

## **Residential**

Bed change requests involving Residential Level of Care beds will be processed under the following guidelines. The effective date for these bed changes is the date requested by the provider but not earlier than the date the request is filed with (received in) the Division of Long Term Care. Bed changes are not approved retroactively. If the bed change is the result of new construction in which either a Life Safety Code, State Fire Code or Sanitarian Inspection is required, the effective date of the bed change will be the date that these inspections are released and you are authorized to occupy the area.

## **Non-Certified Comprehensive (NCC)**

Bed change requests involving Non-Certified Comprehensive Level of Care beds will be processed under the following guidelines. The effective date for these bed changes is the date requested by the provider but not earlier than the date the request is filed with (received in) the Division of Long Term Care. Bed changes are not approved retroactively. If the bed change is the result of new construction in which either a Life Safety Code, State Fire Code or Sanitarian Inspection is required, the effective date of the bed change will be the date that these inspections are released and you are authorized to occupy the area.

## **Title 18 SNF, Title 19 NF, and Title 18 SNF/Title 19 NF**

Facilities may elect to change the number of beds that are certified to participate in the Medicare and/or Medicaid programs in accordance with the guidelines published in the Centers for Medicare and Medicaid Services ("CMS") State Operations Manual ("SOM"), Section 3202:

### Frequency

- Distinct Part Bed Size changes may occur up to two (2) times per cost reporting year: Once on the first day of the cost reporting year, and once on the first day of a single cost reporting quarter within that same cost reporting year.
- If a facility chooses not to affect a Distinct Part Bed Size change on the first day of its cost reporting year, it loses that opportunity for a change, and has only one (1) remaining change available for that cost reporting year.
- At no time can a facility affect two (2) decreases in Distinct Part Bed Size during the same cost reporting year.
- Exceptions:
  - If the request for change in Distinct Part Bed Size is made to avoid non-compliance with Life Safety Code requirements (see SOM § 3202.B.1 for details);
  - If the request for change in Distinct Part Bed Size is to certify all of the facility's beds to the Medicare and/or Medicaid programs (i.e., become fully participating);
  - If the request for change in Distinct Part Bed Size is an increase due to enlargement of the facility through new construction, purchase or lease.

### Timing of Request

- Written requests must be submitted to the Indiana State Department of Health no later than forty-five (45) days prior to the first day of the cost reporting year or first day of the cost reporting quarter which will be used as the effective date for the Distinct Part Bed Size change.
- No Distinct Part Bed Size changes will be approved retroactively.

### Distinct Part Requirement

- The beds in the certified Distinct Part area must be physically separate from (that is, not commingled with) the beds of the institution in which the Distinct Part is located.