



Office of Health Care Quality

LTC CHOW Application Submission Instructions

In order to submit your LTC CHOW Application using the Long Term Care (LTC) CHOW Dashboard, please complete the follow steps:

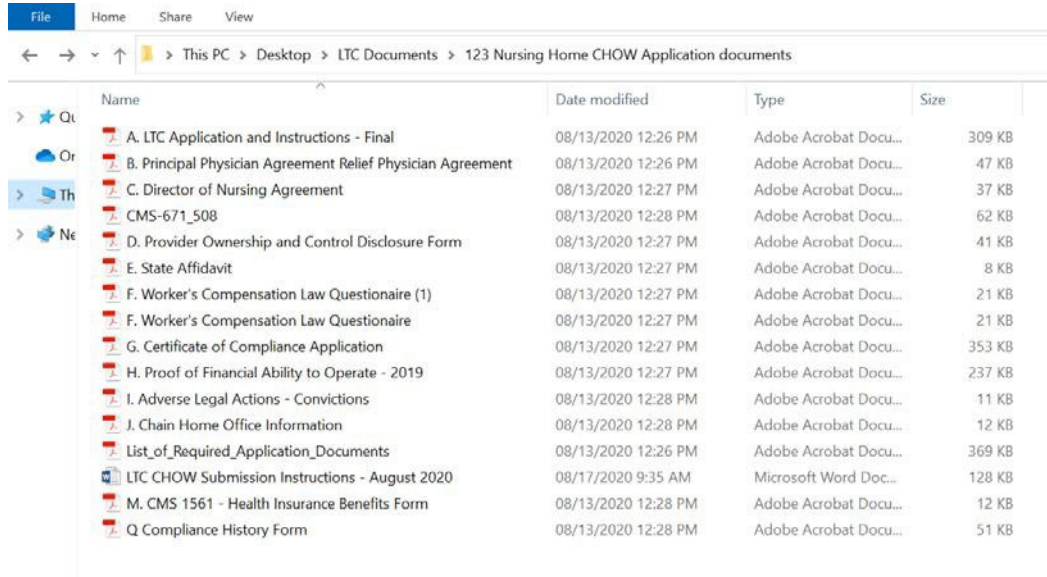
1. Click on the LTC CHOW Submission button on the LTC CHOW Dashboard:



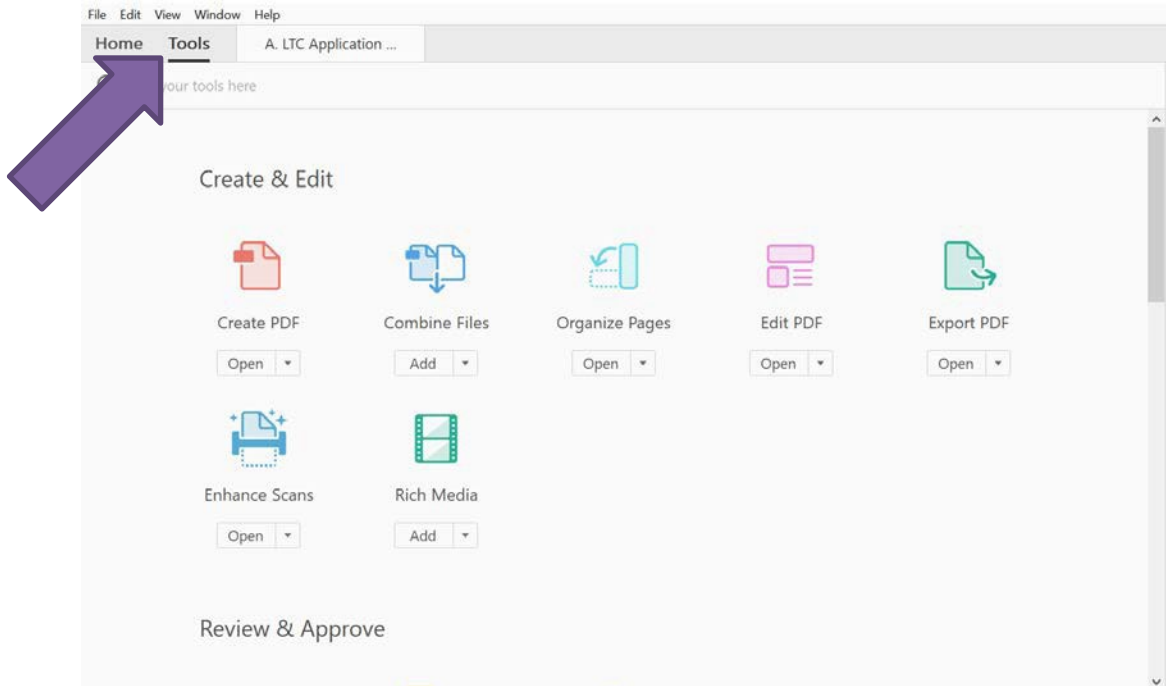
2. Enter all the required information into the “Long Term Care Change of Ownership (CHOW) Submission Form”. This includes your Facility’s Current Name, Proposed Facility Name, Applicant’s Contact Person, Applicant’s Contact Person Email Address, and Applicant’s Contact Person Phone Number.

