



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

C.L. "BUTCH" OTTER – Governor  
RICHARD M. ARMSTRONG – Director

TAMARA PRISOCK—ADMINISTRATOR  
DIVISION OF LICENSING & CERTIFICATION  
BUREAU OF FACILITY STANDARDS  
DEBRA RANSOM, R.N., R.H.I.T. – Chief  
3232 Elder Street  
P.O. Box 83720  
Boise, Idaho 83720-0009  
PHONE: (208) 334-6626  
FAX: (208) 364-1888  
E-MAIL: fsb@dhw.idaho.gov

**INFORMATIONAL LETTER #2015-17**

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**DATE:** November 20, 2015

**TO:** ALL IDAHO FEDERALLY CERTIFIED HOME HEALTH AGENCIES

**FROM:** DEBBY RANSOM, R.N., R.H.I.T., Chief  
Bureau of Facility Standards

**SUBJECT:** **S&C: 15-51-HOME HEALTH AGENCIES (HHAs):**  
**CHANGE OF ADDRESS—NOTIFICATION OF THE MEDICARE**  
**ADMINISTRATIVE CONTRACTOR (MAC)**

The CMS Survey & Certification Letter #15-51, Home Health Agencies (HHAs):  
Change of Address—Notification of the Medicare Administrative Contractor (MAC) is  
being distributed to all Federally-Certified Home Health Agencies in Idaho.

If you have any questions, please contact our office at 208/334-6626, Option 4.

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DEBBY RANSOM, R.N., R.H.I.T., Chief  
Bureau of Facility Standards

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**Center for Clinical Standards and Quality/Survey & Certification Group**

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**Ref: S&C: 15-51-HHA**

**DATE:** August 28, 2015

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** Home Health Agencies (HHAs): Change of Address – Notification of the Medicare Administrative Contractor (MAC)

**Memorandum Summary**

**State Operations Manual (SOM) Section 2185 “HHA Change of Address”:** HHAs must notify their respective MAC of a change of address and the notification timeframe in SOM Section 2185 has been revised from 30 days to 90 days to be consistent with the Provider Enrollment regulations at 42 CFR 424.516(e)(2).

Currently, section 2185 of the SOM (IOM Pub. 100-07) requires that, when an existing HHA intends to move from its surveyed and certified location to a new site or location that is within the current approved geographic area, it notifies the applicable MAC within 30 days of the move, and submits all required documentation including an amended Form CMS-855A. This reporting timeframe is not consistent with the Provider Enrollment regulations at 42 CFR 424.516(e)(2) which provide for a 90 day notification period. Section 2185 of the SOM has been revised to be consistent with this requirement. Section 2185 now specifies that, when an existing HHA intends to move from its surveyed and certified location to a new site or location that is within the current approved geographic area, it notifies the applicable MAC within 90 days of the move.

**Contact:** For any questions concerning the contents of this memorandum please contact Sarah Richardson Fahrendorf at [Sarah.Fahrendorf@cms.hhs.gov](mailto:Sarah.Fahrendorf@cms.hhs.gov) or 410-786-3112.

**Effective Date:** Immediately. This change should be communicated with all survey and certification staff, their managers and the State/Regional Office training coordinators within 30 days of this memorandum.

/s/  
Thomas E. Hamilton

Attachment: SOM Section 2185 Advanced Copy Chapter 2- The Certification Process Revised

cc: Survey and Certification Regional Office Management