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Director & State Health Officer

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



EDMUND G. BROWN JR.
Governor

AFL REVISION NOTICE

Subject: The Processing of all Home Health Agency and Hospice Provider Applications

Revision To: AFL 11-34

Revision Date: June 21, 2013

Attachment: AFL 13-16

This notice is to inform you that the California Department of Public Health has revised All Facilities Letter (AFL) 11-34 which is being superseded by the attached AFL 13-16.

The AFL has been revised to notify Home Health Agencies and hospice providers of a change in the processing responsibility for HHA and hospice provider applications.

Please review the AFL and contact your local District Office if you have further questions.



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AFL 13-16

TO: Home Health Agencies
Hospice Providers

SUBJECT: The Processing of all Home Health Agency and Hospice Provider Applications

The purpose of this All Facilities Letter (AFL) is to notify all Home Health Agencies (HHA) and hospice providers located in the county of Los Angeles that there will be a change in the processing of all HHA and hospice provider applications. Previously, the Centralized Applications Unit (CAU) within the California Department of Public Health's Licensing and Certification Program (L&C) processed HHA and Hospice provider applications for the Los Angeles County Department of Public Health, Health Facilities Inspection Division (LA Office). However, effective **June 17, 2013**, the processing responsibility for HHA and hospice provider applications will be as follows:

CAU

- Initial application for a HHA
- Initial application for a "branch" HHA
- Change of ownership (CHOW) package for a HHA
- Transfer of stock over 50 percent for a HHA

LA Office

- Initial application for a hospice provider
- Initial application for an additional site for a hospice provider
- CHOW package for a hospice provider
- Change of location for a HHA or hospice provider
- Change of mailing address for a HHA hospice provider
- Change of HHA or hospice provider name
- Adding/Deleting services in a HHA or hospice provider
- Change of administrator or designee for a HHA or hospice provider
- Change of director of patient care services or designee for a HHA or hospice provider
- Transfer of stock under 50 percent for a HHA
- Transfer of stock for hospice provider
- Change of officers
- Change of name

Based on the type of application, the application package must be submitted to the appropriate office at one of the addresses listed below:

Applications submitted to CAU:

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

Applications submitted to LA Office:

Los Angeles County Department of Public Health
Health Facilities Inspection Division
HHA/Hospice Unit
600 South Commonwealth, #903
Los Angeles, CA 90005

The HHA and hospice provider application request letters and required forms are available on L&C's website at the following link:

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

CAU will review and process HHA application packages and once a package has been given a recommendation of "completed" it will be forwarded to the LA Office for the final application approval. The LA Office will perform all required surveys and issue the license accordingly.

HHAs and hospice providers located outside the area served by the LA Office should continue to submit applications to their local District Office. In addition, hospice facility licensure applications will continue to be processed by the appropriate local District Office.

If you have any questions, please contact Elena Marquez, Chief of the Centralized Applications Unit at (916) 552-8656 or by email at Elena.Marquez@cdph.ca.gov.

Sincerely,

Original signed by Debby Rogers

Debby Rogers, RN, MS, FAEN
Deputy Director
Center for Health Care Quality