
End Stage Renal Disease Facility (ESRDs) Change in Services, including Expansion and/or Addition of Services

How do I change the services offered at my ESRD facility?

In accordance with [Chapter 2](#) of the State Operations Manual (SOM), § 2274, ESRD facilities must file an application to request changes in service(s) provided, including reuse and/or to request an expansion or addition of stations. All required materials can be found below or requested through the Bureau of Facility Standards at (208) 334-6626.

What is included in the request to change of services packet?

In accordance with [Chapter 2](#) of the State Operations Manual (SOM), § section 2278E, a facility must complete the following when requesting a change in services including an expansion in the number of stations and/or an addition of services:

1. ESRD Facility Survey Report - [CMS form 3427](#),
2. A Narrative Report Describing the Services to be provided, which includes
 - a. A Plan of Operation specific to the expansion or addition of services,
 - b. The qualifications and responsibilities of the supervisory staff (physician, registered nurse in charge, dietician, social worker, etc.). If you plan to hire additional staff to service the expanded or addition of services, please list the numbers of additional staff by job category.
3. Building Layout and Plans including occupancy, separations, square footage, locations of exits, fire and smoke separations, and building and construction type,
4. Certificate of Occupancy,
5. NFPA 72 Report: Fire Alarm Testing Documentation/Record of Completion,
6. NFPA 13 Report: Sprinkler System Testing Documentation/Contractor's Material and Test Certificate for Above Ground Piping (if Applicable),
7. Fire Alarm/Sprinkler System Fire Watch Policy,
8. Smoking Policy,

9. A written plan for the protection of patients in an emergency,
10. Interior Finish Certifications (if applicable),
11. Fire retardant Treatment of Draperies, Curtains, etc. (if applicable).

How do I complete the change of services packet?

Please complete Part I of the CMS-3427 form (item #1 above). Return it and items #2 - #11 to the Bureau of Facility Standards. Please ensure that all questions are answered and that all hand-printed applications are clearly printed and easily readable.

Where do I send my completed change of services packet materials?

All required documents can be submitted by mail and/or hand delivered.

PLEASE KEEP A COPY FOR YOUR RECORDS

1. If you are mailing the application packet, mail to:

Department of Health and Welfare
Bureau of Facility Standards
P.O. BOX 83720
BOISE, ID 83720-0036

2. If you are hand delivering the application packet, deliver to:

Department of Health and Welfare
Bureau of Facility Standards
3232 Elder Street
Boise ID 83705

What happens after I submit my change of services packet materials?

Bureau of Facility Standards staff will review the materials you submitted. If the information is incomplete or if there are questions, Bureau staff will contact you. Once the materials have been approved, a determination will be made as to whether or not an on-site survey is required. **A survey is required if the facility adds or expands its services and has not been surveyed in more than 6 months, or if substantial changes have been made.**

Once the application materials have been approved we will contact you to schedule a survey if necessary. All documentation submitted by the facility and applicable survey information (if necessary) is forwarded to the Centers for Medicare Regional Office for final determination of approval.

How long will the change of services process take?

The length of this process varies depending on multiple factors such as whether or not the facility's documentation is complete, whether or not additional information needs to be submitted, current work load and availability of resources necessary to complete the application review and survey should one be necessary, etc. Therefore, it is not possible for the Bureau of Facility Standards to establish specific timeframes. However, due to limited staff resources and the need to accomplish higher priority work to meet our contractual agreement with CMS, **this office is unable to complete surveys for facility changes in status, now or in the foreseeable future.**

Additional information

For additional information please access the website and reference information below or contact the Bureau of Facility Standards at (208) 334-6626 or email questions to fsb@dhw.idaho.gov.

Centers for Medicare & Medicaid Services

[CMS End Stage Renal Disease \(ESRD\) Center.](#)