




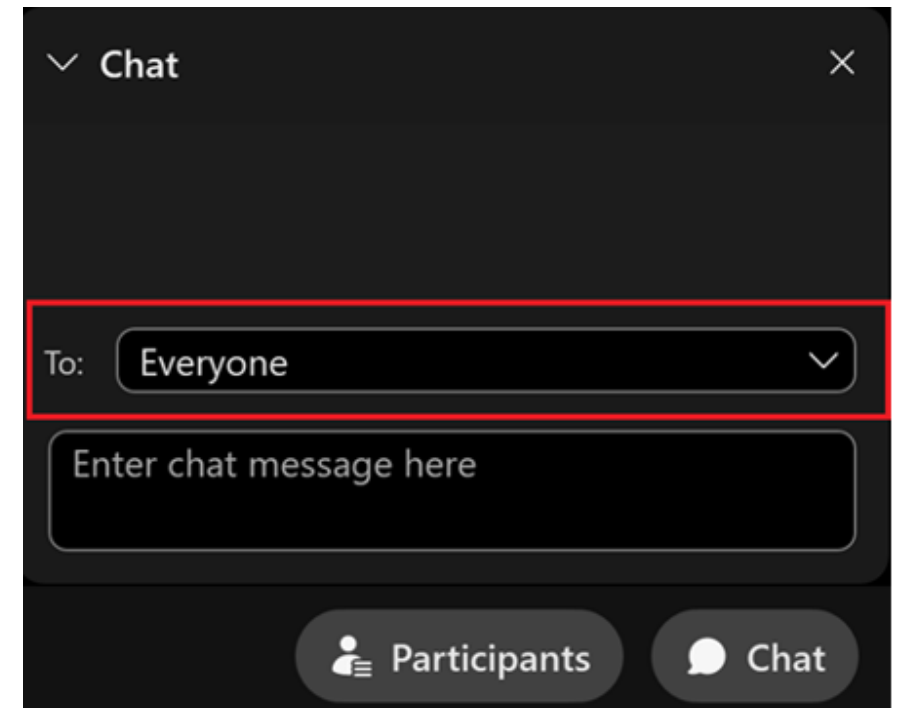
Minnesota Department of Health

Assisted Living Webinar | April 21, 2022

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

How to Ask a Question

- **Participants are muted.**
- **To ask a question** Click on the chat bubble  Chat ... to open the chat, select Everyone, and ask a question. Please note that questions sent to panelists directly will not be answered as individual chat boxes are not checked.
- **We will answer** as many questions as we can at the end of the presentation. Please ask questions related to the agenda topics only.
- **Please be respectful.**



Register for Provider Updates



If you are a provider or work in an assisted living facility and want to receive updates, including WebEx notifications, register here: [Long Term Care Provider Representatives GovDelivery List](#).

- Assisted Living License Renewal Requirements
- Assisted Living License Renewal Application Review
- MDH Assisted Living Website Review
- Important Information and Dates



Assisted Living License Renewal Requirements

ALL Renewal Applicant Information

- Renewal letters containing login credentials and prorated license periods will be emailed to the licensee's **PERMANENT BUSINESS EMAIL ADDRESS**
- Ensure MDH has the correct contact information on file
- If any information has changed, submit the [Assisted Living Provider Change of Information Form \(PDF\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4040.pdf) (www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4040.pdf)



May 1, 2022

Assisted Living
Licensure Renewals
begin for
conversion applicants!

Renewal Timeline

May 1: Assisted Living Licensure renewals begin

June 1: Assisted Living Licensure renewal applications due

July 1: Grace period ends - fines begin with a \$200 late fee

August 1: license expires - providers operating without a license will be fined \$250 per day



Application Required 60 Days in Advance

- Renewal applications must be submitted at least 60 calendar days before expiration of the license on 7/31/22 ([144G.17 \(1\)](#))
- There is a **\$200 penalty** for submitting a renewal application less than 30 days prior to the expiration date of the license or after the license has expired ([144G.12 Subd. 4 \(a\)](#))



Penalty for Operating After Expiration

Penalty for operating a facility *after* expiration of the license & *before* renewal license is issued:

- ✓ \$250 per day
- ✓ Facility is subject to **misdemeanor penalties**
- ✓ The license may be **denied** if the applicant knowingly makes false statements on an application



Application: Licensed Staff Requirements 144G.12

Clinical Nurse Supervisor:

(Registered Nurse licensed in MN)

- Legal Name
- Email Address
- Telephone
- RN License Number

Licensed Assisted Living Director:

- Legal Name
- Permanent Address
- City/State/Zip
- Telephone
- Email Address
- License Number

Application: Managerial Official Requirements 144G.12

Managerial Official:

Is an individual who has the decision-making authority related to the operation of the facility and the responsibility for the ongoing management or direction of the policies, services, or employees of the facility.

