



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
MARK PAYNE • Director, Division of Health Service Regulation

Via E-mail Only

May 30, 2019

Annette Kiser
akiser@carolinacaring.org

Exempt from Review

Record #: 2954
Facility Name: Carolina Caring, Inc.
FID #: 923865
Business Name: Carolina Caring, Inc.
Business #: 3043
Project Description: Establish an off-site workstation
County: Mecklenburg

Dear Ms. Kiser:

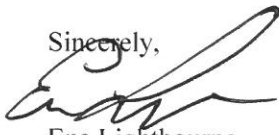
The Healthcare Planning and Certificate of Need Section, Division of Health Service Regulation (Agency), determined that based on your letter of May 18, 2019, the above referenced proposal is exempt from certificate of need review in accordance with N.C. Gen. Stat. §131E-184(a)(6). Therefore, you may proceed to offer, develop or establish the above referenced project without a certificate of need.

However, you need to contact the Agency's Construction and Acute and Home Care Licensure and Certification Sections 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 Agency. 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.

If you have any questions concerning this matter, please feel free to contact this office.

Sincerely,



Ena Lightbourne
Project Analyst



Martha J. Frisone
Chief, Healthcare Planning and
Certificate of Need Section

cc: Construction Section, DHSR
Acute and Home Care Licensure and Certification Section, DHSR

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF HEALTH SERVICE REGULATION
HEALTHCARE PLANNING AND CERTIFICATE OF NEED SECTION

LOCATION: 809 Ruggles Drive, Edgerton Building, Raleigh, NC 27603
MAILING ADDRESS: 809 Ruggles Drive, 2704 Mail Service Center, Raleigh, NC 27699-2704
www.ncdhhs.gov/dhsr • TEL: 919-855-3873

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER



May 18, 2019

Cindy Deporter, Asst. Section Chief
Division of Health Service Regulation
Acute & Home Care
2712 Mail Service Center
Raleigh, North Carolina 27699-2712

Re: Opening Workstation

Dear Ms. Deporter:

Carolina Caring, Inc. (formerly Catawba Regional Hospice) has been licensed to provide hospice services in Mecklenburg for several years. Since being licensed in this county we have provided the full scope of hospice services to a growing number of patients.

The mindset of Carolina Caring 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 an off-site workstation in Mecklenburg County. We have located space for our proposed workstation at the following address:

Mecklenburg County Workstation
9735 Kinsey Avenue Suite 202
Huntersville, NC 28078

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 to the main office to attend to these needs. I anticipate staff spending approximately one-hour per day in the workstation completing tasks in support of hospice patients and families in the Mecklenburg service area.

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

The hospice workstation will not be publicized as a hospice office. No patient charts will be located or maintained at this workstation. There is no intent for this location to be considered a satellite office with a full complement of staff maintaining normal business office hours each day. Since this workstation will not be used as a hospice office, we assert that no certificate of need or license is required.

Please find attached the completed Activities Conducted at the Office form provided by the Division of Health Services Regulation to request approval of workstation requests.

We would like to begin use of this workstation on May 27. Please contact me at akiser@carolinacaring.org or 704-508-1735 if you need additional information.

Sincerely,

Annette Kiser

Annette Kiser, MSN, RN, NE-BC
Chief Compliance Officer
3975 Robinson Rd
Newton, NC 28658

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