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

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, option 4.

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/IID (items #3 - #7) as follows:

1. Initial Application [form](#)
2. Required Facility [Information Sheet](#)
3. [Appendix J](#): Guidance to Surveyors: Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs/IID).
4. [Exhibit 355](#): Probes and Procedures for Appendix J
5. [Appendix Q](#): Core Guidelines for Determining Immediate Jeopardy.
6. [Appendix Z](#): Emergency Preparedness

7. [IDAPA 16, Title 3, Chapter 11](#): Idaho Administrative Rules for ICFs/ID.

How do I complete the Certification and State licensure application?

Submit all information, requested in items #1 and #2 above, to the Bureau of Facility Standards for review.

Complete the Application for ICF/IID (item #1 above). Assure that all questions are answered. Hand-printed applications must be clearly printed and easily readable.

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.

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 you. 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.

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, whether 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 an Idaho Medicaid provider, you must submit an Idaho Medicaid provider enrollment application to DXC Technology, Idaho's Medicaid Management Information Systems (MMIS) Vendor. To submit an Idaho Medicaid provider enrollment application, go to www.idmedicaid.com and register for a trading partner account. A step-by-step user guide can be found by selecting Reference Material, User Guides, New Provider Enrollment Guide. Additional provider enrollment help is available by contacting your Provider Relations Consultant or Provider Services. Contact information can be found at www.idmedicaid.com or call (866) 686-4272.

Applying to be an Idaho Medicaid provider is a separate process from federal certification and state licensure.

Medicaid reimbursement is not retroactive and usually becomes effective only after your enrollment application is approved, the

survey is completed, and the facility is in compliance with all regulations or have 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, option 4 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 states "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 the "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.