Office of Health Facilities

Application for Community Residential Facility for the Intellectually Disabled

Reference Guide for New Applicants

Let’s begin!

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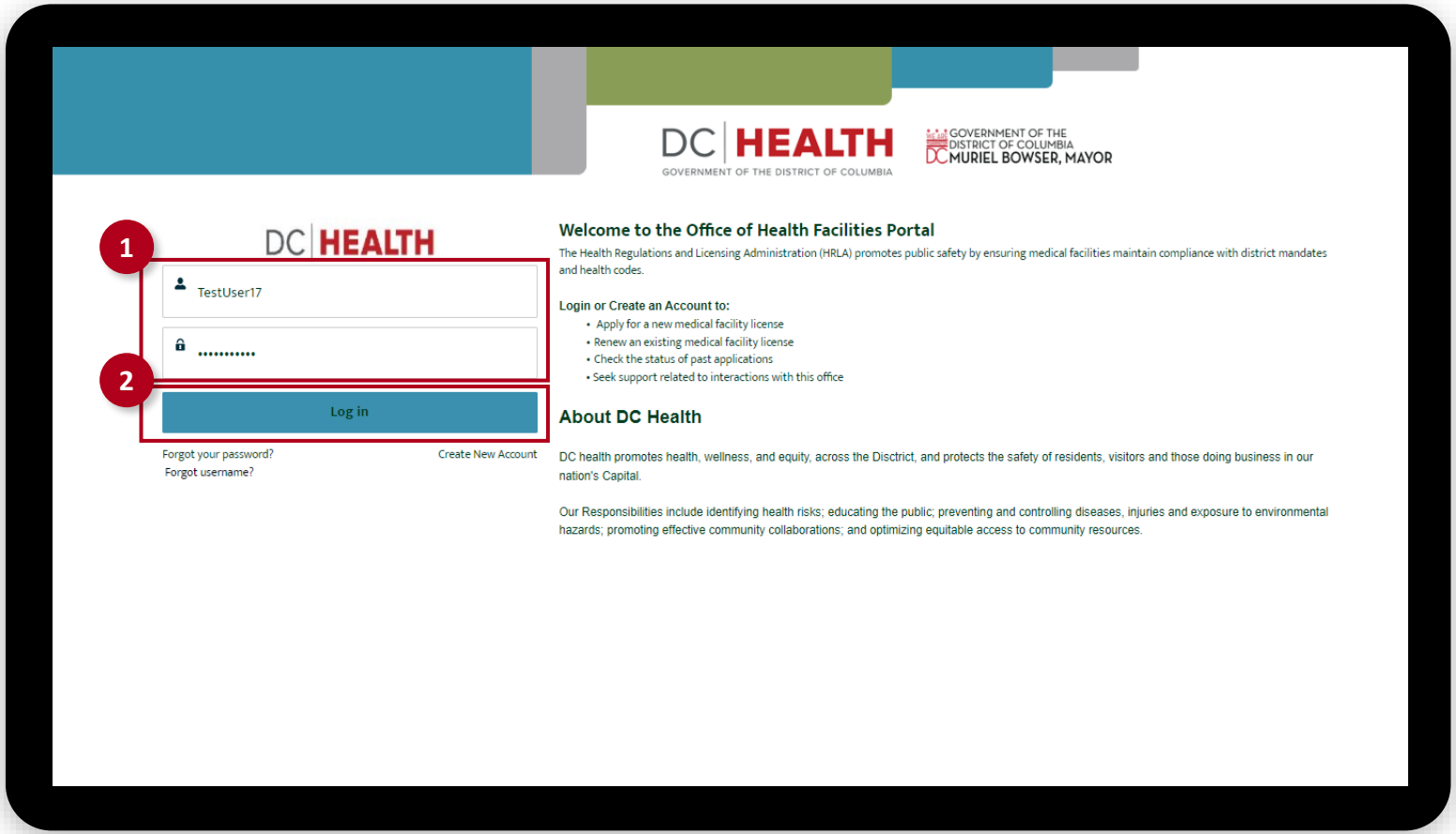
Log In to the platform

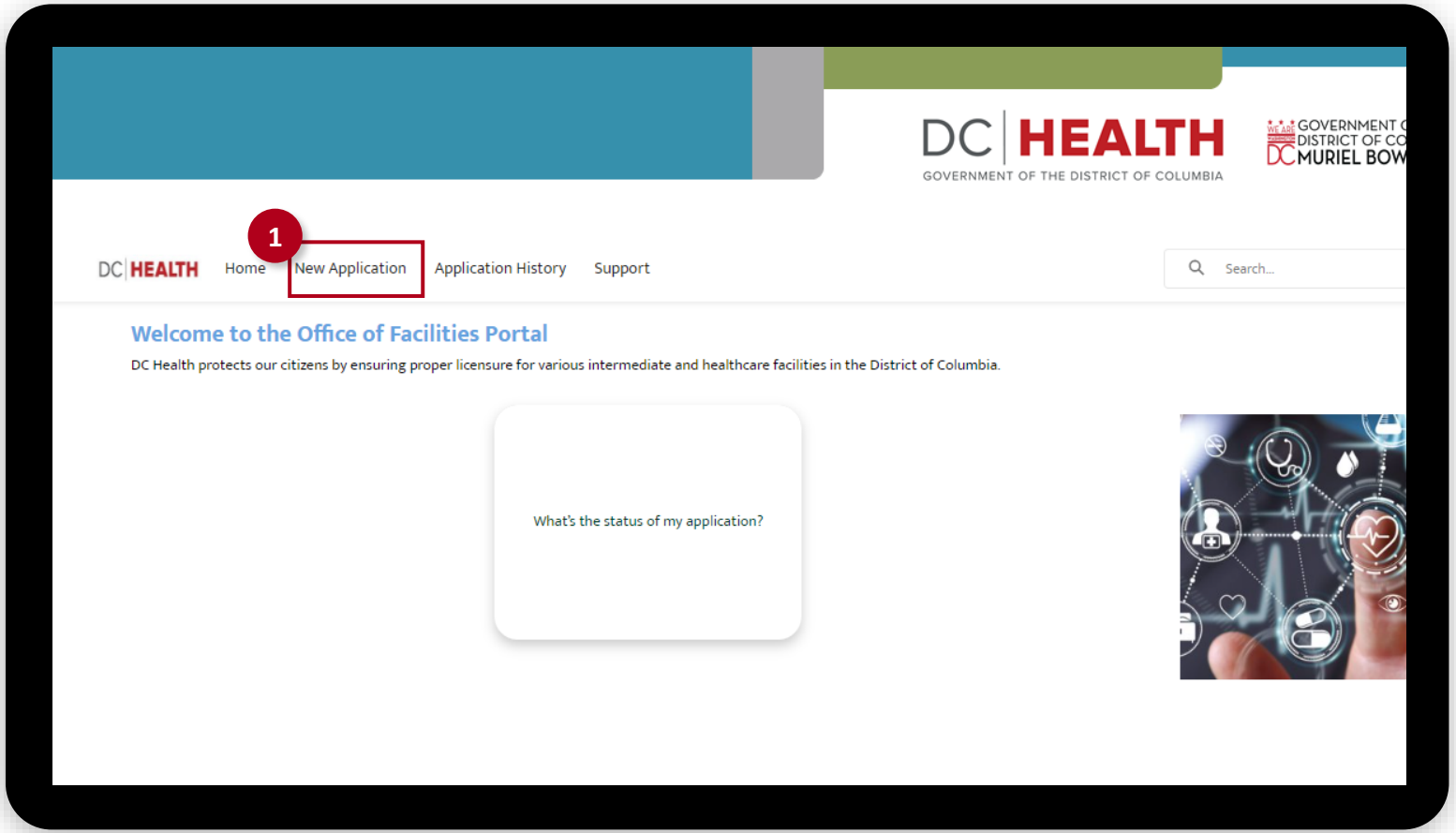
1. Enter your **username** and **password**.
2. Click the **Log In** button.



TIP: If you don't have an account click the **Create New Account** link.

