



**Comments:**  
 1. Acute care uses two admins for intake, longterm care has one admin who performs both roles.  
 2. Initial licenses use the same form as the amendment application. Additional activities required are a Department of Consumer Affairs (DCA) review for architecture and an out-of-state review for all facilities except those that only provide diagnostic services.  
 3. Compliance review includes out-of-state review, and covers the previous 12 months, can be for the company or owners, and not just the facility in questions  
 4. Facilities can attest that they are pursuing accreditation and will be tracked for 12 months to ensure follow through.  
 5. Is the facility ready, and does it have a certificate of occupancy?  
 6. Acute care – the analyst drafts the cover letter. Long term care, the licensing admin drafts the cover letter.