
Intermediate Care Facility for People with Intellectual Disabilities (ICF/ID) Change of Ownership (CHOW) Process

What is a Change of Ownership (CHOW)?

In accordance with IDAPA 16.03.11.026, a CHOW occurs when there is a sale/purchase, exchange, or lease of an existing ICF/ID. A CHOW can include changes in individual owners, corporations, and/or general partnerships (e.g., a new partnership agreement would constitute a CHOW).

How do I complete an ICF/ID CHOW?

In accordance with IDAPA 16.03.026.01, before a new owner can operate a facility, he must submit a new application for a license and must receive the license from the Department. The new owner must complete and submit all necessary documents to complete the CHOW process. All CHOW materials are located below or may be requested through the Bureau of Facility Standards at (208) 334 – 6626, option 4.

What is included in the ICF/ID CHOW packet?

The CHOW packet includes what must be submitted and approved by the Bureau of Facility Standards prior to the CHOW being processed (items #1 - #3) and resource information related to ICFs/IID (items #4 - #8) as follows:

1. Initial Application [form](#)
2. Required Facility Information Sheet (listed on the last page of this document)
3. A **signed** copy of the Bill of Sale
4. [Appendix J](#): Guidance to Surveyors: Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs/IID).
5. [Exhibit 355](#): Probes and Procedures for Appendix J
6. [Appendix Q](#): Core Guidelines for Determining Immediate Jeopardy.
7. [Appendix Z](#): Emergency Preparedness
8. [IDAPA 16, Title 3, Chapter 11](#): Idaho Administrative Rules for ICFs/ID.

How do I complete the CHOW packet?

Complete an Application form, item #1 above, for each separately licensed ICF/ID involved in the CHOW. Assure that all questions are answered. Hand-printed applications must be clearly printed and easily readable.

Submit all required facility information, listed on Required Facility Information Sheet, item #2 above. Note, if each of the separately licensed ICFs/ID will be using a single Organizational Chart, Policies and Procedures, etc., then only one copy of the required information is necessary. However, if each of the separately licensed ICF/ID will be operating under its own Organizational Chart, Policies and Procedures, etc., then information must be submitted for each separate entity.

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 CHOW materials?



The CHOW 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 CHOW 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. Once the CHOW materials have been approved, recommendations will be forwarded to the Idaho Division of Medicaid for final decision making.

How long will the CHOW process take?

The length of the ICF/ID CHOW process varies dependent upon multiple factors, such as whether the submitted information is complete, additional information is needed, current work load, and the availability of resources necessary to complete the CHOW 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?

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.

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." Two links on that site 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 "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 at [IDAPA 23.01](#).

Centers for Medicare & Medicaid Services
www.cms.hhs.gov.

ICF/ID CHOW - Required Facility Information

The following must be submitted with your application:

1. Table of Organization. Please specify the number of full time equivalents in each position.
2. Job descriptions for the positions identified in the Table of Organization.
3. Evidence verifying that professionals to be utilized are currently licensed and/or certified in Idaho as applicable.
4. Evidence of the establishment of a Human Rights Committee.
5. Contracts for physician, registered nurse, pharmacy, occupational therapy, physical therapy, speech therapy, audiology, and dietary services.
6. Policies and Procedures applicable to:
 - Admissions and Discharge **(W198 – W205)**
 - Control of Client Financial Affairs **(W140 – W142)**
 - Control, Storage, and Distribution of Medication **(W267 – W392)**
 - Fire and Disaster Preparedness **(W438 - W451)**
 - Structural Preventative Maintenance of the facility **(W407- W435)**
 - Personnel Rules
 - Provisions of Health care services, infection control, and sanitation **(W454- W458)**
 - Confidentiality and Release of Client Information **(W110- W113)**
 - Prohibiting Mistreatment, Abuse, and Neglect **(W127 and W149 – W157)**
 - Conduct Between Staff and Clients **(W267– W273)**
 - Management of Inappropriate Behavior **(W274 – W285)**

**** For additional information related to these policies please refer to the federal regulations as indicated above.*