Hello,

This letter will help your program prepare for your upcoming relicensing visit and paperwork. Here are the steps that must happen before the relicensing visit.

* Step 1:
	+ Your entity will receive your invoices by mail or email (depending on preference)
		- Please follow the instructions listed on the invoice
* Step 2:
	+ Please visit the following link to obtain your relicensing documents: <https://mn.sourcewell.org/licensing/adult-foster-care/current>. Then navigate to Corporate AFC License. Please let me know if you would like the forms emailed and/or mailed to you.
	+ Ensure fire extinguishers are serviced before the relicensing visit and if utilizing well water that it has been tested for coliform and nitrates.
* Step 3:
	+ Please utilize the document checklist to ensure that licensor receives all required documents.
	+ Your RLS will contact you to schedule the relicensing visit
		- Use the licensing checklist and home safety checklist to prepare for a relicensing visit; these are the documents that the licensor will utilize during the visit (it has everything you will need)
			* Make sure you have gone through the checklist before the visit to ensure that you have all documents and home ready for the licensor to review
			* If you need examples of any of the documents that are discussed in the checklist, please contact me I will try to assist with obtaining examples.
* Step 4:
	+ Licensor submits the 3324 after all corrections are made, if corrections are needed

Contact your RLS with any questions. We look forward to hearing from you soon.



Updated 12/2024

Corporate AFC Provider Document Checklist

Please ensure the documents below are ready for the licensor at time of visit or sent prior to the home visit. Let your Regional Licensing Specialist know if you would like a hard copy of any of the listed documents.

|  |  |
| --- | --- |
| Document | Copied/Sent to Licensor |
| DHS Corporate Licensing Application |  |
| Copy of Annual Signed PAPP |  |
| Copy of Annual Signed Program Plan |  |
| Individual Resident Placement Agreement (for each resident) | Have available to view |
| Mobility Assessment (for each resident) | Have available to view |
| Emergency Response Review and Reporting Plan |  |
| Workers Compensation Form |  |
| Vulnerable Adult Training Certificate and Staff training logs |  |
| Census Form (list of residents for the current year and previous 5 years) |  |
| Copy of Fire/Storm Drills for previous 2 years |  |
| Equipment Inspection Form |  |
| Service Termination Policy |  |
| Drug and Alcohol Policy |  |
| Grievance Policy |  |
| Annual Well Water Test Results (if applicable) |  |
| Pet Form (if applicable) |  |
| Medical Monitoring Equipment (if applicable) |  |
| Fire Extinguisher Monthly Monitoring Log |  |
| Updated company and personnel policies |  |
| Background Study Roster |  |
| Variance or exception Requests |  |
| To be Completed by Licensor at Time of VisitPlease review to ensure all areas are complete prior to inspection |
| Home Safety Checklist |  |
| Licensing Checklist |  |

|  |
| --- |
| Resources: |
| [Sourcewell Licensing Website](https://www.sourcewell-mn.gov/services/mn-programs/community/licensing)[DHS Website](https://mn.gov/dhs/) [DHS eDocs](https://mn.gov/dhs/general-public/publications-forms-resources/edocs/)[Adult Protection Resources List](https://mn.gov/dhs/assets/AP-resources_tcm1053-285717.pdf)[Vulnerable Adult Protection and Elder Abuse](https://mn.gov/dhs/people-we-serve/adults/services/adult-protection/) [Information](https://mn.gov/dhs/people-we-serve/adults/services/adult-protection/) |

[DHS - HCBS Sample Policy Page](https://mn.gov/dhs/partners-and-providers/licensing/hcbs-245d/basic-services-sample-policies/)

