
Intermediate Care Facility for People with Intellectual Disabilities (ICF/ID) Change in Location Process

What is a change in location?

When a facility's physical location moves, this is known as a change in location.

How is a change in location requested?

All change in location requests must be submitted in writing. All required materials necessary for requesting a change in location may be found below or requested from the Bureau of Facility Standards (BFS) at (208) 334 – 6626, option 4.

What is included in the change in location request packet?

The change in location request packet includes what must be submitted and reviewed by the Bureau of Facility Standards (items #1) and resource information (items #2 and #3) as follows:

1. A narrative report which includes:
 - The physical location of where the facility is to be located.
 - The number of individuals to be served at the new location.
 - The anticipated date that the move will occur.
2. [Appendix J](#): Guidance to Surveyors: Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs/IID).
3. [Exhibit 355](#): Probes and Procedures for Appendix J
4. [Appendix Q](#): Core Guidelines for Determining Immediate Jeopardy.
5. [Appendix Z](#): Emergency Preparedness
6. [IDAPA 16, Title 3, Chapter 11](#): Idaho Administrative Rules for ICFs/ID.

Additionally, 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.

How is the change in location request completed?

Complete a narrative report as described in item #1 above. Please ensure that all information is included and that all hand-printed reports are clearly printed and easily readable.

Where is the completed change in location request sent?

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

✚ If mailing, mail to:

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

✚ If hand delivering, deliver to:

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

What happens after the change in location request materials are submitted?

Bureau of Facility Standards staff will review the submitted materials. If the request is incomplete, or if there are questions, BFS staff will contact you.

Once all information has been received and the new building has been approved for Fire Safety and Construction requirements, the facility change in location may take place. **Be sure to notify BFS if the actual move date differs from the anticipated move date identified in the submitted narrative report.**

How long will the change in location process take?

The length of the change in location process varies depending on multiple factors such as whether the request is complete or if

additional information needs to be submitted, the availability of staff 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 the Bureau of Facility Standards at (208) 334-6626, option 4 or email questions to fsb@dhw.idaho.gov.