
Hospice Change in Location (CIL) Process

What is a change in location (CIL)?

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



How is a CIL requested?

In accordance with CMS State Operations Manual (SOM) [Chapter 2](#), § 2086, Hospice agencies must file an application to request changes 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 Hospice CIL packet?

The CIL request packet includes what must be submitted and reviewed by the Bureau of Facility Standards (items #1 and #2) as follows:

1. Request for Certification - [CMS-417](#)
2. A narrative report which includes:
 - The physical location of where the agency is to be located.
 - The anticipated date the move will occur.
 - If the agency has previously approved multiple locations: Please submit any changes in distance between the proposed primary location and the previously approved multiple locations and how the primary location will continue to exert supervision and control over the multiple location(s).

How is the CIL request completed?

Complete all information as described in items #1 and #2 above. Please ensure that all information is included and that all hand-printed reports are clearly printed and easily readable.

Where is the completed CIL request sent?

The change in location request materials can be submitted by mail and/or hand delivered. ***PLEASE KEEP A COPY FOR YOUR RECORDS.***

✚ If mailing, mail to:

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

✚ If hand delivering, deliver to:

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

What happens after I submit my Certification application materials?

Bureau of Facility Standards staff will review the materials you submitted. If the application is incomplete or if there are questions, Bureau staff will contact you. Once the application materials have been approved and the Bureau of Facility Standards receives notification from the fiscal intermediary/carrier that your [CMS-855A](#) has been approved, a determination will be made as to whether or not an on-site survey is required. **Please see below for additional information related to the CMS-855A.**

If it is determined that a survey is required, Bureau staff will contact you. Please note approval to change the location of a hospice's own inpatient facility will not be granted without a survey by the Accrediting Organization.

Once a survey is conducted (if necessary) all documentation submitted by the facility and applicable survey information is forwarded to the Centers for Medicare Regional Office for final determination of approval.

How long will the CIL process take?

The length of the Hospice change of location process varies dependent upon multiple factors such as whether the submitted information is complete, if a survey is required, current work load, and availability of resources necessary to complete the change of location 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?

The Centers for Medicare/Medicaid Services require Hospice agencies to complete the CMS form 855A, *Medicare Application for Health Care Providers that will Bill Fiscal Intermediaries*, and forward it to the fiscal intermediary/carrier for approval when a CIL occurs. The CMS form 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.

National Government Services
P.O. Box 7141
Indianapolis, Indiana 46207-7141
866/419-9457

www.ngsmedicare.com

Please be aware a hospice may not bill for services provided from the new site or location and should not bill Medicare until the new site or location has been approved by CMS. The effective date of coverage for services provided from the new location is the date CMS grants approval to the hospices' request to change locations.

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 fsb@dhw.idaho.gov.