

STAFF CHANGE

Dear Provider:

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

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

- The agency's license number. The number is located on agency's license.
- The new staff and title (i.e. administrator, alternate administrator, clinical supervisor, and alternate clinical supervisor). Identify who the new staff will replace.
- Include current criminal history checks (within last 3 months).
 - Submit a current expanded or national criminal history check.
 - If using an entity other than the Indiana State Police to conduct the criminal history search make sure that the entity has the timeframe for the search on the document.
- Current resume of the new staff member
- Copy of any applicable license.
- Signature of administrator on the letter (the name must be on record with the Department).
- Please complete the 'Agency Staff Change Notification Form' found on the website.

Once the above mentioned documents are submitted and approved, the Department will update our database to reflect the changes and send a confirmation letter to the agency.

Submit change request to:

Kelly Hemmelgarn
Program Director, Acute Care
Indiana State Department of Health
Acute Care Division
2 N Meridian St., Section 4A 07
Indianapolis, IN 46204