



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, Washington 98504-5600

October 14, 2024

AL TSA: NH #2024-049

REVISED: TRANSITIONING CERTIFICATION FUNCTIONS FOR CHANGES OF OWNERSHIP (CHOWS), ADMINISTRATIVE CHANGES, AND INITIAL ENROLLMENT PERFORMED BY THE SURVEY & OPERATIONS GROUP (SOG) LOCATIONS

Dear Nursing Facility/Home Administrator:

We are writing to inform nursing home providers of the changes implemented by the Centers for Medicare & Medicaid Services (CMS) regarding the revisions to the Standard Operating Procedure (SOP) for Enrollment and Certification Activities in Skilled Nursing Facilities (SNFs).

Over the years, CMS has continued to revise and transition certain certification-enrollment functions performed by the CMS Locations to the Center for Program Integrity (CPI)/Provider Enrollment Oversight Group (PEOG) and the Medicare Administrative Contractors (MACs). Among the processes that CMS has streamlined are CHOWs, administrative changes, and initial certification work for SNFs.

On **August 23, 2024**, CMS released [Admin Info: 24-22-ALL](#), notifying RCS staff of changes made to the SOP. The SOP outlines the general processing instructions for all parties involved, and the addendum covers the provider/supplier differences and specific information. The changes to the SOP are **effective immediately**. Any revisions are highlighted in **red** in the following sections:

Attachment 1 - CMS SOP for Enrollment and Certification Activities:

The SAs, CPI/PEOG, and the MACs will follow the general guidance provided in the main SOP.

- **Part I - CHOWS (Applicability; General Overview) *SNFs/Long- term care (LTC) only**
 - **Section I** - General Processing Instructions (If the New Owner Accepts Automatic Assignment)
 - **Section II** - General Processing Instructions (If the New Owner Rejects Automatic Assignment)
 - **Section III** - General Information
 - Deemed Providers and Suppliers & CHOWs
 - Situations which May or May Not require a Survey
 - CHOWs versus Provider Agreement Termination
 - Types of CHOWs
 - Relocation versus CHOW
 - **Section IV**- CMS Certification Number (CCN) & Effective Dates
 - CMS CCN – General Guidance
 - Effective Dates – General Guidance
 - **Section V** - Provider/Supplier Differences
 - SNFs – LTC
 - **Section VI** - Important Reminders

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- **Part II - Administrative Changes**
 - **Section I - General Information**
 - Address Change (Not Relocation)
 - Name Changes
 - **Section II - Defining Administrative Changes**
 - Adding/Removing Site, Services, or Locations
 - Cessation of Business
 - Change in Location/Relocation
 - **Section III - General Processing for CMS**
 - **Section IV - Determining Survey Needs**
 - **Section V – National Database Updates, CCNs & Effective Dates**
 - Important Nuances for National Database Entries and CCN issuance
 - Effective Dates for Extension Location, Additional Sites and Changes in Address (Not Relocation)
- **Part III - Initial Certification and Enrollment**
 - **Section I - General Information**
 - **Section II – Overview Initial Certification**
 - **Section III - General Processing for All Providers/Suppliers**
 - **Section IV – Survey Priorities & Accrediting Organizations**
 - **Section V – CMS CCNs & Effective Dates**
- **Part IV - Appeals and Reconsideration**
 - Initial Denial of Participation and Enrollment
- **Part V – Important Reminders & Resources**
 - Enrollment aspects of the CHOW process are addressed in the **Medicare Program Integrity Manual (PIM)**, [Chapter 10](#)

Attachment 2 - SNFs Addendum:

Only SNFs are part of the simplified enrollment and certification activities with the MAC and CPI/PEOG.

- The SNFs Addendum covers provider differences, nuances, and areas specific to LTC facilities and includes information regarding:
 - General Information & Background
 - Part I - CHOWS
 - SNF – LTC
 - Distinct Part SNFs and CHOWs
 - Part II - Administrative Changes
 - SNFs – LTC
 - Part III – Initial Certification and Enrollment
 - Approvals & Denials
 - Part IV – Important Reminders & Resources
 - CHOW, Administrative Changes; Relocations & Initials- General SOP
 - [SOM Chapter 2 – The Certification Process](#)
 - [SOM Chapter 7 – Survey and Enforcement Process for SNFs and Nursing facilities \(NFs\)](#)
 - [SOM Appendix PP \(Surveyor Guidance\)](#)

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Certification & Enrollment Activities *Not* Transitioning

- CMS is ***not*** changing the current enrollment and certification activities for the following facility types:
 - NFs
 - Indian Health Service (IHS)/tribal facilities
 - Religious Nonmedical Health Care Institutions (RNHCIs)
 - Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID)

These changes are ***effective immediately***. For more details about the changes, processes, and SOP, please refer to [Admin Info: 24-22-ALL](#) in the links referenced and embedded below.

If you have any questions, please contact Tiffany Meyers, Nursing Home Policy Program Manager, at (360) 464-0373 or Tiffany.Meyers@dshs.wa.gov.

For questions or concerns related to about provider enrollment, please contact ProviderEnrollment@cms.hhs.gov.

For questions about the certification transition process and the standard operating procedures within this memorandum, please contact QSOG_Certification@cms.hhs.gov.

Sincerely,



Amy Abbott, Director
Residential Care Services

DSHS: “Partnering with People”

Related References: [Admin Info: 24-22-ALL](#)
[Medicare Program Integrity Manual - Chapter 10](#)
[SOM Chapter 2 – The Certification Process](#)
[SOM Chapter 7 – Survey and Enforcement Process for SNFs and Nursing facilities \(NFs\)](#)
[SOM Appendix PP \(Surveyor Guidance\)](#)