

# MEMORANDUM

## Texas Department of Human Services \* Long Term Care/Policy

**TO:** LTC-R Regional Directors  
Section/Unit Managers

**FROM:** Marc Gold  
Section Manager  
Long Term Care-Policy  
State Office MC: W-519

**SUBJECT:** Regional Survey & Certification Letter #98-16

**DATE:** September 15, 1998

---

The attached RS&C Letter is being provided to you for information purposes and should be shared with all professional staff.

- RS&C Letter No. 98-16--Request for the State Agencies To Forward Their Schedule For Surveying Long Term Care Nursing Facilities (LTCs) To The Regional Office; Call Beverly Tucker, Section Manager, LTC-R Policy Liaison, at (512) 438-2548.

If you have any questions, please direct inquiries to the individuals or sections listed above.

~Original Signature on File~

Marc Gold

Attachment

**DEPARTMENT OF HEALTH & HUMAN SERVICES**  
**Health Care Financing Administration**

---

Region VI  
1301 Young Street, Room 833  
Dallas, Texas 75202

August 27, 1998

REGIONAL SURVEY AND CERTIFICATION LETTER NO: 98-16

To: All State Survey Agencies (Action)  
All Title XIX Single State Agencies (Information)

Subject: Request For The State Agencies To Forward Their Schedule For Surveying Long Term Care Nursing Facilities (LTCs) To The Regional Office

The new procedures for conducting Federal Monitoring Surveys of Long Term Care Facilities will necessitate a modification in how the Regional Office obtains information concerning the State Agency's schedule for inspecting long term care nursing facilities. Starting Sept. 28, 1998, each State Agency must fax the HCFA Regional Office a listing of all of the long term care nursing facilities (skilled nursing facilities and nursing facilities) it plans to inspect during the next month. It is not necessary for the State to forward information on the non long term care facilities (home health, ESRDs etc.). For example, on Sept, 28, 1998, each State Agency should fax the Regional Office a copy of its Oct. 1998 survey schedule. The following information should be included for each LTC inspection/complaint scheduled:

- (1) The name of the LTC facility
- (2) The facility's provider number
- (3) The city in which the LTC facility is located
- (4) The type of inspection to be conducted (recertification, follow-up, initial, etc.)
- (5) The dates of the inspection
- (6) The names of the members of the State Agency's survey team (this includes surveyors who may be onsite for only one day such as the pharmacist).

The State Agency survey schedule information should be faxed to:

Karen Herbelin  
Fax#: (214) 767-4422.

Please be aware that at this time, the new protocol for Federal monitoring surveys requires that Federal monitoring surveys be totally unannounced. This means that the Regional Office may not inform the State Agencies which long term care facilities they will be inspecting. If HCFA Central Office changes its stance on announcing Federal Monitoring Surveys in LTC facilities, the Regional Office will resume notifying the State Agency as appropriate and allowed.

Thank you for your time and attention to this matter. If you have any questions concerning this letter, please contact Karen Herbelin, at (214) 767-4422.

Sincerely,

{Signature on File}

Molly Crawshaw for

Calvin Cline, Chief  
Survey and Certification Operations