DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF HEALTH CARE QUALITY

1) Read Regulations.

2) Complete the application, and checklist in its entirety with the required nonrefundable fee (certified check or money order only).

3) Prepare all documents in a binder according to checklist instructions. Checklist and EOP should be submitted via email as well as in the binder.Do not use plastic page covers. Deliver to the Office of Health Facilities Licensing and Certification (OHFLC).

4) Division reviews your application for completeness

5) If application is incomplete applicant must pick up documents and return to step 2.

6) If application is accepted during a review of your binder an email may prompt further action to be taken.

7) Final License Disposition

7a) Application withdrawn from consideration, return to step 2.

7b) Application approved; the initial license will be issued for the first 90 days.

8) Unannounced survey is conducted to confirm compliance with regulations.

8a) Agencies that, at the time of an on-site survey, do not meet the definition of the applicant's specific agency applying for, or that are not in substantial compliance with the corresponding regulations will not be granted an annual license.

9) Survey Passed?

YES

NO

9a) Complete and submit an acceptable plan of correction.

Agency receives an Annual License