NH-ALF Conversion Checklist

# Part One: Planning and Notification (CMS and DSHS-Residential Care Services) Identify that Part One and Part Two should be happening simultaneously

Notice of intent to terminate Medicare agreement ([SOM Ch 3](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107c03.pdf), Sect 3046, 3046A, 3047) 180 days

Notice of intent to terminate Medicare/Medicaid contract ([WAC 388-97-1640](http://apps.leg.wa.gov/wac/default.aspx?cite=388-97-1640)) 60 days

No admissions after notice given to terminate Medicare and Medicaid (F845 [SOM App PP](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf)) 60 days

Notice of impending closure to state agency (F623, F845 [SOM App PP](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf); [WAC 388-97-1640](http://apps.leg.wa.gov/wac/default.aspx?cite=388-97-1640)) 60 days

Notice of impending closure to the state LTCOP (F623, F845 [SOM App PP](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf); [WAC 388-97-1640](http://apps.leg.wa.gov/wac/default.aspx?cite=388-97-1640)) 60 days

Notice of impending closure to residents (F623, F845 [SOM App PP](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf); [WAC 388-97-1640](http://apps.leg.wa.gov/wac/default.aspx?cite=388-97-1640)) 60 days

Discharge notice to include:

Name, address, and telephone number for state LTC ombuds

For residents with DD, mailing address and phone number of agency responsible for DDA Administration

For residents with mental illness, mailing address and phone number of agency responsible for Behavioral Health Administration

Include contact information for the primary facility contact(s) responsible for daily operation of facility

In collaboration with HCS, after Notification to Residents has happened, NFCMs come in to complete assessments

Notify the facility Medical Director and residents’ primary physician (F845 [SOM App PP](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf))

Notify impacted entities such as employees, unions, vendors, community partners, hospitals, home health, hospice, and dialysis) (F845 [SOM App PP](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf))

Publish notice of intent to terminate Medicare/Medicaid contact in local newspaper ([SOM Ch 3](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107c03.pdf)Sect 3046C, 42CFR 489.52) 15 days

Preservation of clinical records ([WAC 388-97-1720](http://apps.leg.wa.gov/wac/default.aspx?cite=388-97-1720))

Relinquish NH license ([WAC 388-97-4340](http://apps.leg.wa.gov/WAC/default.aspx?cite=388-97-4340)) 24 hours

*Note: Do not discharge Medicaid residents before effective date of the withdrawal of participation (*[*WAC 97-1640*](http://apps.leg.wa.gov/wac/default.aspx?cite=388-97-1640)*)*

# Part Two: Physical Plant Considerations (DOH, Construction Review)

**Include a Technical Review Visit in collaboration with the Resource Support and Development (RSD) unit manager and Construction Review. (This is Critical and should be the first item)**

After the Technical Review Notify the Fire Marshal of your intent

Meet licensing requirements for physical plant ([RCW 18.20.220](http://app.leg.wa.gov/RCW/default.aspx?cite=18.20.220); [WAC 388-78A-2830](http://app.leg.wa.gov/WAC/default.aspx?cite=388-78A-2830); [Chapter 388-110 WAC](http://apps.leg.wa.gov/WAC/default.aspx?cite=388-110))

Recent inspection must meet physical plant reqs (RCW 18.51.140; [WAC 388-78A-2830](http://app.leg.wa.gov/WAC/default.aspx?cite=388-78A-2830); [WAC 388-78A-3030](http://app.leg.wa.gov/WAC/default.aspx?cite=388-78A-3030); [WAC 388-78A-2930](http://app.leg.wa.gov/WAC/default.aspx?cite=388-78A-2930); [WAC 388-78A-3010](http://app.leg.wa.gov/WAC/default.aspx?cite=388-78A-3010))

Notify Construction Review Services of change of use of rooms ([WAC 388-78A-2880](http://app.leg.wa.gov/WAC/default.aspx?cite=388-78A-2880)) 30 days  
Have the Construction Review Services involved *befor*e notification of closure (In the event that the facility learns that there is too much to be done and they decide not to move forward with the conversion)

# Part Three: Banking and Closing Beds (DOH, Certificate of Need)

Notice to preserve conversion options to DOH ([RCW 70.38.111](http://app.leg.wa.gov/RCW/default.aspx?cite=70.38.111); [RCW 70.38.115](http://app.leg.wa.gov/RCW/default.aspx?cite=70.38.115); [Chapter 246-310 WAC](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-310)) 30 days after the effective date of license modification

Notice to retain NH bed allocation to DOH ([RCW 70.38.111](http://app.leg.wa.gov/RCW/default.aspx?cite=70.38.111); [RCW 70.38.115](http://app.leg.wa.gov/RCW/default.aspx?cite=70.38.115); [Chapter 246-310 WAC](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-310)) 30 days after the effective date of license modification

# Part Four: Contact Information

Lisa Herke, DSHS-NH Policy Program Manager 509-225-2819 [Lisa.herke@dshs.wa.gov](mailto:Lisa.herke@dshs.wa.gov); [Information for Nursing Home Professionals | DSHS](https://www.dshs.wa.gov/altsa/residential-care-services/information-nursing-home-professionals)

Jeanette Childress, DSHS-ALF Policy Program Manager 360-725-2591 [Jeanette.Childress@dshs.wa.gov](mailto:Jeanette.Childress@dshs.wa.gov); [Information for Assisted Living Facility Professionals | DSHS](https://www.dshs.wa.gov/altsa/residential-care-services/information-assisted-living-facility-professionals)

Al Spaulding, DOH-Construction Review Services 360-236-2952 [CRS@doh.wa.gov](mailto:CRS@doh.wa.gov); [Construction Review Services](https://www.doh.wa.gov/LicensesPermitsandCertificates/FacilitiesNewReneworUpdate/ConstructionReviewServicesCRS)

DOH-Certificate of Need 360-236-2955, [Fslcon@doh.wa.gov](mailto:Fslcon@doh.wa.gov), [Certificate of Need Program](https://www.doh.wa.gov/LicensesPermitsandCertificates/FacilitiesNewReneworUpdate/CertificateofNeed)

CMS 206-615-2306 or 415-744-3696, [CMS Region 10 - Seattle](https://www.cms.gov/About-CMS/Agency-Information/RegionalOffices/Downloads/SeattleRegionalOffice.pdf)

# Timeline Considerations and Coordination: (DSHS- Home & Community Services and Residential Care Services)

This whole process is completed with consistent communication between facility and Home and Community Services RSD unit manager, local HCS management and local RCS Licensing unit manager. Close partnership is critical to a smooth transition.

The total transition time (from submitting the EARC Conversion Application to receiving the license) took 6 months. If all the initial meetings and discussions are taken into consideration as well, this process took 10 months.

The applying facility should review their internal policies and procedures, take time to educate their staff on the transition and have them participate in the necessary trainings.

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Make sure the following three visits are scheduled simultaneously

1. Construction & Review (DOH)
2. Fire Marshal (local)
3. Licensing (RCS)

Preparing and submitting the EARC application with required fees

1. This happens prior to issuing the notices to residents, but after meeting with the DOH Construction & Review team
2. Consider waiting until application has been approved before initiating 60 day notice of closure. Once the notice of closure is communicated, no new admissions can occur.
3. Facility issues identified for correction by DOH Construction and Review can take longer than anticipated to address.

# Additional information:

This guide provides information about how to transition from a nursing home to an assisted living facility in the state of Washington.

This guide is an abbreviated summary. Please refer to the linked rule reference for specific information.

All notifications must be in writing

(Disclaimer Statement- ie applicable building codes)