



State of California—Health and Human Services Agency
California Department of Public Health



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Director and State Public Health Officer

EDMUND G. BROWN JR.
Governor

October 20, 2016

AFL 16-15

TO: All Facilities

SUBJECT: Centralized Applications Unit: Processing Facility Applications and Report of Change Requests

All Facilities Letter (AFL) Summary

This AFL notifies all providers that the California Department of Public Health Licensing and Certification Program (L&C) is consolidating the processing of licensing applications and report of change request to the Centralized Applications Unit (CAU) in Sacramento.

On July 1, 2015, the California Department of Public Health Licensing and Certification Program's (L&C) began centralizing the processing of licensing applications and report of change requests to CAU in Sacramento. CAU is centralizing one district office per month with complete centralization by February 1, 2017.

As of **October 20, 2016**, CAU has assumed the application and report of change request workload for the following district offices:

- Los Angeles (four offices)
- Chico
- Fresno
- Santa Rosa
- East Bay
- San Francisco
- San Jose
- Riverside
- San Bernardino
- Bakersfield

CAU will assume the remaining application and report of change request workload as follows:

District Office	Start Date
Ventura	November 1, 2016
Orange	December 1, 2016
San Diego North & South	January 1, 2017
Sacramento	February 1, 2017



CAU will review and process the following for all facility types:

- Initial/Renewal Applications
- Change of Ownership (CHOW)
- Change of Location
- Change of Mailing Address
- Change of Name
- Adding/Deleting Services
- Change of Administrator or Designee
- Indirect Changes in Ownership
- Change of Stock
- Change of Officers
- Change of Beds
- Change of Director of Patient Care Services (DPCS) Designee

CAU will review applications, assist facilities through the application approval process, and complete application approvals. Once CAU approves the licensing application and receives notification of the facility's successful completion of the licensing survey (if applicable), CAU will issue the license to the facility. CAU will also forward the original application and a copy of the facility license to the appropriate L&C district office for final processing. L&C district offices will continue to perform any required licensing and certification surveys.

Please refer to application checklists for assistance in completing application packages. Checklists and required forms are available on L&C's website:

<http://www.cdph.ca.gov/pubsforms/forms/Pages/HealthFacilities.aspx>

Once CAU assumes the application and report of change workload for your designated L&C district office, please submit all requests to the following address:

California Department of Public Health
Licensing and Certification Program
Centralized Applications Unit
P.O. Box 997377, MS 3207
Sacramento, CA 95899-7377

For additional questions regarding the application approval process, contact CAU by phone at (916) 552-8632 or by email at CAU@cdph.ca.gov.

Sincerely,

Original signed by Jean Iacino

Jean Iacino
Deputy Director