# End Stage Renal Disease (ESRD) Change in Location Process

## What is a Change in Location (CIL)?

When a facility's physical location moves, this is known as a change in location.



### How is a CIL requested?

In accordance with <u>Chapter 2</u> of the State Operations Manual (SOM), section 2274, ESRD facilities must file an application to request a change in location. All required materials can be found below or requested through the Bureau of Facility Standards at (208) 334 - 6626.

## What is included in the ESRD CIL packet?

The CIL packet includes what must be submitted and approved by the Bureau of Facility Standards prior to a survey (items #1 - #7) and resource information related to ESRD facilities (items #8 - #10) as follows:

- 1. ESRD Facility Survey Report CMS form 3427,
- 2. A Narrative Report Describing the Services to be Provided, which includes:
  - a. A Plan of Operation specific to the services to be provided,
  - b. The qualifications and responsibilities of the supervisory staff (physician, registered nurse in charge, dietician, social worker, etc.),
- 3. Certificate of Occupancy,
- 4. Fire Alarm/Sprinkler System Fire Watch Policy, and evacuation map showing the location of exits and fire extinguishers,
- 5. Smoking Policy,
- 6. Results of the most recent local Fire Department Inspection,
- 7. A written plan for the protection of patients in an emergency,
- 8. Appendix H, Guidance to Surveyors: ESRD Facilities,
- 9. <u>Appendix O</u>, Guidelines For Determining Immediate Jeopardy,

10. CMS Letter, <u>S&C-08-03 Initial Surveys</u>.

## How do I complete the CIL request?

Please complete Part I or the CMS-3427 form (item #1) above. Return it and items #2-#7 to the Bureau of Facility Standards. Please ensure that all questions are answered and that all hand-printed applications are clearly printed and easily readable.

## Where do I send my completed CIL materials?



The application materials can be submitted by mail and/or hand delivered.

#### PLEASE KEEP A COPY FOR YOUR RECORDS.

1. If you are mailing the application packet, mail

to:

Department of Health and Welfare Bureau of Facility Standards P.O. Box 83720 Boise, ID 83720-0009

2. If you are hand delivering the application packet, deliver to:

Department of Health and Welfare Bureau of Facility Standards 3232 Elder Street Boise, ID 83705

## What happens after I submit my CIL materials?

Bureau of Facility Standards staff will review the materials you submitted. If the materials are incomplete, or if there are questions, Bureau staff will contact you. Once the CIL materials have been approved and the Bureau of Facility Standards receives notification from the fiscal intermediary/carrier that the <a href="CMS form 855A">CMS form 855A</a> has been approved, we will contact you to discuss when a survey may be done. **Please see below for additional information related to the CMS-855A**.

## How long will the CIL process take?

The length of the ESRD CIL process varies dependent upon multiple factors such as whether the submitted information is complete, additional information is needed, current work load, and the availability of resources necessary to complete the CIL review, etc. Therefore, it is not possible for the Bureau of Facility Standards to establish specific timeframes.

## How do I get paid for providing services?

CMS requires ESRDs complete the form <a href="CMS-855A">CMS-855A</a>, Medicare Application for Health Care Suppliers that will Bill Fiscal Intermediaries, and forward it to the fiscal intermediary/carrier for approval when a CIL occurs. The form CMS-855A may be accessed on the Internet or requested directly from your fiscal intermediary/carrier:

#### Medicare Provider Enrollment

Read the instructions on the web site and obtain the form by clicking on the version you will need for your computer.

Noridian Administrative Services P.O. Box 6726 Fargo, ND 58108-6726 (888) 608 - 8816

http://www.noridianmedicare.com

#### Additional information

For additional information please access the website and reference information below or contact the Bureau of Facility Standards at (208) 334 - 6626 or email questions to <a href="mailto:fsb@dhw.idaho.gov">fsb@dhw.idaho.gov</a>.

**Bureau of Facility Standards Informational Letters ESRD** 

Centers for Medicare & Medicaid Services CMS End Stage Renal Disease (ESRD) Center.