



# Add-A-Bed & Renovation/Construction Projects



Chris Christie  
Governor

Kim Guadagno  
Lt. Governor



Cathleen D. Bennett  
Commissioner

# Add-A-Bed & Renovation/Construction Projects

Presented by:

Pamela Lebak, Program Manager, LTC Survey & Certification  
& ICF/IID Programs  
([Pamela.Lebak@doh.nj.gov](mailto:Pamela.Lebak@doh.nj.gov))

New Jersey Department of Health  
Health Facility Survey and Field Operations



# DISCLAIMER

This power point presentation is an educational tool prepared by the Department of Health that is general in nature. It is not intended to be an exhaustive review of the Department's administrative code and is not intended as legal advice. Materials presented should not substitute for actual statutory or regulatory language. Always refer to the current edition of a referenced statute, code and/or rule or regulation for language.

# Objectives



- **Provide clarity of the procedures for the Add-A-bed program**
- **Provide clarity on procedures for renovation/construction projects**
- **Provide clarity on the necessary steps to obtain federal Medicare/Medicaid certification for change in bed capacity**

# Paint & Paper vs Construction

- **Paint and wallpaper does not require pre-approval from Licensing**
- **Licensing is the CLEARING HOUSE for all construction and renovation projects above and beyond paint & paper**
- **If you are ever unsure...Call be before you begin!**

# Add-A-Bed



- **A facility may request approval from the Department (Licensing) to increase total number of beds by no more than 10 beds or 10 percent of it's licensed capacity, whichever is less without certificate of need approval.**
- **No more than one such request for approval shall be submitted every 5 years.**

## Add-A-Bed-with No Construction

- **The facility must submit request letter with 2 weeks of projected staffing on the nurse staffing report forms**
- **If staffing levels meet the minimum staffing levels the Department will recommend to licensing via e-mail to occupy**
- **Once approved by licensing the facility will be notified they are approved to occupy**
- **The Department has the option to do an on-site survey or decide if an attestation letter will suffice**

# **Add-A-Bed with Construction for an existing Certified Facility**

- **The facility must submit Certificate of Occupancy from Municipality to Health Facilities Survey & Field Operations**
- **Submit 2 weeks of projected staffing on AAS-11 form**
- **Life Safety Code survey will be completed on a case by case basis, depending on the number of beds added, or at the next standard survey**
- **Once the on-site survey is completed the Department will make recommendation to occupy the area**





# Licensed Beds vs Certified Beds

- **Add-A-Beds are Licensed Only**
- **The facility MUST request to have the beds certified**

# **“New” Facility Construction with intent to Certify beds**

- **Requires scheduled Licensing Inspection before residents are admitted**
- **Requires a State Licensing and Full Federal Life Safety Code Inspection (Federal requirements are located at [CMS.gov](https://www.cms.gov))**
- **Initial approval to occupy beds is given for 30 beds only, approval to occupy additional 30 bed increments until facility reaches licensed capacity**

# **New Facility Construction with Intent to Occupy (cont'd)**

- **Facility will submit a letter requesting additional beds to occupy**
- **Submit 2 weeks of projected nurse staffing**
- **Average daily census will reflect the occupancy level being requested and acuities reflect the current acuities of residents in the facility**
- **Number licensed beds are the number on the license, not the number occupied**

# Certification of Additional Beds

- **IMPORTANT: Licensed beds added to an existing facility are NOT AUTOMATICALLY CERTIFIED FOR MEDICARE/MEDICAID REIMBURSEMENT**

# Certification of Additional Beds Timing

- ***Written requests are made to, and processed by the State agency.***
- ***CMS will certify an increase in Medicare beds on the 1<sup>st</sup> calendar day of the next fiscal year quarter, typically on January 1, April 1, July 1 and October 1.***
- ***Letters of requests must be dated at least 45 days in advance of the fiscal year quarter, no later than November 15 for certification on January 1, no later than February 15 for certification on April 1, no later than May 15 for certification July 1, and no later than August 15 for certification on October 1.***

# Are you Resident Ready?

- **Prior to request of survey all resident rooms must be resident ready!**
- **Facility to send 2 weeks of projected staffing (AAS-11)**
- **Facility floor plan/lay out with visible resident room numbers and locations noted**
- **Certificate of Occupancy/Approval**
- **Copy of DCA letter of Approval and Original blue prints**

# **NJ DOH Notification**

**Immediate notification is imperative to the quick success to initiate the project and get final approvals**

**Numerous steps are involved in every aspect of every project and involves several units**

**Will result in a shorter wait time for final approval**



# Q & A







# References

- CMS Appendix P & PP
- CMS.gov
- S & C Letters – [www.cms.gov](http://www.cms.gov)