and may manage only one facility. |
| **Qualifications for Caregivers:** | All staff members must complete four hours of orientation before assuming any job responsibilities. Training must cover, at a minimum, the following topics:  (i) reporting of abuse and neglect;  (ii) confidentiality of resident information;  (iii) universal precautions;  (iv) conditions about which they should notify the facility manager;  (v) residents' rights; and  (vi) emergency and evacuation procedures.  16 hours on-the-job training with supervision within the first 16 hours of employment following orientation. (See Regs for more details.)  Direct care staff must complete six documented hours of education annually, based on each employee's hire date. Staff must complete one hour of annual training in fall prevention and one hour of training in behavior management, for example, prevention of aggressive behavior and de-escalation techniques, practices to decrease the frequency of the use of restraint, and alternatives to restraints. Training for these subjects must be competency-based. Subject matter must address the unique needs of the facility. |
| **Staff Ratios:** | No mandatory minimums. A facility must develop and implement staffing policies, which require staffing ratios based upon the needs of the residents, as identified in their service plans.  Type B facility: Night shift staff must be immediately available and awake, regardless of the number of licensed beds. |
| **Cost of Licensing:** | Initial License Fee of $200, plus $10 for each bed for which a license is sought, with a maximum of $1,500. Renewal Fee for a one-year license is $100, plus $5 for each bed for which a license is sought, with a maximum of $750. The fee must be paid with each initial application and with each renewal application. |
| **Square Footage Requirements:** | Bedroom usable floor space for Type B facilities must be not less than 100 square feet per bed for a single-bed room and not less than 80 square feet per bed for a multiple-bedroom. A bedroom for a person with a physical disability or mobility impairment must meet accessibility standards for access around the bed or beds, which is a minimum of 3'-0" clear width for access aisles. A bedroom must not be less than ten feet in the smallest dimension unless specifically approved by DADS.  Each bedroom must have at least one operable window with outside exposure.  In facilities that have living units consisting of separate living spaces, dining spaces, and bedrooms, 10% of the required bedroom square footage may be included as part of the living and dining space. |
| **# of Bathrooms Requires:** | One water closet and one lavatory for each six occupants or fraction thereof including a portion less than six is required. One tub or shower for each ten occupants or fraction thereof is required. |
| **Memory Care Requirements:** | Additional $200 fee, additional training requirements for managers and staff. Additional building requirements (see regulations for details.) |

### **UTAH**

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| **Main Site:** | <http://health.utah.gov/hflcra/> |
| **Licensing Standards:** | <https://rules.utah.gov/publicat/code/r432/r432-270.htm#T4> |
| **License Application:** | <http://health.utah.gov/hflcra/forms/APPLICATIONFINAL.pdf> |
| **State Directory of Homes:** | <http://health.utah.gov/hflcra/facinfo/Facility_List_24_Oct.htm> |
| **HHS Summary - UT Profile** | <https://aspe.hhs.gov/system/files/pdf/110621/15alcom-UT.pdf> |
| **Regulatory Agency:** | Utah Department of Health Division of Family Health and Preparedness Bureau of Health Facility Licensing and Certification |
| **Contact Phone Number:** | Joel Hoffman, Director - (801) 273-2994 |
| **Contact Email:** | jhoffman@utah.gov |
| **Licensure Term(s):** | Assisted Living Facility Type I and Type II - Small (Up to 16) |
| **Census Requirements:** | 6-16 |
| **Qualifications for Managers:** | The administrator shall have the following qualifications:  1. (a) be 21 years of age or older;  (b) have knowledge of applicable laws and rules;  (c) have the ability to deliver, or direct the delivery of, appropriate care to residents;  (d) successfully complete the criminal background screening process defined in R432-35; and  (e) for all Type II facilities, complete a Department approved national certification program within six months of hire.  (2) In addition to R432-270-6(1) the administrator of a Type I facility shall have an associate degree or two years experience in a healthcare facility.  (3) In addition to R432-270-6(1) the administrator of a Type II small or limited-capacity assisted living facility shall have one or more of the following:  (a) an associate degree in a healthcare field;  (b) two years or more management experience in a healthcare field; or  (c) one year's experience in a healthcare field as a licensed healthcare professional.  (4) In addition to R432-270-6(1) the administrator of a Type II large assisted living facility must have one or more of the following:  (a) a State of Utah health facility administrator license;  (b) a bachelor's degree in a healthcare field, to include management training or one or more years of management experience;  (c) a bachelor's degree in any field, to include management training or one or more years of management experience and one year or more experience in a healthcare field; or  (d) an associates degree and four years or more management experience in a healthcare field. |
