
End Stage Renal Disease (ESRD) Relocation Process

What is a Relocation?

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



How is a relocation requested?

In accordance with [Chapter 2](#) of the State Operations Manual (SOM), sections 2274 and 2280, 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, option 4.

What is included in the ESRD relocation packet?

If a dialysis facility permanently relocates, it must remain essentially the same operation at its new location. CMS makes the determination that the facility is serving the same patients with the same staff. The relocation packet includes what must be submitted and approved by the Bureau of Facility Standards (items #1 - #3) and resource information related to ESRD facilities (items #4 - #6) as follows:

1. ESRD Facility Survey Report - [CMS form 3427](#).
2. Fire, Life Safety & Construction information
 - a. If the facility meets exemption requirements as stated in CMS Letter, [S&C: 13-47-LSC/ESRD](#), then please complete and submit the Model Attestation Statement attached to the CMS Letter. Also, please be aware, per [S&C: 16-22-LSC](#) the 2012 edition has been adopted.
 - b. If the facility does not meet exemption requirements, please submit the following:
 - Certificate of Occupancy,
 - Fire Alarm/Sprinkler System Fire Watch Policy, and evacuation map showing the location of exits and fire extinguishers,
 - Smoking Policy,
 - Results of the most recent local Fire Department

- Inspection, and
- A written plan for the protection of patients in an emergency.
3. A Narrative Report Describing the Services to be Provided, which includes:
- a. Any changes to operations at the new location (e.g. changes to modalities requested, re-use, number of stations, etc.),
 - b. Any changes to the patients being served or the staff providing services,
 - c. A floor plan demonstrating sufficient space and privacy for each station,
 - d. A plan describing how patients will continue to receive dialysis treatments uninterrupted during the relocation,
 - e. Reports demonstrating acceptable results of product water quality testing, including chemical analysis,
 - f. Reports of acceptable results from testing for bacteria and endotoxin at the new location, and
 - g. If additional or replacement dialysis machines will be used in the new location, documentation must be submitted to confirm that baseline dialysate, bacteria and endotoxin have been completed on those machines.
4. [Appendix H](#), Guidance to Surveyors: ESRD Facilities,
5. [Appendix Z](#), Emergency Preparedness (EP),
6. [Appendix Q](#), Core Guidelines For Determining Immediate Jeopardy.

How do I complete the relocation request?

Please complete Part I or the CMS-3427 form (item #1) above. Return it and items #2 – #3 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 relocation 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 relocation 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.

Generally, a relocation survey is not required when an ESRD facility relocates to a new physical location but is still serving the same patients and employing the same staff. However, an on-site survey may be performed if indicated by the information submitted by the facility. Once the relocation materials have been approved and an on-site review is completed (if applicable), the facility will be notified that it may open and operate the same number of treatment stations approved at its previous location and relocate its patients.

The Bureau of Facility Standards must also receive notification from the Medicare Administrative Contractor (MAC) that the [CMS-855A](#), Medicare Enrollment Application has been approved. The Bureau of Facility Standards will then forward the relocation materials to the CMS Region X Office, Seattle, Washington, for final review and approval. **Please see below for additional information related to the CMS-855A.**

How long will the relocation process take?

The length of the ESRD relocation process varies dependent upon multiple factors such as whether the submitted information is complete, whether an on-site survey is indicated, the availability of resources necessary to complete the 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?

When a relocation occurs, CMS requires ESRDs complete the form [CMS-855A](#), Medicare Enrollment Application, and forward it to the

Medicare Administrative Contractor (MAC) for approval. 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, option 4 or email questions to fsb@dhw.idaho.gov.

Bureau of Facility Standards Informational Letters

[ESRD](#)

Centers for Medicare & Medicaid Services

[CMS End Stage Renal Disease \(ESRD\) Center](#).