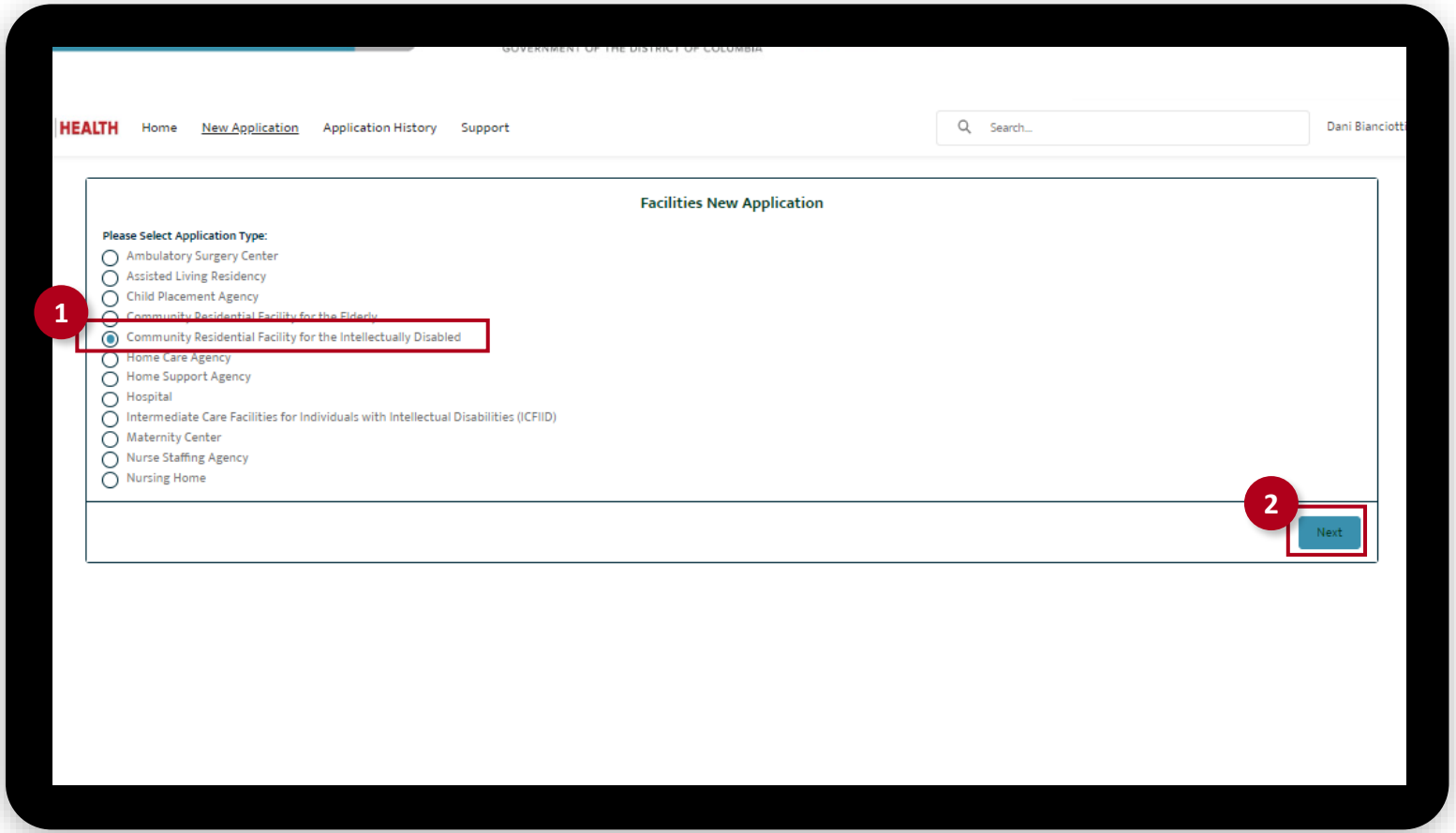
Navigate to the New Application screen

1. Once you Log in to the Office of Facilities Portal, click the **New Application** tab.



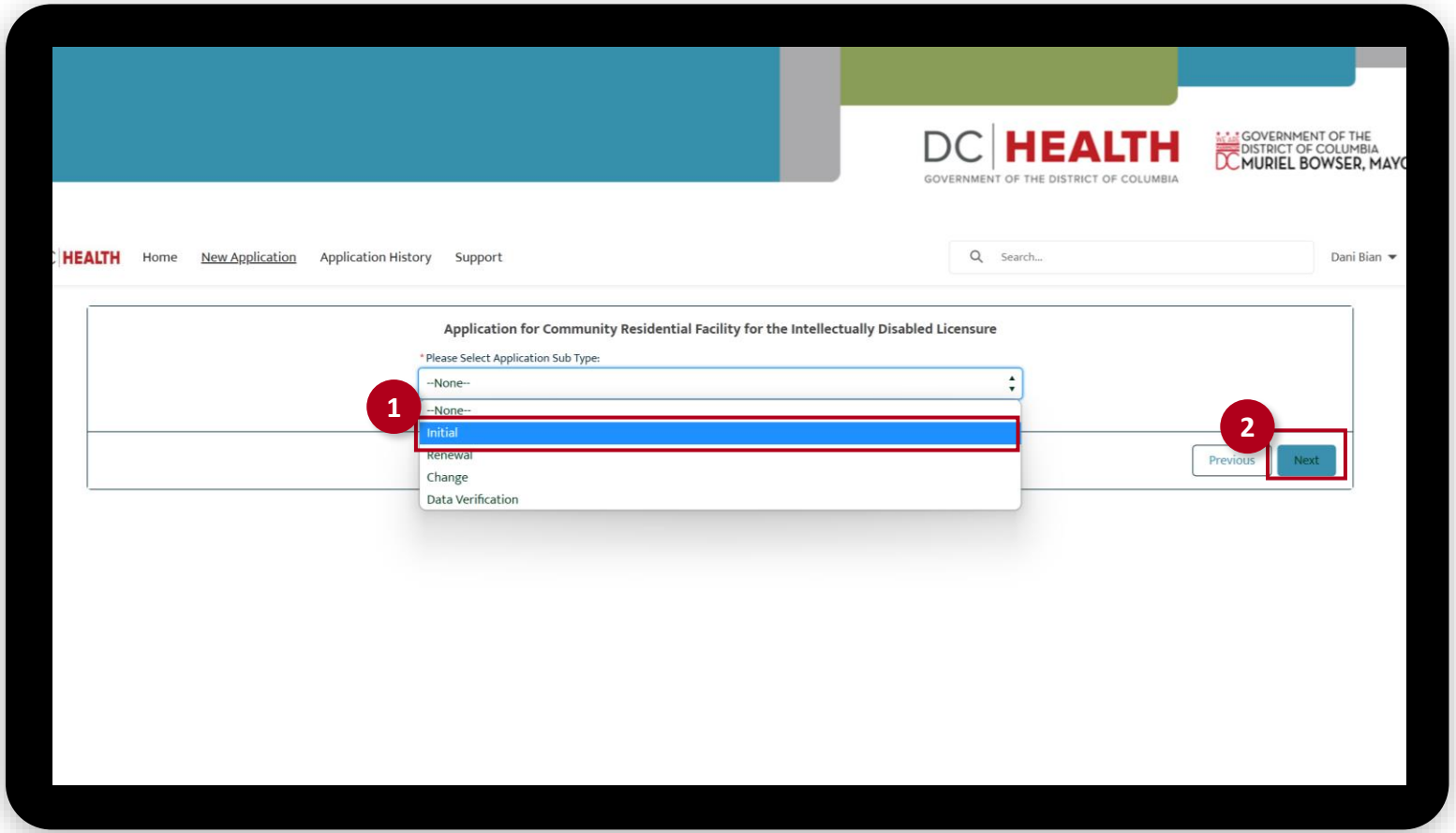
Select the Facilities New Application

1. Select the **Community Residential Facility for the Intellectually Disabled** option from the list.
2. Click the **Next** button.



