



**Division of Medical Services
Office of Long Term Care**

<http://humanservices.arkansas.gov/dms/Pages/oltcHome.aspx>

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MEMORANDUM

LTC-A-2017-03

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: August 23, 2017

RE: Advisory Memorandum – Facility Floor Plan Requirements under New Long Term Care Survey Process

The Centers for Medicare and Medicaid Services (CMS) will implement a new Long Term Care Survey Process effective November 28, 2017. One change requires the survey team to have a current legible electronic copy of the facility floor plan in order to complete the offsite preparation and team size and assignments. In order for the survey to be conducted in a timely and effective manner it is critical that the floor plan includes the location of all units and wings designated for resident occupancy. Without a current floor plan the team size may be larger than necessary and the survey process may have to be extended.

Please email a current, legible floor plan for your facility by 09/15/2017 to:

Cecilia Vinson
Cecilia.vinson@dhs.arkansas.gov
Phone: 501-320-6438

Stacey Williams
Stacey.Williams@dhs.arkansas.gov
Phone: 501-320-6460

Please contact Ms. Vinson or Ms. Williams if you have any questions. Thank you.