

Maryland Department of Health
Office of Health Care Quality
Letter of Interest for an Adult Medical Day Care License

Licensure Process

Step 1: Submit a Letter of Interest

A person may not establish, operate, or continue the operation of an adult medical day care center (AMDC) without first obtaining a license from the Office of Health Care Quality (OHCQ). A person desiring to obtain initial licensure for an AMDC shall first submit a letter of interest to OHCQ.

Letter of Interest: The following items must be included in the letter or as an attachment:

1. Identification of the individual or individuals or business entity that will own and operate the adult medical day care program.
2. The job description and qualifications for each position.
3. The projected hours of operation, daily census, and the staffing plan that addresses both licensed and non-licensed staff coverage.
4. Verification that the structural design plans for the proposed adult medical day care program have been forwarded to the Department's Plans Review and Approval Unit (Office of Capital Planning, Budgeting and Engineering).
5. Policies and procedures that address the following as required under [COMAR 10.12.04.04A](#):
 - a. Medical record completion and retention
 - b. Administration and storage of medications
 - c. Nutrition services
 - d. Social work support
 - e. Employee criminal background checks
 - f. Transportation of participants
 - g. Participant activities

The documents must be typed. Handwritten documents are not accepted and will be returned to the applicant. Submit the letter of interest and the required attachments through the "Submit a Letter of Interest" link on the [OHCQ website](#). There is no fee to apply for a license.

Step 2: Submit an Application for an Adult Medical Day Care License

After OHCQ reviews and approves the Letter of Interest and information, OHCQ will notify the applicant to proceed with submitting an Application for an Adult Medical Day Care License.

The application will not be accepted until OHCQ reviews and approves the Letter of Interest. [COMAR 10.12.04.04A](#).

Step 3: OHCQ Conducts an On-site Survey

After OHCQ reviews and approves the application and all attachments, OHCQ staff will contact the applicant to schedule an on-site survey. Once OHCQ determines that the application is complete, and that the applicant is in compliance with [COMAR 10.12.04](#), OHCQ will issue a license to operate an AMDC to the applicant.