

Children's Residential Facility Application

Minnesota Governing Rule 2960

What type of license/certification(s) are you applying for? Check all that apply.

License Type:

Group Residential Setting

Detention Facility

Certification Type:

Secure Program

Correctional Program

Restrictive Procedures

Information about the program (Where services will be provided)

PROGRAM NAME			
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	COUNTY	GENDER TO BE SERVED	
AGE LIMITS OF PERSONS SERVED	REQUESTED MAXIMUM CAPACITY	AREA TO BE SERVED	

Will there be educational services provided? Yes No

If yes, extra certification will need to be obtained through Minnesota Department of Education.

If applicant is an organization or government entity

FULL NAME			
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALT. PHONE NUMBER		

Authorized Agent

Required for NETStudy 2.0 purposes. In the box below provide full name, email address, and phone number.

If applicant is an individual

FULL NAME			
STREET ADDRESS		CITY	STATE ZIP CODE
PHONE NUMBER		ALT. PHONE NUMBER	

Tax Identification information

SOCIAL SECURITY NUMBER	MINNESOTA TAX ID NUMBER	FEDERAL EMPLOYER ID (FEIN)
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Business record details

Provide business information on file with the Minnesota Secretary of State.

BUSINESS NAME	DOING BUSINESS AS (DBA) NAME (IF APPLICABLE)
FILING NUMBER	FILING DATE
REGISTERED AGENTS(S)	OFFICER(S)

Current Licenses

Do any of the applicants hold any other licenses issued by the State of Minnesota? Yes No

If yes, what are the license numbers? _____

Are any of the controlling individuals also controlling individuals at any other program licensed by the State of Minnesota? Yes No

If yes, what are you license numbers? _____

Have any of the applicants been denied a license by another Minnesota State agency? Yes No

If yes, list the date(s) and license number(s). _____

Controlling Individuals

The applicant must provide all names and addresses of the owners, board members, or controlling individuals, and an organizational chart depicting organizational authority over the program. Attach additional names if applicable.

FULL NAME			
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	TITLE		

FULL NAME			
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	TITLE		

Required Documents for Application

The documents below are required for licensure/certification to comply with Minnesota Rules 2960.0010 to 2960.0120. These may be submitted by mail to the DOC or by email to IE-support.DOC@state.mn.us with the applicants name in the subject line. Depending on the license/certification type more documents will be needed, see page 5-6.

Item	Rule Requirement	Subject	Document Identifier
1-A	Minnesota Rules, part 2960.0040, items A-F	Statement of intended use	
1-B	Minnesota Rules, part 2960.0050, subparts 1 and 2	Policy and procedures for basic rights and services	
1-C	Minnesota Rules, part 2960.0060, subparts 1 and 2	Outcome measures	
1-D	Minnesota Rules, part 2960.0060, subpart 5	Independent program audit	
1-E	Minnesota Rules, part 2960.0060, subpart 6	Procedure for community involvement	
1-F	Minnesota Rules, part 2960.0070, subpart 2, items A through D	Admission criteria	
1-G	Minnesota Rules, part 2960.0070, subpart 3	Admission documentation	
1-H	Minnesota Rules, part 2960.0070, subpart 4, items A through C	Inventory and handling of resident property policy	
1-I	Minnesota Rules, part 2960.0070, subpart 5	Resident screenings	
1-J	Minnesota Rules, part 2960.0080, subpart 3	Cooperation in treatment and basic service delivery	
1-K	Minnesota Rules, part 2960.0080, subpart 4	Facility rules and due process system	
1-L	Minnesota Rules, part 2960.0080, subpart 5	Discipline policy	
1-M	Minnesota Rules, part 2960.0080, subpart 6	Schedule of daily activities	
1-N	Minnesota Rules, part 2960.0080, subpart 7	Culturally appropriate care policy and procedures	
1-O	Minnesota Rules, part 2960.0080, subpart 8	Description of spirituality services and counseling	
1-P	Minnesota Rules, part 2960.0080, subpart 9	Description of educational services	
1-Q	Minnesota Rules, part 2960.0080, subpart 10	Plan for exercise and recreation services	
1-R	Minnesota Rules, part 2960.0080, subpart 11	Description of health and hygiene services	
1-S	Minnesota Rules, part 2960.0080, subpart 11, item D	Medication verification	

