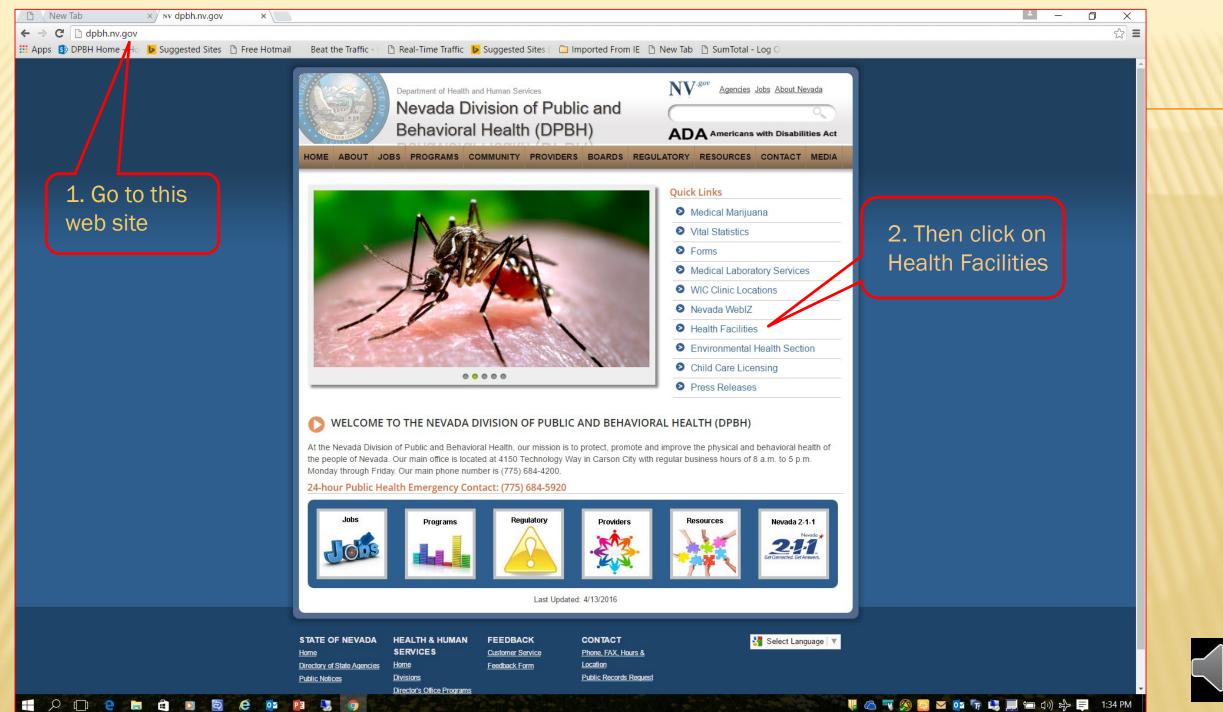
# STEPS TO ENTER A NEW APPLICATION IN ALIS (CLICS)

**Bureau of Health Care Quality and Compliance** 

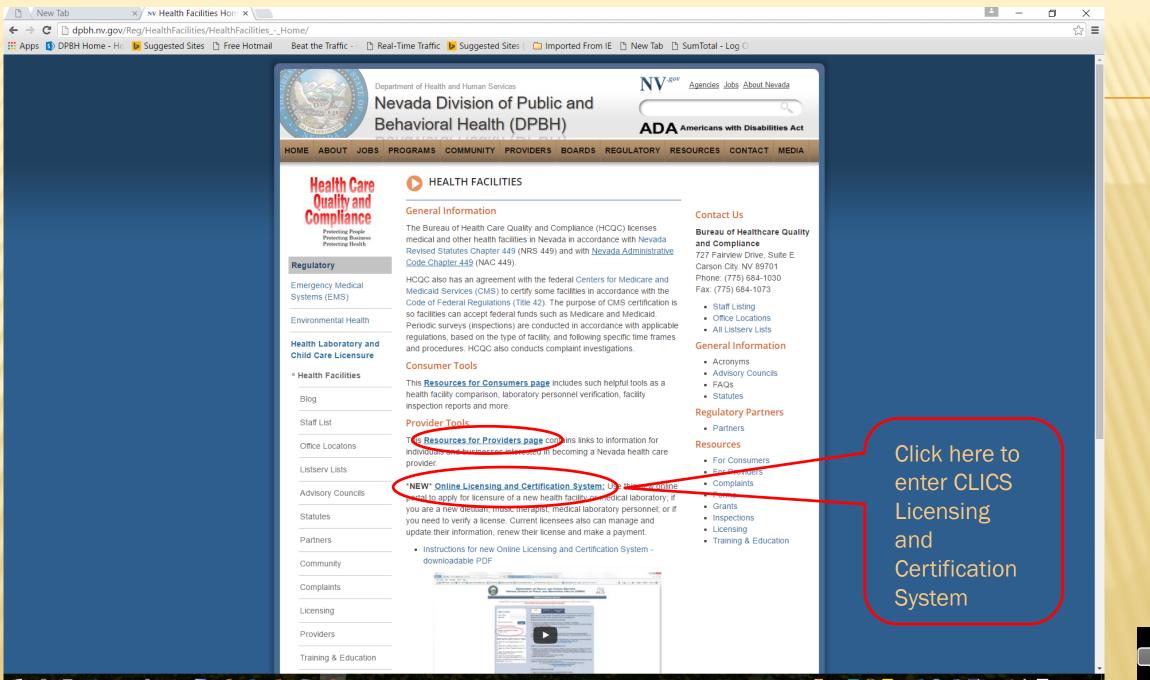
(HCQC)

