

DEPARTMENT OF HEALTH
HEALTH REGULATION & LICENSING
ADMINISTRATION

PROCEDURES TO OBTAIN A LICENSE TO OPERATE A
HOME CARE AGENCY

Revised November 2011



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health

Health Regulation
& Licensing Administration



Dear Applicant:

Thank you for your interest in joining a provider community dedicated to offering quality services to residents within the District of Columbia. You have embarked on a journey in which your fulfillment rests in knowing your assistance will ensure someone's continued level of independence in their natural residential setting. It is our sincerest hope that your desire to assist these individuals will be a positive and rewarding experience. This brochure provides a step-by-step guide for opening a Home Care Agency. The process requires a coordinated effort between the prospective provider and this office. We look forward to a long and lasting working relationship and if you require any further assistance with this process please contact our office on (202) 724-8800.

Sincerely,

Sharon H. Mebane

Sharon H. Mebane
Program Manager
Intermediate Care Facilities Division

An Applicant Must Complete Steps 1 Through 12 To Obtain A License To Operate A
Home Care Agency
(Title 22, DC Municipal Regulations, Chapter 39)

Step 1: Make application for a Certificate of Occupancy (C of O) at the location listed below:

Department of Consumer and Regulatory Affairs
1100 4th Street, SW
Washington, DC 20024
Phone: (202) 442-4400

Note: The C of O must be issued in the name of the perspective operator.

Step 2: Obtain an application form for a Home Care Agency by calling or visiting the location listed below:

Department of Health
Health Regulation & Licensing Administration
899 North Capitol Street, NE
2nd Floor
(202) 724-8800

You may also visit our website at www.doh.dc.gov and/or

<http://hrla.doh.dc.gov/hrla/cwp/view,a.1384,q.573800,hrlaNav,%7C33257%7C.asp>

Step 3: A Certificate of Need (C of N) must be obtained for the initial licensure process.

Department of Health
State Health Planning and Development Agency (SHPDA)
899 North Capitol Street, NE
2nd Floor
(202) 442-5875

Step 4: Submit a completed licensure application package to the mailing address listed in Step 2.

The required items include:

- Copy of C of O
- Completed notarized application
- License Fee (*check or money order made payable to DC Treasurer*)

- Clean Hand Act Certification form
- Insurance Verification Form
- An original Certificate of Good Standing, if applicable (*The Certificate can be obtained from the DCRA, Office of Corporations, mailing address listed in Step 1*)
- Certificate of Need

Initial licensure inspection

- Step 5:* The applicant will be notified of the date and time of the initial licensure inspection by the Intermediate Care Facilities Division.
- Step 6:* If deficiencies are identified during the initial licensure inspection, a Statement of Deficiencies and Plan of Correction Report will be prepared and forwarded to the applicant within 10 days of the survey's completion.
- Step 7:* The applicant is required to submit a documented Plan of Correction, within 10 days of the date the Statement of Deficiencies was received, that details how the deficiencies were corrected. The applicant has 30 days from the date of inspection to correct the deficiencies.
- Step 8:* Surveyors may conduct a follow-up visit upon receipt of a Plan of Correction to verify compliance with all laws and regulations, if required.
- Step 9:* If an applicant fails to submit a Plan of Correction or fails to correct the deficiencies within 30 days of receipt of the deficiencies, the application will be denied. If an application is denied, an applicant must reapply.
- Step 10:* If the application is approved, the Intermediate Care Facilities Division shall issue an initial 90-day provisional license. Permission is given at this time to initiate services.
- Step 11:* Surveyors will conduct an unannounced onsite visit prior to the expiration of the provisional license to verify continued compliance.
- Step 12:* If the facility is in full or substantial compliance with the requirements, a regular license for one (1) year will be issued.