
CHAPTER 45: PEDIATRIC DAY HEALTH CARE

SECTION 45.3: PROVIDER REQUIREMENTS**PAGE(S) 2**

PROVIDER REQUIREMENTS

Licensure

The pediatric day health care (PDHC) facility must have a valid, current PDHC license issued by the Department of Health and Hospitals (DHH). DHH is the only licensing authority for PDHC facilities in the state of Louisiana. Each facility shall be separately licensed.

A parent or legally responsible person providing care to a medically fragile child in his/her home or any other extended care or long term care facility is not considered a PDHC facility and will not be licensed as a PDHC facility.

Maintaining Licensed Status

In order for a PDHC facility to maintain its licensed status and to be considered operational, the facility must meet the following conditions:

- The facility must have at least two employees, one of whom is a registered nurse and is on duty at the facility location during operational hours.
- The facility must have staff employed and available to be assigned to provide care and services to each recipient during operational hours. The services provided must be consistent with the medical needs of each recipient.
- The facility must have provided services to at least two recipients in the preceding 12 month period in order to be eligible to renew its license.

Changes in Licensee Information

A PDHC license is only valid for the person or entity named in the license application and only for the specific geographic address listed on the license application.

Any change in the PDHC facility name, “doing business as” name, mailing address, phone number, or any combination, must be reported in writing to DHH within five days of the occurrence. A change in the facility name or “doing business as” name requires a change to the facility license and requires a \$25.00 fee for reissuance of an amended license.

The PDHC license is not transferable or assignable and cannot be sold.

CHAPTER 45: PEDIATRIC DAY HEALTH CARE

SECTION 45.3: PROVIDER REQUIREMENTS**PAGE(S) 2**

Change in Ownership

A change in ownership (CHOW) of the PDHC facility must be reported in writing to the DHH within five days of the change. The new owner must submit the legal CHOW document, all documents for a new license, and the applicable licensing fee. When all application requirements are completed and approved by the DHH, a new license will be issued to the new owner.

NOTE: A facility that is under license suspension, revocation or termination **may not** undergo a CHOW.

Closure of a Facility

A PDHC facility that plans to close or cease operations must comply with the following procedures:

- Provide 30 days advance written notice to:
 - DHH;
 - The prescribing physician; and
 - The parent (s), legal guardian or legal representative.
- Notify DHH of the location where the records will be stored and the contact person for the records, and
- Provide for an orderly discharge and transition of all recipients admitted to the facility.

The owners, managers officers, directors and administrators of a facility that fails to adhere to the above procedures may be prohibited from opening, managing, directing, operating, or owning a PDHC facility for a period of two years.