1-T	Minnesota Rules, part 2960.0080, subpart 12	Description of food and nutrition services	
1-U	Minnesota Rules, part 2960.0080, subpart 13	Description for resident clothing, bedding, and laundering services	
1-V	Minnesota Rules, part 2960.0080, subpart 14	Emergency plan	
1-W	Minnesota Rules, part 2960.0080, subpart 15	Communication and visitation policy	
1-X	Minnesota Rules, part 2960.0080, subpart 17	Procedures for critical incident and maltreatment reports	
1-Y	Minnesota Rules, part 2960.0080, subpart 18	Resident and family grievance procedures, grievance form	
1-Z	Minnesota Rules, part 2960.0080, subpart 19	Family involvement procedures	
1-AA	Minnesota Rules, part 2960.0090, subpart 2	No eject policy	
1-BB	Minnesota Rules, part 2960.0090, subpart 3	Procedures for return of resident's property	
1-CC	Minnesota Rules, part 2960.0100, subpart 1	Staffing plan	
1-DD	Minnesota Rules, part 2960.0100, subpart 2	Recruitment of culturally balanced staff	
1-EE	Minnesota Rules, part 2960.0100, subpart 3	Orientation and in-service training plan, annual training	
1-FF	Minnesota Rules, part 2960.0100, subpart 6	License holder and staff qualifications	
1-GG	Minnesota Rules, part 2960.0120, subpart 2, items A to I	Physical plant standards regarding applicable fire, health, zoning, and building codes requirements	

Additional requirements by license/certification

See below for additional requirements for application. Use the indicated Minnesota Rule parts for more information.

Group Residential Setting- 2960.0130 through 2960.0220

Item	Rule Requirement	Subject	Document Identifier
2-A	Minnesota Rules, part 2960.0140, subpart 1	Satisfaction survey	
2-B	Minnesota Rules, part 2960.0150, subparts 1 through 3	Personnel policies	
2-C	Minnesota Rules, part 2960.0150, subpart 4	Annual training plan	
2-D	Minnesota Rules, part 2960.0160	Admission	
2-E	Minnesota Rules, part 2960.0160, subpart 2	Ability to meet resident needs	
2-F	Minnesota Rules, part 2960.0170, subparts 1 and 2	Classification and separation of residents	
2-G	Minnesota Rules, part 2960.0180, subpart 2	Program components	
2-H	Minnesota Rules, part 2960.0180, subpart 2 item B	Treatment plans	
2-I	Minnesota Rules, part 2960.0180, subpart 3	Record retention schedule	
2-J	Minnesota Rules, part 2960.0190, subpart 1	Transition services plan	
2-K	Minnesota Rules, part 2960.0190, subpart 2	Treatment plan compliance	
2-L	Minnesota Rules, part 2960.0200, item B	Fire prevention protocols	
2-M	Minnesota Rules, part 2960.0200, item C	Maintenance plan	
2-N	Minnesota Rules, part 2960.0200, item D	Smoking policy	
2-O	Minnesota Rules, part 2960.0210, subpart 3	Maintenance of safety reports	

Detention Facility- 2960.0230 through 2960.0290

Item	Rule Requirement	Subject	Document Identifier
3-A	Minnesota Rules, part 2960.0240, subparts 1-3	Personnel policies	
3-B	Minnesota Rules, part 2960.0240, subpart 4	Annual training plan	
3-C	Minnesota Rules, part 2960.0250	Admission and Release	
3-D	Minnesota Rules, part 2960.0260	Classification and separation of residents	
3-E	Minnesota Rules, part 2960.0270, subpart 1	Administrative structure	
3-F	Minnesota Rules, part 2960.0270, subpart 2-16	Policies and procedures manual	
3-G	Minnesota Rules, part 2960.0270, subpart 1	Equipment codes	
3-H	Minnesota Rules, part 2960.0270, subpart 2	Maintenance of safety reports	

Secure Program- 2960.0300 through 2960.0420

Item	Rule Requirement	Subject	Document Identifier
4-A	Minnesota Rules, part 2960.0310	Statement of program objectives	
4-B	Minnesota Rules, part 2960.0320	Secure program services standards	
4-C	Minnesota Rules, part 2960.0330, subpart 2	Admission documentation	
4-D	Minnesota Rules, part 2960.0340	Security standards	
4-E	Minnesota Rules, part 2960.0350, subpart 1 and 2	Discharge criteria, return of property plan	
4-F	Minnesota Rules, part 2960.0360, subpart 1	Security policies and procedures	
4-G	Minnesota Rules, part 2960.0360, subpart 2	Inspection plan	
4-H	Minnesota Rules, part 2960.0360, subpart 3	Policies for use of chemical irritants	
4-I	Minnesota Rules, part 2960.0370	Locks and keys (storage and inspection)	
4-J	Minnesota Rules, part 2960.0380	Plan to properly secure, inventory, and dispense of hazardous and dangerous materials	
4-K	Minnesota Rules, part 2960.0390	Count procedure	