- Legal Name
- Business Entity Name (if Managerial Official represents a legal entity)
- Email Address
- Telephone
- Background studies required prior to renewal if providing direct contact

Application: Authorized Agent Requirements 144G.12

Authorized Agent:

The authorized agent is the person who is authorized to accept service of notices and orders on behalf of the licensee.

- Legal Name
- Telephone
- Email



Application: Controlling Individuals Requirements 144G.12

Controlling Individuals:

An owner and the following individuals or entities, if applicable: each officer of the organization, including the chief executive officer and chief financial officer; each managerial official; and any entity with at least a five percent mortgage, deed of trust, or other security interest in the facility.

- Legal Name
- Known Names (if applicable)
- Permanent Address
- City/State/Zip
- Telephone
- Email Address
- Type

Application: Business Information 144G.12

Business Entity Type (as applicable)

- Copy of a certificate of doing business under an assumed name. MDH will need an updated Certificate of Doing Business Under an Assumed Name if the business name has changed.
- Complete list of all board members, managers (including Chief Manager), and members (owners) indicating position or title of each and the percent of ownership of each member.
- If the LLC will be managed by managers who are not members, a copy of the existing management agreement between the LLC and the manager.
- Business entity type may not change on renewal as this would indicate a CHOW under 144G.19

Direct and Indirect Owner

- Legal Name (or Entity Name):
- Known Names (if applicable)
- Title
- Permanent Address
- Telephone
- Email Address
- Owner/Member Percentage of Ownership
- Type of ownership

Background Studies

- All natural persons with direct ownership interest and all managerial officials who provide direct contact must undergo background studies and be declared eligible prior to renewal.
- New background studies are not necessary for those that have a current eligible study under the license being renewed.
- [144G.13](#)



Application Attachments

REQUIRED:

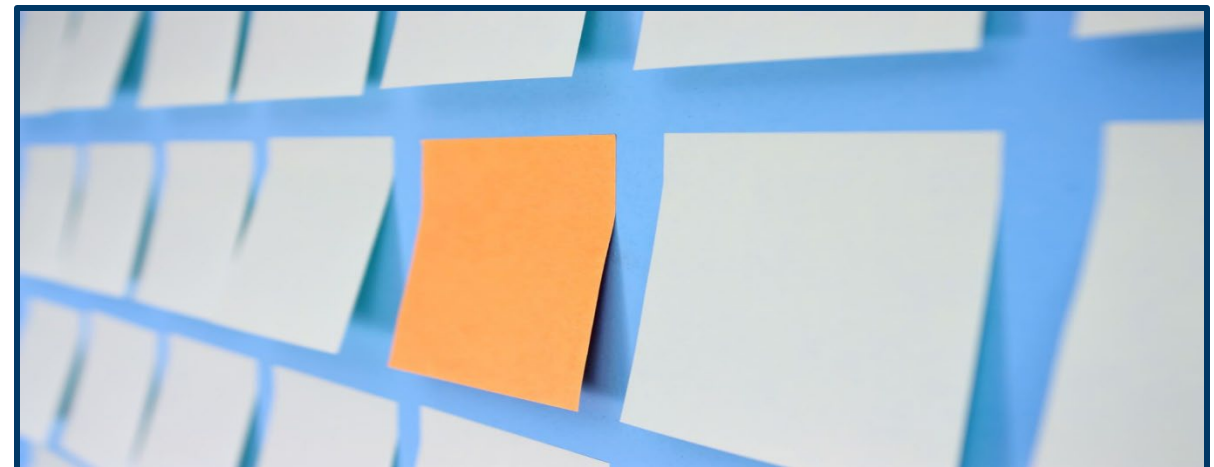
- Uniform Checklist Disclosure of Services (144G.40 Subd.2)
- Evidence of Liability Coverage (144G.12 Subd.1)
- Evidence of Workers' Compensation Insurance (144G.12 Subd.1)

