

Licensing Renewals in iConnect - Provider Process – Quick Reference Guide

Introduction

This quick reference guide is a condensed set of instructions to group homeowners and operators completing a Licensing Renewal. For detailed instructions, utilize the [Licensing Renewals Training Manual](#).

Licensure renewals occur annually, and providers must submit renewal applications 45 days prior to the license expiration date. The Service Provider and the Licensing Specialist (Region QA Workstream Worker) will receive a tickler message advising of the need for renewal due to pending License Expiration. The Service Provider will need to complete a new Facility Application. Once complete, they will need to print, sign, initial and notarize the form. They will then scan and save an electronic copy of the notarized Facility Application form to their device and when ready to submit the application, include this signed and notarized copy within the note.

This quick reference guide will review the following steps in the Licensing Renewal process in iConnect to be completed by providers:

- Complete the Facility Application Form
- Complete the Licensed Capacity Form
- Add Other Qualifying Documentation
- Complete the Application Submitted Note
- Steps for completing a Corrective Action Plan (CAP) as it pertains to licensing can be found in the [Licensing Renewals Training Manual](#).

Complete Facility Application Form

The Service Provider will complete the Facility Application Form.

1. Set “Role” = Service Provider, then click **GO**.
2. From My Dashboard, navigate to the Provider’s licensed (Group Home) facility record by completing a Quick Search.
3. Locate the Provider’s record, click on the **Forms** tab.
4. Click **File > Add Forms**
5. Select **Facility Application Form (APD 2014-01)** from dropdown options:
6. Update the following Header fields:
 - a. “Division” = APD
 - b. “Review” = Annual
 - c. Complete all fields on the Facility Application Form
 - d. “Status” = Pending
7. When finished, click **File > Save Forms**
8. Select **Word Merge > Facility Application Form**
9. Select **File > Print** to print the Word Merge

Complete License Capacity Form

The Service Provider will fill out the License Capacity Form in iConnect.

1. Set “Role” = Service Provider then click **GO**.
2. Navigate to the Licensed Facility (Group Home) Providers > **Forms** tab
3. Click **File > Add Forms**
4. In the “Please Select Type” drop-down, select “Use for after 2014 – Calculation of License Capacity” OR “Use prior to 2014-Calculation of License Capacity”
Note: If the home was licensed prior to 7/1/2014 and has been continually licensed since then, the form “use prior to 2014” should be selected and if the home was licensed after 7/1/2014, the “use for after 2014” should be selected.
5. Update the following Header fields:
 - a. "Division" = APD
 - b. "Review" = Annual
 - c. Complete all fields on the License Capacity Form
 - d. "Status" = Update to Pending when all required fields have been completed.
6. When finished, click **File > Save and Close Forms**

Add Qualifying Documentation

The Service Provider will add a note and attach any supporting documentation.

1. Set “Role” = Service Provider then click **GO**.
2. Navigate to the Licensed Facility (Group Home) Providers > **Notes** tab
3. Click **File > Add Notes**
4. In the new Note record, update the following fields:
 - a. "Division" = APD
 - b. "Note Type" = Licensing Renewal
 - c. "Note Subtype" = Select a category below
 - i. Background Screening (which could be one or more of the following)
 1. Attestation of Good Moral Character
 2. Background Results
 3. Background Screening
 4. Law Check Form
 5. Level II Background Screening
 - ii. Business Information (which could be one or more of the following)
 1. Articles of Incorporation
 2. Financial Ability
 3. Promo Materials
 4. Current Board Members Names/Phone Numbers
 5. Names of all controlling Entities
 - iii. Facility (which could be one or more of the following)
 1. Facility Floor Plan
 2. Fire Inspection
 3. Signed Lease

4. Vehicle Registration/Insurance
 5. Zoning Variance
 - iv. Personnel Information (which could be one or more of the following)
 1. Driver's License
 2. Education
 3. Operator Experience
 4. References
 5. Resume
 6. SSN
 - v. Policies and Procedures (which could be one or more of the following)
 1. Admin Policies
 2. Emergency Mgmt Plan
 3. Professional Liability Insurance
 4. Sexual Activity Policy
 - d. "Description" = Same as subtype
 - e. "Note" = Enter notes to include list of documents
 - f. "Status" = Complete
 - g. Click "Add Attachment" and search for the copy of supporting documents on the user's device. Click Upload.
- NOTE: Each attachment can be up to 18mb in size*
- h. Click the Lookup button on the "Add Note Recipient" to add the Licensing Specialist (Region QA Workstream Worker) as the Note Recipient
 - i. Enter last name and click Search in the pop-up browser window. Select the name of the worker to attach them to the note.
5. When finished click **File > Save and Close Notes**

Application Submitted Note

The Service Provider will also add a note advising the Licensing Specialist (Region QA Workstream Worker) that the application is submitted. *This note should also contain the signed/notarized copy of the Facility Application Form as an attachment.*

1. Set "Role" = Service Provider then click **GO**.
2. Navigate to the Licensed Facility (Group Home) Providers > **Notes** tab
3. Click **File > Add Notes**
4. In the new Note record, update the following fields:
 - a. "Division" = APD
 - b. "Note Type" = Licensing Renewal
 - c. "Note Subtype" = Application Submitted
 - d. "Description" = Application Submitted
 - e. "Note" = Enter notes
 - f. "Status" = Pending
 - g. Click "Add Attachment" and search for the copy of the signed/notarized Facility Application Form on the user's device. Click Upload.

