

## Report Unlicensed Activity

To report suspected unlicensed activity, please call, mail, or enter your complaint online at:

### Agency for Health Care Administration Complaint Hotline

2727 Mahan Drive  
Tallahassee, Florida 32308  
Mail Stop #49

Toll Free: 888-419-3456  
<http://apps.ahca.myflorida.com/hctf/>

## Information Needed

Reports should include:

1. Facility address, phone and name if available.
2. Owner/operator name and phone if available.
3. Description of activity leading to report of suspected unlicensed activity.
4. Your contact information (name, address, phone and email) for additional information if needed. If you provide contact information, results of the investigation will be provided.

**3RD DEGREE FELONY TO  
OPERATE AN UNLICENSED ALF:  
429.08(1)(A), (B) FS**

**PUNISHABLE AS PROVIDED IN:  
775.082, 775.083,  
OR 775.084 FS**

### ASSISTED LIVING UNIT WEBSITE:

[HTTP://AHCA.MYFLORIDA.COM/MCHQ/HEALTH\\_FACILITY\\_REGULATION/  
INDEX.SHTM#AL](http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/INDEX.SHTM#AL)

USE FLORIDAHEALTHFINDER.GOV TO FIND AN ALF OR AFCH



HEALTH QUALITY ASSURANCE  
2727 MAHAN DRIVE  
TALLAHASSEE, FLORIDA 32308  
MAIL STOP #49

Revised January 2015

HEALTH QUALITY ASSURANCE

# UNLICENSED ACTIVITY

## A CHECKLIST TO DETERMINE IF A FACILITY SHOULD BE LICENSED

Assisted Living Facilities  
Adult Family Care Homes



The Agency for Health Care Administration licenses Assisted Living Facilities and Adult Family Care Homes in accordance with Florida Statute Chapters 429 and 408, Part II, and applicable administrative rules.

Please find more about licensing online at [http://ahca.myflorida.com/MCHQ/Health\\_Facility\\_Regulation/index.shtml](http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/index.shtml).

**Assisted living facilities** provide full-time living arrangements in the least restrictive and most home-like setting. Facilities can include individual apartments or rooms that a resident has alone or shares with another person. These facilities can also range in size from one resident to several hundred residents.

**Adult family care homes** provide full-time, family-type living in a private home for up to five elderly persons or adults with a disability, who are not related to the owner. The resident may have their own room or may share with another person. The owner lives in the same house as the residents.

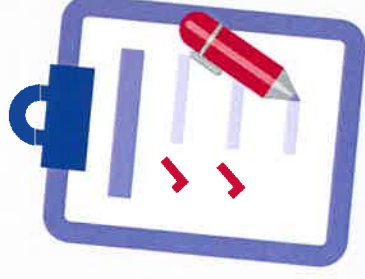
For more information about licensed health care providers visit Florida Health Finder at [www.floridahealthfinder.gov](http://www.floridahealthfinder.gov).

## Checklist Questions

1. Does the owner / operator live in the home? YES / NO \_\_\_\_\_
2. Number of residents? \_\_\_\_\_

NOTE: Family members and relatives are not considered residents: s.429.02(18), F.S

3. **STOP:** No license is needed if the owner lives in the home and there are no more than two (2) residents



4. Are any of these personal care services provided to residents? YES / NO

- a. Supervise or assist to bathe
- b. Supervise or assist to dress
- c. Supervise or assist to eat
- d. Supervise or assist with personal hygiene
- e. Supervise or assist with toileting
- f. Supervise or assist with medications:
  - i. Are meds kept locked up?
  - ii. Do staff/owner hand out meds?
  - iii. Do staff/owner put meds in daily pill trays?

## Determination

**May Need an AFCH license if:** s. 429.63(2), 429.65(2), 429.67(2) F.S.

1. Provider/operator/owner permanently lives in the home, and
2. Cares for up to five residents who receive one or more personal care services on a 24 hour basis.

**May Need an ALF license if:** s. 429.02(5) F.S.

1. Owner/operator does not live in the home, and
2. Has one or more residents or
3. Owner/operator lives in the home and cares for more than five residents or more than two residents not related to the owner/operator.
4. Who receives one or more personal care services
5. On a 24 hour basis