| **Qualifications for Caregivers:** | Both facility types require that all employees receive an orientation as well as in-service training relevant to their job duties. The orientation must include job descriptions; ethics, confidentiality, and residents' rights; fire and disaster plans; policies and procedures; and reporting responsibility for abuse, neglect, and exploitation.  In-service training must be tailored to include all of the subjects that are relevant to an employee's job, including nutrition and food preparation; housekeeping standards; personal and social care; medication assistance; early signs of illness and when to seek professional help; accident prevention; communication skills that enhance resident dignity; first-aid; residents' rights and reporting requirements; and the needs of residents with Alzheimer's disease or other dementias. |
| **Staff Ratios:** | No minimum ratios. Direct care worker requirements are the same as for Type I. At least one certified nurse aide must be on-duty 24 hours per day, and an RN must be available as needed. |
| **Cost of Licensing:** | <http://health.utah.gov/hflcra/forms/FeeSchedule/FY2018FEESCHEDULEstatic.pdf>  New Provider Fee $ 747.50  Limited Capacity $ 325.00  Initial License $ 260.00  Per Bed Fee $ 13.00 |
| **Square Footage Requirements:** | <https://codes.iccsafe.org/public/document/IBC2012/chapter-3-use-and-occupancy-classification>  Use International Building Code R-4  At least 50 sqft of open floor space in common areas per consumer (resident) |
| **# of Bathrooms Requires:** | One bathroom per every ten (10) consumers |
| **Memory Care Requirements:** | “Secure Units”:  (1) A Type II assisted living facility with approved secure units may admit residents with a diagnosis of Alzheimer's/dementia if the resident is able to exit the facility with limited assistance from one person.  (2) Each resident admitted to a secure unit must have an admission agreement that indicates placement in the secure unit.  (a) The secure unit admission agreement must document that a wander risk management agreement has been negotiated with the resident or resident's responsible person.  (b) The secure unit admission agreement must identify discharge criteria that would initiate a transfer of the resident to a higher level of care than the assisted living facility is able to provide.  **(3) There shall be at least one staff with documented training in Alzheimer's/dementia care in the secure unit at all times.**  (4) Each secure unit must have an emergency evacuation plan that addresses the ability of the secure unit staff to evacuate the residents in case of emergency.  [**https://rules.utah.gov/publicat/code/r432/r432-270.htm#T4**](https://rules.utah.gov/publicat/code/r432/r432-270.htm#T4) |

### **VERMONT**

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| **Main Site:** | <http://dlp.vermont.gov/survey-cert/provider-resources> |
| **Licensing Standards:** | [http://dail.vermont.gov/sites/dail/files//documents/Res\_Care\_Hom\_Licensing\_Regulations\_2000.pdf](http://dail.vermont.gov/sites/dail/files/documents/Res_Care_Hom_Licensing_Regulations_2000.pdf) |
| **License Application:** | <https://dlp.vermont.gov/sites/dlp/files/documents/RCH_New_Facility.pdf> |
| **State Directory of Homes:** | <http://dlp.vermont.gov/residential-care-home-directory> |
| **HHS Summary - VT Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-vermont-profile> |
| **Regulatory Agency:** | Vermont Agency of Human Services - Department of Disabilities, Aging and Independent Living |
| **Contact Phone Number:** | 802-241-0480 Suzanne Leavitt |
| **Contact Email:** | <https://dlp.vermont.gov/survey-certification-web-inquiry-form> |
| **Licensure Term(s):** | Residential Care Homes |
| **Census Requirements:** | 6-16 (must be approved during licensing) |
| **Qualifications for Managers:** | Manager must have:  1. Associate degree or 2 years administrative experience in adult residential care, must have 3 years of general experience in residential care, including one year in management, supervisory, or admin capacity. Must have a Vermont license as a nurse or nursing home admin or other professional qualifications and experiences related to the provision of healthcare services or management of healthcare facilities including but not limited to that of a licensed or certified social worker. Must do 20 hours of continuing education per year.  The home/residence must employ a manager--however named-- who works in the facility an average of 32 hours per week and is responsible for its daily management, including supervision of employees and residents. The manager must not leave the premises without delegating necessary authority to a competent staff person qualified by experience to carry out the manager’s responsibilities, including being sufficiently familiar with residents’ needs to ensure that their needs are met in a safe environment. Staff left in charge must be fully authorized to take necessary action to meet residents’ needs or be able to contact the manager immediately if necessary. The home/residence must have a registered nurse on staff, or a written agreement with an RN or home health agency, to provide required nursing services and to delegate related appropriate nursing care to qualified staff. A home/residence that provides Medicaid services must designate a staff person responsible for providing the following case management services at a minimum: maintenance and implementation of a current assessment and plan of care, and coordination of available community services. |
