MEMORANDUM
Department of Aging and Disability Services

TO: Regulatory Services Division
Regional Directors and State Office Managers

FROM: Michelle Dionne-Vahalik, Manager
Policy Development and Support Unit
State Office MC E-370

SUBJECT: Federal Survey and Certification (S&C) Letter No. 05-08

DATE: February 15, 2005

The referenced federal S&C Letter was issued November 12, 2004 by the Centers for Medicare & Medicaid Services (CMS). This letter is being provided to you for information purposes and should be shared with all professional staff. A forthcoming Provider Letter will inform providers regarding the U.S. Department of Health and Human Services Office of Civil Rights questionnaires and attestation forms.

On 12-13-04, the state office HCSSA Licensure Section began sending out these OCR packets with initial certification letters. Regional offices with pending HCSSA certification requests prior to 12-13-04 need to ensure that those providers receive an OCR packet to complete prior to their initial survey. The completed OCR documents are to be collected by the surveyor at the time of the survey and included in the certification packet which is transmitted to CMS.

With regard to SNF applications and SNF CHOW’s, the OCR documents are handled by the state office certification program specialists as part of the certification application or CHOW. No action is required by regional staff.

- Federal S&C Letter No. 05-08 - Clarification of Survey Agency Responsibilities in Obtaining Information For Civil Rights Clearances For Initial Certifications and Changes of Ownership (CHOW)

If you have any questions about this subject, please contact Donna Passante, Program Specialist, Policy Development and Support, at (210) 619-8010.

[signature on file]

Michelle Dionne-Vahalik

MDV:bbm

Link to CMS web site for index of federal S&C letters:
http://www.cms.hhs.gov/medicaid/ltcsp/lcmemos.asp