3. Next, attach your application's completed documentation through use of a combined PDF files. Please follow the instructions provided below:

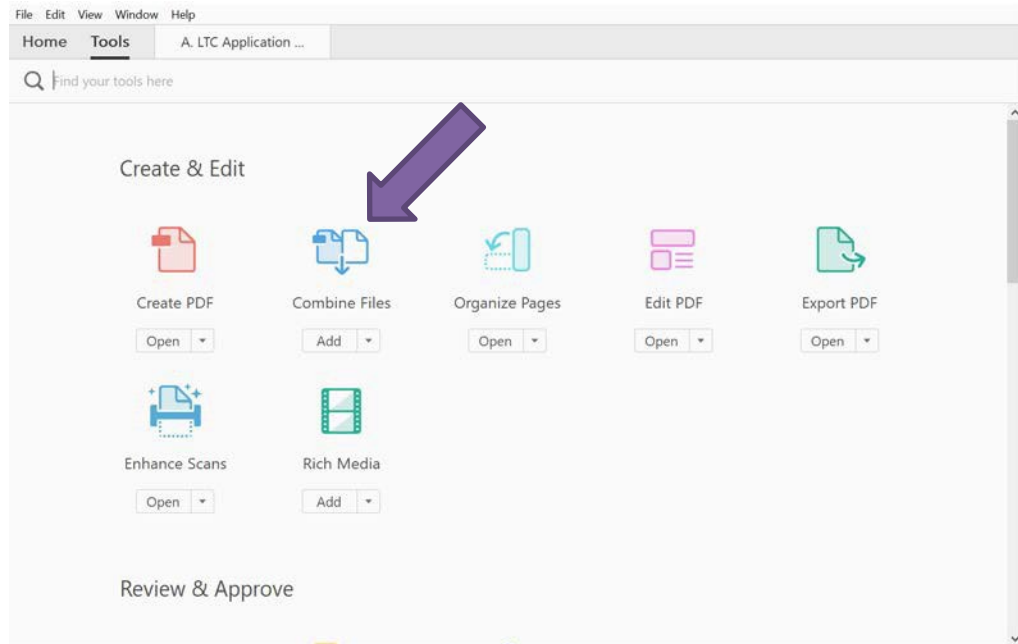
- a. Be sure all of your application's completed documents are saved in the same folder as PDF files. (Please note if a file is not saved as a PDF but a word document, go to the "File" tab and click on "Save as Adobe PDF" to save it as a PDF file.)