ADDITIONAL REQUIREMENTS IF APPLICABLE:

- Updated Organizational Chart
- Copy of Management Agreement
- Certificate of Assumed Name (DBA) Registration
- A copy of the executed lease agreement between landlord and licensee

PREPARE BUT DO NOT ATTACH TO THE ICSD APPLICATION. SUBMIT TO ENGINEERING AS SOON AS POSSIBLE:

- Additional Campus Building or New Construction Information, Plans, and Plan Submittal Form (144G.08 Subd. 4a)



- Licensees have the option to request a change to the randomly assigned renewal period based on financial hardship
- Requests must be made by **June 1, 2022**, via **request form**
- [144G.191 Subd. 5 \(b\)\(3\)](#)

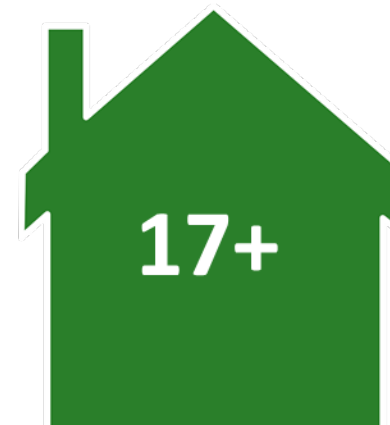
Multiple License Holders

- Licensees with more than one assisted living facility license have the option to request all license renewal dates occur in different months, throughout a 12-month period
- Requests for randomization must be made by **June 1, 2022**, via **request form**
- [144G.191, Subd. 5 \(b\)\(4\)](#)

- Capacity changes are allowed on license renewal
- NOT ALL capacity increases are approved
- Only capacity increases within approved capacity categories are allowed without an engineering plan review and inspection
- Adding buildings to a campus requires an engineering plan review and inspection

Capacity changes to be aware of:

- Changing your capacity from 0-5 to 6 or more
- Changing your capacity from 6-16 to 17 or more



Construction Plan Submittal Form

If you are required to submit plans for review,
please use the
[Construction Plan Submittal Form \(PDF\)](http://www.health.state.mn.us/facilities/regulation/engineering/docs/submittalformalf.pdf)
[\(www.health.state.mn.us/facilities/regulation/
engineering/docs/submittalformalf.pdf\)](http://www.health.state.mn.us/facilities/regulation/engineering/docs/submittalformalf.pdf)



Poll Questions...



Login

You have reached the login page for the Minnesota Department of Health license or registration renewal portal. Please log in with the credentials you have been provided and proceed with the given instructions.

Status Message(s)

 Welcome to ICSD - Please enter your User ID and Password to proceed.

User ID

Password

This system is the property of the Minnesota Department of Health (MDH). Access to this service is for authorized personnel only. Use of this system without authority from MDH, or in excess of authority, may result in disciplinary action, civil and criminal sanctions and other appropriate action. Any activity on this system may be monitored or accessed by MDH or other authorized officials at any time. This includes any data created or stored using this system. All such data is subject to the Minnesota Government Data Practices Act. If you do not have the expressed authorization of the administrator, you must exit now or face the consequences of violating Chapter 13 of the Minnesota Statutes and other laws. Further, the State of Minnesota prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of its information in accordance with the Minnesota Statutes §§ 609.87 - 609.891 and other laws.

Assisted Living License Renewal Application Review

Physical Environment

Physical Environment

A formal physical environment plan review is ONLY required if:

- (i) You are requesting an increase in your licensed resident capacity from 5 or fewer residents to 6 or more residents;
- (ii) You are requesting an increase in your licensed resident capacity from 16 or fewer residents to 17 or more residents and/or;
- (iii) You have a new construction project including adding a new building to a campus, making an addition to an existing building, or renovating an existing part of a building.

If you meet any of these criteria for plan review, please use the following link to download a Construction Plan Submittal Form and learn about the plan review process: [Engineering Services for Assisted Living Facilities \(opens in a new window\)](#)

The Construction Plan Submittal Package should be sent to: health.assistedliving@state.mn.us

Do not attach Construction Plans or the Construction Plan Submittal Form to your renewal application in ICSD.