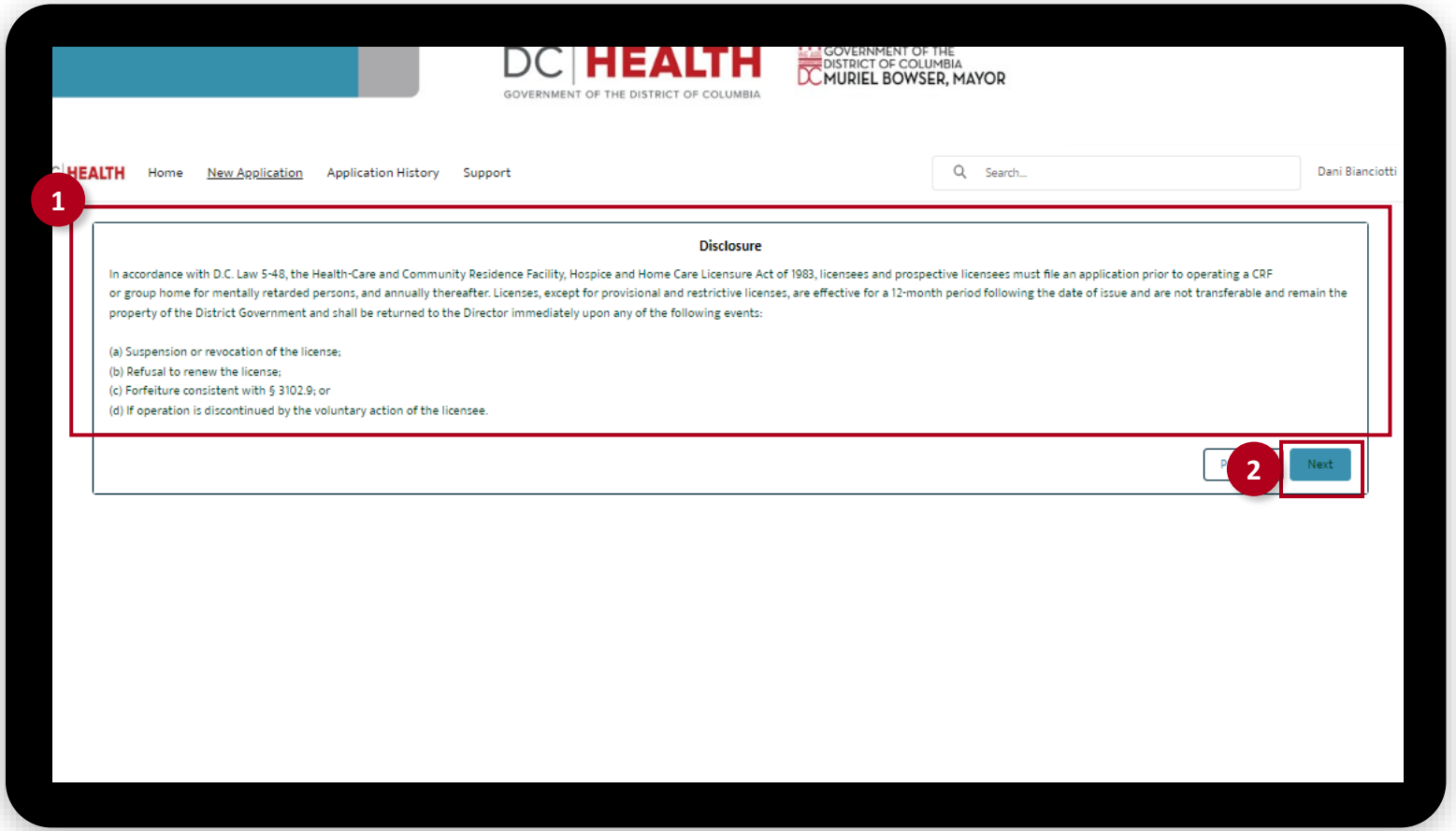
Select the Application Sub Type

1. Select the **Initial** option from the drop-down list.
2. Click the **Next** button.



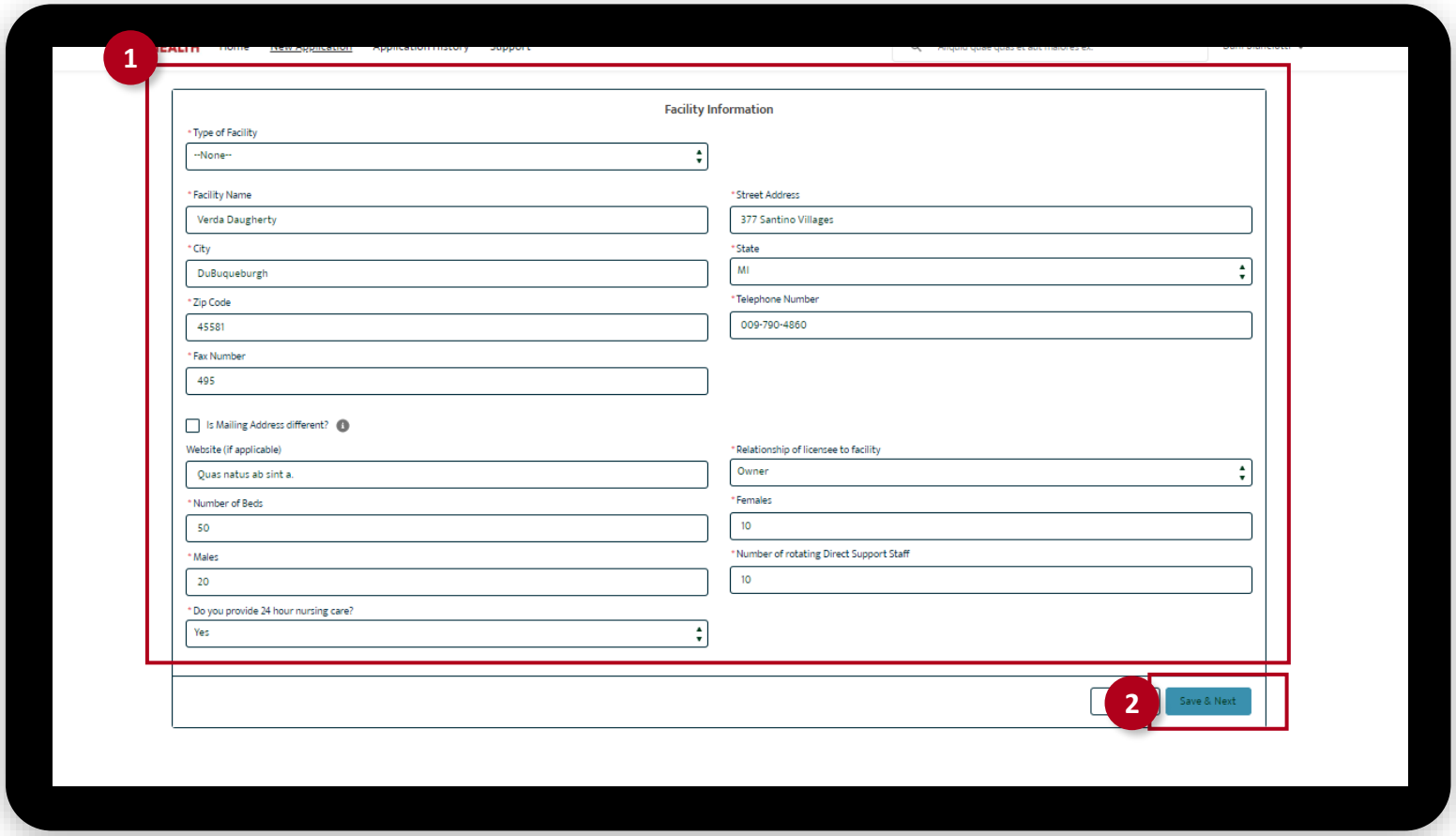
Accept Disclosure

1. Read the **Disclosure** text.
2. Click the **Next** button.



Fill out the Facility Information

1. Fill out all the required fields.
2. Click the **Save & Next** button.



*The fields marked with * are mandatory and must be filled out to continue.*

TIP: If the mailing address is different from the information filled out in the Facility fields, select the **Is Mailing Address different?** check box.