| **Qualifications for Caregivers:** | Direct care staff must be sufficient in number to meet the needs of the residents. Staff must have access to an administrator or designee at all times. An RN or LPN must supervise care plans and direct care staff must be present 24 hours a day. All staff must be at least 18 years old and receive continuing education in a variety of areas. The administrator must meet certain education and/or training standards and complete an additional 20 hours of continuing education a year. |
| **Staff Ratios:** | There shall be sufficient number of qualified personnel available at all times to provide necessary care, to maintain a safe and healthy environment, and to assure prompt, appropriate action in cases of injury, illness, fire or other emergencies. |
| **Cost of Licensing:** | *Call for licensure costs (802-871-3333)* |
| **Square Footage Requirements:** | Each bedroom shall have at least 100 square feet of useable floor space in single rooms and at least 80 square feet per bed in double-bed rooms, exclusive of toilets, closets, lockers, wardrobes, alcoves or vestibules. These specifications may be waived for beds licensed prior to the adoption of the 1987 regulations. |
| **# of Bathrooms Requires:** | There shall be a minimum of one (1) bath unit, toilet and lavatory sink, exclusively available to residents, per eight (8) licensed beds per floor. Licensed beds having private lavatory facilities are not included in this ratio. |
| **Memory Care Requirements:** | “Special Care Units”:  5.6 a The home must obtain approval from the licensing agency prior to establishing and operating a special care unit. Approval will be based on a demonstration that the unit will provide specialized services to a specific population.  5.6.b A request for approval must include all of the following: (1) A statement outlining the philosophy, purpose and scope of service to be provided; (2) A definition of the categories of residents to be served; (3) A description of the organizational structure of the unit consistent with the unit's philosophy, purpose and scope of services; (4) A description and identification of the physical environment; (5) The criteria for admission, continued stay and discharge; and (6) A description of unit staffing, to include: 1. staff qualifications 2. orientation 3. in service education and specialized training: and 4. medical management and credentialing as necessary.  5.6.c A home that has received approval to operate a special care unit must comply with the specifications contained in the request for approval. The home will be surveyed to determine if the special care unit is providing the services, staffing, training and physical environment that was outlined in the request for approval.  The requirements of sections 5.2 and 5.3 above shall apply to all residential care home residents including those in special care units (see link below):  <http://dail.vermont.gov/sites/dail/files/documents/Res_Care_Hom_Licensing_Regulations_2000.pdf> |

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### **VIRGINIA**

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| **Main Site:** | <http://www.dss.virginia.gov/facility/alf.cgi> |
| **Licensing Standards:** | <http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/code_regulations/regulations/final_gp_reg.pdf>  <http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/code_regulations/regulations/final_alf_reg.pdf> |
| **License Application:** | [www.dss.virginia.gov/files/division/licensing/alf/intro\_page/new\_applicants/forms/032-05-0702-03-eng.pdf](http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/new_applicants/forms/032-05-0702-03-eng.pdf) |
| **Application - ALF Addendum:** | <http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/new_applicants/forms/032-05-0710-02-eng.pdf> |
| **Application Instructions:** | <http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/new_applicants/forms/000-00-0000-00-eng.pdf> |
| **State Directory of Homes:** | <http://www.dss.virginia.gov/facility/search/alf.cgi?rm=Search;search_modifiers_non_ambulatory=NAMB;search_modifiers_assisted_living=ASST> |
| **HHS Summary - VA Profile** | http[s://aspe.hhs.gov/system/files/pdf/110631/15alcom-VA.pdf](https://aspe.hhs.gov/system/files/pdf/110631/15alcom-VA.pdf) |
| **Regulatory Agency:** | Virginia Department of Social Services - Division of Licensing Services |
| **Contact Phone Number:** | 1-800-543-7545 |
| **Contact Email:** | dars@dars.virginia.gov |
| **Licensure Term(s):** | Assisted Living Facilities |
| **Census Requirements:** | 12 max |