Licensees are responsible for compliance with the applicable minimum site, physical environment, and fire safety requirements noted in [Minn. Stat. sect. 144G.45 \(opens in a new window\)](#), [Minn. Stat. sect. 144G.80 \(opens in a new window\)](#), [Minn. Stat. sect. 144G.31 \(opens in a new window\)](#), as well as additional enforcement activity under [Minn. Stat. sect. 144G.20 \(opens in a new window\)](#).

Additionally, please note that you may be required to decrease the licensed resident capacity if the requested capacity is not permitted based on the above noted statutory requirements.

Per [Minn. Stat. sect. 144G.12, Subd. 3 \(b\)\(opens in a new window\)](#), all application fees are nonrefundable.

List all Assisted Living Buildings for this license.

Assisted Living Buildings:

	HFID	Address
<input type="radio"/>	Test	Test Test Minnesota- 55101

[Add Building](#)

[Edit Building](#)

[Delete Building](#)

Assisted Living Building

Assisted Living Building

* Indicates Required Fields

Building Health Facility Identification (HFID) number,
if the building was previously assigned one :

Address: *

Building Identification Information
(ex. Building A or Building B) :

City : *

State: *

Zip: *

Building Property Identification Number: *

Number of floors in building not including basement: *

Does the building have a basement: *

Yes No

Building size in square feet: *

Assisted Living Building cont. + Capacity

Indicate type of construction per [National Fire Protection Association 220, Standard on Types of Building Construction](#)

Construction Type:

- I (442)
- I (332)
- II (222)
- II (111)
- II (000)
- III (211)
- III (200)
- IV (2HH)
- V (111)
- V (000)

Does the building have an approved supervised automatic sprinkler system: *

Yes No

Capacity

Building Total Licensed Resident Capacity for Licensed Period (used in calculating license fees): *

License Category and Building Identification (if applicable)

[Minn. Stat. sect. 144G.12, subd. 1\(4\) \(opens in a new window\)](#)

[Laws 2020, 7th Spec. Sess., chpt. 1, art. 6, sect. 11 \(opens in a new window\)](#)

Your license category is **Assisted Living Facility**.

The license category cannot be changed during the renewal process.

A licensee may relinquish their assisted living facility with dementia care (reduce the license category to an assisted living facility license) before or after the renewal application period by following the requirements of [Section 144G.80, Subd. 3 \(opens in a new window\)](#) and [Minn. Rule 4659.0160 \(opens in a new window\)](#).

Capacity

[Minn. Stat. sect. 144G.12, subd. 1\(4\) \(opens in a new window\)](#)

If an applicant provides inaccurate or incomplete information on the application, the Commissioner of Health may deny, revoke, suspend, restrict or refuse to renew the license or impose conditions according to [Minn. Stat. sect. 144G.40, subd. 2 \(opens in a new window\)](#).

Total Capacity is calculated from the individual building records.

Total Licensed Resident Capacity for previous License Period:

Total Licensed Resident Capacity for current License Period:

Authorized Agent

Authorized Agent

[Minn. Stat. sect. 144G.12, subd. 1\(3\)](#) (opens in a new window)

Provide the legal name and contact information for the authorized agent, if applicable or different than Assisted Living Director section.

The authorized agent is the person who is authorized to accept service of notices and orders on behalf of the licensee and will be the contact person at renewal.

Same as Assisted Living Director

First Name: *

Last Name: *

Telephone: *

E-mail Address *

Business Entity Type

Business Entity Type

Current Business Entity Type: Nonprofit Limited Liability Company

A change of legal entity indicates a change of ownership under [Minn. Stat. Section 144G.19, Subd. 2 \(a\)\(1\)](#) (opens in a new window).

If the licensee has undergone a change of ownership under this section, then they must submit a [change of ownership application](#) (opens in a new window).

If the legal entity type noted above is not correct, then please contact MDH at: health.assistedliving@state.mn.us (opens in a new window).

[Previous](#)

[Next](#)

[Quit](#)

Kitchen/Food Prep

Kitchen/Food Prep

A formal physical environment plan review of the kitchen is ONLY required if the licensee would like to make modifications to the facility's kitchen.

If you are making modifications to the facility's kitchen, please use the following link to download a Construction Plan Submittal Form and learn about the plan review process: <https://www.health.state.mn.us/facilities/regulation/engineering/assistedliving.html> (opens in a new window)

The Construction Plan Submittal Package should be sent to: health.assistedliving@state.mn.us (opens in a new window)

Do not attach Construction Plans or the Construction Plan Submittal Form to your renewal application in ICSD.

