



North Carolina Department of Health and Human Services  
Division of Health Service Regulation

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS

Drexdal Pratt  
Division Director

October 8, 2014

David B. Clarke  
President/CEO  
Catawba Regional Hospice  
3975 Robinson Road  
Newton, North Carolina 28658

**No Review**

Facility or Business: Catawba Regional Hospice  
Project Description: Develop two off-site work stations  
County: Gaston and Alexander Counties  
FID #: 923865

Dear Mr. Clarke:

The Certificate of Need Section (CON Section) received your letter of September 30, 2014 regarding the above referenced proposal. Based on the CON law **in effect on the date of this response to your request**, the proposal described in your correspondence is not governed by, and therefore, does not currently require a certificate of need. However, please note that if the CON law is subsequently amended such that the above referenced proposal would require a certificate of need, this determination does not authorize you to proceed to develop the above referenced proposal when the new law becomes effective.

Moreover, you need to contact the Construction and Acute and Home Care Licensure and Certification Section of the Division of Health Service Regulation to determine if they have any requirements for development of the proposed project.

It should be noted that this determination is binding only for the facts represented by you. Consequently, if changes are made in the project or in the facts provided in your correspondence referenced above, a new determination as to whether a certificate of need is required would need to be made by the Certificate of Need Section. Changes in a project include, but are not limited to: (1) increases in the capital cost; (2) acquisition of medical equipment not included in the original cost estimate; (3) modifications in the design of the project; (4) change in location; and (5) any increase in the number of square feet to be constructed.

**Certificate of Need Section**

[www.ncdhhs.gov](http://www.ncdhhs.gov)

Telephone: 919-855-3873 • Fax: 919-733-8139

Location: Edgerton Building • 809 Ruggles Drive • Raleigh, NC 27603

Mailing Address: 2704 Mail Service Center • Raleigh, NC 27699-2704

An Equal Opportunity/ Affirmative Action Employer



Mr. David B. Clarke

October 8, 2014

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Please contact the CON Section if you have any questions. Also, in all future correspondence you should reference the Facility I.D. # (FID) if the facility is licensed.

Sincerely,

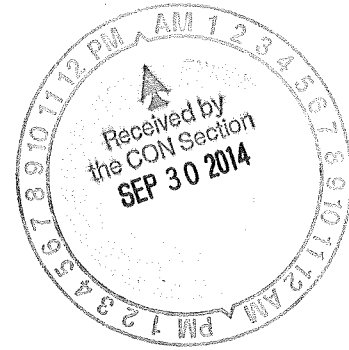
*Gloria C. Hale*

Gloria C. Hale, Project Analyst

*Risa Pitt for Martha J. Frisone*

Martha J. Frisone, Interim Chief  
Certificate of Need Section

cc: Medical Facilities Planning Branch, DHSR  
Acute and Home Care Licensure and Certification Section, DHSR



September 30, 2014

Cindy DePorter, Asst. Section Chief  
Division of Health Service Regulation  
2712 Mail Service Center  
Raleigh, North Carolina 27699-2712

Re: Opening Work Stations

Dear Ms. DePorter:

Palliative CareCenter & Hospice of Catawba Valley, Inc., (dba) - Catawba Regional Hospice has been licensed to provide hospice services in Alexander and Gaston counties for a number of years. Since being licensed in these two counties we have provided the full scope of hospice services to a growing number of patients.

The mindset of Catawba Regional Hospice in serving patients in counties other than Catawba County is to hire staff living in the county we serve. We believe this concept allows patients and their families to more readily accept staff that are generally long standing members of their own local community and perhaps even connected through local acquaintances and friendships. However, having to commute to a Catawba location for supplies, access to computers, phones or other office type needs increases time away from patients and reduces staff efficiency.

Therefore, the purpose of this letter is to seek permission to establish off-site workstations in Alexander County and Gaston County. We have located space for both proposed workstations at the following addresses:

Gaston County Workstation  
543 Cox Road Suite C-7  
Gastonia, NC 28054

Alexander County Workstation  
581 NC Hwy 16 South  
Taylorsville, NC 28681

The sole purpose for this office is to provide space for patient care staff to complete visit documentation, forms and general paperwork, secure medical supplies, initiate phone calls and attend to other office functions without having to travel 20 – 30 miles (one way) to the main office to attend to these needs. I anticipate staff spending approximately one-hour per day in the workstation completing these tasks in support of hospice patients and families they visit in Alexander and Gaston service areas.

The office address will not be publicized in any way. No patient charts will be located or maintained at this office. There is no intent for this office to be considered a satellite office with a full complement of staff maintaining normal business office hours each day. Please find attached the completed Activities Conducted at the Office form provided by the Division of Health Services Regulation for the purpose of requesting approval of workstation requests.

We would like to begin use of these workstations on November 1, if possible. Thank you for your assistance and please contact me at [dclarke@pchev.org](mailto:dclarke@pchev.org) or 828.466.0466 extension 2212 if you need additional information.

Sincerely,



David B. Clarke  
President/CEO

Cc: Azzie Conley, Chief, Acute and Home Care Licensure and Certification  
Martha Frisone, Interim Chief, Certificate of Need Section

ACTIVITIES CONDUCTED AT THE OFFICE	YES	NO
Storing medical supplies	X	
Storing clerical supplies	X	
Desks, tables and chairs	X	
Bookshelves	X	
Resource Materials	X	
Bathroom	X	
Exterior sign with name of agency		X
Mail delivery and pick up		X
Complete patient records or do other paperwork	X	
Starting point for calculating mileage reimbursement for employees	X	
Doors locked with only employees having keys	X	
Cellular phones that employees carry with them	X	
Laptop computers that employees carry with them	X	
Regular office hours		X
Open to the public		X
Listing of address in telephone or other directory		X
Reporting address or representation as office in licensure report, any directory, promotional materials, internal memos or other documents		X
Telephone line for incoming calls from the public or referral sources		X
Dispatching staff		X
Storing personnel records		X
Storing permanent patient records		X
Billing functions		X
Time clock		X
Staff based out of this location and present with consistent, regular office hours		X
Formal staff meetings		X
Advertising for and hiring of staff to work at this location		X
Base for administrative staff		X
Marketing this location as "a new office" or "new location"		X
Reception area		X