| **Qualifications for Managers:** | Administrators must attend at least 20 hours of annual training related either to resident-specific needs or to the management and operation of a residential facility for adults. When adults with mental impairments reside in the facility, at least 5 hours of training must focus on their needs. |
| **Qualifications for Caregivers:** | Direct care staff in facilities licensed for both residential living and assisted living levels of care must complete at least 16 hours of training annually in addition to first-aid and CPR training and medication aide training. If any residents have mental impairments, 4 of the 16 hours of training must be devoted to care of individuals with mental impairments. Direct care workers who are licensed health care professionals or certified nurse aides may complete 12 hours of training annually.  All direct care staff who care for residents who meet the criteria for assisted living care must have satisfactorily completed an approved training program prior to employment, or within 30 days of employment they must enroll in and successfully complete the program within 2 months of employment. Licensed health care professionals are exempt from this training requirement. Examples of approved training programs are:  A Virginia Board of Nursing-approved educational curriculum from a Virginia Board of Nursing accredited institution--or a Department-approved educational curriculum for nursing assistants, geriatric assistants, or home health aides.  A personal care aide training program approved by the Virginia Department of Medical Assistance Services.  The Department-approved 40-hour direct care staff training provided by a licensed healthcare professional.  Staff who serve residents who are--or may be--aggressive or need restraints must receive additional training that covers self-protection, and the prevention and de-escalation of aggressive behavior. Training to serve residents who are restrained must cover proper techniques for applying and monitoring restraints; skin care and active assisted range of motion exercises; assessment of blood circulation; turning and positioning; provision of sufficient bed clothing and covering to maintain body temperature; provision of additional attention to meet the physical, mental, emotional, and social needs of restrained residents; and awareness of possible risks, and methods of reducing or eliminating such risks. |
| **Staff Ratios:** | No minimum ratios, *unless you are taking on residents with serious cognitive impairments. (follow the link listed under Memory Care requirements below)* |
| **Cost of Licensing:** | $14 |
| **Square Footage Requirements:** | At least 100 square feet for single occupancy resident bedrooms  At least 80 square feet per/resident in shared bedrooms |
| **# of Bathrooms Requires:** | One toilet and sink for every four (4) people including residents and live in staff  One bathtub for every seven (7) people |
| **Memory Care Requirements:** | Staff Training:  B. Within four months of the starting date of employment, direct care staff shall attend six hours of training in working with individuals who have a cognitive impairment, and the training shall meet the requirements of subsection C of this section.  1. The six-hour training received within the first four months of employment is counted toward the annual training requirement for the first year.  2. Training in cognitive impairment that meets the requirements of subsection C of this section and was completed in the year prior to employment is transferable if there is documentation of the training.  3. The documented previous cognitive impairment training referenced in subdivision 2 of this subsection is counted toward the required six hours but not toward the annual training requirement.  Staffing:  A. When residents are present, there shall be at least two direct care staff members awake and on duty at all times in each building who shall be responsible for the care and supervision of the residents.  B. During trips away from the facility, there shall be sufficient direct care staff to provide sight and sound supervision to all residents who cannot recognize danger or protect their own safety and welfare.  **Further additional requirements are listed on pages 114-124 in the regulations following the link below:**  [**http://www.dss.virginia.gov/files/division/licensing/alf/intro\_page/code\_regulations/regulations/final\_alf\_reg.pdf**](http://www.dss.virginia.gov/files/division/licensing/alf/intro_page/code_regulations/regulations/final_alf_reg.pdf) |

### **WASHINGTON**

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| **Main Site:** | <https://www.dshs.wa.gov/altsa/residential-care-services/information-adult-family-home-providers> |
| **Licensing Standards:** | <http://app.leg.wa.gov/WAC/default.aspx?cite=388-76> |
| **“What you need to know before becoming a licensed AFH Provider”** | <https://www.dshs.wa.gov/sites/default/files/ALTSA/rcs/documents/AFH%20Information%20Sheet%20-%20What%20You%20Need%20to%20Understand.doc> |
| **License Application:** | <https://www.dshs.wa.gov/sites/default/files/FSA/forms/word/10-410.docx>  \*\*\*Must attend an orientation before submitting |
| **State Directory of Homes:** | <https://fortress.wa.gov/dshs/adsaapps/lookup/AFHAdvLookup.aspx> |
