

# Staff Change



To change the staff and/or officers at your facility submit the following information and/or documentation:

A letter on your facility's letterhead to include the following:

1. The facility's certificate of registration number. The number is located on facility's certificate.
2. The new staff and title (i.e. manager, president). Identify who the new staff will replace.
3. Effective date of the change.
4. Signature of manager or owner on the letter (the name must be on record with the Department).

Once the documents are submitted and approved, IDOH will update our database to reflect the changes and send a confirmation letter to the facility.

Submit change request to:

Bobbie Nelson, Program Director  
Division of Home and Community Based Care  
2 N. Meridian St., Section 4A 07  
Indianapolis, Indiana 46204