

Required Paperwork for Supervised Group Living Facility Certification

Please review “Interested in opening a Supervised Group Living Facility?” for information about the process and links to the required forms. It is the provider’s responsibility to review Article 7.5 to ensure their residential setting is in compliance with State rule.

Submit the following to apply for Supervised Group Living Facility certification

- A. Department of Homeland Security Construction Design Release or exemption paperwork
- B. Paperwork from the local zoning authority to occupy and operate a supervised group living facility (If the facility is in Marion county, a specific affidavit of application must be completed and submitted to the Indianapolis Department of Business & Neighborhood Services.)
- C. If the facility utilizes a septic system, submit the Septic System Approval documentation
- D. Contact Information for State Fire Marshal Occupancy Inspection Request (name, phone number and email address of the person meeting with a Fire Marshal)
- E. Facility Facts Record (State Form 48160) – maximum 10 beds per single family dwelling/15 beds per apartment/congregate dwelling; no waiver process at this time
- F. Program description, which must include but not be limited to the following:
 - a. The facility philosophy and treatment orientation
 - b. Resident population to be served
 - c. Services offered by the program
 - d. Program goals and services, including staffing assignments to accomplish these goals
 - e. Community resources that will be utilized to meet the resident’s needs (Include a description of the facility and its location, along with the ability of the community to provide necessary supportive services such as: fire protection, medical service, and access to recreational facilities, shopping and transportation)
- G. Provision of the following:
 - a. 24 hour supervision
 - b. Services provided under the supervision of a physician licensed to practice medicine in Indiana
 - c. Sufficient staffing to carry out treatment plans and provide consumer and staff safety
 - d. Admission Criteria
 - e. Transfer Criteria
 - f. Discharge Criteria
- H. Detailed floor plan with marked square footage of each consumer bedroom and labeled beds, bathrooms, toilets, and tubs/showers.
- I. A signed statement from the CEO that this Supervised Group Living Home is located more than 1000 feet from another Division licensed supervised group living home