| **HHS Summary - WA Profile** | <https://aspe.hhs.gov/system/files/pdf/110636/15alcom-WA.pdf> |
| **Regulatory Agency:** | Washington State Department of Social and Health Services - Aging and Long Term Support |
| **Contact Phone Number:** | 360-725-2400 |
| **Contact Email:** | clare.bantog@dshs.wa.gov (RCS Communications Manager - for questions on Adult Family Homes) |
| **Licensure Term(s):** | Adult Family Home |
| **Census Requirements:** | 6 max but can get special license for more. (NOTE: to open more than one facility, the first must be open 24 months, then the first 2 must be open another 12 months before the third can be applied for.) |
| **Qualifications for Managers:** | The provider must:  • Have the character, competence and suitability to operate an AFH;  • Have the ability to read, understand and meet all laws and rules related to AFHs;  • Protect resident rights first over the needs of yourself and your family; and  • Be able to communicate in the English language and ensure that there is staff on-site at all times who are capable of understanding and speaking English well enough to be able to respond appropriately in case of an emergency and implement resident care plans. |
| **Qualifications for Caregivers:** | Do my caregivers need Home Care Aide certification?  Yes, they will have to be Home Care Aide certified unless they meet one of the following exemptions:  RNs, LPNs, and certified nursing assistants (NA- C/CNA) or persons in an approved CNA training program;  Medicare certified home health aides;  Person with special education training and an endorsement granted by the Superintendent of Public Instruction; or Employed as a LTC worker sometime between 1/1/2011 and 1/6/2012 AND who completed the training requirements in effect at the time. Must have proof of that employment meeting the requirements of DOH WAC 246-980-070. Long-Term Care Employment Verification form (DOH 675-006) |
| **Staff Ratios:** | Staffing must be sufficient to meet needs of residents |
| **Cost of Licensing:** | $2,750 |
| **Square Footage Requirements:** | • Bedroom requirements:  o There must be no more than two residents per room;  o A single room must have a minimum of 80 square feet of usable floor space, not including closet space and door swings;  o A double room must have a minimum of 120 square feet of usable floor space, not including closet space and door swings;  o Doors, including in the bedroom closet, must be openable from the inside and outside;  o There must be enough lighting in the room for residents to do what they want and for staff to do what they need; and  o There must be enough storage space in each bedroom to meet the needs of the residents. |
| **# of Bathrooms Requires:** | • Bathroom requirements:  o Residents must be able to get to toilets and bath/shower facilities easily;  o There must be one toilet for every five people in the house;  o The tub and shower must have grab bars and non-skid surfaces;  o The hot water temperature at fixtures accessible to residents must not exceed 120 degrees F. |
| **Memory Care Requirements:** | **Specialty care—Designations**.  The department may designate an adult family home to provide specialty care in one or more of the following areas:  (1) Developmental disability;  (2) Mental illness; and  (3) Dementia.  **Granting specialty care designation**—Requirements.  The department will grant a specialty designation when:  (1) The provider, entity representative and resident manager has successfully completed training in one or more of the specialty care designated areas;  (2) The home provides the department with written documentation:  (a) Of successful completion of the required specialty care training or challenge test for each person in subsection (1) of this section; and  (b) For the specialty care training for all caregivers in the adult family home provided by a person knowledgeable in specialty care.  (3) The home ensures the specialty care need of each resident is met.  **Specialty care—Admitting and retaining residents.**  The adult family home must not admit or keep a resident with specialty care needs, such as developmental disability, mental illness, or dementia as defined in WAC 388-76-10000, if the provider, entity representative, resident manager and staff have not completed the specialty care training required by chapter 388-112 WAC.  Links for above rules:  <http://app.leg.wa.gov/WAC/default.aspx?cite=388-76-10495>  <http://app.leg.wa.gov/WAC/default.aspx?cite=388-76-10500>  <http://app.leg.wa.gov/WAC/default.aspx?cite=388-76-10505> |

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### **WEST VIRGINIA**

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| **Main Site:** | <http://ohflac.wvdhhr.org/factype.html#type=W7> |
| **Licensing Standards:** | <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=8278&Format=PDF>  <http://apps.sos.wv.gov/adlaw/csr/ruleview.aspx?document=2705> |
| **License Application:** | <http://ohflac.wvdhhr.org/Content/Applications/AL_Initial.pdf> |
| **State Directory of Homes:** | <https://ohflac.wvdhhr.org/Apps/Lookup/FacilitySearch> |
| **HHS Summary - WV Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-west-virginia-profile> |
