

# IMPORTANT NEW INFORMATION – READ CAREFULLY

## RENEWAL NOTICE LETTER

October 1, 2015

Dear Owner/Administrator:

Pursuant to Nevada Administrative Code (NAC) 449.0116(1), the invoice for renewal of your facility license must be received on or before NOVEMBER 15, 2015.

By signing the bottom of the renewal invoice, you are declaring by attestation that your facility has complied with the following requirements:

- 1) **Maintenance of a current business license**
- 2) **Maintenance of a current administrator's license** (for Facilities for Skilled Nursing, Facilities for Intermediate Care and Residential Facilities for Groups only)
- 3) **Maintenance of a current certificate of liability insurance** (with the Division of Public and Behavioral Health as the certificate holder. For Facilities for the Treatment of Abuse of Alcohol or Drugs, Residential Facilities for Groups, Businesses that Provide Referrals to Residential Facilities for Groups, Community Triage Centers, Agencies to Provide Nursing in the Home, Hospitals, Facilities for Intermediate Care, Facilities for Intermediate Care for the Mentally Retarded, Facilities for Modified Medical Detoxification, Agencies to Provide Personal Care Services in the Home and Facilities for Skilled Nursing only)
- 4) **Maintenance of a current surety bond** (for Facilities for Skilled Nursing, Facilities for Intermediate Care, Agencies to Provide Nursing in the Home, Personal Care Attendant Agencies, Residential Facilities for Groups, Facilities for Refractive Surgery and Home for Individual Residential Care only)

The following documents, signatures and fees must be included with the renewal invoice:

- 1) **Renewal Invoice with signature** (form supplied with this letter)
- 2) **Fees** per the schedule according to your facility type and number of beds
- 3) **Hospital Bed Count Survey** (for hospitals only)
- 4) **Low Income Bed Count Attestation** (for Residential Facilities for Groups that receive no more than \$1000/month for services to a low income resident only)
- 5) **Installments** (This option is only available for Residential Facilities for Groups, Homes for Individual Residential Care, Halfway Houses for Recovering Alcohol and Drug Abusers and Facilities for Transitional Living for Released Offenders until November 1. You must contact our office to make arrangements for the installment plan prior to November 1st.)
- 6) **Accreditation** (A copy of the letter from your accrediting organization indicating your accreditation, Surgical Center for Ambulatory Patients, Outpatient Facilities)

Any changes to your license during 2015 should have been reported to the Division prior to this renewal period. If there have been changes this year and you did not submit an application, you must submit a separate application for the change(s) to your license in addition to paying your renewal fee for 2016. You must submit your 2016 renewal invoice; however, your renewal cannot be processed until the application for change(s) has first been processed.

**\*\*Instead of receiving a printed 2016 license, you will receive a pre-printed sticker to be placed over the dates in the upper left-hand corner of your original license.**

If you need assistance or have questions about completing your facility's renewal, please contact the Division office at (775) 684-1030.

**ALERT...ALERT...**Just a note to let you know that the Bureau will be changing the application process for all facility types in the NEAR FUTURE. You will be able to make changes using our new on-line system. You will receive a letter with a Password and Login to access the system when it is operational. Please look for information through the US mail that will be provided when the system is operational.