

REGION VII PROCEDURE FOR THE PROCESSING OF RELOCATION REQUESTS FOR CAHS WITH A NECESSARY PROVIDER DESIGNATION

In accordance with the regulation found at 42 CFR §485.610 and the Survey and Certification Letter Number 06-04 (November 14, 2005) the CMS Kansas City Regional Office (RO) will be implementing the procedure outlined below for the approval of relocation requests received from CAHs with necessary provider designations that wish to relocate.

A relocated CAH may retain their necessary provider designation only if:

1. It serves at least 75% of the same service area that it served prior to relocation
2. It provides at least 75% of the same services it provided prior to relocation
3. It is staffed by 75% of the same staff that were on staff at the original location.

Processing of Requests for CAH Relocation

Step 1—CAH Letter of Attestation on Intent to Relocate

Documentation Needed for CMS Approval of CAH Relocation

Prior to any relocation of a CAH, the CAH must send a letter of intent to the state survey agency (SA) and RO. The letter should state that the CAH plans to relocate and must attest that it will continue to be essentially the same provider serving the same community but at a new location.

- The letter of attestation to the State survey agency and RO must include the following:

The addresses of both the present location and future location.

The timetable for the move.

The travel distance from the current location to the future location.

The names, addresses, and travel distances to all hospitals and CAHs that surround the community at the current location and future location.

A statement that the relocated CAH will continue to be in a rural area as defined at 42 CFR §485.610(b).

A statement that the relocated CAH will continue to meet the same State licensure standards.

A statement as to the extent the relocated CAH will maintain the same policies and procedures such as nursing, infection control, pharmacy, patient care, etc.

A statement as to the extent the relocated CAH will maintain the same Medical Staff bylaws, policies, and procedures.

A statement as to how the CAH will continue to serve at least 75% of the same service area that it served prior to the relocation—include the primary zip codes serviced prior to the relocation as well as the targeted zip codes to be serviced after the relocation. Any available documentation to support that the CAH will be servicing the same basic area should be submitted.

A statement as to how the CAH will continue to provide at least 75% of the same services that it provided prior to relocation. A listing of the current services offered by the CAH prior to relocation must be submitted.

A statement that the relocated CAH will be staffed by at least 75% of the same staff (including medical staff, contracted staff, and employees) as at the original location. A listing of current medical staff, employees, and contracted staff prior to relocation must be submitted.

A statement as to whether or not the governing body of the CAH will experience any changes as the result of the move.

A statement that the CAH is aware that it must continue to meet the Medicare Conditions of Participation for CAHs.

A statement that the CAH will advise the State survey and CMS Regional Office of any changes regarding the above that may occur prior to the opening of the new facility.

- A letter of assurance from the State Office of Rural Health (or the agency in the State that is authorized to designate CAHs) that it has made a preliminary determination that the CAH will continue to meet the original criteria for its designation as a necessary provider at its new location.

Step 2—CMS RO Preliminary Evaluation Decision

After reviewing all available documentation, the RO will make a preliminary evaluation and will advise the CAH with a copy to the SA.

Step 3—CAH Verification Letter Subsequent to Move

Once the relocation is complete, the CAH must write the RO and the SA attesting that it remains essentially the same provider serving the same community in its new location and identify any information provided in its earlier attestation that does not remain the same. In this letter, the CAH should address the post move status of each of the above criteria. A listing of current services offered subsequent to relocation and a listing of current staff subsequent to relocation should be included. In addition, the CAH must provide a final letter of determination from its State Office of Rural Health (dated after the relocation is complete) advising CMS and the SA that the relocated CAH continues to meet the original criteria for its designation as a necessary provider now that the CAH has completed its move to the new location.

Step 4—CMS RO Final Determination

After reviewing all available documentation, the RO will make a final determination and will advise the CAH with a copy to the SA.

It should be noted the RO reserves the option of conducting a one year review to assure that the requirements of 42 CFR §485.610 continue to be met. At that time the RO may ask the CAH to provide data that would establish that it continued to serve at least 75% of the same service area that it served prior to relocation, that it provides at least 75% of the same services that it provided prior to the relocation, and that it is staffed by 75% of the same staff.