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California Department of Public Health



EDMUND G. BROWN JR.  
Governor

July 23, 2013

AFL 13-19

**TO:** Skilled Nursing Facilities

**SUBJECT:** Optional Services and Posting of Licenses

**AUTHORITY:** Health and Safety Code Sections 1252 and 1253; Title 22 California Code of Regulations Sections 72201, 72209 and 72401

This All Facility Letter (AFL) serves as a reminder to facilities that Optional Services provided in skilled nursing facilities (SNF) must be approved by the Licensing and Certification (L&C) Program. Pursuant to Title 22 California Code of Regulation (CCR) Section 72209, SNFs must post a copy of the facility's license that includes a list of its optional services in a location accessible for public view.

An optional services unit is a unit (or a service) within the SNF that is organized and equipped to provide a specific type of patient care such as physical therapy, occupational therapy, speech pathology, audiology, social work services and special treatment program services (Title 22 CCR Section 72401 (a) and (b)).

An application is required every time the facility adds or deletes any optional services in the SNF. An application is also required in the following cases (Title 22 CCR Section 72201(b)(7)):

- A facility constructs a new or replaces a SNF,
- An increase in licensed bed capacity,
- A change in the facility name,
- A change of licensed category,
- A change of the facility's location, or
- A change in bed classification.

According to Title 22 CCR Section 72401 (d) and (e), optional service units must be approved by the respective L&C District Office.

If a facility adds or modifies an optional service in the SNF, the following steps should be followed:

- Complete forms HS 200 and HS 609, and submit the forms to the DO. The forms may be located at:

<http://www.cdph.ca.gov/pubsforms/forms/CtrlForms/hs609.pdf> and;  
<http://www.cdph.ca.gov/pubsforms/forms/CtrlForms/hs200.pdf>

- If your facility currently provides optional services, please verify that those optional services are listed on your license. If not, please promptly complete the forms above and submit the forms to the DO.

Before the DO issues an updated license with the optional services listed, a survey of the facility may be conducted. Following the survey, a facility may be requested to correct any deficiencies with a Plan of Correction. Once the DO has finalized the survey and/or deficiencies, your facility will receive an updated license. You must replace the old license and post the updated license in your facility. Please shred and discard the old license.

Please Note: The Department of Health Care Services reviews Special Treatment Programs. If you have specific questions regarding program requirements, contact the Program Oversight and Compliance Branch at (916) 319-0985.

Facilities are responsible for following all applicable laws. The California Department of Public Health's failure to expressly notify facilities of statutory or regulatory requirements does not relieve facilities of their responsibility for following all California and federal laws and regulations.

If you have any questions, please contact your local District Office.

Sincerely,

**Original signed by Pamela Dickfoss for**

Debby Rogers, RN, MS, FAEN  
Deputy Director  
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