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
1. Go to this web site
2. Then click on Health Facilities
Click here to enter CLICS Licensing and Certification System.
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<tr>
<th>Regulatory</th>
<th>Resources for Providers</th>
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<tr>
<td>Emergency Medical Systems (EMS)</td>
<td><strong>Medical Facilities</strong>: Visit this page for information about the types of medical facilities (hospitals, nursing homes, etc.) that are regulated in Nevada.</td>
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<tr>
<td>Environmental Health</td>
<td><strong>Non-Medical Facilities</strong>: Visit this page for information on non-medical facilities (e.g., group homes, alcohol/drug abuse, etc.) that are regulated in Nevada.</td>
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<td>Health Laboratory and Child Care Licensure</td>
<td><strong>Facility Kitchens and Pools</strong>: Visit this page for information about food service, pools and spas at regulated health facilities in Nevada.</td>
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<td>• Health Facilities</td>
<td><strong>Criminal Background Check Requirements</strong>: Visit this page for information on background check requirements for employees of regulated health facilities.</td>
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<td><strong>Construction and Plan Review</strong>: Visit this page for information about construction and plan review requirements for the health-related facility types regulated in Nevada.</td>
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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
- NIC - 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 - Facility for treatment with narcotics (methadone clinic)

- PCA - Agency to provide personal care services in the home (personal care agency)
- TLF - Facility for transitional living for released offenders
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)
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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<thead>
<tr>
<th>RETURNED TO DPBH</th>
<th>DOCUMENT</th>
<th>REFERENCE</th>
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<tr>
<td>APPLICATION FORM</td>
<td>(must be NOTORIZED ORIGINAL)</td>
<td>NRS 449.040</td>
</tr>
<tr>
<td>FEE OF $1374.00</td>
<td></td>
<td>NAC 449.013(1)(n)</td>
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<tr>
<td>BILL OF SALE</td>
<td>(For Change of Ownership only)</td>
<td>NRS 449.040(7)</td>
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<tr>
<td>EVIDENCE OF ZONING APPROVAL (BUSINESS LICENSE, CONDITIONAL USE VERIFICATION FORM OR SPECIAL USE PERMIT) FROM THE LOCAL CITY OR COUNTY JURISDICTION</td>
<td></td>
<td>NRS 449.040(10)</td>
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<tr>
<td>CERTIFICATE OF INSURANCE</td>
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<td>NAC 449.3972(4)</td>
</tr>
<tr>
<td>SURETY BOND</td>
<td>(must be ORIGINAL)</td>
<td>NRS 449.065</td>
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<tr>
<td>LEASE AGREEMENT</td>
<td>(if applicable)</td>
<td>NAC 449.011(4)(f)</td>
</tr>
<tr>
<td>PARTNERSHIP AGREEMENT</td>
<td>(if applicable)</td>
<td>NAC 49.011(4)(a)(4)</td>
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<tr>
<td>ARTICLES OF INCORPORATION</td>
<td>(for corporations only)</td>
<td>NAC 449.011(4)(g)</td>
</tr>
<tr>
<td>ARTICLES OF ORGANIZATION</td>
<td>(for LLC’s only)</td>
<td>NAC 449.011(4)(g)</td>
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<tr>
<td>GOVERNING BODY BYLAWS</td>
<td>(for corporations only)</td>
<td>NAC 449.011(4)(g)</td>
</tr>
<tr>
<td>OPERATING AGREEMENT</td>
<td>(for LLC’s only)</td>
<td>NAC 449.011(4)(g)</td>
</tr>
<tr>
<td>3 YEAR BUSINESS HISTORY</td>
<td>(if less than 3 year history, then resume(s) and 3 letters of reference for the applicant(s) including corporate officers)</td>
<td>NAC 449.011(3)</td>
</tr>
<tr>
<td>FINANCIAL STATUS INFO</td>
<td></td>
<td>NAC 449.011(3)</td>
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<tr>
<td>RESUME FOR ADMINISTRATOR</td>
<td></td>
<td>NAC 449.3973(1)(3)</td>
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Click here to enter Online Licensing and Certification System
Click Here to
Apply for a
New Health
Facility
License
At a minimum complete all items with a red * asterisk

http://nvsilverflume.com

Then click the “Register” button
1. Click here

2. Select the Credential (facility type) and any endorsements
1. Complete the days and hours of your facility through the pull downs

2. Click the “Next” button
Click to add individuals' ownership information

Click to add corporation/LLC information
Insert Ownership Information, then click the "save" button.
Complete information for:

- Surety bonds
- Liability insurance
- Accreditation
- Work stations
Pop up box appears for Surety Bond – complete requested info
Next Click “Add” on Liability Insurance Line
Pop up box appears for liability insurance – complete this info.

Certificate holder = Bureau of Health Care Quality and Compliance

Name and address of policy issuant = facility name and physical address
Click "Add"
Click "Browse" to find the insurance document location.
Add comments describing the document uploaded.
Click "Next"
Click on either “yes” or “no” then click “next.”
Check boxes next to each attestation.
Click “Edit Application” to make any final changes...

Payment Amount Here

Click “Pay Now” to pay your licensing fee.
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