Online licensing system for health facilities, child care facilities and medical laboratories



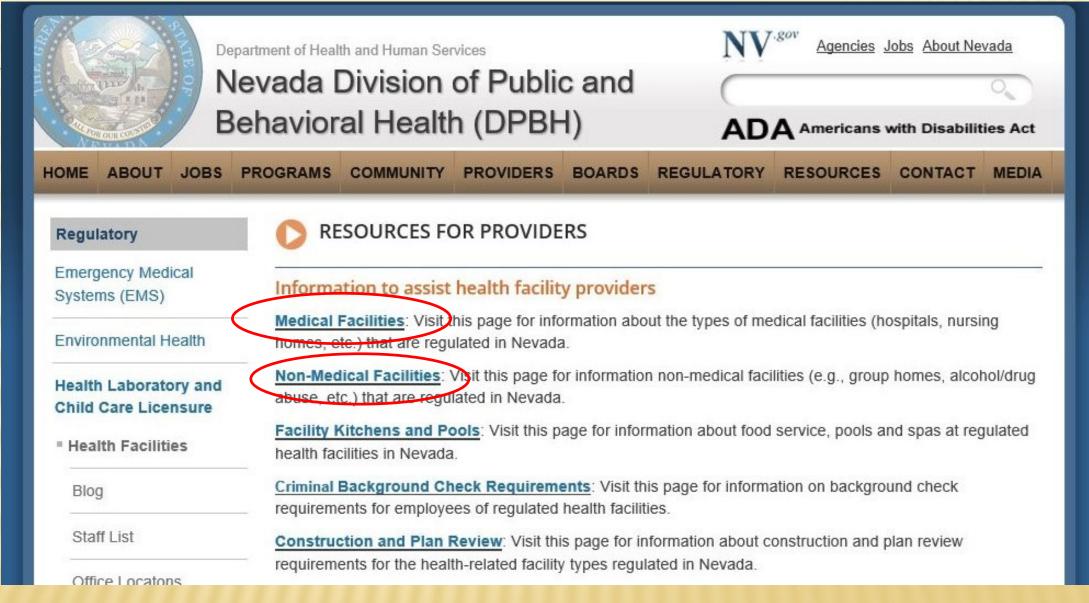


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#### NON-MEDICAL FACILITIES

#### IMPORTANT RENEWAL INFORMATION

Renewal Notice (PDF)

#### **Non-Medical Facility Types**

Nevada permits and licenses several types of non-medical facilities and services as listed below.

State law requires that every person or entity doing business in the State of Nevada, obtain a State Business License or Certificate of Exemption. If you are starting a business, such as one of the non-medical facilities listed below, please start your business at SilverFlume Nevada's Business Portal at:www.nvsilverflume.gov .