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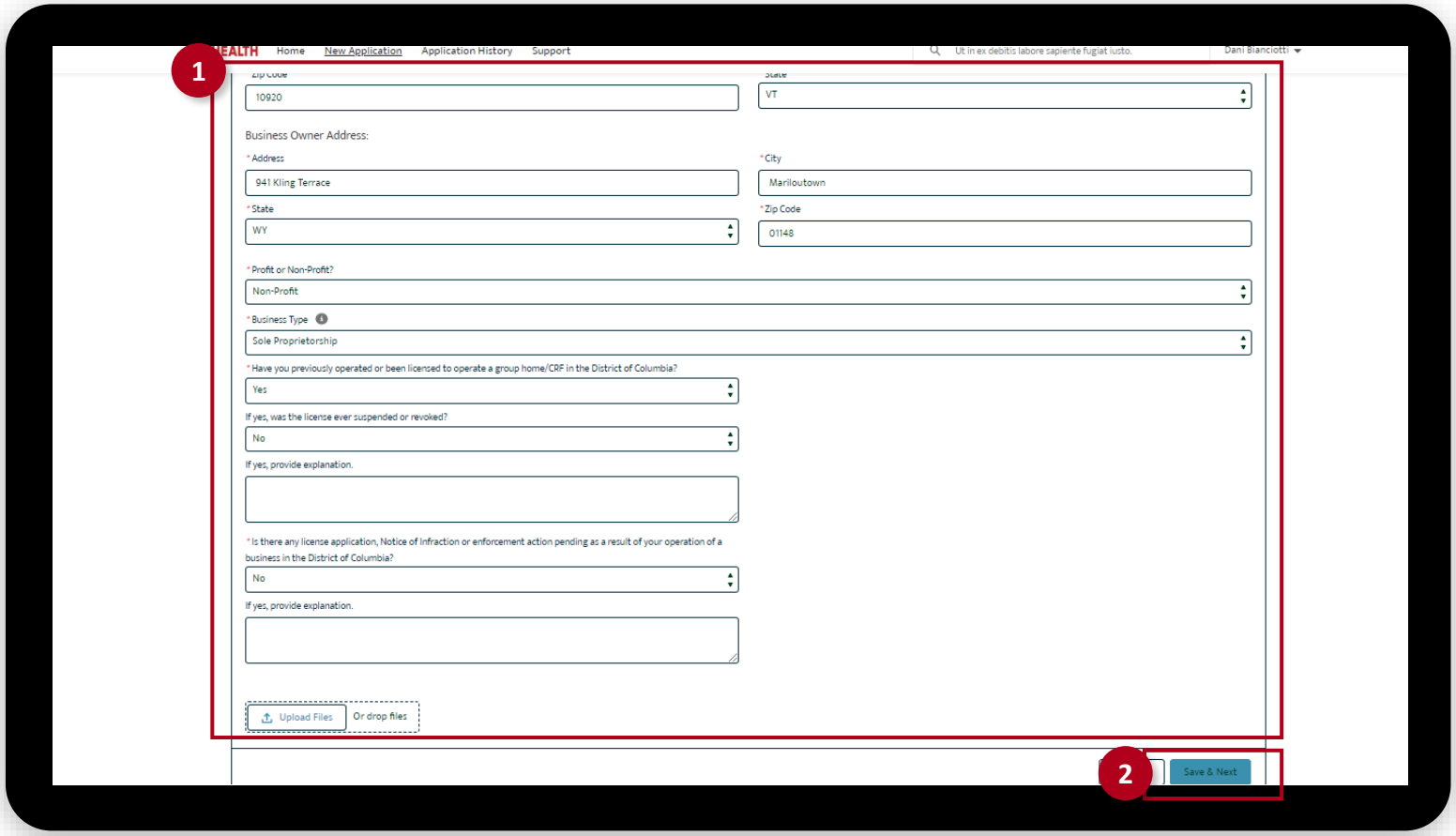
Fill out the Licensee Information

The licensee is the legal entity who has the ultimate responsibility and authority for the conduct of the facility.

1. Fill out all the required fields.
2. Click the **Save & Next** button.



*The fields marked with * are mandatory and must be filled out to continue.*

TIP: If needed, use the **Upload Files** button to attach needed documentation.

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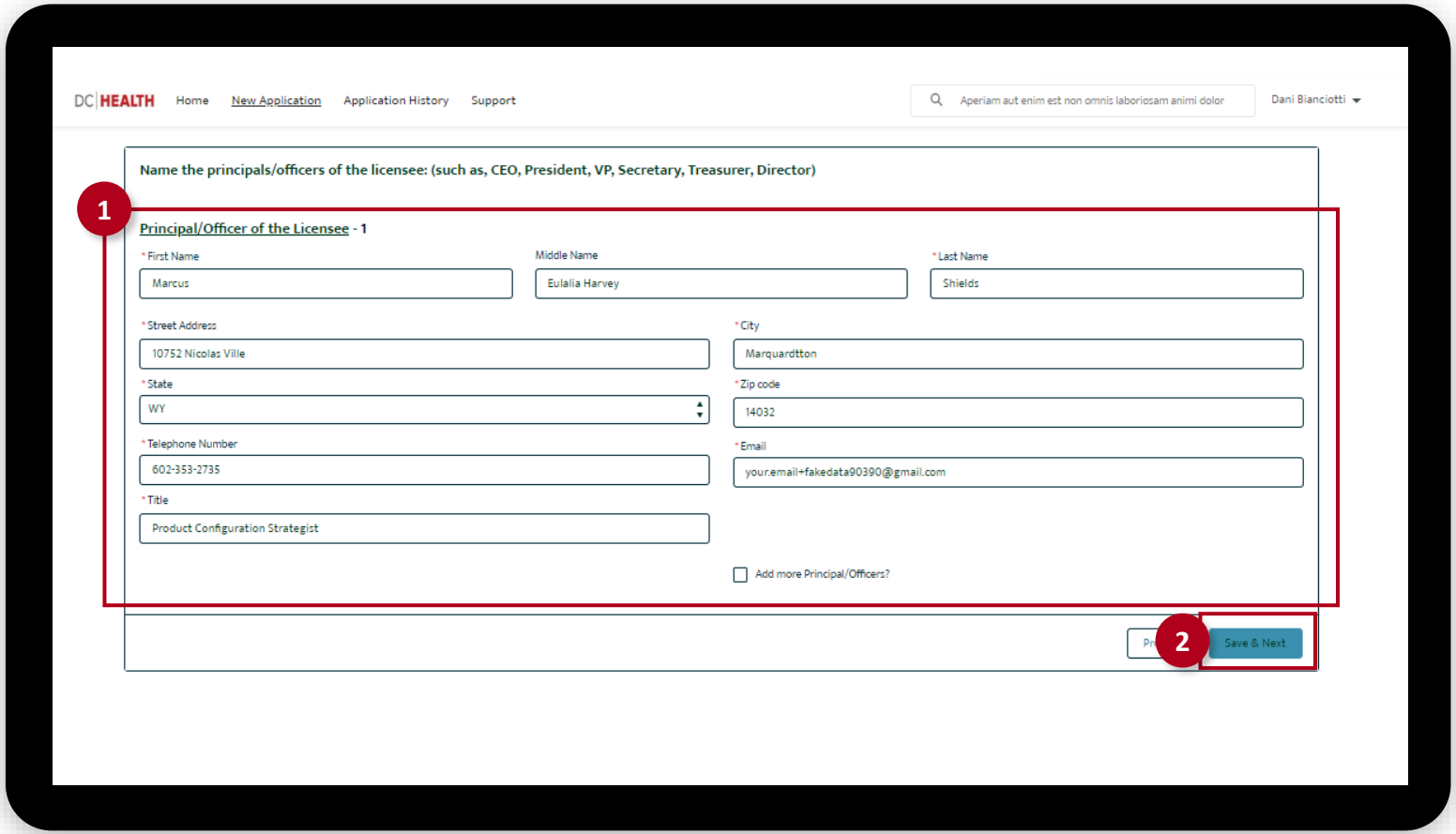
Fill out the Principals/Officers Information

