



KAREN L. SMITH, MD, MPH  
State Public Health Officer & Director

State of California—Health and Human Services Agency  
**California Department of Public Health**



GAVIN NEWSOM  
Governor

May 29, 2019

AFL 19-20

**TO:** All Facilities

**SUBJECT:** Changes to the Application Submission Process

**All Facilities Letter (AFL) Summary**

This AFL notifies facilities of a change to the application submission process for all applications submitted to the California Department of Public Health's (CDPH), Licensing and Certification (L&C), Centralized Applications Branch (CAB), effective July 1, 2019. CDPH is redesigning its website to provide additional tools to assist providers with the application process.

Beginning July 1, 2019, CAB will not accept payment for health facility license application fees until CAB validates that all of the required forms and supporting documents have been received. Applications that are missing forms and/or documents are incomplete. CAB will only process completed applications.

Once validation is complete, CAB will notify the provider to submit the payment needed to process the application. Once an application has all required forms, supporting documents, application fee, and there are no outstanding license renewal fees, the application will be assigned to an analyst for processing.

L&C has launched a redesigned website to assist providers in submitting the required forms and supporting documents needed to apply for licensure. The website includes a new feature for providers to download application packets specific to an application type (e.g. an initial licensing application). The application packets contain the licensing forms applicable to the application type. Additionally, the website includes instructions, checklists, example forms, and video tutorials to assist providers.

The application packets for General Acute Care Hospitals (GACH) and Acute Psychiatric Hospitals (APH) are available for use. To access the GACH and APH application packets, visit the [Health Care Facilities Licensing and Certification](#) website.

Center for Health Care Quality, MS 0512  
P.O. Box 997377 • Sacramento, CA 95899-7377  
(916) 324-6630 • (916) 324-4820 FAX  
[Department Website](#) (www.cdph.ca.gov)



Application packets for other providers will be released in phases following the schedule below:

<b>Provider Type</b>	<b>Estimated Release Date</b>
<ul style="list-style-type: none"><li>• Home Health Agencies</li><li>• Hospice Facilities</li><li>• Hospice Providers</li></ul>	July 31, 2019
<ul style="list-style-type: none"><li>• Alternative Birth Centers</li><li>• Chronic Dialysis Clinics</li><li>• Comprehensive Outpatient Rehabilitation Facilities</li><li>• Correctional Treatment Centers</li><li>• End Stage Renal Disease Facilities</li><li>• Federally Qualified Health Centers</li><li>• Outpatient Physical Speech/Occupational Therapy</li><li>• Primary Care Clinics</li><li>• Psychology Clinics</li><li>• Rehabilitation Clinics</li><li>• Rural Health Clinics</li></ul>	August 30, 2019
<ul style="list-style-type: none"><li>• Skilled Nursing Facilities</li><li>• Management Companies</li><li>• Intermediate Care Facilities (ICF)</li></ul>	September 30, 2019
<ul style="list-style-type: none"><li>• Congregate Living Health Facilities</li><li>• ICF/Developmentally Disabled (DD)</li><li>• ICF/DD – Continuous Nursing</li><li>• ICF/DD - Habilitative</li><li>• ICF/DD – Nursing</li><li>• Adult Day Health Centers</li><li>• Pediatric Day Health and Respite Care</li><li>• Referral Agencies</li></ul>	October 30, 2019
<ul style="list-style-type: none"><li>• Ambulatory Surgical Centers</li><li>• Critical Access Hospitals</li><li>• Chemical Dependency Recovery Hospitals</li><li>• Special Hospitals</li><li>• Surgical Clinics</li></ul>	November 30, 2019

For additional questions regarding the application process, contact CAB by phone at (916) 552-8632 or by email at [CAB@cdph.ca.gov](mailto:CAB@cdph.ca.gov).

Sincerely,

**Original signed by Heidi W. Steinecker**

Heidi W. Steinecker  
Deputy Director