Licensing Amendment Process

- Determine if acute care
- There are two admins for acute care who can function interchangeably with one another
- There are three separate teams covering north, central, and south New Jersey
- There is no standard format for the personal logs. Could be paper or electronic

- Surveys in progress or planned may not be in ASPEN yet. Some survey reports may require a week or so to complete and enter into ASPEN

- 2-3 cycles of completeness questions may occur, and the process may take several months

- The team composes a large printout packet with all of the completeness questions, answers, the application, and any other relevant documents for review by survey. It is sent via intraoffice mail

- The facility should have followed the instructions set out by the team, therefore there should not be any significant deviations that would cause survey to reject the facility

- Licensing enters the amended license information: date, changes in ownership, changes in service, address, etc – whatever changes had been approved

- Conduct survey