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 Facilties; ☐ 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.