

## **Step-by-Step Guide to Getting a Residential Care Facility (RCFE or ARF) Licensed in California**

Obtaining a license for a Residential Care Facility (RCFE or ARF) in California involves a detailed process governed by the California Department of Social Services (CDSS). Here's a step-by-step guide to help navigate the licensing journey successfully.

### **Step 1: Understand Licensing Requirements**

- 1. Review California Regulations:** Familiarize yourself with the California Code of Regulations (CCR), Title 22, which outlines the requirements for operating an RCFE( or Title 17, for Adult Residential Facilities).
- 2. Identify the Type of License:** Determine whether you will apply for a standard license or if you need any special modifications (e.g., for care for dementia patients).

### **Step 2: Prepare a Business Plan**

- 1. Develop a Comprehensive Business Plan:** Outline your facility's services, target market, operational procedures, staffing needs, financial projections, and marketing strategies.
- 2. Identify the Facility Location:** Ensure the chosen location meets zoning regulations and is suitable for resident care.

### **Step 3: Obtain Required Training and Certifications**

- 1. Complete Required Training:** Potential licensees must complete a minimum of 40+ hours of theory training and pass the Administrator Certification Examination. For RCFE Administrator Certification classes, a total of 80 hours is needed.
- 2. Continuing Education:** Engage in required continuing education courses to maintain any necessary certifications.

### **Step 4: Secure Funding and Set Up the Facility**

- 1. Obtain Financing:** Ensure that adequate funding is available to cover the costs of setting up the facility, including renovations, staffing, and operational expenses.
- 2. Facility Preparation:** Ensure that the facility meets state standards for safety, hygiene, and elder care. Necessary improvements may include installing grab bars, ensuring accessibility, and meeting fire code requirements.

### **Step 5: Submit License Application**

- 1. Complete the Application:** Obtain the License Application (**Form SOC 859 - RCFE**) from the CDSS website or local office.

2. **Prepare Supporting Documentation:** Include required documents such as the facility's floor plan, fire clearance, proof of ownership or lease, and evidence of insurance.
3. **Background Check:** Undergo background checks for all owners, administrators, and staff members, including fingerprinting and submitting a criminal record clearance.

#### **Step 6: Pay Application Fees**

1. **Pay Licensing Fees:** Submit the required licensing fees along with your application. Fees may vary based on the facility's planned capacity and the type of license requested.

#### **Step 7: Schedule an Initial Inspection**

1. **Facility Inspection:** Once the application is accepted, the CDSS will schedule an initial inspection of the facility to ensure compliance with health and safety regulations.
2. **Address Any Issues:** If any deficiencies are identified during the inspection, rectify them and request a re-inspection as necessary.

#### **Step 8: Receive Licensure Decision**

1. **Await Approval:** After passing the inspection, the CDSS will review all application materials, including inspection results, before making a licensure decision.
2. **Obtain License:** If everything is in order, you will receive your license, allowing you to operate legally in California.

#### **Step 9: Prepare for Operations**

1. **Staffing:** Hire qualified staff members who meet state requirements and provide them with adequate training tailored to their roles.
2. **Resident Admission Policies:** Establish clear policies and procedures for the admission of residents including assessments, documentation, and care plans.

#### **Step 10: Maintain Compliance**

1. **Ongoing Compliance:** Ensure that the facility continues to meet all state regulations and licensing requirements, including regular staff training and health inspections.
2. **Regular Monitoring:** Stay informed about any changes in laws or regulations impacting RCFE operations and adjust accordingly.

#### **Conclusion**

Getting a Residential Care Facility licensed in California requires careful planning and adherence to state regulations. By following this step-by-step guide, prospective operators can navigate the licensing process more effectively, laying the foundation for a successful and compliant facility that provides quality care for elderly residents.