Licensees are responsible for compliance with the [Minnesota Food Code: Minn. Rules Chapter 4626](#) (opens in a new window) as well as [Minn. Stat. 144G.41](#) (opens in a new window). Noncompliance with these requirements may result in correction orders and fines per [Minn. Stat. 144G.31](#) (opens in a new window), as well as additional enforcement activity under [Minn. Stat. 144G.20](#) (opens in a new window).

Fee Information

[Minn. Stat. sect. 144.122\(d\)](#) (opens in a new window)

If an applicant provides inaccurate or incomplete information on the application, the commissioner of health may deny, revoke, suspend, restrict or refuse to renew the license or impose conditions according to [Minn. Stat. section 144G.15](#) (opens in a new window)

Once MDH receives payment, MDH will begin a thorough verification process that ends with the license-required background studies.

Fees are non-refundable. Only online payments will be accepted.

If payment is rejected due to insufficient funds, an additional \$30.00 fee will apply.

Assisted living facility = \$2000 base rate + (\$75 x licensed resident capacity)

Assisted living facility with dementia care = \$3000 base rate + (\$100 x licensed resident capacity)

Dependent on details of renewal prorations.

Renewal Application “DOs”

- ✓ **DO** submit renewal applications early
- ✓ **DO** utilize the renewal checklist
- ✓ **DO** complete renewal application with accurate information
- ✓ **DO** sign the attestations
- ✓ **DO** submit all necessary attachments
- ✓ **DO** include an updated UDALSA
- ✓ **DO** complete the necessary background studies for required positions
- ✓ **DO** verify the correct address where license is to be mailed
- ✓ **DO** follow the engineering guidelines
- ✓ **DO** follow renewal application timelines to prevent fees and fines
- ✓ **DO** complete the [Closure Form](#) and submit a closure plan if you are **NOT** renewing your license (required 60 days prior to license expiration)



Renewal Application - What it's NOT

- ✓ This is **NOT** a renewal for the Licensed Assisted Living Director (LALD)
- ✓ This is **NOT** an application for a Change of Ownership (CHOW)
- ✓ This is **NOT** a change of license type
- ✓ This is **NOT** a license to open a new facility
- ✓ This is **NOT** a facility change of address/location



Licensed Assisted Living Director

- The ALF or ALFDC License renewal is **NOT** an application or renewal for Assisted Living Director license
- Please see [Board of Executives for Long Term Services and Supports \(BELTSS\) \(https://mn.gov/boards/nursing-home/applicants/assisted-living-director/\)](https://mn.gov/boards/nursing-home/applicants/assisted-living-director/) website for requirements for Assisted Living Director Licensure

- A Change of Ownership (CHOW) may not occur during renewal.
- If you anticipate a CHOW prior to renewal, then submit a Change of Ownership application as soon as possible: [Provisional Assisted Living Application \(PDF\) \(www.health.state.mn.us/facilities/regulation/assisted_living/docs/forms/provisionalapp.pdf\)](http://www.health.state.mn.us/facilities/regulation/assisted_living/docs/forms/provisionalapp.pdf)
- [144G.19](#)

- The license **type** may not change on renewal.
- If a licensee chooses to relinquish an Assisted Living Facility with Dementia Care License, they must follow the procedures outlined in [144G.80 Subd. 3](#) and [4659.0160](#) either prior to or after renewal.
- If a licensee would like to move from an Assisted Living Facility License to an Assisted Living Facility with Dementia Care License, they must apply for a new Provisional ALFDC License.

- If you do not intend to renew your Assisted Living Facility license, then you **MUST** submit a Closure Form and closure plan for MDH approval per 144G.57 prior to **June 1, 2022**
- [Assisted Living Closure Form \(PDF\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4045.pdf)
[\(www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4045.pdf\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/docs/surveyforms/f4045.pdf)

Assisted Living Licensure

[Assisted Living Licensure](#)

[Home](#)

[Application Materials](#)

[Forms and Self-Audit](#)

[Tools](#)

[Info for Consumers, Families, and Caregivers](#)

[Laws and Statutes](#)

[License Renewal](#)

[Provider Survey Results](#)

[Related Agencies, Boards,](#)


Assisted Living Licensure

Assisted Living Licensure (ALL) within the Health Regulation Division of the Minnesota Department of Health oversees and regulates licensed assisted living providers in Minnesota. These activities include:

- Licensure
- On-site surveys and enforcement
- Communication with providers and the public on the issues of assisted living laws and regulation.

