

**New Applicant Licensing Flowchart**

**Chapters 6400, 6500, 2380, and 2390**

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| **NEW APPLICANT** | (1) Applicant logs on to the [HCSIS homepage](https://www.hcsis.state.pa.us/hcsis-ssd/default.aspx) – [Provider Self Service- Certification and Licensing System](https://www.pelican.state.pa.us/provider/odp-default.aspx) – Create Account and enters profile.(2) Once account is setup a Business Partner (B-) User account number will be assigned that will later be used to complete the management task affiliated with your position. |  | (3) Providers will access the CLS web-portal and submit an application for licensure under regulatory Chapter 6400, 6500.,2380, or 2390 |  | (4) Applicant submits initial documents (Articles of Incorporation, IRS/Internal Revenue [FEIN], Fictious Name, Occupancy Permit, and proof of non-profit status, if applicable, to BHSL Licensing Administration |  | (12) Provider will proceed with the [ODP enrollment qualification](https://www.myodp.org/course/index.php?categoryid=303) process. (if seeking to provide waiver services) |
| **BHSL LICENSING ADMINISTRATION** |  |  | (5) BHSL Licensing Administration reviews the CLS application and initial documents listed in (4) |  |  | No | (6a)Provider will be contacted by BHSL for missing or incorrect info. |  |  |  | (11) BHSL Administration will issue a certificate of compliance, the license to operate, upon receipt of the $50 For-Profit fee, if applicable, to provider |
| Yes | (6b) Application and initial documents are electronically sent to ODP’s RAU |
| **ODP REGULATORY ADMINISTRATION UNIT** | (7) ODP Regulatory Administration Unit (RAU) will (e)mail applicant a confirmation letter, request initial submission documents (see attached), and recommend applicant view the Licensing Application Webcast  |  |  |  | (8a) Applicant will be issued an enrollment key to view Licensing Modules, pass the test and receive certificate of completion (Chapter 6400 only) |  |  | No | (9a) RAU will contact applicant for missing or unacceptable documents. |  | No | (10a) If violations are found, a Licensing Inspection Summary (LIS) will be issued and applicant will submit a Plan of Correction (POC) for approval. |
| (8b) RAU will request Certificate/ Second Submission Documents (see attached) | Yes | (9b) RAU will forward the application and necessary documents to the Regional office. A representative from the Regional office will contact the applicant to schedule the onsite inspection.  |  | Yes | (10b) Regional Office will electronically send approved packet to BHSL Administration. |  |

**Note:** The licensing process is provider driven and can take anywhere from 30 to 90 days depending on the accuracy and timeliness of the documents submitted and the results of the onsite inspection.