- ADA Facility for the treatment of abuse of alcohol or drugs
- ADC Facility for the care of adults during the day
- AGC Residential facility for groups (adult group care/assisted living)
- BPR Businesses that provide referrals to residential facility for groups
- CTC Community triage center
- · HIC Home for individual residential care
- HWH Halfway house for recovering alcohol and drug abusers
- ISO Intermediary Service Organization
- MDX Facility for modified medical detoxification
- NTC Eacility for treatment with parcotics (methadone clinic)
- PCA Agency to provide personal care services in the home (personal care agency)
- ILF Facility for transitional living for released offenders





Department of Health and Human Services

### Nevada Division of Public and Behavioral Health (DPBH)



#### **ADA** Americans with Disabilities Act

HOME ABOUT JOBS PROGRAMS COMMUNITY PROVIDERS BOARDS REGULATORY RESOURCES CONTACT MEDIA

#### AGENCY TO PROVIDE PERSONAL CARE SERVICES IN THE HOME (PERSONAL CARE AGENCY)

- State Laws and Regulations
  - Nevada Revised Statutes (NRS): Agencies to Provide Personal Care Services in the Home
    - NRS 449.0021 "Agency to provide personal care services in the home" defined
  - Nevada Administrative Code (NAC): Agencies to Provide Personal Care Services in the Home
    - · Agencies to Provide Personal Care Services in the Home Regulations
- Licensing and Applications
  - To apply for a license to operate an agency to provide personal care services in the home, you must complete the following:
    - Initial license packet (PDF link)
    - · Checklist for agencies to provide personal care services in the home (PDF link)
    - Initial license applicant mandatory training schedule (PDF link)
    - Background check requirements
- Other Information
  - Interpretive Guidelines for Agencies to Provide Personal Care Services in the Home (PDF link)
  - Agencies to Provide Personal Care Services in the Home Facts (PDF link)
  - Technical Bulletins Important Notices
    - First aid and cardiopulmonary resuscitation (CPR) (PDF link)
    - Heat Advisory (PDF link)



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#### APPLICATION DOCUMENTS FOR PERSONAL CARE ATTENDANT AGENCIES (PCA) INITIAL/CHOW APPLICATION

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RETURNED TO DPBH	DOCUM	ENT	REFERENCE
	APPLICATION FORM (must be N	OTORIZED ORIGINAL)	NRS 449.040
	FEE OF \$1374.00		NAC 449.013(1)(n)
	BILL OF SALE (For Change of Owners	hip only)	NRS 449.040(7)
	<b>EVIDENCE OF ZONING APPROVAL (B</b>		
	<b>CONDITIONAL USE VERIFICATION F</b>	ORM OR SPECIAL USE PERMIT)	NAC 449.011(4)(e)
	FROM THE LOCAL CITY OR COUNTY	JURISDICTION	NRS 449.040(10)
	CERTIFICATE OF INSURANCE	NAC 449.3972(4)	
	SURETY BOND	(must be ORIGINAL)	NRS 449.065
	LEASE AGREEMENT	(if applicable)	NAC 449.011(4)(f)
	PARTNERSHIP AGREEMENT	(if applicable)	NAC 49.011(4)(a)(4)
	ARTICLES OF INCORPORATION	(for corporations only)	
	ARTICLES OF ORGANIZATION	(for LLC's only)	NAC 449.011(4)(g)
	GOVERNING BODY BYLAWS	(for corporations only)	
	<b>OPERATING AGREEMENT</b>	(for LLC's only)	NAC 449.011(4)(g)
	<b>3 YEAR BUSINESS HISTORY</b> (if less tha		
	3 letters of reference for the applicant(s) including corporate officers)		NAC 449.011(3)
	FINANCIAL STATUS INFO 🖺 🖶 🛛 👁	$\mathbb{D} \mid 1 \mid 1 \mid \Theta \oplus   \not \sim 1$	NAC 449.011(3)
	<b>RESUME FOR ADMINISTRATOR</b>		NAC 449.3973(1)(3)

