

COVID–19 Emergency Circumstances Long Term Care Bed Change Request Process

The instructions below outline the process for requesting an emergency bed change for long term care licensed and certified facilities due to COVID-19 circumstances.

- STEP 1 - Obtain approval from the [Division of Certificate of Need](#) (if applicable)

- STEP 2 – [Application for License to Operate a Long Term Care Facility](#)
 - Application is required if there is an increase or decrease of licensed beds

- STEP 3 - Complete Bed Change Request Packet, to include:
 - [Bed Change Request Form](#)
 - 2 Color Coded Floor Plans (Only required for an increase or relocation of beds)
 - Current
 - Proposed
 - Cover letter
 - Must be on company letterhead
 - Detail the emergency bed change request as it relates to COVID-19 circumstances

- STEP 4 – Submit all required documents via email to jami.biggs@ky.gov

Please call (502) 564-7963 ext. 3301 or email jami.biggs@ky.gov for questions or concerns related to your emergency bed change request.