

Arkansas Care Home Licensing and Compliance Tracker

A printable project workbook for organizing the assisted living facility licensing pathway, supporting records, inspections, and follow-up.

Applicant / entity	Facility address	Target opening

Choose the correct license

Confirm whether the facility will operate as Level I or Level II and whether the resident population and planned services fit that level.

State-specific milestone plan

#	Milestone	Owner	Target	Complete
1	Confirm the correct Level I or Level II assisted living license.			
2	Obtain the current OLTC application package, rules, fees, and attachment list.			
3	Coordinate facility plans, zoning, building, fire, food-service, and occupancy approvals.			
4	Prepare administrator, staffing, training, background-check, and operating records.			
5	Request and complete the life-safety survey through the current OLTC process.			
6	Complete the initial survey, close findings, and calendar annual license renewal.			

Important

Educational planning tool only. Verify current requirements, forms, revision dates, fees, and deadlines with Arkansas Department of Human Services, Office of Long Term Care (OLTC) and applicable local agencies. This resource is not legal, licensing, accounting, employment, insurance, medical, tax, zoning, building-code, or fire-code advice.

Application and Supporting Document Control

Record the exact current form, revision date, responsible person, submission status, and retained copy location.

Current assisted living facility application, level-specific rules, ownership and administrator documents, facility plans, life-safety materials, and requested supporting attachments.

Document group	Form / version	Status	Owner	File / notes
State application and checklist		Not started		
Ownership / entity disclosures		Not started		
Administrator / manager records		Not started		
Property control and local approvals		Not started		
Life-safety / fire / construction materials		Not started		
Staffing, training, and background records		Not started		
Policies, procedures, and sample forms		Not started		
Financial ability / fees / payment evidence		Not started		
Emergency and resident-document systems		Not started		
Agency correspondence and corrections		Not started		

Property, Survey, and Correction Tracker

Coordinate state review with zoning, building, fire, health, and other local requirements that apply to the property and operating plan.

Approval	Agency	Contact	Requested	Status	Next step
Zoning / permitted use					
Building / occupancy					
Fire / life safety					
Accessibility					
Food / water / septic, if applicable					
State licensing review					

Deficiency and response log

Date	Agency request / finding	Owner	Due	Response / evidence	Closed

Recurring Compliance Calendar

Set dates from the current license, rule, agency notice, local approval, insurance policy, and facility policy. Do not assume a generic frequency.

Item	Required frequency	Last done	Next due	Owner	Evidence
License renewal / fee					
Administrator or manager credential					
Staff training and competency					
Background / registry checks					
Emergency drills and plan review					
Fire / safety equipment					
Resident record sample review					
Personnel record sample review					
Policies and posted notices					
Insurance and vendor review					

Official starting points

Agency: Arkansas Department of Human Services, Office of Long Term Care (OLTC)

Program page: <https://humanservices.arkansas.gov/divisions-shared-services/provider-services-quality-assurance/information-for-providers/>

Application or portal: https://humanservices.arkansas.gov/wp-content/uploads/Application_ALF_DMS803fillable.pdf

Source review date: September 2026

Important

Educational planning tool only. Verify current requirements, forms, revision dates, fees, and deadlines with Arkansas Department of Human Services, Office of Long Term Care (OLTC) and applicable local agencies. This resource is not legal, licensing, accounting, employment, insurance, medical, tax, zoning, building-code, or fire-code advice.