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# Hospice Expansion of Service Areas

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## What is an expansion to a service area?

A hospice service area includes the counties the agency is approved in which to provide services. When an agency is initially certified, CMS states which counties are included in the approved service area. When an agency requests to add counties to the approved services area, without adding a multiple location, it is called an expansion of a service area.

## How do I expand my service area?

All required materials necessary for requesting an expansion to your services area are listed below.

## What does the expansion request packet need to include?

The expansion packet must include:

1. A letter of intent and narrative report which includes the following information:
  - The counties of the proposed expansion.
  - How the Hospice will ensure continued compliance with the Conditions of Participation in relationship to the geography of the proposed service area expansion. Please ensure consideration is given to the following:
    - Hours of service
    - Describe any changes in staffing or interdisciplinary group meetings that will result from the expansion
    - Describe volunteer and bereavement availability in the proposed expanded area
    - Will any hospice services be provided under arrangement or contracts? If yes, describe the ability of the hospice to monitor and exercise control over services provided by personnel under arrangements in the expanded area.
    - List contracts for respite and inpatient hospice care that will be available for patients served in the proposed expanded area.

## **Where do I send my completed expansion request materials?**

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

✚ If you are mailing the materials, mail to:

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

✚ If you are hand delivering the materials, deliver to:

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

## **What happens after I submit my expansion request materials?**

Bureau of Facility Standards staff will review the submitted materials. If the request is incomplete, or if there are questions, Bureau staff will contact the agency. The finalized expansion request will be forward to CMS Region X office for final review and decision-making. The CMS will notify the agency of their decision.

## **How long will the expansion process take?**

The length of the expansion process varies depending on multiple factors such as whether or not the request is complete, whether or not additional information needs to be submitted, current work load and availability of resources necessary to complete the request review, etc. Therefore, it is not possible for the Bureau of Facility Standards to establish specific timeframes.

## **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](mailto:fsb@dhw.idaho.gov).