



COMMISSIONER
Jon Weizenbaum

November 5, 2014

To: Home and Community Support Services Agencies (HCSSAs)

Subject: **Provider Letter No. 14-28** - Home and Community Support Services Medicare-certified Agency Relocation

In accordance with the Texas Administrative Code, Title 40, Part 1, Chapter 97, §97.213, Licensing Standards for Home and Community Support Services Agencies, Medicare-certified home health and hospice agencies must submit a written notice to the Texas Department of Aging and Disability Services (DADS) to report a change in their physical location. The DADS HCSSA Licensure and Certification Unit reviews and processes these requests and sends each agency a Notification of Change that reflects the new location, within the Medicare Guidelines.

In addition, according to the Centers for Medicare & Medicaid Services State Operations Manual, Chapter 2, Section 2185– HHA Change of Address, the HCSSA must notify the Medicare Administrative Contractor (MAC) or Fiscal Intermediary (FI) of its practice relocation address. DADS does not notify the MAC or FI of any changes reported to DADS by a HCSSA. The owner or administrator of the HCSSA must report all changes to the MAC or FI.

The potential adverse effects that an agency may experience for not notifying the MAC or FI, expressed in the Code of Federal Regulations, Title 42, Chapter IV, §424.530, include the following:

- The MAC or FI may revoke billing privileges temporarily or permanently if the MAC conducts an on-site visit at the address that the MAC has on file and the HCSSA is no longer located at that address.
- The agency may be terminated from Medicare for cessation of business.

HCSSAs may access the Medicare Enrollment Application to report all changes in a timely manner at the following website: <https://pecos.cms.hhs.gov/pecos/login.do>. The MAC, Palmetto GBA, may be contacted directly at (855) 696-0705.

If you have questions about reporting a change in an agency's physical address, please contact the HCSSA Licensure and Certification Unit at (512) 438-2630.

Sincerely,

[signature on file]

Mary T. Henderson
Assistant Commissioner, Regulatory Services

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