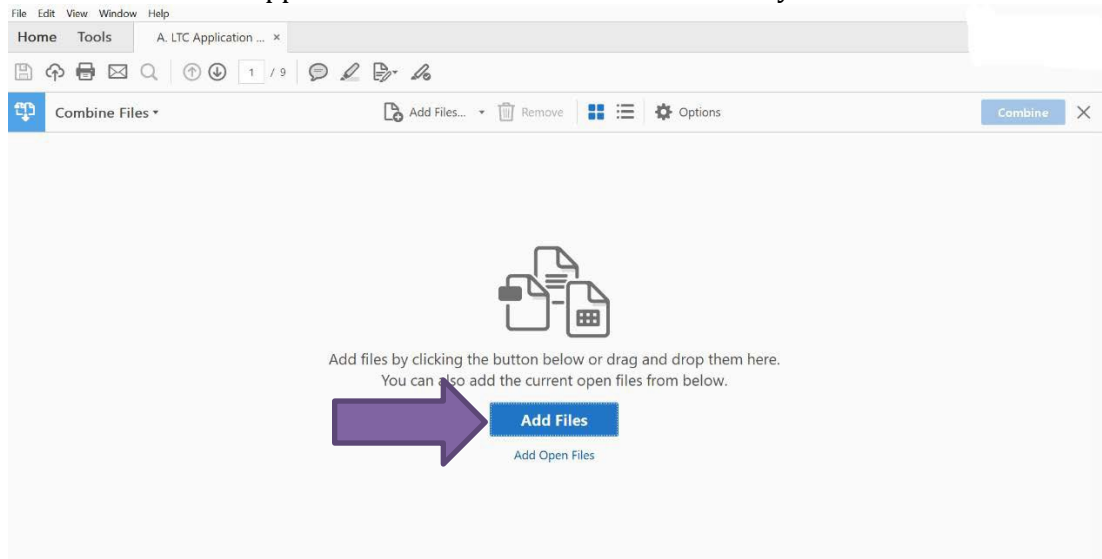
- b. Double click on the first document in the folder to open it. Once file is open, click on the "Tools" tab on the toolbar.



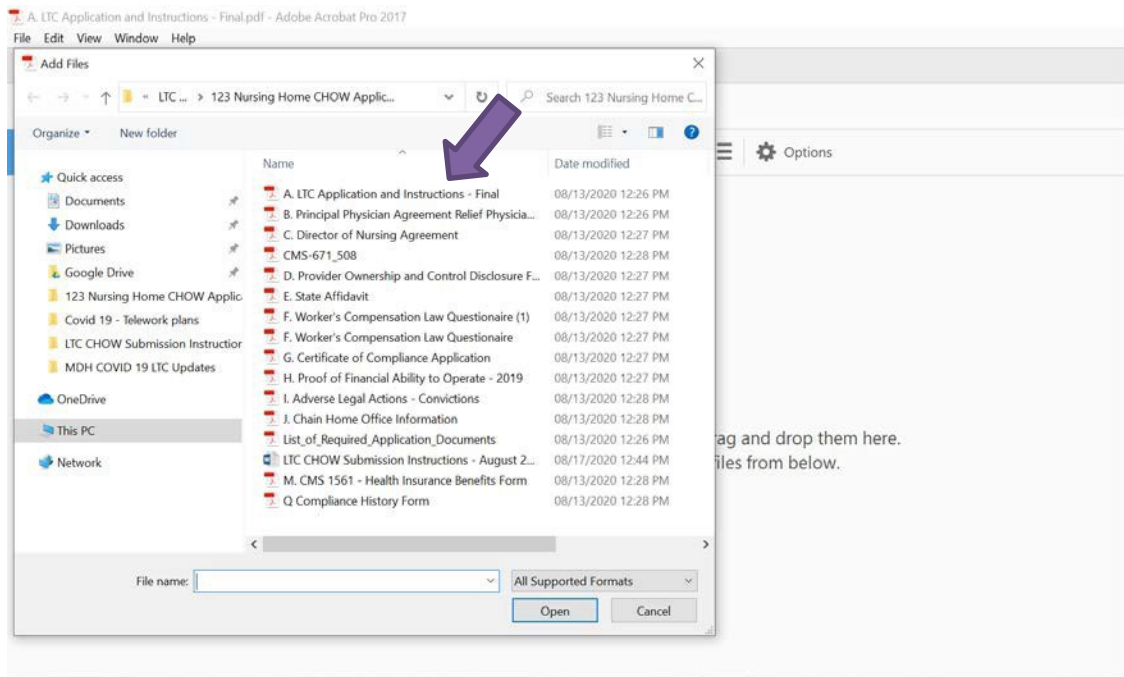
c. Then click “Combine Files”.



