

**Wyoming Department of Health
Office of Healthcare Licensing and Surveys**

Boarding Homes

Paperwork Requirements for State Licensure

Facility Name: _____ City: _____

- _____ 1. A completed license application form and appropriate fee.
- _____ 2. Copy of organizational chart that reflects the administrative control and lines of authority for the delegation of responsibility from management down to the patient care level.
- _____ 3. Copy of policy and procedure on employee health, including tuberculin testing and communicable disease information.
- _____ 4. Verification of Department of Family Services central registry check on self and/or manager, and all employees hired.
- _____ 5. Copy of grievance procedure.
- _____ 6. Copy of policy and procedure on resident rights.
- _____ 7. Copy of policy and procedure on infection control.
- _____ 8. Copy of policy and procedure on admission, transfer and discharge.
- _____ 9. Copy of policy and procedure on emergency care and disaster plans.
- _____ 10. Copy of policy and procedure for the quality assurance plan.
- _____ 11. Qualifications of Director/Manager.