

October 10, 2022

<Provider Name>
<Provider Address 1>
<City> <State> zipcode5-zipcode4

Dear Provider:

RE: COVID-19 Response: Application Period for COVID Relief (CR) Facilities to Treat COVID-19 Residents Requiring Nursing Facility (NF) Care in Limited Circumstances

The purpose of this letter is to provide guidance and clarification to eligible Skilled Nursing Facilities (SNFs) on the Fiscal Year 2023 (FY23) annual NF application window and determination process for CR Facility designation as described in bulletin [MSA 21-40](#).

The Michigan Department of Health and Human Services (MDHHS) is postponing the FY23 application start date for COVID Relief Facility designation. MDHHS will provide further guidance on the FY23 application cycle no later than January 31, 2023.

By postponing the FY23 application cycle, this letter effectively extends the period for SNFs with a previous CR Facility Tier 1 or Tier 2 designation, that remain in good standing, to care for COVID-positive residents in place. Facilities will retain their current FY22 status until the FY23 application period concludes. FY23 determination letters will be issued to facilities thereafter.

Facilities that did not apply in FY22 should apply for CR Facility Tier 1 status with the MDHHS Infection Prevention Resource and Assessment Team (IPRAT) Unit. Facilities that have decommissioned should reapply for Tier 1 status.

The functional criteria outlined in this letter does not remove, replace, or otherwise diminish infection control standards outlined in bulletin [MSA 21-40](#). NFs should continue to ensure staff working throughout the facility and specifically with COVID-positive residents are trained and can demonstrate understanding of appropriate infection control practices. The MDHHS IPRAT Unit is available to support facilities with infection prevention guidance and best practices and may be contacted at MDHHS-IPRAT@michigan.gov.

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Capacity Change Notice

The Capacity Change Notice allows MDHHS-designated CR facilities the flexibility to adapt to the changing conditions within their community to meet the needs specific to their facility as conditions change over time. Capacity changes support the opportunity for facilities to adapt the size, layout, location, and conditions of the designated areas to care for COVID-positive residents. Until the formal application cycle for FY23 begins, facilities may continue to submit capacity changes for formal MDHHS approval if circumstances change beyond what was previously approved in the original application and assessment process for FY22.

Tier 1 facilities can retain or receive back to their facility their COVID-positive resident. To reduce the burden of capacity change notices for Tier 1 facilities, capacity changes can be submitted for the following:

- **Location change of COVID unit.** For example, if an outbreak occurs in a unit and the facility would like to isolate the COVID-positive residents in their current unit, which was not part of their previously approved COVID unit, a capacity change notice can be submitted. An updated floor plan will be required with the submission of the capacity change notice to ensure cross-contamination risk is mitigated.
- **Large increase or decrease to their COVID unit.** If the facility requires a large increase or decrease (more than 10 beds) to their COVID unit due to an outbreak beyond their previously approved bed count, a capacity change notice can be submitted. Tier 1 facilities may flex their COVID unit down to 1 bed or up to an additional 10 beds without a capacity change notice, depending on their need to care for their COVID-positive residents. In the event an outbreak exceeds the additional 10 beds, the facility must submit a capacity change notice including a floor plan that shows how the facility is mitigating the risk of cross-contamination.
 - For example, Tier 1 CR Facility X has received an approval letter for 3 beds in their COVID unit. Tier 1 CR Facility X can flex their COVID unit down to 1 bed or up to 13 beds depending on their facility's need to care for their COVID-positive residents. In the event an outbreak exceeds 13 beds, the facility will submit a capacity change notice including a floor plan.
 - IPRAT is available to assist facilities with an onsite visit to aid in mapping out workflows.

Tier 2 facilities can both retain their own and admit new COVID-positive residents. Capacity change notices are necessary when a Tier 2 facility requests the following:

- **Location change of COVID unit.** For example, if an outbreak occurs in a unit and the facility would like to isolate the COVID-positive residents in their current unit, which was not part of their previously approved COVID unit, a capacity change notice can be submitted. An updated floor plan will be required with the submission of the capacity change notice to ensure cross-contamination risk is mitigated.

- **Changes in bed counts.** If the facility is increasing or decreasing the number of beds in their COVID unit, a capacity change notice must be submitted. This includes a per-bed change.

Upon approval, a new determination letter will be sent to the facility reflecting the capacity changes.

Facilities must adequately track the use of units and beds for COVID-19 care. Facilities will have access to MDHHS-issued documents (such as determination letters) for up to six months in their Community Health Automated Medicaid Processing System (CHAMPS) Archived Documents and will need to download the appropriate documentation within that timeframe for proper record keeping. In addition to MDHHS-issued documents, it is imperative that facilities maintain detailed records for example, the exact dates a bed was utilized for the purposes of COVID-19 care as this detail may be required in future audit cycles.

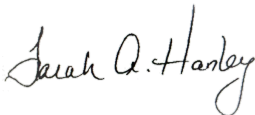
The COVID-Relief Facility Capacity Change Notice form is available at www.michigan.gov/coronavirus/resources/long-term-care-plan >> CRC and CRF Programs.

Care and Recovery Center (CRC)

Facilities that have a current Care and Recovery Center (CRC) status are not required to submit a COVID-Relief Facility application.

An electronic version of this document is available at www.michigan.gov/medicaidproviders >> Policy, Letters & Forms.

Sincerely,



Farah Hanley
Chief Deputy Director for Health