

ASSISTED LIVING WAIVER (ALW) PROGRAM APPLICATION CHECKLIST

(Copies of the following documents must be submitted before your ALW program application can be reviewed)

☐ **ALW Program Initial Provider Application – Signed**

- ☐ 1. **National Plan and Provider Enumeration System** (NPES) confirmation with National Provider Identifier (NPI)
- ☐ 2. Facility floor plan
 - » **Helpful Hint:** Label each room with a legible designated purpose (i.e. bathrooms [include if full or half bath], bedrooms [include if single or double occupancy], kitchen, dining room, etc.)
- ☐ 3. Resident Admission Agreement, between the facility and waiver participants detailing resident requirements
- ☐ 4. The last two California Department of Social Services (CDSS) facility licensing reports
- ☐ 5. Sample of a full month of planned meals, including snacks
- ☐ 6. Sample activity schedule
- ☐ 7. List of staff training course topics
 - » **Helpful Hint:** Courses required by CDSS licensing and the HCB setting requirements from 42 CFR 441.301(c)(4)-(5) on person-centered planning and how to properly complete the ISP.
- ☐ 8. Evacuation Plan (**CDSS Form LIC 610E**)
- ☐ 9. CDSS facility license

☐ **ALW Program Provider Agreement – Signed**

☐ **Home and Community-Based Setting Characteristics Provider Attestation (DHCS 5304) – Signed**

- ☐ 1. Brochure with facility information
 - » **Helpful Hint:** Any type of publicly available information will be acceptable such as a handout with facility information, the facility's website URL, or a link to any publicly available website that features the facility's information (i.e.: Yelp, Caring.com, CareListings.com, etc.)

- ☐ 2. Standard lease agreement, or other similar agreement, detailing tenant/landlord requirements or Exemption Letter
 - » **Helpful Hint:** If the applicant owns the facility, the applicant may provide an “Exemption Letter” in place of the lease agreement. The Exemption Letter must be on company letterhead, signed by the applicant, and include a statement that the applicant owns the facility
- ☐ 3. Provide facility’s policies and procedures (P&P) or onsite manual with pages earmarked identifying compliance with each federal requirement
 - » **Helpful Hint:** A Table of Contents that details where in your P&P you fulfill each federal requirement is highly recommended and will expedite DHCS’s review process.
- ☐ 4. Other documentation to fully support an applicant’s/provider’s responses to federal requirements
 - » **Helpful Hint:** The federal requirements are on pages 4-13 of the [Home and Community-Based Setting Characteristics Provider Attestation](#)