

HCBS Provider Checklist for Adding an ADC or CBR

1. For CBR – must have an FNR approval letter
2. Completed HCBS [license application](#)
3. Non-refundable [licensing fee](#) and [Transmittal Payment Form](#)
4. A copy of the approval letter of the architectural facility plans from the Office of the State Fire Marshal (OSFM) and any other office/entity designated by the department to review and approve the facility's architectural plans
5. A copy of the on-site inspection report with approval for occupancy by the OSFM
6. A copy of the health inspection report with approval for occupancy from the Office of Public Health
7. If there is a new administrator for the new facility, a copy of the statewide criminal background check, including the national sex offender registry status done by the Louisiana State Police (LSP) or an LSP authorized agency is needed
8. If there is a new administrator for the new facility or whomever will be in charge of the new facility, certificates of completion for the three part [Mandatory Initial Provider Trainings](#)