Opening an Adult Day Care Program – Flow Chart (pre-inspection)

Contact the Licensure and Certification Unit for information, links, and contact information.

Telephone: 573-526-8508 Email: LTCApplication@health.mo.gov

Identify the location for your ADC program; ensure it meets requirements for remote exits, square footage, toilet/sink ratio.

You may send a detailed floor plan to: LTCApplication@health.mo.gov

Determine desired capacity for a preliminary review

Become Familiar with the ADC Rules, Regulations, and Program Manual

Licensure Requirements

Contact City and County authorities to determine local codes, ordinances, and requirements for operating an ADC program.

Begin the process to get approval from these entities.

Begin developing your ADC program and determine types of services to be provided.

Begin developing policies/procedures, reaching out to outside sources that you may want to contract with (food vendors, physical therapy, nursing, etc.).

Provide a diagram including the following:

- Room Details
  - Room Names
  - Use of each room (participant-use vs. non-participant-use)
  - Dimensions of each participant-use room (excluding toilet rooms)
- Layout Features
  - Location of all doors
  - Locations of all exit doors
  - Plumbing fixtures labeled in each toilet room (toilet, sink, shower, etc.)
- Safety Features
  - Smoke alarms/detectors
  - Fire extinguishers
  - Grab bars at toilets
  - Exit signs

Apply for a License to Operate an Adult Day Care Program

1. If the operator is not a sole proprietor, first set up your operating entity. For example, this can be a limited liability company, a non-profit corporation, or a partnership.
2. File the entity name with the Missouri Secretary of State at: **Business Services - Missouri Secretary of State**
3. File the facility name with the Missouri Secretary of State at: **Missouri Business Filings**
4. Print and fill out: **Application for License to Operate an Adult Day Care Program form**
   This application and its attachments should be submitted at least 60 days in advance of when the ADC will be ready for inspection.
5. If the program will be providing specialized servicers to persons with Alzheimer's, also submit Alzheimer's Special Care Services Disclosure along with a copy of the Alzheimer's program brochure.
6. Ensure the floor plan of your program location is legible and includes all rooms, emergency exits, fire alarms, fire extinguishers, toilets and sinks, mechanical rooms, quiet rooms, cooking space, and offices.

Application/Floor Plan Approved: YES

Obtain local occupancy permits, health inspections, or fire safety inspections as required by City and County authorities.

Begin hiring staff in accordance with staffing regulations.

Ensure any participants who are admitted into the program before its licensed have the appropriate authorizations, physician orders, and participant records on file in accordance with regulations.

Once the program is ready to being operating as an ADC program and the operator has determined all regulations have been addressed and met, refer to your approval letter for contact information to setup the initial onsite inspection.

An onsite inspection will be required to determine actual compliance with 19 CSR 30-90 regulations.

Application/Floor Plan Approved: NO

For license denials: You may file an appeal with the Administrative Hearing Commission as indicated in the letter you received advising you of this decision.

If the denial was based on your floor plan, you will need to start from the beginning by reviewing the regulations and locating a new proposed space.

You may send a detailed floor plan to LTCApplication@health.mo.gov for a preliminary review.