1. Fill out all the required fields.
2. Click the **Save & Next** button.

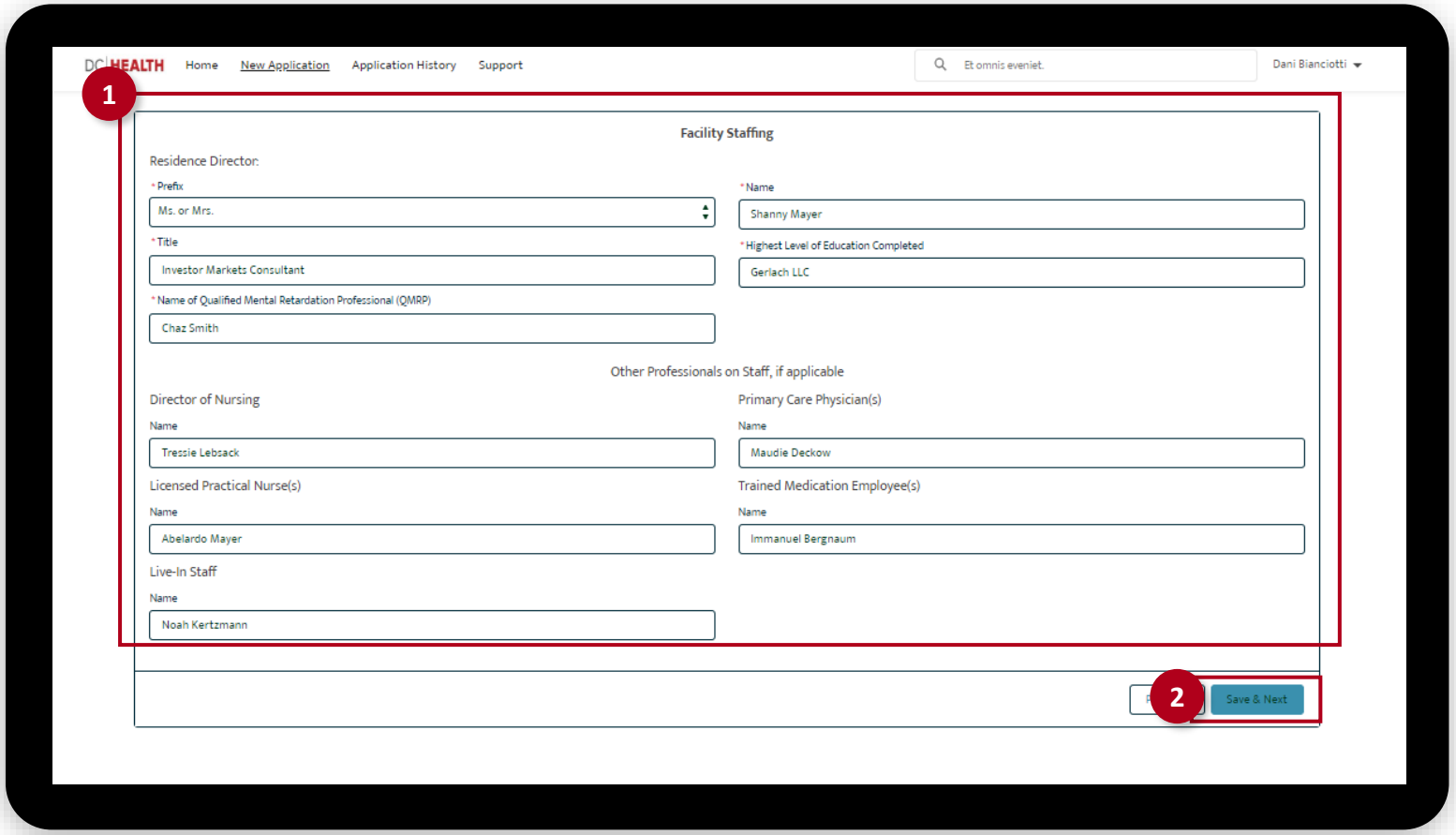


*The fields marked with * are mandatory and must be filled out to continue.*

TIP: If needed, select the **Add more Principal/Officers?** check box and complete the fields with the required information.

Fill out the Facility Staffing Information

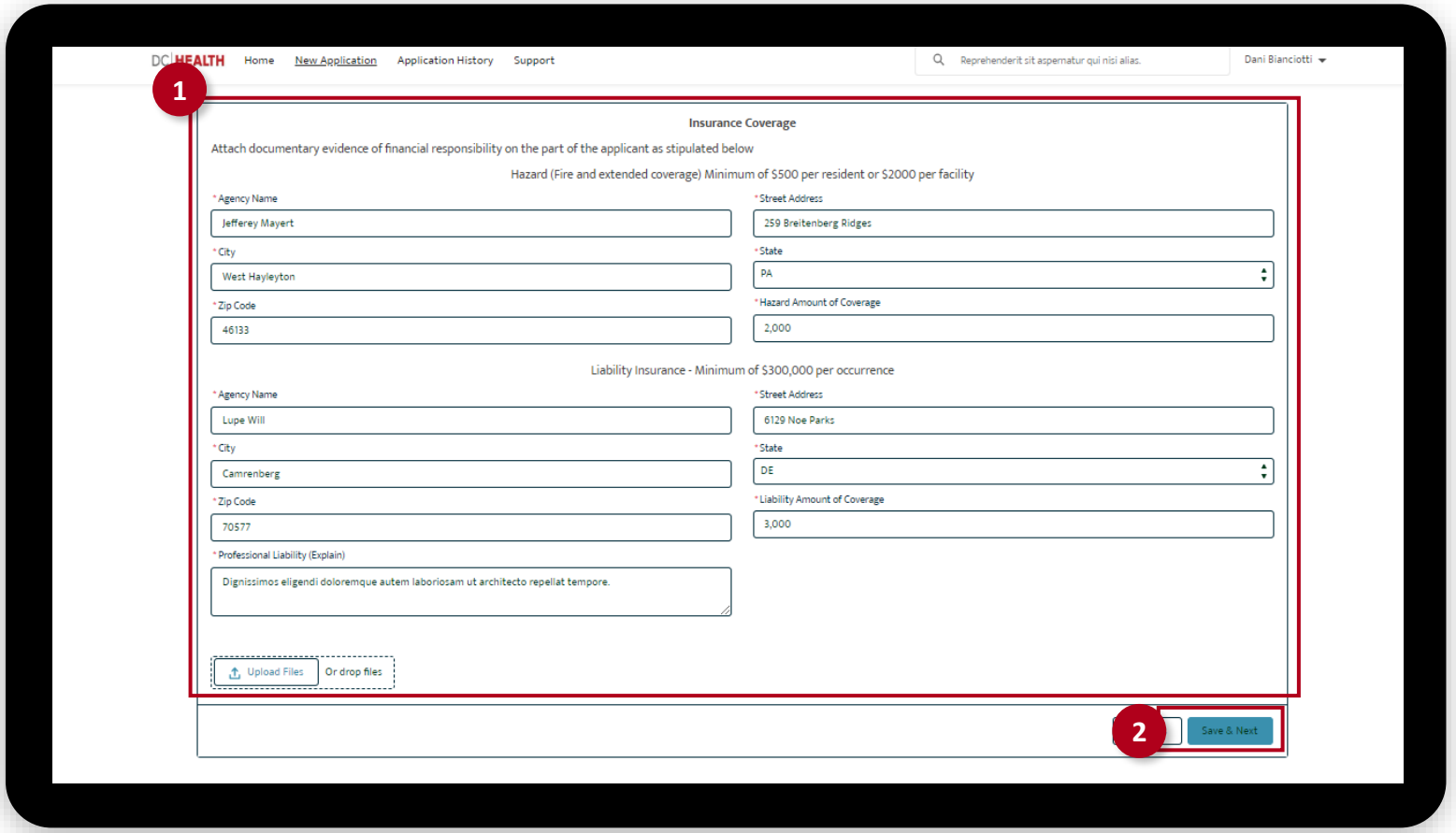
1. Fill out all the required fields.
2. Click the **Save & Next** button.



