



ASSISTED LIVING CULTURE

ASSISTED LIVING START-UP

Getting Started: You'll need a business plan

Conduct a personal evaluation to determine why you want to start a business.

Create a business plan:

What do we do?

How do we do it?

Who do we serve?

Conduct a SWOT analysis to identify your strengths, weaknesses, opportunities, and threats.

Assess how much capital you have available to invest.

Personal Development: Shift your Mindset

1. Shift your Mindset

- a. Believe in your capability to run a facility
- b. Educate yourself about the industry
- c. Create structure and discipline in your life
- d. Work on stress management
- e. Identify your support system
- f. Invest in workshops, books, consultants and other resources
- e. ERASE THE WORDS "I CAN'T" FROM YOUR VOCABULARY

Application Checklist (Documents vary from State to State)

1. Application Fee (Depends on the approved number of beds)
2. HealthCare Licensing Application– We will prepare for you if you select 1:1 coaching
3. Health Care Licensing Application Addendum–We will prepare for you if you select 1:1 coaching
4. Affidavit of Compliance with Background Screening-We will prepare for you if you select 1:1 coaching
5. Copy of Administrator’s H.S. Diploma/GED (transcripts accepted)– You will provide
6. EPP & CEMP(Generator and Emergency Plan Approval)
7. Local Zoning Approval (Cannot be expired)–You will obtain
8. Liability Insurance Certification (Commercial Insurance)– You will obtain
9. FireSafetyInspection(mustmeetfiresafetyrequirementsforALF)–Youwillobtain
10. Residential Group Home Inspection and Food Service Report – You will obtain Must meet Health Department’s sanitation and safety requirements

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11. Floor Plan of the facility. (No Blueprints, hand drawn accepted)- You obtain
12. Financial Statement(s) (bank statement, not older than 10 days)
13. Proof of Financial Ability to Operate (w/notes and assumptions) – We can recommend
14. Recorded warranty deed, lease / sublease, or proof of legal right to occupy
15. Surety Bond or continuation bond, if applicable
16. Certificate of Authority, if applicable

There you have it! Although the documents vary state to state, this checklist in general is what your licensing agency asks for. For more information about my 1:1 coaching service, please contact me via email or phone.

Email: services@coachmjay.com

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