



North Carolina Department of Health and Human Services
Division of Health Service Regulation
Adult Care Licensure Section

2708 Mail Service Center • Raleigh, North Carolina 27699-2708
<http://www.ncdhhs.gov/dhst/>

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Barbara Ryan, Chief
Phone: 919-855-3765
Fax: 919-733-9379

Memorandum

To: Adult Care Providers

From: Dennis Streets, Director, Division of Aging and Adult Services
Jeff Horton, Director, Division of Health Service Regulation
Craig Gray, Director, Division of Medical Assistance

DWS
[Handwritten initials]

Date: July 1, 2009

Re: Licensees renewing their DHSR Facility License for 2010:
Important Information about State/County Special Assistance Reimbursement

The Division of Health Service Regulation (DHSR) the Division of Aging and Adult Services (DAAS) and the Division of Medical Assistance (DMA) are working together to expedite facility license renewals for 2010 in order to:

- Ensure that licensed facilities continue to receive timely Special Assistance (SA) Reimbursement from SA eligible residents.
- Ensure that facilities that have not renewed their license do not continue to receive Special Assistance Reimbursement from SA eligible residents.
- Ensure that licensed facilities continue to receive Personal Care Services payments for Medicaid eligible residents.

To accomplish this, we are asking that providers complete their renewal applications earlier than usual. DHSR will send out renewal applications in July. We are asking that you return your application by October 15, 2009 to be processed by December 1, 2009.

DHSR will notify DAAS and Medicaid by December 1, 2009 of (a) all providers that will be issued their 2010 facility license, and (b) all providers that have incomplete applications or have not submitted a renewal application. As you know, North Carolina law and administrative code (§ 108A-41 and NCAC 71P.0202) allows Special Assistance payments only to residents of duly licensed facilities.

Special Assistance (SA) payments and Medicaid payments for personal care services can be made only when the individual is residing in a licensed facility. The Divisions of Aging and Adult Services and Medical Assistance have informed us that payments will stop if the facility has not submitted a timely and completed renewal application by January 1, 2010.

We will be notifying county department of social services (DSS), DAAS and DMA of those facilities that have failed to submit a timely and complete application and fee. Facilities who failed to renew their licensed by January 1, 2010 will risk nonpayment of services and ultimately removal of residents.



Please let us know if you have questions or need assistance. We want this to be a successful process for you.

Please see the timeline below, which outlines what needs to occur to ensure timely renewal and reimbursement.

DATE	DIVISION RESPONSIBILITY	PROVIDER RESPONSIBILITY
7/15/09-7/31/09	DHSR sends license Renewal Applications to licensees	If you have not received a renewal application for the 13F or 13G facility by August 1, 2009 call 919-855-3785.
7/31/09 – 11/30/09	DHSR will process renewal applications date stamped on or before 10/15/09 by 11/30/09. DHSR cannot ensure that applications received after 10/15/09 will be processed by 11/30/09.	Ensure correct and complete DHSR Renewal Application is received by DHSR no later than 10/15/09. A complete application includes: signed renewal application and renewal fee.
12/1/09	DHSR will send initial report to DAAS and DMA regarding providers licensed for 2010—including those licensed, and those not yet licensed.	If you have mailed your renewal application in by 10/15/09 and have not received your license by 12/15/09 please call 919-855-3785.
12/1/09 – 12/31/09	DAAS will notify providers who have not submitted a license renewal application for 2010, of the Special Assistance payback consequences for failure to renew by 12/31/09. SA payments must be made only to recipients in licensed facilities.	
10/15/09-12/31/09	DHSR will continue to process renewal applications received 10/15/09-12/1/09. Complete renewal applications postmarked by 12/31/09 will be licensed effective 1/1/2010.	
2/1/10	DHSR will send second report to DAAS and DMA regarding providers licensed for 2010.	

If you have questions regarding this communication please contact:

Licensure: Karen Jones, 919-855-3785

Special Assistance Payments: Chris Urso, Special Assistance Program Administrator or Brenda Porter, Special Assistance Program Coordinator, both at the Division of Aging and Adult Services, 919-733-3818.

DMA Personal Care Services: Monica Jones, Provider Services, Division of Medical Assistance, 919-855-4050