



Office of Health Assurance and Licensing

Nursing Home Initial Application Instructions

General Information and Instructions

Chapter 3721. of the Revised Code (RC) and Chapter 3701-17 of the Ohio Administrative Code (OAC) require nursing homes to be licensed and set forth requirements for licensure. A Nursing Home/Residential Care Facility Licensure Application and Notice of Readiness form are attached to this document.

For timely processing, you should submit your application along with the fee and the required documents no more than six months (180 days) and no less than two months (60 days) before the projected opening date you list on the application.

A check or money order, made payable to the Treasurer, State of Ohio in the amount of \$320 for each 50 beds or part thereof must accompany your application. See example below.

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|----------------|---------|
| 1 - 50 beds | \$320 |
| 51 - 100 beds | \$640 |
| 101 - 150 beds | \$960 |
| 151 - 200 beds | \$1,280 |
| 201 - 250 beds | \$1,600 |
| 251 - 300 beds | \$1,920 |

Required Documents:

The following documents must be submitted with your "Nursing Home/Residential Care Facility Licensure Application" and fee:

1. A copy of an Ohio Department of Health letter granting the Certificate of Need (CON) for the home, which includes the ODH file number. An applicant seeking an initial nursing home license must have been granted a CON for the facility.
2. An 8½" x 11" schematic drawing of the facility that clearly shows the bath and toilet rooms, room numbers, dimensions of rooms and number of beds in each room.
3. A copy of the Certificate of Occupancy permit for the home. Nursing Homes are required to meet the I-2 use group occupancy requirements. See RC Chapter 4101:1-3 of the OAC for more information.
4. A copy of a current State Fire Marshal Inspection report documenting the home is in compliance with the state fire code.
5. A Notice of Readiness form.

**Expedited Survey:**

Rule 3701-17-03.1 of the Ohio Administrative Code allows a Nursing Home to request an expedited initial licensure inspection. To request an expedited licensure inspection, the applicant must submit a complete initial application requesting an expedited initial inspection, all required documents as set forth above, the application fee and a non-refundable fee of \$2,250.00. Upon receipt of a completed application with a request for expedited initial inspection, the department will commence an inspection of the home not later than ten (10) business days from the date the Department deems the application complete.

Application Submission:

Submit the completed application form, check or money order in the correct amount, and the required documents listed above to the following address:

Ohio Department of Health
Revenue Processing #3212
PO Box 15278
Columbus, Ohio 43215

If the application is not complete or is not accompanied with the fee and required documents listed above, licensure approval may be delayed, your application may be returned to you or your application may be denied. Deposit of your fee does not mean that your application has been accepted and/or declared complete. In addition, if an inspection commences on or after the date indicated on the Notice of Readiness form and the surveyors determine the home is not ready for inspection, the inspection may be terminated and either a second inspection will be delayed or the application for a license may be denied.

Medicare and/or Medicaid Participation

A nursing home must be licensed before it can be certified to participate in the Medicare and/or Medicaid programs. If an application is made for Medicare/Medicaid participation and it is possible, the survey for Medicare and/or Medicaid certification inspection may be done on the same day or days as the inspection for the nursing home license, as long as all appropriate applications are received by the Ohio Department of Health.

If you wish to be certified to participate in the Medicaid program, you will need to apply with the Ohio Department of Medicaid. You can obtain information about enrolling as a Medicaid provider on the Ohio Department of Medicaid website, www.medicaid.ohio.gov under Provider Enrollment.

If you wish to be certified to participate in the Medicare program, you can obtain information about enrolling as a Medicare provider by going to the Ohio Department of Health website, www.odh.ohio.gov and going to the Nursing Homes/Facilities page or by sending an e-mail to liccert@odh.ohio.gov or calling (614) 644-8118.

If you have any questions regarding your nursing home licensure application, please e-mail the Licensure Program in the Division of Quality Assurance, Ohio Department of Health at liccert@odh.ohio.gov or call (614) 466-7713.