*The fields marked with * are mandatory and must be filled out to continue.*

Fill out the Insurance Coverage Information

1. Fill out all the required fields
2. Click the **Save & Next** button.



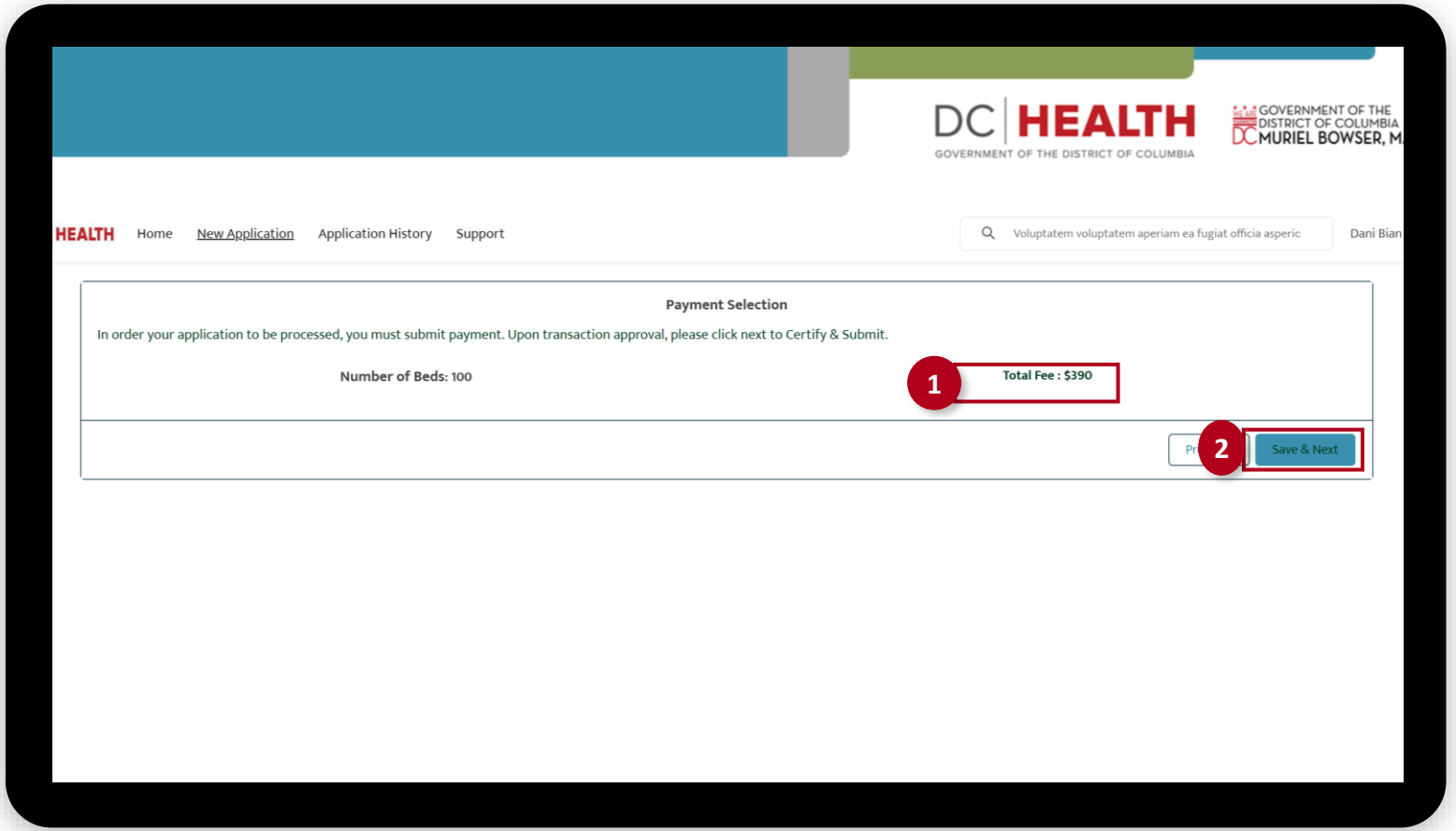
*The fields marked with * are mandatory and must be filled out to continue.*

TIP: If needed, use the **Upload Files** button to attach needed documentation.

Payment Selection

The Total Fee depends on the number of beds filled out in the Facility Information screen.

1. Check if **Total Fee** is correct.
2. Click the **Save & Next** button.



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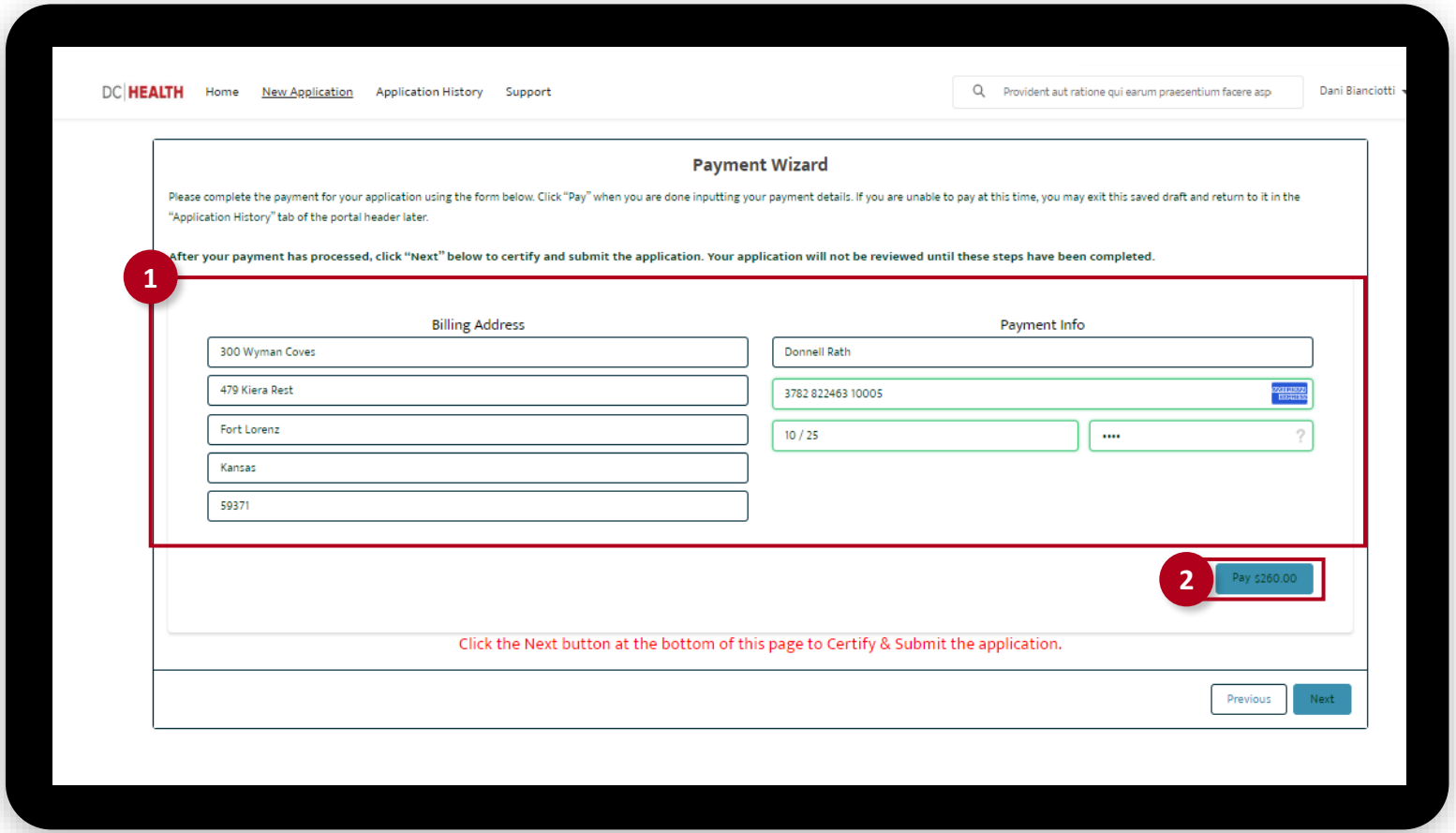
Payment Wizard