| **Regulatory Agency:** | West Virginia Department of Health & Human Resources Office of Health Facility Licensure and Certification |
| **Contact Phone Number:** | (304) 558-0050 |
| **Contact Email:** | [Jolynn.Marra@wv.gov](mailto:Jolynn.Marra@wv.gov) (Jolynn, Director of Office of Health Facility Licensure and Certification) |
| **Licensure Term(s):** | Small Assisted Living Residence |
| **Census Requirements:** | 4-16 Adults |
| **Qualifications for Managers:** | A small residence shall have an administrator who is at least twenty-one (21) years of age and has completed high school or a general education development (GED) certificate. (Class III)  5.3.b. The administrator shall have a personal history that is free of evidence of abuse, fraud, or substantial and repeated violations of applicable laws and rules in the operation of any health or social care facility or service organization, or in the care of dependent persons; or conviction of crimes related to the care to a dependent persons as evidenced by a criminal investigative background check by the West Virginia state police through the central abuse registry. (Class II)  5.3.c. The administrator shall participate in eight (8) hours of training related to the operation of a residence annually and a record of this training shall be available for review. (Class III)  5.3.d. The administrator shall know the requirements of this rule, develop and execute all policies and procedures required by this rule, ensure compliance with all applicable laws, and ensure the adequacy and appropriateness of services delivered to the residents. (Class II)  5.3.e. The administrator or a responsible employee, designated in writing, shall be present and in charge of the residence at all times. (Class II) |
| **Qualifications for Caregivers:** | One employee who has current first aid training and current cardiopulmonary resuscitation (CPR) training, as applicable, shall be on duty at all times. A record of this training shall be available for review. (Class I)  5.4.d. The licensee shall have awake staff present in the residence during normal resident sleeping hours when residents require sleep time supervision. (Class I) |
| **Staff Ratios:** | A minimum of one direct care staff person twenty-four (24) hours per day, who can read and write, and shall have a sufficient number of qualified employees on duty to provide the residents with all of the care and services they require. (Class I) |
| **Cost of Licensing:** | $65 |
| **Square Footage Requirements:** | In an existing small assisted living residence, semi-private bedrooms shall contain at least sixty (60) square feet of floor area per resident and private rooms shall contain eighty (80) square feet. (Class III)  11.2.c. In a newly constructed or renovated residence no more than two (2) persons shall occupy a bedroom. In an existing residence no bedroom shall be occupied by more residents than the bed capacity approved by the commissioner on the effective date of this rule. (Class III) |
| **# of Bathrooms Requires:** | A bathroom containing a flushing toilet and hand washing sink, with a mirror over the sink, at a ratio of one (1) toilet and lavatory for every six (6) residents; and  11.3.a.2. A minimum of one (1) bathing facility per floor, with a bathtub or shower, equipped with non-slip surfaces, a flushing toilet and a hand washing sink; at a ratio of one (1) per ten (10) residents. (Class III)  A minimum of 2 bathrooms with a toilet and sink. |
| **Memory Care Requirements:** | 5.5.c. The licensee shall provide training to all new employees within fifteen (15) days of employment and annually thereafter on Alzheimer’s disease and related dementias. The licensee shall maintain an employee training record. The training shall be a minimum of two (2) hours in duration and shall include all the following: basic understanding of Alzheimer’s disease and other dementias; communication approaches and techniques for use when interacting with persons with Alzheimer’s disease or a related dementia; prevention and management of problem behaviors; and activities and programming appropriate for these individuals. (Class II)  7.5.c. Staff shall monitor and document the resident's condition at least once every eight (8) hours for a period of twenty-four (24) hours following the accident or the onset of the illness, more frequently if specified by the licensed health care professional or at least every four (4) hours if the resident suffers from Alzheimer’s disease or a related dementia and cannot communicate his or her condition or needs. (Class II)  8.2.b. Provide a minimum of seven (7) hours per week, one hour per day, unless the residents request more, of various types of scheduled activities, including activities appropriate for residents with Alzheimer’s disease or a related dementia; |

### **WISCONSIN**

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| **Main Site:** | <https://www.dhs.wisconsin.gov/regulations/cbrf/openingfacility.htm> |
| **Licensing Standards:** | <https://www.dhs.wisconsin.gov/publications/p01854.pdf>  <http://docs.legis.wisconsin.gov/code/admin_code/dhs/030/83> |
| **License Application:** | <https://www.dhs.wisconsin.gov/forms/f02109c.docx> |
| **State Directory of Homes:** | <https://www.dhs.wisconsin.gov/guide/cbrfdir.pdf> |
