



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



SANDRA SHEWRY
Director

**ARNOLD
SCHWARZENEGGER**
Governor

December 12, 2005

AFL 05-46

TO: ALL FACILITIES

**FROM: CALIFORNIA DEPARTMENT OF HEALTH SERVICES
LICENSING AND CERTIFICATION SECTION**

**SUBJECT: NOTICE OF DELAYS IN LICENSURE APPLICATIONS AND INITIAL
SURVEYS**

This is a notice to all facility representatives regarding delayed timeframes for the licensing and certification of all facility types by the Department of Health Services Licensing and Certification (L&C) Program. Please be advised that there may be significant delays in both application processing and surveys for the initial licensing and certification of all new facilities.

For any type of health facility license and/or certification application submitted either to the L&C's Central Application Unit (CAU) or to its district offices, application processing times may be significantly delayed due to staff reductions and our increased workload for application approval. The CAU and District Offices are processing applications as quickly as possible. Applicants can assist us by assuring that the application packets are as complete and accurate as possible.

Secondly, approval of an application by CAU or a District Office will not guarantee that a District Office will be conducting the initial licensing and/or certification survey immediately. Initial licensing and certification surveys will be conducted by the District Offices as workload permits. Please be advised that District Offices have different workloads depending on staffing levels and workload priorities. Some District Offices may be able to conduct an initial licensing or certification survey timely while others may not. At this point in time, initial licensing and certification surveys are being delayed indefinitely because of other federally mandated workload priorities.

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We are requesting that you take these time delays into consideration when developing your business plans prior to submitting applications either to CAU or to the District Offices. If you choose to submit an application, please note that licensing fees are not refundable for most facilities (Home health agencies are an exception; state law provides that all but a \$25 processing fee is refundable to home health agencies).

We regret the inconvenience these delays may cause. If this situation changes significantly, we will again notify providers. If there are any questions about this policy, please contact Mr. Tom Kraus at (916) 440-7360.

Sincerely,

Original Signed by Brenda G. Klutz

Brenda G. Klutz
Deputy Director

cc: District Office Managers and Administrators