
Psychiatric Residential Treatment Facilities (PRTFs) Annual Attestation Process

What is a PRTF annual attestation?

The Centers for Medicare and Medicaid Services (CMS) requires all PRTFs to provide facility information and attest to the facility's compliance with program requirements on an annual basis. Per [Chapter 2](#), Section 2832A of the CMS State Operations Manual (SOM) attestations are due on **July 21** of each fiscal year.

What information must be included in the PRTF annual attestation?

1. All attestations must be signed and dated by the facility director and include the following information:
 - a. Facility General Characteristics: name, address, and telephone number of the facility;
 - If the PRTF is located on a campus or co-located with other facilities, please include a map designating the specific location of the PRTF.
 - b. Facility Specific Characteristics:
 - Bed size;
 - Number of individuals currently served within the PRTF who are provided service based on their eligibility for the Medicaid Inpatient Psychiatric Services for Individuals Under age 21 Benefit (Psych under 21);
 - Number of individuals, if any, whose Medicaid Inpatient Psychiatric Services Under 21 Benefit is paid for by any State other than the State of the PRTF identified in this attestation letter; and
 - List all States from which the PRTF has ever received Medicaid payment for the provision of Psych under 21 services.

- c. A statement certifying that the facility currently meets all of the requirements of Part 483, Subpart G governing the use of restraint and seclusion;
- d. A statement acknowledging the right of the SA (or its agents) and, if necessary, CMS to conduct an on-site survey at any time to validate the facility's compliance with the requirements of the rules, to investigate complaints lodged against the facility, or to investigate serious occurrences; and
- e. A statement that the facility will submit a new attestation of compliance annually and in the event a new facility director is appointed.

How do I complete the PRTF annual attestation?

1. Submit all required facility information listed above by **July 21**. Assure that all attestation information is complete. Hand-printed applications must be clearly printed and easily readable.

Where do I send my completed annual attestation?



The annual attestation can be submitted by mail and/or hand delivered.

PLEASE KEEP A COPY FOR YOUR RECORDS.

1. If you are mailing the annual attestation, 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 annual attestation, deliver to:

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

What happens after I submit my annual attestation?

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

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.