1. Fill out the **Billing Address** and **Payment Info** fields.

2. Click the **Pay** button.



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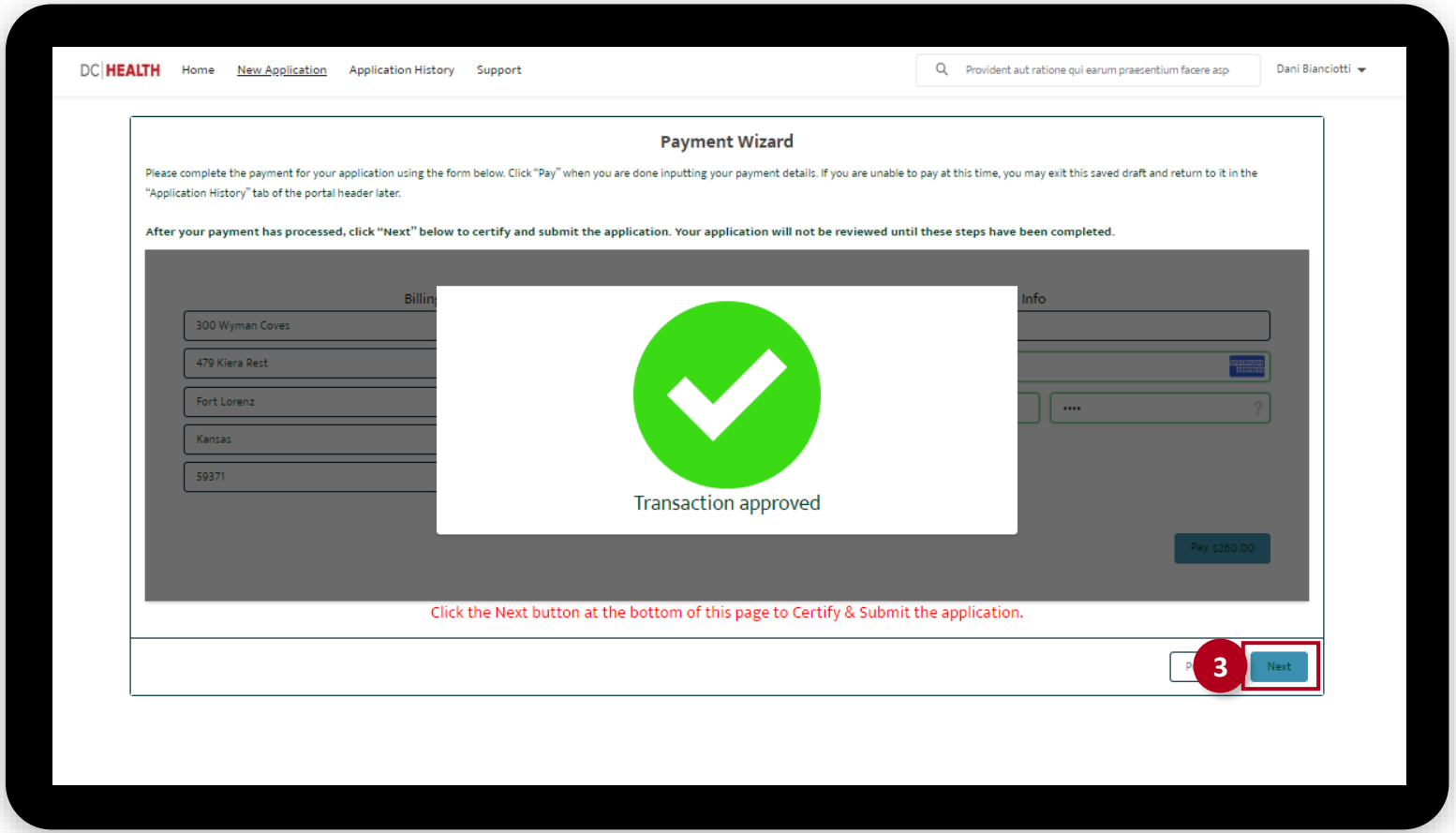
Payment Wizard

3 Once the **Transaction** is approved, click the **Next** button.



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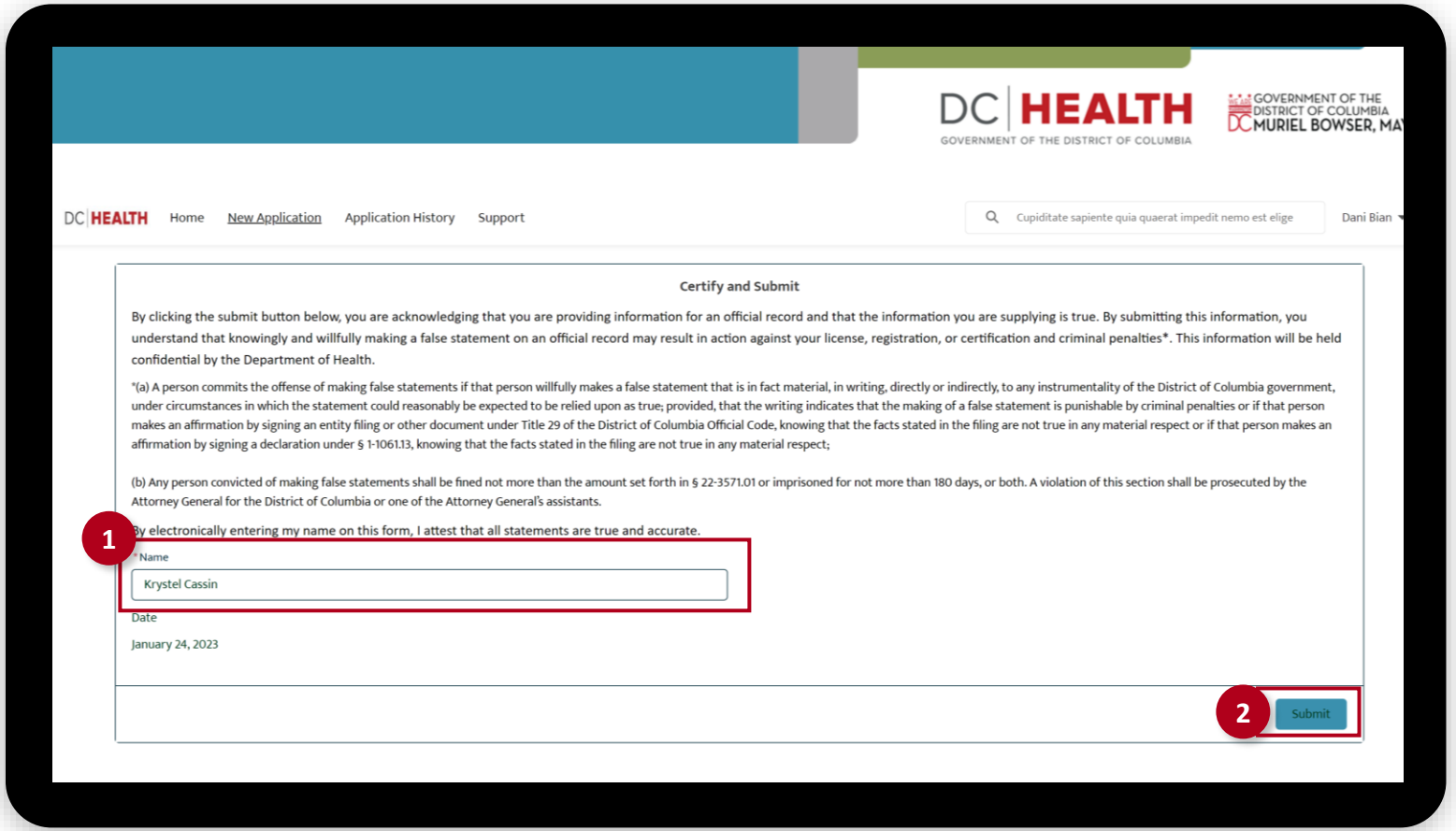
Certify and Submit