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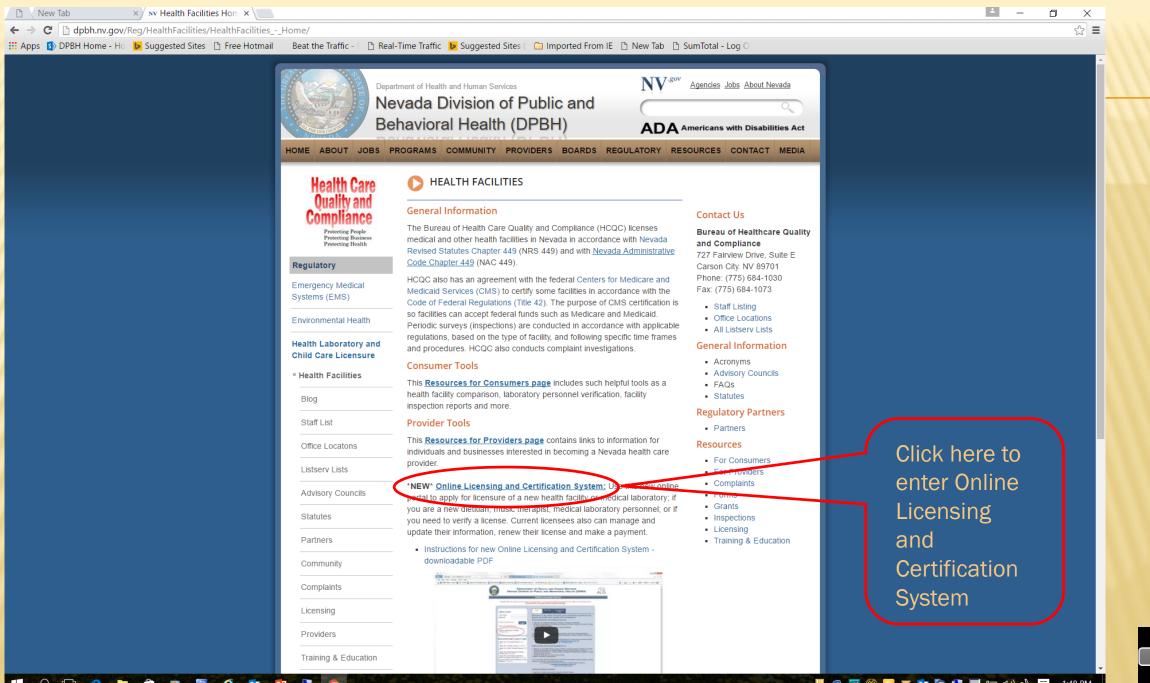
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When submitting your application packet you MUST turn in all of the documents on your facility type's checklist or your application packet will be considered incomplete and will be returned to you. The only documents you do not personally submit are the Certificate of Compliance from the State Fire Marshall and background check reports; these will be sent directly to HCQC as are part of the inspection and fingerprinting processes which each applicant is responsible to initiate.



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#### DEPARTMENT OF HEALTH AND HUMAN SERVICES NEVADA DIVISION OF PUBLIC AND BEHAVIORAL HEALTH (DPBH)



#### Online Licensing System

PLEASE NOTE: For optimal use of the Online Licensing System, we recommend using Internet Explorer 9-11, Safari 5.0 and Firefox 26-40. Please do NOT use Google Chrome and Microsoft Edge.

USER LOGIN	HCQC Child Care Environmental Health
Login Name	Welcome to the online licensing and certification system for the
Password	Bureau of Health Care Quality and Compliance!
	Medical Laboratories and Laboratory Personnel
Forgot Login/Password	Apply for a new Medical Laboratory License or a Change of Ownership
Password is case sensitive.	<ul> <li>Amendment Application for Laboratories (Change of Director, Change of Location, Change of Name, Addition of Tests)</li> </ul>
	<ul> <li>Apply for a new Laboratory Personnel License/Certificate</li> </ul>
Already Licensed by NV DPBH:	Update and Manage your Profile     Renew an Existing License
Register Here	
	For on-line Medical Laboratory and Medical Laboratory Personnel License/Certification Verifications go to the Personnel/Health Facility/Laboratory License Verification link found in
	the bottom left column.
NEW APPLICANTS APPLY HERE	For any questions related to medical laboratories or laboratory personnel please
To apply for a new Health Facility: click	email us at : <u>pbhmedlabs@health.nv.gov</u> OR call us at : 775-684-1030
here	
o apply for a Dictition License: click here	Health Facilities (Medical and Dependent Care)
o apply for a Music Therapist License: click ere	Apply for a new Health Facility License or Permit, Change of Owner or Change of Location
o apply for Medlab Personnel, Director,	<ul> <li>Amendment Application for Health Facilities (Change of Administrator, Change of Endorsement/Certification, Change of Name, Increase/Decrease/Change Category of beds</li> </ul>
nd Supervisor: click here	Change of Suite Number)
o apply for a New Medical Laboratory cense or Change of Ownership: click here	Update and Manage your Health Facility Profile     Renew an Existing License/Permit
p request a Kitchen permit inside the	For on-line Health Facility Verifications go to the Personnel/Health Facility/Laboratory License
health facility: click here	Verification link found in the bottom left column.
To request a pool/spa permit inside the	For any questions related to Health Facilities please email us at :pbhlicensing@health.nv.gov OR
health facility: click here	Call us at <u>775-684-1030</u>
Personnel/Health Facility/Laboratory/Kitchen Pool & Spa	Dietitians and Music Therapists
cense Verification: Click Here	
	<ul> <li>Apply for an initial, provisional or temporary dietitian license</li> <li>Apply for an initial music therapist license</li> </ul>
	Renew an Existing License
	<ul> <li>Update and Manage your Profile</li> </ul>
	For on-line Dietitian and Music Therapist License Verifcations go to Personnel License
	Verification link found in the bottom left column.
	For any questions related to dietitians or music therapists please email us at : individuallicensing@health.nv.gov
	Kitchens/Pools/Spas within Health Facilities
	Apply for a new Health Facility kitchen/pool/spa permit or change of ownership
	<ul> <li>Update and manage your profile</li> <li>Renew existing kitchen/pool/spa permit</li> </ul>

