



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Office of Health Care Quality

Spring Grove Center • Bland Bryant Building

55 Wade Avenue • Catonsville, Maryland 21228-4663

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein M.D., Secretary

Date: May 3, 2012

To: Nursing Home Administrators

From: Nancy Grimm, Director Office of Health Care Quality (OHCQ) NBG

Re: Changes in Bed Size of a Skilled Nursing Facility (SNF) and/or Nursing Facility (NF)

This transmittal is to clarify existing requirements for facilities that request a change in the number of beds that are certified for Medicare and/or Medicaid. All increases and decreases in the number of licensed beds result in a change in the number of Medicare/Medicaid certified beds. The guidance in this transmittal **does not apply to facilities that are not certified for Medicare and/or Medicaid.**

A facility may only change the bed size once on the first day of the beginning of its cost reporting year and again the first day of a single cost reporting quarter within that same cost reporting year.

At no time can the OHCQ approve two bed decreases within the same cost reporting year.

The facility may submit only one change in bed size at a time.

A request for a change in the number of beds cannot be approved on a retroactive basis.

General Requirements:

To request a change (increase/decrease) in the number of certified beds, the facility must:

- Submit a written request to the OHCQ for the change 45 calendar days before:
 - The first day of its cost reporting year to effect the change on the first day of its cost reporting year; or
 - The first day of a single cost reporting quarter within the same cost reporting year at which time it seeks to change its bed size to effect a change on the first day of the designated cost reporting quarter.
- Submit floor plans identifying all areas of the facility with the current bed configuration and the proposed bed configuration.
- Include a reference to the cost-reporting year of the facility.
- Submit a copy of the Maryland Health Care Commission's review/approval of the bed increase/decrease.

Requests failing to provide the above information will not be processed.

Currently, the only exception to the above policy is to reduce the size of the SNF or NF to avoid being out of compliance with Life Safety Code requirements (e.g., sprinkler installation).

Questions regarding the information in this transmittal should be directed to Margie Heald at mheald@dhmh.state.md.us.

