

MEMORANDUM

Department of Aging and Disability Services (DADS)
Regulatory Services Policy * Survey and Certification Clarification (S&CC)

TO: Regulatory Services
Regional Directors and State Office Managers

FROM: Mary T. Henderson
Assistant Commissioner, Regulatory Services

SUBJECT: **S&CC 16-01** – Nursing Facility Administrator (NFA) License Verification
(Replaces S&CC 09-05)

APPLIES TO: Nursing Facilities (NFs)

DATE: January 26, 2016

This memorandum provides guidance to surveyors on completing verification of an NFA license.

During off-site preparation, the surveyor reviews the NFA license information that is documented in the Compliance, Assessment, Regulation, Enforcement System (CARES) by clicking on the “Administrator” tab. Surveyors can verify a NFA license by:

- going to the following website: <https://dadsnfa.imageapi.com/dadsnfa>; or
- calling the NFA licensing program at (512) 438-2015.

If upon entrance to the NF, the administrator is different from the one verified; the surveyor should request that the NFA contact the DADS licensing section at (512) 438-2630. The surveyor then must continue with the verification of the different NFA license as listed above. The verification process could be continued from the regional office by support staff.

If you have questions regarding this memorandum, please contact a policy specialist in the Policy, Rules and Curriculum Development Unit at (512) 438-3161.