For on-line Health Facility Verifications go to the Personnel/Health Facility/Laboratory License Verification link found in the bottom left column.



Click Here to Apply for a New Health Facility License



#### DEPARTMENT OF HEALTH AND HUMAN SERVICES NEVADA DIVISION OF PUBLIC AND BEHAVIORAL HEALTH (DPBH)

	Initial User Registration -H	ealth Facilities
	Fields marked with asterisk (*) are required.	
Facility Information		
Nevada Business ID is issued by Secretary of State (SoS) through common business registration proceed registration process Click Here .This always begins with NV followed by 11 numbers. Facility Name (DBA Name) *	NV Business ID *	At a minimum complete all items
Registered Name with Secretary of State (Legal/Business Name) *		with a red *
Mailing Address		asterisk
Country * United States  Address *	Apt/Unit/etc.	
City * State/Province * Nevada	County * Choose One	
Zip *         Primary Phone # - Ext *           Fax         Primary-Email *	Alternate Phone # - Ext.	http://nvsilverflume.com
Online Account Information		
Login Name * Password is case sensitive and must be at least 8	characters long including: 1 upper case letter, 1 lower case letter, 1	
Re-type Password * number, and 1 special character.		
Deset	Bask	
Reset	Back	Then click the
		"Register" button
Aithent Licensing System Version 8.0.046 Dated: August 12 20:		
For any questions please contact: Health Facilities (pb)	hlicensing@health.nv.gov)	



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Business that Provides Referrals to RFFG Checklist	Endorsement N/A		
O Home for Individual Residential Care Checklist	Endorsement N/A	2. Select the	
O Hospital Checklist	Endorsement BURNS INICU OPEN HEART PRIMARY STROKE STEMI TRAUMA TRANSPLANT	Credential (facility type)	
O Rural Hospital Checklist	Endorsement N/A	and any	
Facility for the Treatment of Irreversible Renal Disease     Checklist	Endorsement N/A	endorsements	
O Facility for Skilled Nursing Checklist	Endorsement N/A		
O Obstetric Center Checklist	Endorsement N/A		
Facility for Hospice Care Checklist	Endorsement N/A		
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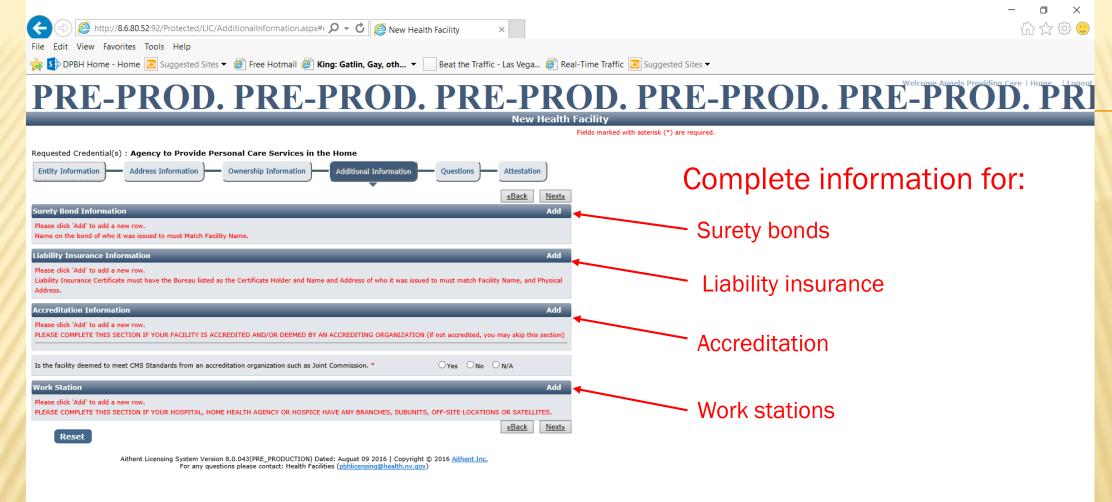


