

# MEMORANDUM

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

**TO:** LTC-R Regional Directors-Section/Unit Manager  
Home and Community Support Services Agencies (HCSSA) Program Administrators

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

**SUBJECT:** Regional Survey & Certification Letter #99-33

**DATE:** January 25, 2000

---

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. 99-33 -- Special Focus Facility (SFF) Reports; Call Beverly Tucker, Professional Services, Long Term Care-Regulatory, at (512) 438-2631.

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  
Division of Medicaid and State Operations, Region VI

---

1301 Young Street, Room 833  
Dallas, Texas 75202  
Phone (214) 767-6301  
Fax (214) 767-0270

20 December, 1999

REGIONAL SURVEY AND CERTIFICATION LETTER NO: 99-33

To: All State Survey Agencies (ACTION)

Subject: Special Focus Facility (SFF) Reports

The President's Nursing Home Initiative resulted in additional attention being placed on specified facilities from each state identified as performing significantly below Federal standards. The Health Care Financing Administration (HCFA), in turn, asked State Agencies (SA) to perform standard certification surveys of these facilities every six months as well as conduct 'drop in' visits whenever surveyors are in the vicinity of a nursing home. We also asked each SA to submit base line information and a comprehensive monthly summary detailing all of the SA's survey activities, complaint reports and administrative changes.

While the current system of reporting has yielded an overview of the activities of the SAs and regional offices (ROs), we still have not received the kind of comprehensive information the report is intended to provide. Therefore, enclosed is a new monthly form designed to improve the consistency and accuracy of reporting; use of this form is effective **immediately**. We feel this new form will be another effective tool in preventing non-compliance on the part of SFFs. Moreover, the use of '**No Report**' on forms is strongly discouraged; rather, we would like SAs to report on SFFs by using the monitoring and surveying processes that are available.

Finally, we would like to remind SAs that SFF reports are mandatory and, beginning in January, are due to the RO on the 10th, no later than the 15th, of each month. Please be sure to include baseline and HCFA-2567s as necessary. For the month of January, in addition to the current monthly report, we need SAs to provide 1999 delinquent reports. The new form should also be used for these reports. Monthly reports should be sent to me, Judy Thomas, via e-mail ([jthomas3@hcfa.gov](mailto:jthomas3@hcfa.gov)). If the report is too voluminous for e-mail, please forward hard copies to me at the address given in the letterhead. I look forward to working with you; my telephone number is 214-767-6214.

Sincerely,

~Signature on File~

Judy Thomas  
Health Insurance Specialist