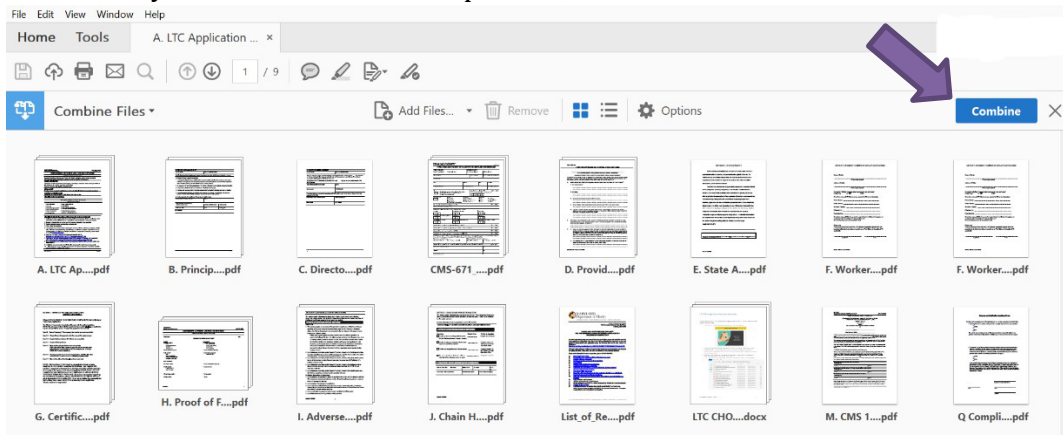
d. A new window will appear and click on the blue button that says “Add Files”.



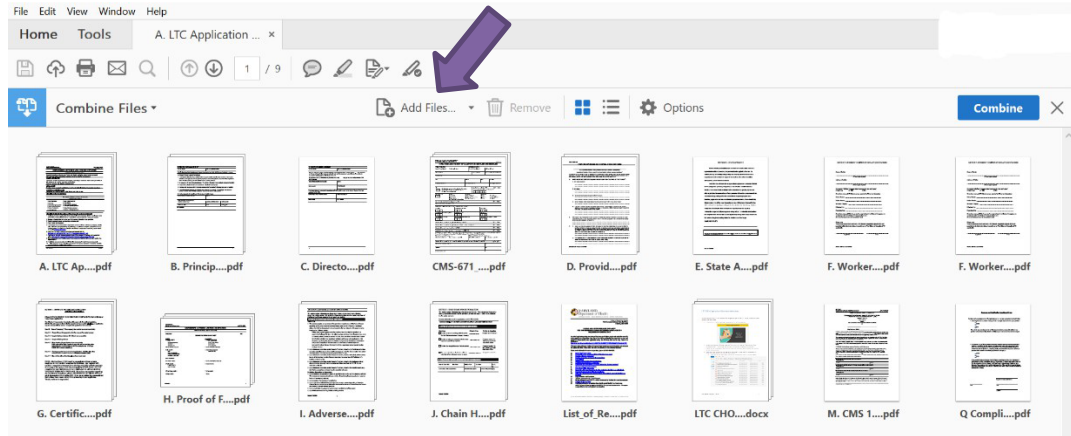
- e. Next, select which files you want to combine. To select more than one file, click once on the first file to highlight it, then hold down “Shift” key and the ↓ arrow key to highlight all files you want to combine. Then click “Open”.



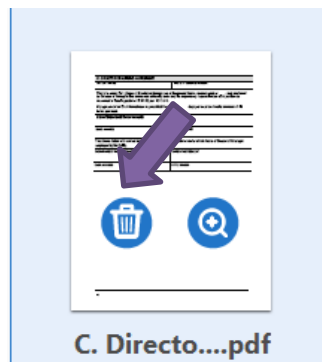
- f. All of the selected files will then appear as documents on the screen. If all the documents you wish to combine are present, click “Combine”.



