

Skilled Nursing Facility (SNF) Report of Change Application Instructions for Change of Management Company

To receive approval in California, an applicant must fully complete the required application forms and submit them with all of the identified supporting documents. The Centralized Applications Branch (CAB) will not process incomplete applications.

These instructions assist in preparing a SNF report of change application package for a CHMC.

Please read each required application form carefully and:

- Provide all requested supporting documents
- Retain a copy of the completed application forms and supporting documents – CAB may contact the applicant and will refer to the information provided

Approval Review Process

CAB receives an application packet and assigns an application ID number in the Electronic Licensing Management System. A CAB analyst conducts a review of the approval application packet to validate receipt of all required forms and supporting documents.

Application packets missing forms and/or supporting documents are incomplete. CAB will only process complete applications. Once validation is complete, a CAB analyst conducts a more extensive review to ensure compliance with state and federal requirements.

The CAB analyst completes the review process and approves the application packet and sends notification to the applicant.

Final Transaction Review Process

A CAB analyst reviews the application packet to validate receipt of all of the required forms and supporting documents. The CAB analyst completes the review process and approves the final transaction application packet and updates the Electronic Licensing Management System.

Submission of Applications

Submit all completed application packets to:

California Department of Public Health



Center for Health Care Quality
Licensing and Certification Division
Centralized Applications Branch

Licensing and Certification Division
Centralized Applications Branch
P.O. Box 997377, MS 3207
Sacramento, CA 95899-7377

If you have questions, please contact the CAB, at (916) 552-8632 or by e-mail at CAB@cdph.ca.gov.