



## Arkansas Department of Human Services Division of Medical Services

Office of Long Term Care -Mail Slot S409

P.O. Box 8059

Little Rock, Arkansas 72203-8059

Telephone (501) 682-8487 TDD (501) 682-6789 Fax (501) 682-1197

<https://www.medicaid.state.ar.us/InternetSolution/General/units/oltc/index.aspx>

### MEMORANDUM

LTC-A-2010-02

**TO:**  Nursing Facilities;  ICFs/MR 16 Bed & Over;  HDCs;  
 ICFs/MR Under 16 Beds;  ALF Level I;  ALF Level II;  
 RCFs;  Adult Day Cares;  Adult Day Health Cares;  
 Post-Acute Head Injury Facilities;  Interested Parties;  
 DHS County Offices

**FROM:** Carol Shockley, Director, Office of Long Term Care

**DATE:** January 8, 2010

**RE:** Advisory Memo - Notice of Long Term Care Facility License Renewal

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Each long term care nursing facility is required by State Statutes to submit a yearly license renewal application to the Office of Long Term Care. In accordance with Act 1238 of 1993 (Ark. Code Ann. 20-§ 20-10-224), completed applications must be signed by the facility's owner or administrator and must be notarized. You must read all instructions and the Checklist before completing the application.

The DMS-726 (R. 10/03), instructions, checklist, and Director of Nurses form are available for download on the OLTC website:

<https://www.medicaid.state.ar.us/InternetSolution/General/units/oltc/forms/forms.aspx>

Once on the website, scroll down to Nursing Homes, then click on DMS-726.

The required Form W-9 (Rev. 10-2007) is enclosed; it is also available for download at <http://www.irs.gov>.

**\*In accordance with Act 216 of the Regular Session, \*Senate Bill 310 of the 87<sup>th</sup> General Assembly, 2009, made changes to amend the requirements for sale and licensure of Long Term Care Facilities. Please note the due date changed from June 1 to March 1.**

A 10 percent (10%) penalty on the amount due will be assessed for each nursing facility if the renewal application is not delivered before March 1, 2010 or if mailed, is not postmarked on or before March 1, 2010. The fee submission is \$10.00 per licensed bed.

A check made payable to Arkansas Department of Human Services must be attached to each application. The **facility name** and **city** must be included on the check.

**CRIMINAL RECORD CHECK**

As stated in the instructions and the Rules and Regulations for Conducting Criminal Record Checks for Employees of Long Term Care Facilities effective October 1, 1997 (and as revised), **all operators** (the person signing this renewal application) **must fulfill the requirements as set forth in Section 202 (1) and Section 400 respectively.**

If you are signing the license application as Operator, you must complete the State criminal record check process and the Federal Fingerprint Card process. If the criminal record check (CRC) has not been completed on the Operator, or is more than five (5) years old, you must resubmit the CRC. If you have completed **only** the State CRC process, you must resubmit another State CRC and complete the Federal Fingerprint Card process. The check should be payable to the Arkansas State Police for \$25.00 for the State Record if you do not utilize the on-line system and a check for \$19.25 check made payable the Arkansas State Police for the Federal check. The DMS-736 form is enclosed. Please contact (501) 682-6173 or (501) 682-8424 if you need a Federal Fingerprint Card.

The completed, notarized license renewal application, including all attachments and a separate fee submission for each application must be sent by the following procedures:

If mailed, mail to:

If sent Federal Express, send:

*(Postmarked on or before March 1 for each situation)*

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF FINANCE AND ADMINISTRATION  
LONG TERM CARE - SLOT WG2  
P O BOX 818 1  
LITTLE ROCK, AR 72203-8181

DHS-CASH RECEIPTS  
112 West 8<sup>th</sup>  
DONAGHEY PLAZA SOUTH  
LITTLE ROCK, AR 72201

If HAND DELIVERED by March 1: You must come to 700 Main to the new Donaghey Plaza South Building, show identification, and surrender your driver's license to obtain a visitor's pass. Then go to the second floor walkway to proceed to the Donaghey Plaza West Building – Garden Level to deliver your license fees and applications. You must then return to the new DHS building to turn in your visitor's pass and retrieve your driver's license.

Facilities operated by the State must send the completed, notarized application and attachments to:

Office of Long Term Care - Slot S404  
Nursing Facility Licensure Section  
P. O. Box 8059  
Little Rock, AR 72203-8059

If you have questions, please contact Audrey Nelson at (501) 682-6173 or Sophie Fraser at (501) 682-8424.

If you need this material in alternative format such as large print, please contact our Americans with Disabilities Act Coordinator at 501-682-8307 (voice) or 501-682-6789 (TDD).

CS:saf:an

Enclosure