

**SEQUENCE OF EVENTS FOR LICENSURE OF A
DAY CARE FACILITY FOR ADULTS**

1. Regulation 61-75, *Standards for Licensing Day Care Facilities for Adults*, should be read carefully in order to determine if all the requirements to a day care facility for adults can be met. A free copy of the regulation is available on our Website at <http://www.scdhec.net/health/hrreg.htm>. A hard copy of the regulation is available through the Division of Health Licensing for a \$10 fee. Payment must be by personal check or money order (no cash or credit cards can be accepted).

NOTE: Criminal background checks are now required for all direct caregivers working in a day care facilities for adults. Procedures for obtaining criminal background checks can be found on our Website at <http://www.scdhec.gov/health/licen/crc.htm>.

2. A completed outpatient application, with required attachments, should be submitted to the Division of Health Licensing, DHEC, 2600 Bull Street, Columbia, SC 29201.
3. For assistance with this process, a representative of the Facilities & Services Office can be contacted at (803) 545-4370.
4. Construction Documents for the facility, as specified in Section H of the regulation, must be reviewed by the Department's Division of Health Facilities Construction (DHFC). Reviews are scheduled by appointment and take place at the Heritage Building, 1777 St. Julian Place, Columbia, or another location arranged by DHFC. You can contact that office by phone at 803-545-4370 for assistance with your construction document questions.
5. DHFC will review the Construction Documents submitted and:
 - a. Determine the Construction Documents to be complete and issue an approval letter or
 - b. Deem the Construction Documents incomplete and request additional information.
6. When the facility construction or renovation of a building begins, the owner must notify DHFC of progress and request a final on-site inspection when work is complete.
7. When DHFC approves the facility, the owner must contact a Facilities and Services Office representative (see above) to schedule an on-site initial licensing inspection.
8. When all requirements are met, permission to operate will be granted and a license will be issued.

NOTE: If you are an owner of a facility/activity currently licensed by the Department, the currently-licensed facility/activity must be in substantial compliance with applicable regulatory standards prior to the Department issuing a license to the proposed day care facility for adults.