

---

# Hospice House Initial Application Process

---

## What is a Hospice House?

In accordance with Idaho Code [Chapter 13, Title 39, Section 39-1301\(j\)](#), a “Hospice house” means a facility that is owned and operated by a Medicare certified hospice agency for the purposes of providing inpatient hospice services consistent with [42 CFR 418.110](#).



## How do I establish a Hospice house?

Individuals seeking to establish a Hospice house must complete the application process; submit an [855A](#) and successfully complete a deemed status survey conducted by a CMS approved Accreditation Organization. Additional information on these processes can be found below. Please remember to contact the local authorities (city and county) to ensure you meet city and county ordinances.

## What is included in the Hospice house application packet?

To establish a hospice house, an applicant must complete and submit an application packet. Application materials are located below, or may be requested through the Bureau of Facility Standards at (208) 334 - 6626. The application packet includes what must be submitted and approved by the Bureau of Facility Standards (items #1 and #2) as follows:

1. Request for Certification - [CMS-417](#).
2. A letter of intent which includes the following information:
  - The physical address of the proposed hospice house.
  - The intended date of opening.
  - Documentation of the intent to achieve and maintain **Deemed status** by a Medicare approved Accreditation Organization.
  - The date of 855 submission

## How do I complete the Hospice house application packet?

Complete the Request for Certification form (item #1 above), and return it and the letter of intent (item #2 above) to the Bureau of Facility Standards. Please ensure that all requested information is

included and that all hand-printed reports are clearly printed and easily readable.

## Where do I send my completed Hospice House application 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 Hospice house 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, an on-site deemed status survey is conducted by an [Accrediting Organization \(AO\)](#). Please see below for additional information related to the CMS-855A.

## Why do I need a deemed status survey to establish my Hospice house?

In accordance with Idaho Code Chapter 13, Title 39, Section 39-1301, only a **deemed** Medicare certified hospice agency may operate a hospice house. Therefore, a deemed status survey must be successfully completed to achieve CMS approval for a hospice house.

In accordance with the interpretive Guidelines of [42 CFR 418.100\(f\)\(1\)\(i\)](#), CMS will not approve a hospice's inpatient facility or a change of location for a hospice's own inpatient facility without a survey to assure that the facility meets all requirements specified at [42 CFR 418.110](#).

Please be aware, if your hospice is already deemed by an Accrediting Organization (AO), you would still need to go through *another* AO deemed survey to assure compliance with the health and LSC regulations at 42 CFR 418.110. Additionally, if your agency is not already deemed by an AO, an AO deemed survey is required for the entire hospice agency and the hospice house.

Once the AO has completed your Medicare **deemed** status survey, please forward to this office a copy of **1) the AO survey along with any plan of correction submitted in response to the survey and 2) the letter from the AO verifying accreditation**. Once this information has been received, the Bureau of Facility Standards will forward the Medicare certification to the CMS Region X Office, Seattle, Washington, for final review and approval. Please be aware that no information will be forwarded to the CMS Region X Office until all materials have been completed and returned to the Bureau of Facility Standards.

### **How do I get paid for providing services?**

CMS requires Hospice providers complete a new form [CMS-855A](#), when facility changes occur including the addition of a Hospice house. The form CMS-855A can 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 6474  
Indianapolis, Indiana 46206-6474  
866/419-9457

[www.ngsmedicare.com](http://www.ngsmedicare.com)

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

The length of time it takes to establish a Hospice house varies dependent on multiple factors such as whether the application is complete, whether or not additional information needs to be submitted, current work load and

availability of resources necessary to complete the application 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).

#### **Bureau of Facility Standards Informational Letters**

[Hospice](#)

#### **Health and Welfare Website**

[www.healthandwelfare.idaho.gov](http://www.healthandwelfare.idaho.gov).

#### **Centers for Medicare & Medicaid Services**

[Hospice Center](#).