
Intermediate Care Facility for Persons with Intellectual Disabilities (ICF/ID) Bed Capacity Changes

What is an ICF/ID bed capacity?

In accordance with the State Operations Manual, [Chapter 2](#), Section 2138C an ICF/ID must serve 4 or more individuals.

Additionally, [Idaho State Rules](#) state the following:

- IDAPA 16.03.11.020 requires all ICFs/ID to be licensed.
- IDAPA 16.03.11.021.03 states the maximum size of ICF/ID must be no more than fifteen (15) beds

Therefore, each ICF/ID in Idaho must have between 4 and 15 licensed beds. The number of licensed beds in a facility is referred to as the licensed bed capacity.

How do I request a change in licensed bed capacity?

For Temporary Increases:

IDAPA 16.03.11.030.02 states each license must specify the maximum allowable number of beds in each facility, which number cannot be exceeded, except on a time-limited emergency basis, with the authorization of the Department. For temporary increase in bed capacity please follow the "Waiver Request" process on this web site.

For Permanent Decreases and Increases:

All requests for a change in licensed bed capacity must be submitted in writing. The following information needs to be submitted with your request;

Permanent Decreases:

The request needs to identify the effective date and the number of beds the facilities wants licensed (cannot be less than 4).

Permanent Increases:

The request needs to identify:

- The requested number of licensed beds (maximum of 15)
- A description of the circumstances/reasons the increase is being requested
- Evidence demonstrating the facility's structural capacity to facilitate a bed increase (i.e. room and window dimensions, closet space parameters, etc.)
- Evidence demonstrating the facility's capacity to meet the needs of the number of individuals reflected in the increase (i.e. ensuring additional staff are available, ensuring other safety measures are in place, etc.)
- The requested effective date of the increase

Where are completed change in licensed bed capacity requests sent?

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

✚ If you are mailing the request, 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 request, deliver to:

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

What happens after the change in licensed bed capacity request is submitted?

BFS staff will review the submitted materials. If the request is incomplete, or if there are questions, BFS staff will contact the provider. When a decision has been made, a written response granting or denying the bed capacity change will be sent to the provider. If the change is granted, a new license, reflecting the change will also be sent.

How long will the bed change process take?

The length of the process varies depending on multiple factors such as whether 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 BFS to establish specific timeframes.

Additional information

For additional information please contact BFS at (208) 334-6626 or email questions to fsb@dhw.idaho.gov.