



Dear Prospective Long Term Care Provider:

Thank you for your interest in Long Term Care facilities in Montana. This letter is intended to guide you through the licensing process. Long Term Care facilities are required to be reviewed by the Health Planning Program, and therefore, a Certificate of Need is required. It is also required that the Certificate of Need program be notified of a Long Term Care facility's plan for a change of ownership before pursuing licensure. Please contact the Administrative Officer for the Certificate of Need, Leslie Howe, at (406) 444-9519.

The following items must be submitted to the Licensure Bureau to license your facility:

- ❑ A completed License Application and fee. The License Application may be found at <https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/LongTermCareFacilities>
- ❑ A floor plan of the facility documenting the size of all rooms and spaces utilized by the residents. This may be hand-drawn if dimensions are included. If the bedroom has any built-in obstructions, such as a closet or bookcase, measurements are made from the front surface, not from the back. Door-swing areas are not included in the available square footage of the room. Additional requirements relating to the physical property are found at ARM 37.106.302 of the Minimum Standards for All Healthcare Facilities. Please review the rules carefully and determine whether your facility meets requirements.
- ❑ Local Building Code approval. If your facility is new construction, please submit the Certificate of Occupancy, issued by the local or State building code authority.
- ❑ Policies and Procedures, for review and approval. These must be submitted at least forty-five (45) days prior to the expected facility opening date. The rules describing the regulatory requirements for long term care facilities can be found at the web address above.
- ❑ Report of facility fire inspection. Please refer to the State Fire Marshal's website at <https://dojmt.gov/enforcement/investigations-bureau/fire-prevention/>, and contact the Fire Marshal for your area to determine who will conduct your fire inspection.
- ❑ Attestation statement from the prospective administrator stating that he/she has

reviewed the rules pertaining to Long Term Care Facilities.

**Do not submit an application earlier than 6-months prior to the desired licensure date.** Applications that are initiated and have no provider movement in the completion and uploading required documentation will be withdrawn within the timeframe designated in bureau policy.

In addition to the submission of all the aforementioned information and documentation, you will need to schedule an on-site Physical Compliance inspection with the Bureau Construction Consultant. Review and approval of all required documentation, and approval by the Construction Consultant are required prior to the issuance of a license. You may not admit residents to your facility until you are licensed.

Upon submission and approval of all the aforementioned information and documentation, and the final approval from the Bureau construction consultant, the Licensure Bureau will issue a six (6) month provisional license. A health care facility surveyor from the Licensure or Certification Bureau will conduct an on-site survey of the facility within the provisional license period to assess compliance with long term care facility regulations. This visit is also an opportunity for the facility to obtain any clarification of those regulations.

Long Term Care facilities are licensed and certified. The information included in this letter is for the licensing of Long Term Care facilities only. To obtain information on what is required for certification of the facility, you will need to contact the Certification Bureau at 406-444-2099 or by e-mail at [MTSSAD@mt.gov](mailto:MTSSAD@mt.gov).

If you have further questions or have questions during the licensure process, you may contact the Licensure Bureau at 406-444-2676.

Sincerely,

*Tara Wooten*

Tara Wooten  
Licensure Bureau Chief  
Licensure Bureau / Office of Inspector General  
PO Box 202953 | Helena, MT 59620-2953  
Phone: 406.439.2504 | Fax: 406.444.1742  
[Tara.Wooten@mt.gov](mailto:Tara.Wooten@mt.gov)

