



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

July 12, 2007

IMPORTANT NOTICE - PLEASE READ CAREFULLY

Dear Administrator:

This letter is to remind you of the steps that are involved in the Medicaid certification process as outlined in the Nursing Facility Chapter, Certification, Survey and Enforcement Appendix of the Medicaid Provider Manual. Any relocations, changes, de-certifications, or new certifications of Medicaid beds must be approved by the State Medicaid Agency. A written request to the State Medicaid Agency is required. Please make note that a new owner is considered a new provider and must also enroll in Medicaid as outlined in the Provider Enrollment policy regardless of whether any bed certification changes are made. In addition to contacting the State Medicaid Agency, all providers must also contact their State Survey Agency Licensing Officer.

When forwarding the written request, please furnish the following information:

- Number and location of all facility beds
- Current licensure and certification designation of all facility beds by unit or wing
- Current resident census
- Current resident census in Medicaid beds
- Requested number and proposed location of new Medicaid beds
- Number and location of beds to be dually certified

Please attach a layout of your facility to show the current and proposed distribution of beds. Return this information to the following address:

Michigan Department of Community Health
Medicaid Policy Division
Long Term Care Services
Attn: Anita Oglesby
P.O. Box 30479
400 South Pine, 7th Floor
Lansing, Michigan 48909-7979

The entire policy pertaining to the Medicaid Nursing Facility Bed Certification process can be found on the Internet at: www.michigan.gov/mdch, click on Providers >> Information for Medicaid Providers >> Medicaid Provider Manual >> Nursing Facility Chapter, Certification, Survey and Enforcement Appendix, Section 2.4.

If you have questions about this process, please call Anita Oglesby, Long Term Care Services Section, at (517) 241-0820.

Sincerely,

Paul Reinhart, Director
Medical Services Administration