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*Director*

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



ARNOLD SCHWARZENEGGER  
*Governor*

June 16, 2008

AFL 08-18

**TO:** Skilled Nursing Facilities  
Intermediate Care Facilities

**SUBJECT:** Application Information for Skilled Nursing Facility or Intermediate Care Facility  
Management Companies

In an effort to facilitate the accessibility of application information, the application package for the Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF) management company is now available on the California Department of Public Health (CDPH) Licensing and Certification (L&C) Program, Centralized Applications Unit (CAU) website at:

<http://www.cdph.ca.gov/pubsforms/forms/Pages/LicensingandCert.aspx>

In situations where a SNF or ICF is proposed to be operated (in whole or part) under a management contract (between the licensee and a management company), the management company is required to file an application package with L&C, pursuant to Sections 1265 and 1267.5(a)(3) of the Health and Safety (H&S) Code. The application package is necessary for a management company, **not previously approved by the L&C CAU**, to obtain approval to manage a health facility, currently licensed as a SNF or ICF.

Any changes in the “initial” management company information submitted shall be provided (in writing) to CAU within **30 calendar days** of the change, pursuant to Section 1267.5(a) (5) of the H&S Code.

The application package review process will consider the management company’s owners’, officers’, directors’, board members’, and general partners’ (if a partnership) prior compliance history of all facilities operated or managed by those individuals in California and nationally. The management company and associates must demonstrate substantial compliance with state and federal requirements for all facilities that they operate or manage. Failure to demonstrate substantial compliance historically may result in the denial of your application package. You will be notified in writing of the L&C intent to deny the application.

AFL 08-18  
Page 2  
June 16, 2008

All completed management company **application packages must be submitted** to the L&C CAU address (overnight or regular mail), listed below. Please note that “overnight” mail may actually take longer for the CAU to receive because of our CDHS in-house mail services:

For regular mail:

California Department of Public Health  
Licensing and Certification Program  
Centralized Applications Unit  
1615 Capitol Avenue, MS 3402  
Sacramento, CA 95814

For overnight (FedEx-UPS):

California Department of Public Health  
Licensing and Certification Program  
Centralized Applications Unit, MS 3402  
P.O. Box 997377  
Sacramento, CA 95899-7413

The CAU will review the management company application package for completion and retain the “original” application package. If a management company application package is submitted in conjunction with a SNF or ICF “initial” or change of ownership application package, a copy of the management agreement will be sent to the applicable district office with the licensure application package. A list of district offices and appropriate contacts are located on the L&C website at:

<http://www.cdph.ca.gov/certlic/facilities/Pages/LCDistrictOffices.aspx>

If you have any questions, please contact Ms. Elena Marquez, Acting Chief of the CAU at (916) 552-8656 or [elena.marquez@cdph.ca.gov](mailto:elena.marquez@cdph.ca.gov).

Sincerely,

**Original Signed by Kathleen Billingsley, R.N.**

Kathleen Billingsley, R.N.  
Deputy Director  
Center for Healthcare Quality