Correctional Program- 2960.0540 through 2960.0570

Item	Rule Requirement	Subject	Document Identifier
5-A	Minnesota Rules, part 2960.0550, subpart 4, A-D	Minimum criteria for certification	
5-B	Minnesota Rules, part 2960.0560, subpart 1 and 2	Personnel standards, staffing plan and staff qualifications	
5-C	Minnesota Rules, part 2960.0560, subpart 4	Staff orientation training plan	
5-D	Minnesota Rules, part 2960.0560, subpart 5	Staff development and evaluation plan	
5-E	Minnesota Rules, part 2960.0570, subpart 2	Report plan for critical incidents	
5-F	Minnesota Rules, part 2960.0570, subpart 3, A-K	Security policies and procedures	

Restrictive Procedures- 2960.0710

Item	Rule Requirement	Subject	Document Identifier
6-A	Minnesota Rules, part 2960.0710 subpart 2	Restrictive procedures plan	
6-B	Minnesota Rules, part 2960.0720, subpart 10**	Safety Based Separation plan (if applicable)	
6-C	Minnesota Rules, part 2960.0710, subpart 9	Additional training for staff using physical holding or seclusion	
6-D	Minnesota Rules, part 2960.0710, subpart 10	Administrative review	
6-E	Minnesota Rules, part 2960.0710, subpart 11	Review of patterns of use of restrictive procedures plan	

**Not available on Minnesota Rules website until January 2025. For immediate clarification reach out to 2960 inspector at IE-support.doc@state.mn.us. This rule will be replacing Disciplinary Room Time rule.

Applicant Agreement, Acknowledgement and Verification Form

At initial application only: The applicant/license holder must review and approve the license application by signing below. An application from a government entity must be accompanied by a letter signed by the manager, administrator, or other executive of the government entity authorizing the submission of the license application. An original signed copy of the Applicant Agreement, Acknowledgement and Verification Form and a letter is required for each application.

By signing below, the Applicant/License Holder agrees:

- The information provided on this application form is true, accurate and complete;
- I consent to electronic communication with DOC throughout the application process;
- If DOC grants a license, I agree the program will comply with the applicable licensing rules and statutes at all times;
- I understand if I choose to receive public funding, I must comply with all applicable laws and rules, that compliance will be monitored by DOC, and that noncompliance will result in penalties;
- I am the applicant/license holder responsible for communicating with DOC throughout the application process (including by electronic communication), on all matters related to the applicable licensing rules and statutes and for accepting service of all notices and orders from DOC.

Applicant/License holder:

I, _____, state that I am the applicant/license holder identified above. I understand that, by signing below, I am responsible for communicating with the commissioner of Corrections on all matters provided for in Minnesota Rule 2960. I also understand that service of all notices and orders affecting any license held by the license holder identified above will be made on me, in accordance with Minnesota Rule 2960.

SIGNATURE

DATE

Submit:

- Completed application (signed).
- All items listed in the application checklist section above.

Email: IE-support.doc@state.mn.us

Mail: Inspection and Enforcement Unit 1450 Energy Park Drive, Suite 200 St. Paul, MN 55108

Fax: 612-473-5009

2960.0030 Subp. 8. **Denial of application.** The commissioner of human services or corrections shall deny a new license or certificate application if the applicant fails to fully comply with laws or rules governing the program. Failure to fully comply shall be indicated by:

- A. documentation of specific facility or program deficiencies that endanger the health or safety of residents;
- B. failure to correct a hazardous condition or be approved by fire, building, zoning, or health officials;
- C. any other evidence that the applicant is not in compliance with applicable laws or rules governing the program;
- D. failure to obtain approval of an on-site school from the Department of Education;
- E. documentation of a disqualification of the applicant for licensure or relicensure, or the controlling individual regarding a background study which has not been set aside; or
- F. failure to submit a completed application.

An applicant whose application was denied by either agency must not be granted a license by either the Department of Corrections or the Department of Human Services for two years following a denial, unless the applicant's subsequent application contains new information which constitutes a substantial change in the conditions that caused the previous denial. A negative determination by one agency is proof of denial for both agencies.