**Section 290.200 Registration**

a) Each board and care home in the State shall register with the Department on a form prescribed by the Department.

b) The application for registration shall include, but not be limited to, the following information:

1) the name of the board and care home;

2) the address of the board and care home;

3) the phone number of the board and care home;

4) the name and address of the person, business, entity, organization, or corporation that owns the board and care home;

5) the name and address of the person, business, entity, organization, or corporation serving as the manager of the board and care home, if different from the owner;

6) the maximum number of residents that the board and care home is capable of housing;

7) the actual number of residents at the time of registration;

8) the average number of residents during the 12 months prior to the date of registration;

9) the full time equivalent number of staff members serving the residents of the board and care home at the time of registration;

10) the average full time equivalent number of staff members during the 12 months prior to the date of registration;

11) the name of the residents' elected representative or the presiding officer of the residents' council, if any, at the time of registration;

12) the price schedule of the board and care home, including all charges in addition to basic room and board;

13) the name and address of at least one individual who shall be responsible for receiving from the Department all communications and notices pursuant to, or required by, this Part; and

14) waivers of confidentiality executed by the owners and managers of the board and care home. (See Section 290.220(a) of this Part.)

c) The board and care home shall attach copies of the following to the application for registration:

1) any brochures distributed to the public or to prospective residents or their families by the board and care home;

2) a copy of the admission agreement; and

3) a copy of the resident's rights brochure distributed to the residents upon admission.

d) The board and care home shall, within 45 days, file with the Department any changes, revisions, or additions to the information on the registry, concerning subsections (b)(1) through (5) of this Section. Any changes to information relating to subsections (b)(6) through (14) of this Section shall be reported to the Department within 30 days after the first anniversary of the date of filing of the current application.