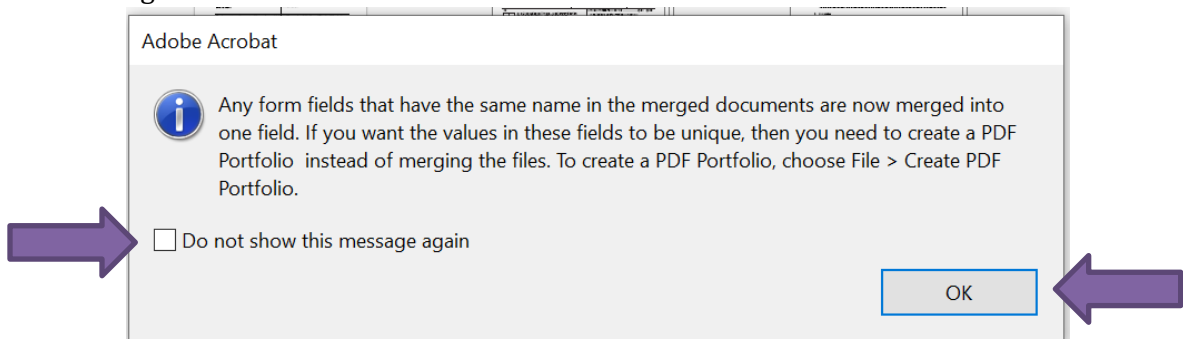
- g. If you need to add additional files, click on “Add Files” at the top center of the window.



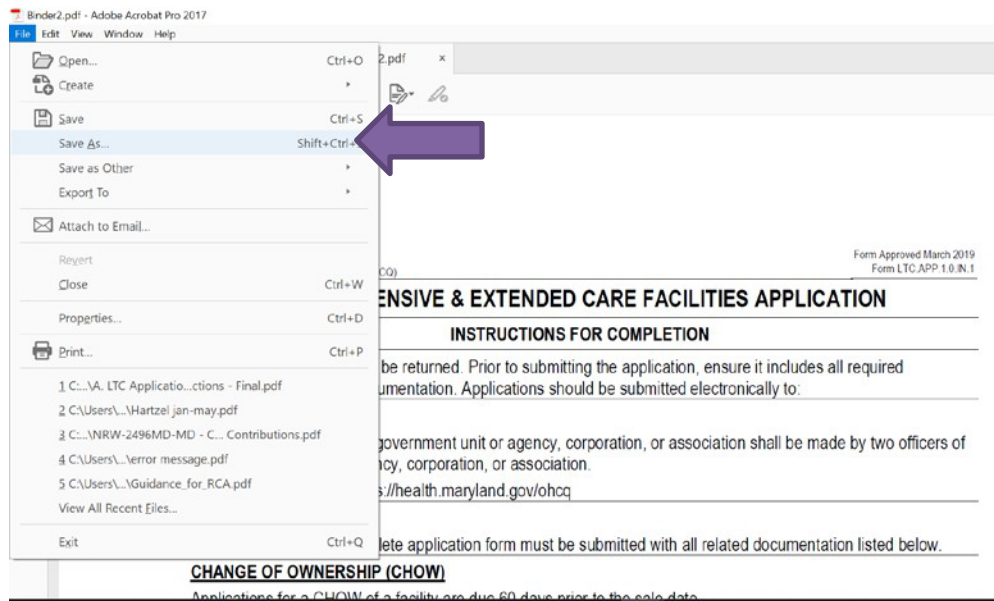
- h. If you need to delete a file from being combined select the trash can symbol that appears when you place your cursor over each document.



- i. Once combined the following message will appear. Click “Do not show this message again”. Then click “OK”.



- j. The combined file will automatically appear as a tab in Adobe. To rename this file, go to “File”, and click “Save As”. Save it with the “Facility Name – Chow Application Documents”. Click “Save”.



- k. On the Long Term Care Change of Ownership (CHOW) Submission Form, under the File Attachments, click “browse files”.

File Attachments *

Attach the following completed documentation as individual attachments. Please ensure that each document is titled with the document name and facility name (i.e. CHOW Application - Best Care Nursing Home):

Forms:

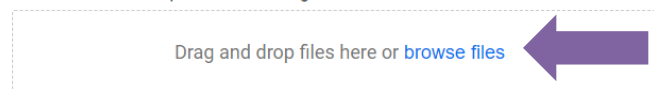
1. 39-460F Nursing Home CHOW Application
2. 39-461F Nursing Home Ownership
3. 39-462F Ownership of Property
4. 39-463F Disclosure Form
5. 39-464F Director of Nursing Agreement
6. 39-465F Medical Director Agreement
7. CMS Form 671 Long Term Care Facility Application for Medicare and Medicaid.
8. CMS Form 1561, Health Insurance Benefit Agreement.

