ATTACHMENTS: PRIVATE MENTAL HEALTH INSTITUTION 440 IAC 1.5

The following material must be attached to this application in order for it to be reviewed by the Division:

A. Application for Licensure for Private Mental Health Institution Documentation

B. Organizational structure of applicant agency

C. List of governing board and executive staff

D. Copy of the report from the most recent inspection by (1) Division of Fire Prevention and Building Safety, State Fire Marshal and (2) State Department of Health, Food Protection if a medicare facility; or the county health department if not a medicare facility

E. A floor plan. If the hospital occupies only part of the building include a floor plan of the entire building. Indicate location of hospital beds and types of certifications or licenses of other areas in the building.

F. Complete copy of all accreditation decision reports and letter of accreditation; If this is an initial application, proof of application to a division approved accrediting agency must be included as part of the application process (See the list of approved accrediting agencies)

G. Copy of procedures to ensure protection of client rights according to IC 12-27, confidentiality (IC 16-39) and compliance with 440 IAC 1.5-2-4(4).

H. Describe the process for admitting a child (age fourteen and under) to a non segregated unit (adult unit) under an emergency situation. Include the criteria for such an emergency admission OR Submit a copy of the policy stating that such an admission will not occur

I. For new construction, addition or renovation:
   (1) Design release from the plan review staff of the Division of Fire and Building Safety of Indiana Department of Homeland Security.
   (2) Approval from the Division of Sanitary Engineering of Indiana State Department of Health.
   (3) Description of the functional use of the new construction.
   (4) If changes in the food area: Approval from Food Protection, Indiana State Department of Health if a medicare facility; or the county health department if not a medicare facility.

N. Any and all existing waivers from DMHA