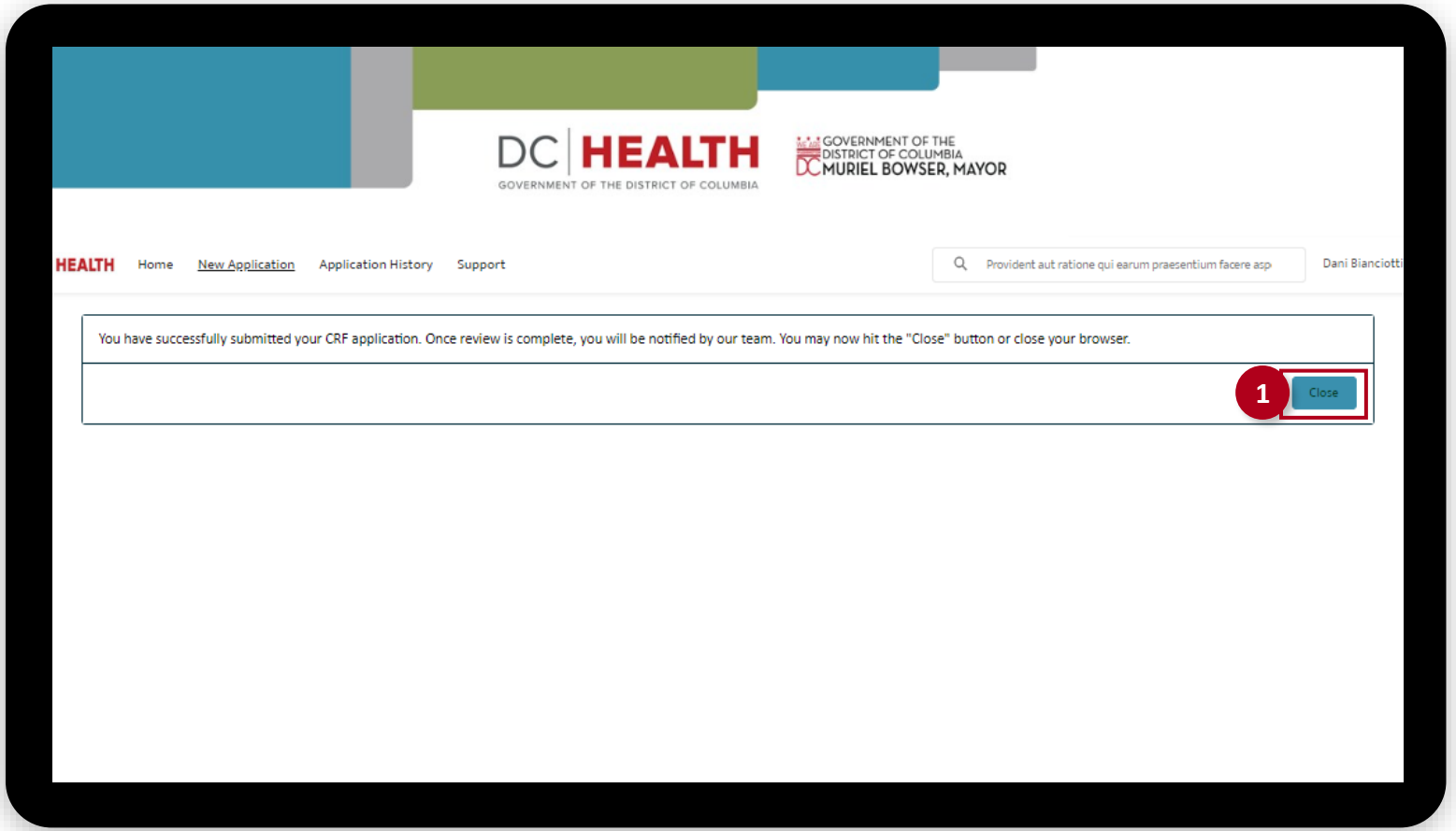
1. Fill out the **Name** field.
2. Click the **Submit** button.



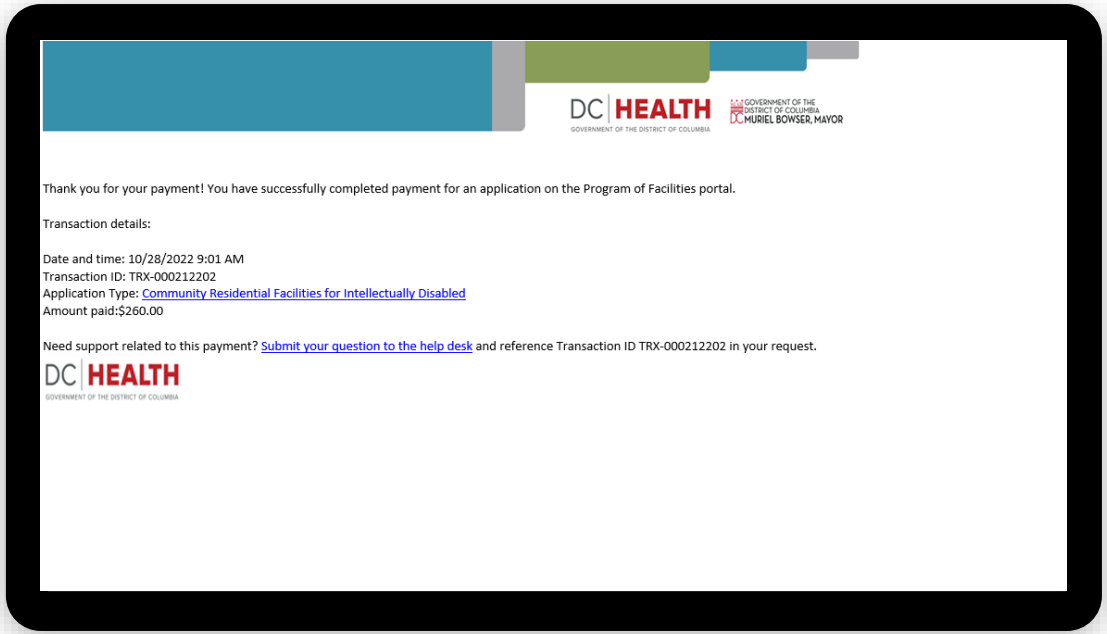
*The fields marked with * are mandatory and must be filled out to continue.*

Close the Application

1. You have finished submitting your application. Click the **Close** button.



E-mail Confirmation



Thank you for your payment! You have successfully completed payment for an application on the Program of Facilities portal.

Transaction details:

Date and time: 10/28/2022 9:01 AM
Transaction ID: TRX-000212202
Application Type: Community Residential Facilities for Intellectually Disabled
Amount paid:$260.00

Need support related to this payment? Submit your question to the help desk and reference Transaction ID TRX-000212202 in your request.

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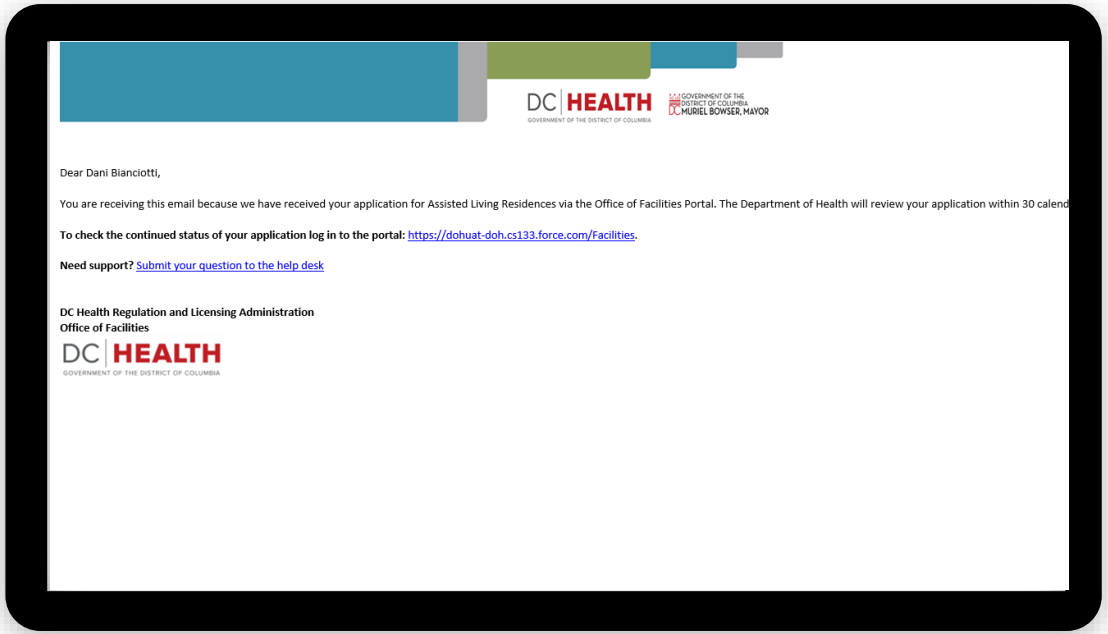
1 Check if you have received confirmation of payment.



Dear Dani Bianciotti,

You are receiving this email because we have received your application for Assisted Living Residences via the Office of Facilities Portal. The Department of Health will review your application within 30 calend

To check the continued status of your application log in to the portal: https://dohuat-doh.cs133.force.com/Facilities.

Need support? Submit your question to the help desk

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Office of Facilities

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2 Check if you have received confirmation for your application.

Thank you!