| **HHS Summary - WI Profile** | <https://aspe.hhs.gov/system/files/pdf/110646/15alcom-WI.pdf> |
| **Regulatory Agency:** | Wisconsin Department of Health Services |
| **Contact Phone Number:** | Cheryl Bott at 608-266-2495 or Sandy Finseth at 608-266-5754 |
| **Contact Email:** | [DHSWebmailDQA@wisconsin.gov](mailto:DHSWebmailDQA@wisconsin.gov)  [DHSDQABALLicensing@dhs.wisconsin.gov](mailto:DHSDQABALLicensing@dhs.wisconsin.gov) |
| **Licensure Term(s):** | Assisted Living Facilities, Community-based Residential Facilities (CBRFs) |
| **Census Requirements:** | 8 max for Small CBRF, 9-20 for Medium CBRF |
| **Qualifications for Managers:** | The administrator and resident care staff must receive 15 hours annually of continuing education relevant to their job responsibilities. Additionally, all staff must have appropriate training about the physical, functional, and psychological characteristics of the populations they serve, including persons with dementia. |
| **Qualifications for Caregivers:** | Before an employee performs any job duties, they must have orientation training regarding facility policies and procedures and job responsibilities. Minimum initial training consists of Department-approved training in medication management, standard precautions, fire safety, and first-aid. In addition, the facility must provide, obtain, or otherwise ensure adequate training for all employees in a wide range of topics, including resident rights, reporting abuse, and challenging behaviors.  Resident care staff involved in certain tasks must have training in needs assessment of prospective residents, development of service plans, and provision of personal care. |
| **Staff Ratios:** | No minimum. |
| **Cost of Licensing:** | $389.00 + $50.25 per resident |
| **Square Footage Requirements:** | The minimum common dining and living space shall be 60 square feet per ambulatory or semi-ambulatory resident or other occupant, and 90 square feet per non-ambulatory resident or other occupant.  Bedrooms shall have a minimum of 100 square feet per resident and 80 square feet per resident in multiple occupancy bedrooms. Minimum square footage shall be calculated exclusive of toilet rooms and closets. |
| **# of Bathrooms Requires:** | The CBRF shall provide at least one toilet, one sink and one bath or shower for every ten (10) residents and other occupants or fraction thereof. |
| **Memory Care Requirements:** | (4) Delayed egress. Delayed egress door locks are permitted with department approval only in facilities with a supervised automatic fire sprinkler system and a supervised interconnected automatic fire detection system and shall comply with all of the following:  (a) No more than one device shall be present in a means of egress.  (b) A sign shall be posted adjacent to the locking device indicating how the door may be opened.  (c) The doors shall unlock upon activation of the sprinkler system or fire detection system. The doors shall unlock upon loss of power controlling the lock or locking mechanism.  (d) The door locks shall have the capability of being unlocked by a signal from the CBRF's fire command center.  (e) An irreversible process will occur which will release the latch in not more than 15 seconds when a force of not more than 15 pounds is applied for 3 seconds to the release device. Initiation of the irreversible process shall activate an audible signal in the vicinity of the door. Once the door lock has been released by the application of force to the releasing device, re-locking shall be by manual means only.  (f) To obtain department approval, the CBRF shall demonstrate that delayed egress equipment is necessary to ensure the safety of residents served by the CBRF, specifically persons at risk of elopement due to behavioral concerns, cognitive impairments or dementia, including Alzheimer's disease.  <http://docs.legis.wisconsin.gov/code/admin_code/dhs/030/83/X/59/4/f>  No specific separate requirements found - delayed egress door locks can be approved for those taking care of residents with memory loss diseases. |

### **WYOMING**

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| **Main Site:** | <https://health.wyo.gov/aging/hls/facility-types/assisted-living-facility-wyoming-licensure-information/> |
| **Licensing Standards:** | <https://health.wyo.gov/wp-content/uploads/2016/11/HLS-Rule-Ch-4-Assisted-Living-Facilities.pdf>  <https://health.wyo.gov/wp-content/uploads/2016/11/HLS-Rule-Ch-12-Assisted-Living-Facilities.pdf> |
| **License Application:** | <https://health.wyo.gov/wp-content/uploads/2019/04/HLS-2019-ALF-Application.doc> |
| **Licensing Checklist:** | <http://wdhpublicweb.wpengine.com/wp-content/uploads/2016/06/5786_Assisted_Living_Facility_Licensure_Checklist.pdf> |
| **State Directory of Homes:** | <https://health.wyo.gov/aging/hls/healthcare-facility-directory/> |
| **HHS Summary - WY Profile** | <https://aspe.hhs.gov/pdf-report/compendium-residential-care-and-assisted-living-regulations-and-policy-2015-edition-wyoming-profile> |
| **Regulatory Agency:** | Wyoming Department of Health |
| **Contact Phone Number:** | (307) 777-7995 (Department of Health, Aging Division) |
| **Contact Email:** | [tammy.schmitt@wyo.gov](mailto:tammy.schmitt@wyo.gov) |
