



Request for Exception to Licensing Standard

Bureau of Health Facilities Licensing

Licensees and prospective licensees must comply with all licensing requirements appearing in applicable statutes and regulations. The Department, however, may grant exceptions to regulatory standards only under certain circumstances if allowed for by the applicable regulation. A facility requesting an exception to a licensing standard must complete this form and return it to: SCDPH, Bureau of Health Facilities Licensing (BHFL), PO Box 2046, West Columbia, SC 29171 or ExR.BHFL@dph.sc.gov. In order to avoid having to request additional information from you, please complete the form entirely and attach any additional data and/or pages that may assist us in making an appropriate decision. If you have any questions regarding the completion of this form, please call our office at (803) 545-4370. After a determination is made to approve or disapprove, you will be notified in writing of the decision.

1. Please check one: ☐ Existing licensed number _____ facility/provider ☐ Proposed facility/provider

Facility/Provider name _____ Phone number _____

Street address _____ City _____ Zip _____

Mailing address _____ City _____ Zip _____

2. Printed name and title of administrator: _____

Signature _____ Date signed _____

Email _____

3. Standard to which exception is requested: Regulation # 60-____, Section _____, as quoted:

4. The specific requirement for which exception is requested:

5. This exception is being requested because:

6. The protection afforded by the existing standard will be provided in the following manner should this exception be granted:

Please attach supporting documentation if necessary. If the request is for a particular patient/resident/client/participant provide individual's face/admission sheet.

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR EXCEPTION TO LICENSING STANDARD (0226-ENG-DPH)

PURPOSE:

This form is to be used by facilities/providers licensed through the Bureau of Health Facilities Licensing (BHFL) when requesting an exception to the licensing standards contained within applicable Departmental Regulations.

INSTRUCTIONS:

Sections 1 through 6 are to be completed by the licensed or proposed facility requesting the exception. Once completed the facility will forward the request to BHFL.

After having reviewed the information provided, applicable Department staff will make their recommendation to approve or deny the request for the exception, and include any necessary comments. The Deputy Director of Health Regulation has the final approval authority. When a final decision is made, the Department will notify the applicant in writing of the decision. If approved, the applicant must sign and return the letter to the Department in order for the approval to be effective. If failure to sign and return the letter within 7 days will be considered a withdrawal of the request and the facility must fully comply with all applicable regulations.

The facility must maintain a copy of the approval or denial for future reference and inspections. The Department reserves the right to amend or withdraw approval of the exception at anytime when it is in the best interest of the public health.

OFFICE MECHANICS & FILING:

The completed form will be stored on the Bureau of Operations Support's SharePoint Site / OneDrive. This form is maintained by retention schedule 16327 — Masterfiles. Once the 10-year retention period has been met and quality review has been completed, an ARM-11 destruction request should be submitted and approved prior to disposal of the original form.