



HOWARD BACKER, MD, MPH  
Interim Director

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



EDMUND G. BROWN JR.  
Governor

June 10, 2011

AFL 11-34

**TO:** All Home Health Agencies and Hospices within the Los Angeles District Office

**SUBJECT:** Processing of Home Health Agency and Hospice Applications

This letter is to notify you that **effective July 1, 2011**, the Centralized Applications Unit (CAU) within the California Department of Public Health's Licensing and Certification Program (L&C), will process Home Health Agency (HHA) and Hospice applications for the Los Angeles District Office.

HHAs and Hospices located outside the area served by the Los Angeles District Office should continue to submit applications to their local District Office.

The types of applications that CAU will review and process are outlined below:

- Initial application for a HHA and Hospice
- Initial application for a "branch" HHA
- Initial application for an additional site for Hospice
- Change of ownership (CHOW) package for a HHA and Hospice
- Change of Location for a HHA and Hospice
- Change of Mailing Address for a HHA and Hospice
- Change of HHA or Hospice Name
- Adding/Deleting services in a HHA/Hospice
- Change of Administrator
- Change of administrator designee
- Change of DPCS or designee
- Change of stock
- Change of officers
- Change of name

AFL 11-34  
Page 2  
June 10, 2011

**Effective July 1, 2011**, all completed Los Angeles district HHA/Hospice application packages must be submitted to the L&C, CAU at the address listed below:

California Department of Public Health  
Licensing and Certification Program  
Centralized Applications Unit  
1615 Capitol Avenue, MS 3402  
Sacramento, CA 95899-7377

The CAU HHA/Hospice application request letter and required forms are available on L&C's website:

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

The CAU will review and process the HHA or Hospice application package and forward it to the Los Angeles District Office once the package has been given a recommendation of "approved." Once the completed application package is received, the District Office will perform all required surveys and will issue the license accordingly.

If you have any questions, please contact Benjamin Borunda, Chief of the Centralized Applications Unit at (916) 552-8630 or by email at [Benjamin.Borunda@cdph.ca.gov](mailto:Benjamin.Borunda@cdph.ca.gov).

Sincerely,

**Original Signed by Pamela Dickfoss**

Pamela Dickfoss  
Acting Deputy Director  
Center for Health Care Quality

cc: Ella Shaw  
Monica Austin