| **Licensure Term(s):** | Assisted Living Facilities |
| **Census Requirements:** | 16 max |
| **Qualifications for Managers:** | The Manager shall:  1. (A) Be at least twenty-one (21) years of age;  2. (B) Assume the overall responsibility for the day-to-day operation of  3. (C) Direct the work of others, including the training and development  4. (D) Be able to read, write, and speak English;  5. (E) Maintain financial and other records;  6. (F) Have a telephone with a listed number in the phone directory under the name of the assisted living facility;  7. (G) Be familiar with and follow the State’s promulgated Assisted Living Facility Licensure and Program Administration Rules;  8. (H) Pass an open book test on the same. The open book test shall be  9. administered by the Program Division. The passing score will be 85% or greater. Those individuals who successfully completed the examination administered by the Licensing Division shall have their test scores honored;  10. (I) The manager shall provide an acceptable plan of correction to the Licensing Division within ten (10) days of the date when a statement of deficiencies is received by the assisted living facility;  11. (J) The manager shall not act as, or become the legal guardian or conservator of, or have power of attorney for any resident of the facility; and  12. (K) The manager shall meet one or more of the following  13. requirements:  14. (I) The manager shall have completed at least forty-eight (48) semester hours or seventy-two (72) quarter hours of post secondary education in healthcare, elderly care, health case management, facility management, or other related field from an  15. accredited college or institution; or  16. (II) Have completed at least two (2) years experience working with elderly or disabled individuals. This experience may have been paid, full-time employment, or time equivalent in part-time employment or volunteer work that is directly  17. involved with the elderly or disabled. |
| **Qualifications for Caregivers:** | Direct care staff must be sufficient in number to meet the needs of the residents. If there are more than eight residents, one staff person must be on duty and awake at all times. A CNA, LPN, or RN must be on duty at all times. Additional staff are required to maintain order, safety, and cleanliness of the premises; prepare and serve meals; assist the residents with personal needs and recreational activities; and meet the other operational needs of the facility. An administrator or manager must be responsible for the facility 24 hours a day. Administrators must be 21, pass a licensure test, and complete a variety of educational requirements. |
| **Staff Ratios:** | The staffing level shall be sufficient to meet the needs of all residents of the facility, and insure the appropriate level of care is provided. |
| **Cost of Licensing:** | $100 |
| **Square Footage Requirements:** | Sleeping room size shall not be less than one hundred twenty (120) square feet in single- bed rooms and eighty (80) square feet per bed in multiple-bed rooms, exclusive of toilets, closets, wardrobes, alcoves, or vestibules, in both cases. |
| **Bedroom Requirement:** | One half of licensed beds must be in private rooms. |
| **# of Bathrooms Requires:** | (a) At least one (1) flush toilet shall be provided for every two (2) beds.  (b) At least one (1) tub or shower shall be provided for every ten (10) beds.  (c) At least one (1) lavatory and mirror shall be provided for every two (2) beds. |
| **Memory Care Requirements:** | Section 10. Secure Dementia Units.  Level 2 assisted living facilities require adherence to all Level 1 requirements  with the following additional criteria for a Level 2 Assisted Living Facility License.  (a) Level 2 Core Management requirements.  (i) The facility manager shall have at least three (3) years experience in  working in the field of geriatrics or caring for disabled residents in a licensed facility;  (ii) Certified as a residential care/assisted living facility administrator or have  equivalent training.  (A) Certification requirements include a training program covering  topics referenced in the regulations. The coursework must take place in a college, vocational  training, state or national certification program, which is approved by the Department of Health.  Licensed nursing home administrators, for the purpose of these rules, meet the qualifications.  (B) Administrators must complete at least sixteen (16) hours of  continuing education annually. At least eight (8) of the 16 hours of annual continuing education  Effective December 12, 2007  12-33  shall pertain to caring persons with severe cognitive impairments.  A full time manager with the above qualifications must be on duty, on the premises.  (b) Level 2 Staffing Requirements.  (i) Nursing Staff.  (A) A licensed nurse must be on duty on all shifts.  (1) May be an LPN if an RN is available on premises or by  telephone.  (2) To administer P.R.N. medications.  (3) To perform ongoing resident evaluations in order to ensure  appropriate, timely interventions.  Additional Requirements can be found in Section 10 on pages 12-32 through 12-35 in link below:  <https://health.wyo.gov/wp-content/uploads/2016/11/HLS-Rule-Ch-12-Assisted-Living-Facilities.pdf> |