



North Carolina Department of Health and Human Services  
Division of Health Service Regulation  
Mental Health Licensure and Certification

2718 Mail Service Center • Raleigh, North Carolina 27699-2718  
<http://www.ncdhhs.gov/dhsr/>

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Stephanie Alexander, Chief  
Phone: 919-855-3795  
Fax: 919-715-8078

## **Memorandum**

**To:** Providers Licensed for 10A NCAC 27G.5600 (A) and (C)

**From:** Dennis Streets, Director, Division of Aging and Adult Services  
Jeff Horton, Director, Division of Health Service Regulation

**Date:** May 8, 2009

**Re:** Providers renewing their DHSR License for 2010:  
Important Information about State/County Special Assistance Reimbursement

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The Division of Health Service Regulation (DHSR) and the Division of Aging and Adult Services (DAAS) are working together to expedite facility license renewals for 2010 in order to:

- Ensure that licensed facilities continue to receive timely Special Assistance (SA) Reimbursement from SA eligible residents.
- Ensure that facilities that have not renewed their license do not continue to receive Special Assistance Reimbursement from SA eligible residents.

To accomplish this, we are asking that providers complete their renewal applications earlier than usual. DHSR will send out renewal applications in July. We are asking that you return your application by October 15, 2009 and we will process it by November 30, 2009.

DHSR will notify DAAS by 12/1/2009 of (a) all providers that have received their 2010 license, and (b) all providers that have incomplete applications or have not submitted a renewal application. As you know, North Carolina law and administrative code (§ 108A-41 and NCAC 71P.0202) allows Special Assistance payments only to residents of duly licensed facilities.

After receiving the above reports from DHSR, DAAS will send a notice to providers that have not yet renewed their license, informing them of the potential pay back consequences for not renewing their license by 12/31/09.



Please see the timeline below, which outlines what needs to occur to ensure timely renewal and reimbursement.

DATE	DIVISION RESPONSIBILITY	PROVIDER RESPONSIBILITY
7/1/09-7/13/09	DHSR sends license <b>Renewal Applications</b> to .5600A and 5600C providers.	Ensure correct and complete DHSR Renewal Application is received by DHSR no later than 10/15/09. A complete application includes: signed renewal application, renewal fee, signed Attestation letter, current fire inspection and annual sanitation inspection.
7/13/09 – 11/30/09	DHSR will process renewal applications date stamped on or before 10/15/09 by 11/30/09. DHSR cannot ensure that applications received after 10/15/09 will be processed by 11/30/09.	If you have not received a renewal application for the .5600(A) or(C) facility by August 1, 2009 call: 919-855-3858.
12/1/09	DHSR will send initial report to DAAS regarding providers licensed for 2010—including those licensed, and those not yet licensed.	If you have mailed your renewal application in by 10/15/09 and have not received your license by 12/1/09 please call 919-855-3858
12/1/09 – 12/31/09	DAAS will notify providers who have not submitted a license renewal application for 2010, of the Special Assistance payback consequences for failure to renew by 12/31/09. SA payments must be made only to recipients in licensed facilities.	
11/30/09-12/31/09	DHSR will continue to process renewal applications received 11/30/09-12/31/09. Complete renewal applications received by 12/31/09 will be licensed effective 1/1/2010.	
2/1/09	DHSR will send second report to DAAS regarding providers licensed for 2010.	

If you have questions regarding this communication please contact:

**Licensure:** Bernadette Davis, 919-855-3858

**Special Assistance Payments:** Chris Urso, Special Assistance Program Administrator or Brenda Porter, Special Assistance Program Coordinator, both at the Division of Aging and Adult Services, 919-733-3818

