



**Division of Provider Services  
and Quality Assurance  
Office of Long-Term Care**  
PO Box 8059, Slot S409, Little Rock, AR 72203-8059



## MEMORANDUM

LTC-A-2021-06

**TO:**         Nursing Facility    ICFs/MR 16 Bed and Over         HDCs  
               ICFs/MR Under 16 Beds    Assisted Living Facilities    RCFs  
               Adult Day Cares    Interested Parties    DHS Offices

**FROM:**    Melody Jones Blackwell, Director, Office of Long Term Care

**DATE:**    April 29, 2021

**RE:**        Advisory Memo – Notice of Administrator Changes in Facility

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**DHS is attempting to centralize its emails to ensure all concerns are responded to as quickly as possible.**

The Office of Long-Term Care (OLTC) has created a devoted e-mail address for facilities to send administrative changes for review. The email address is: [oltcadministratorchange@dhs.arkansas.gov](mailto:oltcadministratorchange@dhs.arkansas.gov).

Any inquires for administrator classes, licensing, relicensing, continuing education units, or other accreditation should be directed [NHA.licensure@dhs.arkansas.gov](mailto:NHA.licensure@dhs.arkansas.gov).