



Dear PCH Applicant:

This document and the documents that follow in this Personal Care Home application package are intended to give you basic information about personal care homes and the application process. **READ THESE DOCUMENTS CAREFULLY.**

Please note that the application process has changed. Do not use any other application or form or rely on any information other than the information contained in this application package dated 01/01/2012. Old forms have been revised and new forms added. The old forms are no longer acceptable. In addition, you are now required to pay an application fee as well as an initial licensing activity fee and then an annual licensing activity fee each fiscal year thereafter. Therefore, review this information carefully and review the Licensing Decision Tree ([click here](#)) if you have questions about the different types of residential options/permits available.

In this Application Package you will find the following documents in this order:

1. Dear Applicant Letter
2. PCH Fact Sheet
3. Steps to Successful Application
4. PCH Application
5. Application Checklist
6. Corporation Documents
7. Secure and Verifiable Documents
8. Affidavit of Personal Identification
9. Instructions for Completing the Affidavit of Personal Identification
10. Electrical
11. Water and Septic
12. Administrator and Owner
13. DPP Overview
14. DPP Checklist
15. Policies and Procedures Checklist
16. Memory Care Checklist
17. Rules Compliance Checklist
18. Cogent-GAPS Instructions
19. Mail To
20. PCH Rules and Regulations

The following is a **brief description** of each document:

1. **Dear Applicant Letter** – is intended to give you an overall picture of the licensing process, the inspections and documents required as part of the licensing process, and provide additional valuable information about personal care homes.

2. **PCH Fact Sheet** – provides questions and answers about some of the basic PCH requirements.
3. **Steps for Successful Application (or Steps)** – gives some general licensing information, then describes the steps necessary for an initial application, a change in ownership application, an application to increase the facility's licensed capacity, etc. These steps also advise you of other inspections that must be obtained and submitted as part of your complete application package.
4. **PCH Application** – is a required form. To be completed by the owner/applicant and submitted with the application package.
5. **Application Checklist** – is a required form that lists the documents you must provide for a complete application package. Requires a signature at the bottom of the form.
6. **Corporation Documents** – for information only. Contains a list of documents required as part of the application package *only if* the governing body (owner) of the facility is a corporation, LLC, partnership or non-profit.
7. **Secure and Verifiable Documents Under O.C.G.A. § 50-36-2** – for information only. Provides a list of documents that are verifiable for identification purposes; used in completing the Affidavit of Personal Identification.
8. **O.C.G.A. § 50-36-1(e)(2) Affidavit (or Affidavit of Personal Identification)** – is a required document. The applicant uses the Secure and Verifiable Documents Under O.C.G.A. § 50-36-1(e)(2) (#7 above) to establish his/her identity and uses the Instructions (#9 below) for Completing the Affidavit of Personal Identification.
9. **Instructions for Completing Affidavit Required to Become Licensed** – for information only. Gives step by step instructions on how to complete the Affidavit of Personal Identification.
10. **Electrical Inspection Compliance Form** – is a required form. Part to be completed by the applicant and part to be completed by a Georgia licensed electrician and submitted with the application package.
11. **Water and Septic Tank Report Form** – required only if the facility is not served by city/county water/sewer. Part to be completed by applicant and part to be completed by the county environmentalist from the county in which the personal care home is located. If the facility is served by city/county water/sewer, submit a copy of a previous water bill.
12. **Administrator and Owner** – is a required form. Identifies the administrator and all individuals owning a 10% or more interest in the facility/home.
13. **Disaster Preparedness Plan Overview (or DPP Overview)** – is a required form. The home must disclose how the home will ensure resident safety during a disaster.
14. **DPP Plan Review Form (or DPP Checklist)** – for information only. Gives information about the elements required for the home's disaster preparedness plan.
15. **PCH Policies and Procedures Checklist** – for information only. Gives a list of the required policies and procedures; used to help a facility comply with the Policy and Procedure requirements.
16. **Memory Care Units or Homes Checklist** – for information only. Gives information about the additional requirements for facilities that have a specialized memory care unit or home.
17. **Rules Compliance Checklist** – for information only. Gives a summary of many of the personal care home rule requirements to help the applicant determine whether or not the facility is in compliance with the rules and ready for an initial inspection.
18. **Cogent-GAPS Instructions** – for information only. Provides steps in completing the required fingerprint records check for owners and administrators. **IMPORTANT: Use these instructions rather than the instructions on the Cogent-GAPS website as these**

instructions were developed specifically for personal care homes. Failure to use these instructions may result in having to repeat the fingerprint records check and additional costs.

19. **Mail To** – for information only. Provides the mailing address for the PCH application and gives information that once the application is received, you will be sent an invoice with the required fees. Upon receipt of the fees, your application will be reviewed.
20. **PCH Rules and Regulations** – Chapter 111-8-62, Rules and Regulations for Personal Care Homes, govern all personal care homes. The facility should be familiar with all the regulatory requirements and review the DCH website frequently (at least monthly) to stay informed about regulatory changes.

After you have read all the documents (#1 – #20 above), have met all local requirements and have obtained all the required inspections, complete the required application completely and accurately. Document # 5, the [Application Checklist](#), identifies all the required inspections and documents that make up a complete Application Package. When you have a complete application package, see Document #19, [Mail To](#), for the Department’s mailing address.

The Department is responsible for inspecting all homes prior to licensure. You may also be inspected on a periodic basis. All complaints received about the operation of a home are investigated by unannounced visits. **Your signature on the application form is also your consent for survey staff to visit your home at any time to inspect your facility/home and/or investigate complaints as appropriate.** Please note that while most complaints may be investigated during normal business hours, some complaints may require visits on weekends or at night. You are expected to cooperate with all investigations.

After the Department receives your application, you will be sent an invoice for the application fee and initial licensing activity fee. Upon confirmation of receipt of these fees, your application will be reviewed. You will be notified of the outcome of that review.

When your application has been deemed complete, an on-site inspection has been conducted and you are in substantial compliance with all regulatory requirements, you will receive a permit. Receipt of this permit is authorization to begin operation of your personal care home. Please allow adequate time for processing of your application.

If you cease operation of your personal care home or if you move, your permit is not transferable and should be returned to the Department. Again, your permit is not transferable to another individual or a new address. Additionally, if you move and your satisfactory fingerprint clearance is over a year old, you will be required to obtain a new fingerprint record check determination for the administrator and on-site manager.

Interpretive Guidelines have also been developed to explain the purpose or purposes of the rules and provide guidance regarding those things that a licensing surveyor will check to determine whether a rule is met or the ways a surveyor will check compliance with the rules. Interpretive Guidelines can be found at www.dch.georgia.gov. Click on Healthcare Facility Regulation, then Forms and Applications, then Laws and Regulations, then scroll down to Interpretive Guidelines, then click on Personal Care Homes.