

## Steps to Changes Affecting a License

When implementing changes to your behavioral health license, the following steps need to be addressed to ensure a smooth transition:

**Step One:** Notify the Office of Behavioral Health Licensing (OBHL) via a letter, at least 30 days prior to requesting a change to a license:

The following must be reported to OBHL, at least 30 days prior to a change to a license:

The name of the agency and/or change of the name of the licensee

Changes to an accreditation report (if applicable), such as, a change in the accreditation entity, involuntary loss of an accreditation entity and/or any change in the date scheduled for an inspection of an agency by the accreditation entity.

**Step Two:** Identify what changes require an initial application prior to the proposed change:

The following changes require an initial application to be submitted with all required attachments:

Change of an owner of an agency  
Change of address or location of an agency  
Change of Subclass, for example changing a Level 3 Residential Behavioral Health Agency to a Level 2 Residential Behavioral Health Agency

**Step Three:** Identify what changes require an OBHL approval before implementing the change within the agency:

The following require approval by OBHL:

Changes in services, for example, adding a counseling program or medication service, to the agency's license.  
Changes in the capacity of the agency, for example, increasing the number of beds, or an expansion of the agency's premises.

**Step Four:** Identify what is needed to request approval for a change in the agency's license:

The name of licensee  
The name of the agency  
The agency's street address  
The agency's license number  
The type of change intended  
A narrative description of the intended change  
A program description reflecting the change

For a change in licensed capacity, submit a:

A floor plan, to include; room layout, room usage, the dimension of each bedroom, the number of added beds, the location of each window, the location of each exit, toilet, shower/bathtub and the location of each fire extinguisher.

For a change in an agency's premises, submit a:

A floor plan, a site plan indicating buildings or other structures property lines, walkways, parking areas, fencing and gates, and if applicable, swimming pools.

Step Five: When implementing changes to your behavioral health license it is important to remember, not to begin any changes until the Department has issued a changed license or a new license. Going forward without the OBHL approval may result in penalties.