

Texas 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 Type A versus Type B and the correct capacity/building category. The license type must match evacuation ability, nighttime attendance needs, services, and resident characteristics.

State-specific milestone plan

#	Milestone	Owner	Target	Complete
1	Confirm Type A or Type B and the correct capacity and construction pathway.			
2	Complete the current HHSC pre-licensure training and TULIP registration steps.			
3	Submit the correct TULIP application, fee, ownership, affiliate, and controlling-person information.			
4	Prepare policies and procedures, staff records, resident systems, and required local approvals.			
5	Prepare for Life Safety Code review and the health-survey steps for the applicable license pathway.			
6	Close deficiencies in TULIP and confirm written licensing authority before operating beyond approved conditions.			

Important

Educational planning tool only. Verify current requirements, forms, revision dates, fees, and deadlines with Texas Health and Human Services Commission (HHSC) 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 TULIP assisted living application pathway, pre-licensure training, ownership and controlling-person information, policies and procedures, construction/life-safety materials, fees, and survey readiness documents.

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: Texas Health and Human Services Commission (HHSC)

Program page: <https://www.hhs.texas.gov/providers/long-term-care-providers/assisted-living-facilities-alf>

Application or portal: <https://tulip.hhs.texas.gov/TULIP/s/login/>

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