

## ASSISTED LIVING FACILITY

### I. DOCUMENTS NEEDED BY THE OWNER

- Zoning approval from the jurisdiction (county, municipality) where the property is located
- Corporation, EIN (tax identification number) done by our in-house attorney, if needed
- Fire approval
- Health department approval
- Other items may be requested as each facility is different
- Licensing fee.

### II. ARRENDELL SERVICE INCLUSIONS

- On-going consultation throughout license process
- Completion of AHCA Application
- Completion of AHCA Addendum
- AHCA Financials (with our inhouse AHCA Financial Adviser)
- Compliant Policy & Procedures (AHCA guidelines, standard related to the license type)
- Specialty license policy and procedure (as required)
- Resident package
- Staff package
- Compliant admission package
- Required forms
- Background portal registration
- AHCA binder
- CEMP (Comprehensive Emergency Management Plan) and follow-ups
- Fire Plan
- EPP plan
- Dietary menu
- Prepare for AHCA inspection for license approval

### III. POST LICENSE

- Medicaid Application (for those that will bill long term care).
- NPI

[Click here to register for the 26 Hours ALF CORE training](#)