Our mission is to protect, maintain and improve the health of Minnesotans who receive assisted living services.

 Share This

 Translated Materials

Spotlight

[Assisted Living License Renewal](#)

[Assisted Living Closure Form \(PDF\)](#)

[Assisted Living Provider Change of Information Form \(PDF\)](#)

Email Updates

Sign up for the **ALL Together** newsletter to

Assisted Living Website Review

- [Assisted Living Licensure](http://www.health.state.mn.us/facilities/regulation/assistedliving/index.html)
(www.health.state.mn.us/facilities/regulation/assistedliving/index.html)
 - ALL Together newsletter
 - ALL Inbox: health.assistedliving@state.mn.us
- [Assisted Living License Renewal](http://www.health.state.mn.us/facilities/regulation/assistedliving/renewal.html)
(www.health.state.mn.us/facilities/regulation/assistedliving/renewal.html)
 - Important Dates
 - Forms
 - License Renewal FAQs
 - Renewal Teleconference Calls
- [Assisted Living Resources & FAQs](http://www.health.state.mn.us/facilities/regulation/assistedliving/faq.html)
(www.health.state.mn.us/facilities/regulation/assistedliving/faq.html)
- [Assisted Living Teleconference Calls](http://www.health.state.mn.us/facilities/regulation/assistedliving/calls.html)
(www.health.state.mn.us/facilities/regulation/assistedliving/calls.html)



Important Dates and Information

Important Dates

DATE	TASK
May 1, 2022	Renewal Application available in ICSD
June 1, 2022	60-Day Deadline for Application submission
June 1, 2022	60-Day Deadline for Closure Plan approval
July 1, 2022	30-Day Deadline for Application submission to avoid a one-time \$200 penalty
August 1, 2022	Conversion Licenses are expired - Facilities operating after expiration and without a license are subject to a \$250 per day fine

Prorated Renewal Periods

License Renewal Months for 2023	Prorated Renewal Period	License Expiration Date
January	5 months	December 31, 2022
February	6 months	January 31, 2023
March	7 months	February 28, 2023
April	8 months	March 31, 2023
May	9 months	April 30, 2023
June	10 months	May 31, 2023
July	11 months	June 30, 2023
August	12 months	July 31, 2023
September	13 months	August 31, 2023
October	14 months	September 30, 2023
November	15 months	October 31, 2023
December	16 months	November 30, 2023

- Assisted Living License Renewal Requirements
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- Important Information and Dates

Upcoming Presentations

**Thursday, May 5, 2022
10:00 a.m. to 11:30 a.m.**

Thursday, May 19, 2022
10:00 a.m. to 11:30 a.m.

MN Government Publications DBA Allegra Eagan (www.mngovpublications.com/home.asp)

- *Select Order*
- *Select Laws and Rules Extract*
- *Select Health Care*

Health Care

Home Care and Assisted Living Laws & Rule: ▾

Updated October 2021

Statutes: 144A.43-144A.484, 144G, 144.051, 144.6502, 245D (.04, .06, .061, .07), 260E, 626.557, 626.5572
Extracted from Minnesota Statutes 2021

Rules: 4659

Extracted from Minnesota Rules
(in effect as of October 2021)

Please note: We also sell the Food Code Books, if you need one, search "food code" or 140 in the search bar,
Price \$17.95/book

Order Quantity

Add to Cart

Government Publications – Food Code

[MN Government Publications DBA Allegra Eagan
\(www.mngovpublications.com/home.asp\)](http://www.mngovpublications.com/home.asp)

- *Select Order*
- *Select Laws and Rules Extract*
- *Select Miscellaneous*

Miscellaneous

Minnesota Food Code

Chapter 4626

Extracted from Minnesota Rules 2020

Price \$17.95/book

Order Quantity

0

Add to Cart



Questions?

Don't Forget...



If you are a provider or work in an assisted living facility and want to receive updates, including WebEx notifications, register here: [Long Term Care Provider Representatives GovDelivery List.](#)

Thank you.

Jia Vang - Administrative Specialist

Lynn Knight - Administrative Specialist

Alison Helm - Licensing, Certification, and Registration Supervisor

Rick Michals - State Operations Manager

Jane Danner - Regional Operations Executive Manager

health.assistedliving@state.mn.us