

LONG TERM CARE SUBMISSION REQUIREMENTS

Independent, Personal, Assisted, Intermediate, Skilled and Sub-Acute

- Appropriate application and supplements
- All applicable Acord Applications
- State Inspection Reports for the last 2 years. Including all statements of deficiencies & plans of correction
- Five years of current valued loss reports
- Current audited financial statement (income, balance sheet, profit & loss) with management notes
- Quality Indicator Report (one report for the past 6-month period)
- Substantiated Complaint Survey if substantiated complaint is within last 2 years
- Signed Statement of Values
- Brochures and/or advertising materials, web address
- Facility diagram/plot plan
- LTC Business Interruption Worksheet (if applicable)
- Resumes for administrator & director of nursing
- Facility license
- Admission/Resident agreement.

Additional requirements for Intermediate, Skilled and Sub-Acute

- Current HCFA Forms: 671 Facility Staffing & 672 Resident Census
- Skin/Wound Protocol

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