Local Permits: if required by the local jurisdiction

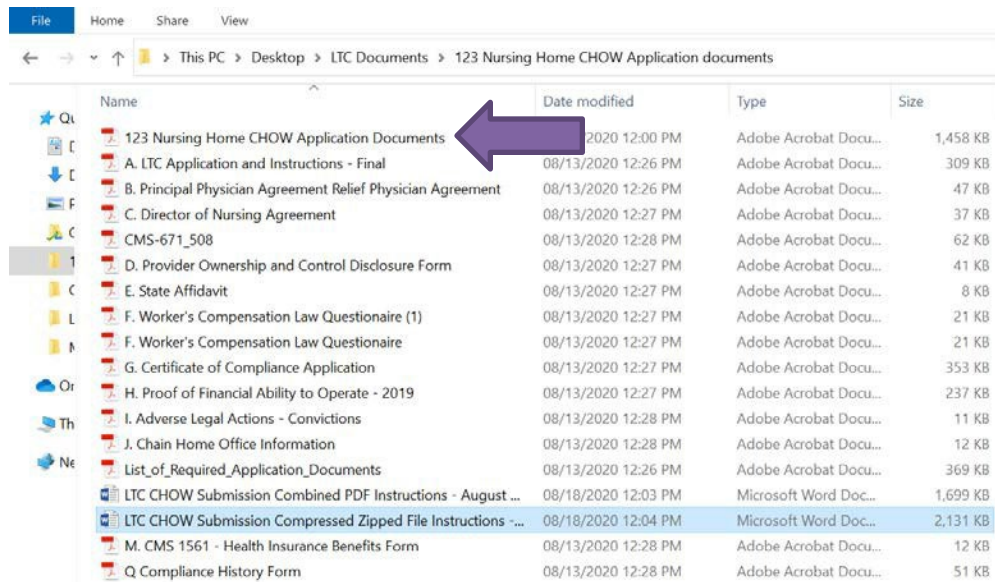
1. Kitchen permit.
2. Zoning permit.
3. Use and occupancy permit.
4. Fire inspection report.

Documents: submit a copy of the following documents

1. Documentation of MHCC determination
2. Confirmation of online submission of the Assurance of Compliance to the Office for Civil Rights
3. Agreement between the Director of Nursing and the nursing home
4. Policies and procedures, COMAR 10.07.02.13 and COMAR 10.07.09.15
5. Quality assurance plan, COMAR 10.07.02.64
6. Resident agreement. A sample resident agreement is on the OHCQ website
7. Transfer agreement with a local hospital, COMAR 10.07.02.39
8. Documentation for continued operation of a special care unit, if applicable
9. Evidence of Financial Ability to Operate
10. Bill of sale documenting the date of the transaction
11. Letter of Good Standing: The applicant must obtain an official letter of good standing from the Maryland Department of Assessments and Taxation (SDAT) Business Express
12. Workers' Compensation: Attach a copy of the declaration page from your Workers' Compensation coverage



- l. A new dialogue window will open. Select the combine PDF File with all the CHOW application documents. Then click “open”.



- m. The upload attachments will be found under the list of required documentation.

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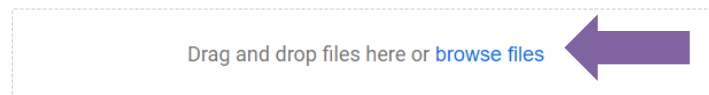
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- Next, click the Attestation box to attest that all of the information in the application and in the uploaded documents is true and correct.


Attestation: By clicking the box below, I attest that all of the information in the application and in the uploaded documents is true and correct *



- A copy of your CHOW Application Submission form can be sent to you by selecting the “Send me a copy of my responses” and enter your email address.

 Send me a copy of my responses

Email address



- Once you have reviewed your submission form, click “Submit”.

Attestation: By clicking the box below, I attest that all of the information in the application and in the uploaded documents is true and correct *

Comments

Send me a copy of my responses

Email address



- Email confirmation of your LTC CHOW Application submission will be sent to you.

Thank you for your submission of your LTC CHOW Application. For questions, please contact the LTC CHOW staff by clicking here: <https://app.smartsheet.com/b/form/d7c572c641fc46a3acad6c11b4105fbc> or on the following icon on the Long Term Care CHOW Dashboard.



[Click here to contact the LTC CHOW Team](#)

