



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

September 2008

IMPORTANT NOTICE – PLEASE READ CAREFULLY

Dear Administrator:

This letter is to provide you with updated contact information for Medicaid certification as outlined in the Nursing Facility Chapter, Certification, Survey and Enforcement Appendix of the Medicaid Provider Manual. This communication is also a reminder that any relocation, 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.

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.

Provide the following information when forwarding the written request:

- 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

A layout of your facility is also required showing current and proposed distribution of beds. This information must be sent to:

Michigan Department of Community Health
Medicaid Policy Division
Long Term Care Services
Attn: Marion Killingsworth
P.O. Box 30479
Lansing, Michigan 48909-7979

The entire policy and process on Medicaid Nursing Facility Bed Certification can be found online in the Medicaid Provider Manual at www.michigan.gov/medicaidproviders >> Policy and Forms >> Medicaid Provider Manual.

Questions may be directed to Marion Killingsworth, Long Term Care Services Section, at (517) 335-5125.

Sincerely,

Paul Reinhart, Director
Medical Services Administration