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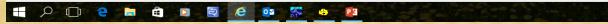
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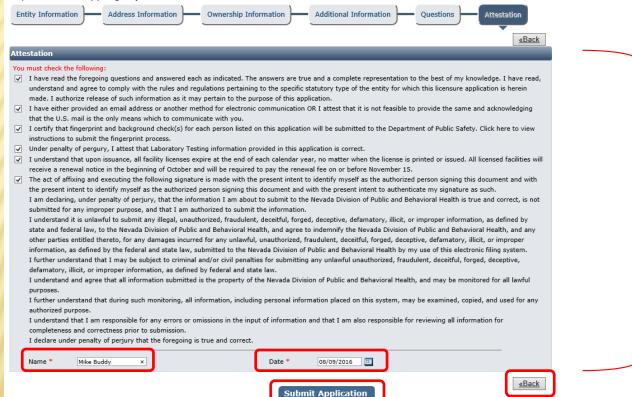
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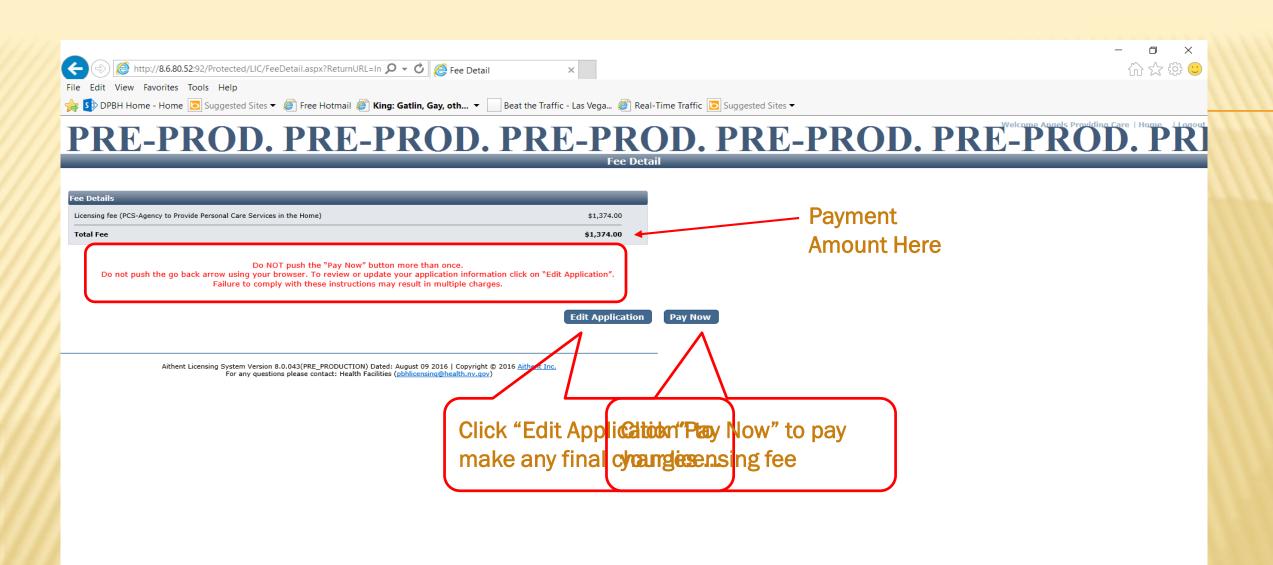
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# Thank you for watching! STEPS TO ENTER A NEW APPLICATION IN ALIS (CLICS)

## http://dpbh.nv.gov Email questions or comments to nkorme@health.nv.gov

