
Intermediate Care Facility for People with Intellectual Disabilities (ICF/ID) Initial Application Process

In the State of Idaho, Intermediate Care Facilities for Persons with Mental Retardation (ICFs/MR) have been re-titled as Intermediate Care Facilities for People with Intellectual Disabilities (ICFs/ID). However, Federal regulations have not changed. Therefore, for the purposes of this document, ICF/MR and ICF/ID are used interchangeably.

What is an ICF/ID?

An ICF/ID is a facility whose primary purpose is the provision of health or rehabilitative services to individuals with intellectual disabilities, or related conditions, who are receiving care and services under the Medicaid program. An ICF/ID is expected to provide food, shelter, treatment, and services to four or more individuals, who are unrelated to the proprietor.

How do I become an ICF/ID provider?

Individuals seeking Medicaid Certification and State licensure of an ICF/ID must request, complete, and submit an application packet. Application material may be found below, or requested through the Bureau of Facility Standards at (208) 334 - 6626.

All building construction plans must be submitted for review and approval by the Fire Safety and Construction Program Supervisor. For additional information regarding these requirements, please refer to the [Fire Safety and Construction](#) web site.

What is included in the Certification and State licensure application packet?

The application packet includes what must be submitted and approved prior to an initial survey (items #1 and #2) and resource information related to ICFs/ID (items #3 - #6) as follows:

1. Initial Application [form](#).
2. Required Facility [Information Sheet](#).
3. [Appendix J](#): Federal regulations for ICFs/MR.
4. [Appendix Q](#): Federal Guidelines for Determining Immediate Jeopardy.
5. [IDAPA 16, Title 3, Chapter 11](#): Idaho Administrative Rules for ICFs/ID.
6. [Psychopharmacological Medications Manual](#)

How do I complete the Certification and State licensure application?

1. Complete the Application for ICF/ID (item #1 above). Assure that all questions are answered. Hand-printed applications must be clearly printed and easily readable.
2. Submit all required facility information (item #2 above). All requested documentation must be submitted with your application. When developing Policies and Procedures, assure that all areas listed on the required facility information sheet are addressed.

Writing policies and procedures:

- Policy is what you are going to do.
 - Procedures provide the framework for implementing the policies.
 - Be sure to include monitoring strategies to assure the procedures are being followed and evaluated for effectiveness. Monitoring helps detect and correct problem areas quickly.
3. Submit all information, requested in items #1 and #2 above, to the Bureau of Facility Standards for review.

Where do I send my completed Certification and State licensure application materials?

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

PLEASE KEEP A COPY FOR YOUR RECORDS

1. If mailing the application packet, send to:

Department of Health and Welfare
Bureau of Facility Standards

P.O. BOX 83720
BOISE, ID 83720-0009

2. If hand delivering, bring to:

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

What happens after I submit my Certification and State licensure application materials?

We will review the materials you submitted. If the application is incomplete, or if there are questions, Bureau staff will contact the provider. Once the application materials have been approved and the actual building has been approved for occupancy, an Idaho ICF/ID license will be issued.

Upon issuance of the Idaho ICF/ID license the facility may admit individuals and begin to provide services. An on-site licensure and certification survey will be scheduled. For additional information related to the initial survey process, please refer to the [ICF/ID survey process](#) link on the ICF/ID web site.

How long will the Certification and State licensure application process take?

The length of the application process for initial certification and state licensure of an ICF/ID varies dependent on multiple factors such as whether the application is complete, additional information is needed, current work load, and the availability of resources necessary to complete the application review and initial survey, etc. Therefore, it is not possible for the Bureau of Facility Standards to establish specific timeframes.

How do I get paid for providing services?

To become a Medicaid provider you must complete an enrollment application online to Molina Medicaid Solutions. To submit an Idaho Medicaid provider application, go to <http://www.idmedicaid.com> (Molina Medicaid Solutions Web site). Click on the Provider Enrollment link on the left side of the page. A step-by-step guide is located under the User Guide link on the left side of the screen. We recommend you open this

guide in a separate browser window before you begin your application.

To begin your application, open a new browser window at <http://www.idmedicaid.com>, click on the Provider Enrollment link on the left side of the page and then click on the New Provider Enrollment Application link in the center of the page. The new enrollment online application is simple to navigate and online help text appears for each field when you hold your cursor over the field. Additional provider enrollment help is available at (866) 686-4272 choose option "0." This is a completely separate process from applying for Medicare certification and state licensure.

Medicaid reimbursement is not retroactive and becomes effective only after the survey is completed and the facility is in compliance with **all** regulatory requirements or has submitted an acceptable plan of correction.

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.

Bureau of Facility Standards Informational Letters

[Bureau Letters](#) related specifically to ICFs/ID.

Health and Welfare Rules

Access Health and Welfare Rules by going to www.adm.idaho.gov .

Choose the top tab that says "Administrative Rules." There are two links on that site that are important now and in the future. They are the "Idaho Administrative Code" link and the "Idaho Administrative Bulletin" link

- Bulletin is where proposed and temporary rules are published.
- By choosing the link to the "Idaho Administrative Code," there are links to state agency rules.
- Select "Health and Welfare" and there are links to different sets of rules. Take some time and familiarize yourself with the list. Oftentimes one set of rules will be cross-referenced

in another set. You will need to comply with any cross-referenced rules as applicable, such as the Rules of the Idaho Board of Nursing [IDAPA 23.01](#).

Centers for Medicare & Medicaid Services
www.cms.hhs.gov.