

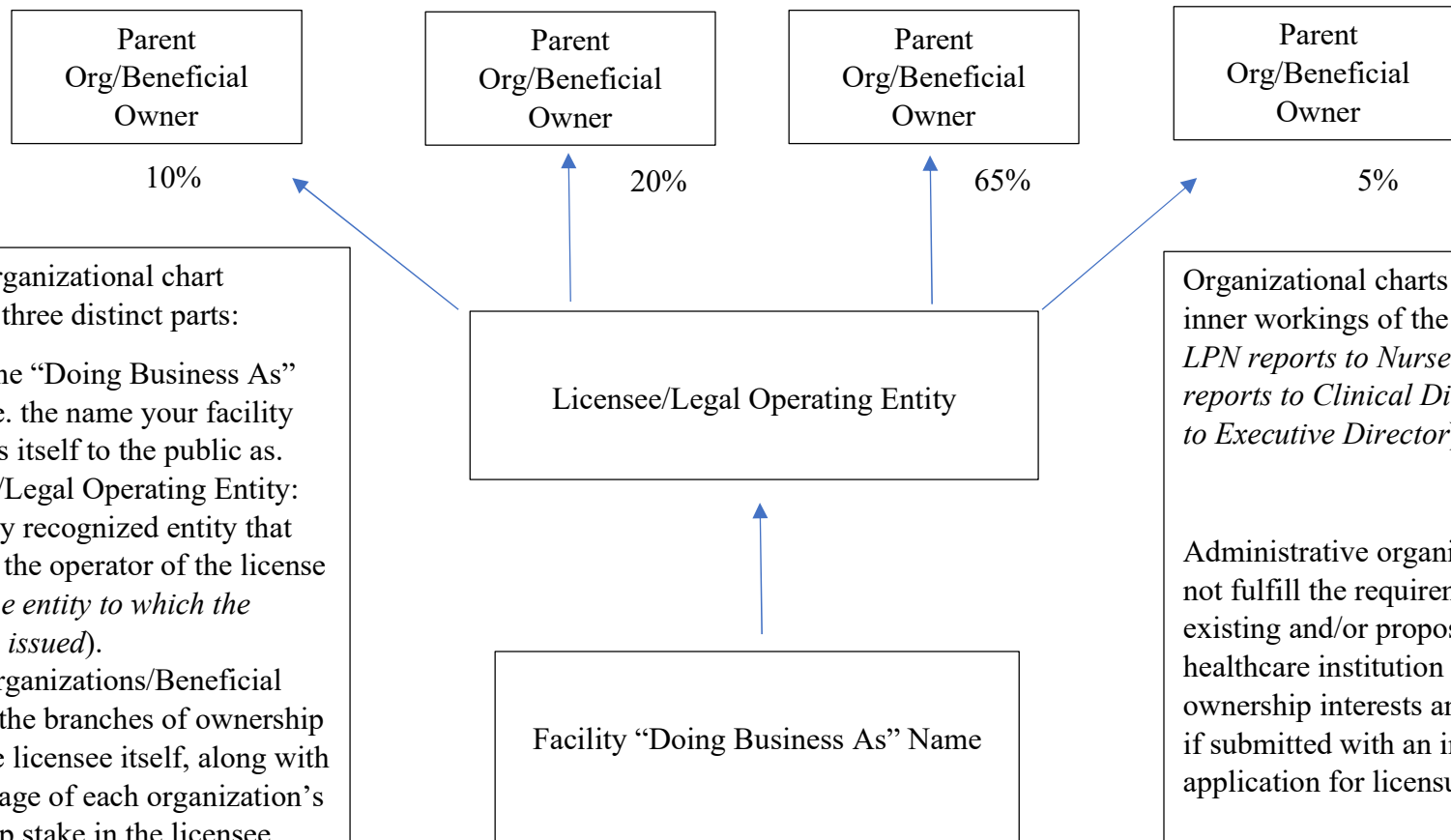


# STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

FACILITY LICENSING AND INVESTIGATIONS SECTION

## Example of an Acceptable Organizational Chart for Facility Licensing Applications



An acceptable organizational chart includes *at least* three distinct parts:

1. D/B/A: the “Doing Business As” Name, i.e. the name your facility advertises itself to the public as.
2. Licensee/Legal Operating Entity: the legally recognized entity that serves as the operator of the license (*this is the entity to which the license is issued*).
3. Parent Organizations/Beneficial Owners: the branches of ownership above the licensee itself, along with a percentage of each organization’s ownership stake in the licensee.

Organizational charts that display the inner workings of the facility staff (*i.e. LPN reports to Nurse Supervisor who reports to Clinical Director who Reports to Executive Director*) are not acceptable.

Administrative organizational charts do not fulfill the requirement that an existing and/or proposed licensed healthcare institution disclose its ownership interests and will be rejected if submitted with an initial or renewal application for licensure.