

September 27, 2023

<Provider Name>  
<Provider Address 1>  
<Provider Address 2>  
<Provider 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 2024 (FY24) 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) will continue to honor a CR Facility's last application on record and the resulting CR Facility status until further notice.

Michigan Compiled Law (MCL) 333.21717 requires nursing facilities to have at least CR Facility Tier 1 status to retain and care for residents who have tested positive for coronavirus. Therefore, facilities that have not applied or have previously decommissioned should apply for CR Facility Tier 1 status with the MDHHS Infection Prevention Resource and Assessment Team (IPRAT) Unit.

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](mailto:MDHHS-IPRAT@michigan.gov).

### Capacity Change Notice

Effective March 1, 2023, facilities no longer need to submit capacity change requests to notify MDHHS of changes in COVID-19 bed counts. Facilities must only submit capacity change requests if seeking formal guidance and/or technical assistance from the IPRAT Unit in adapting to community conditions and/or managing COVID-19 within their facility.

### **Record Keeping**

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.

### **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](http://www.michigan.gov/medicaidproviders)  
>> Policy, Letters & Forms.

Sincerely,

A handwritten signature in black ink that reads "Meghan E. Groen". The signature is written in a cursive, flowing style.

Meghan E. Groen, Director  
Behavioral and Physical Health and Aging Services Administration