



## COLORADO DEPARTMENT OF HEALTH CARE POLICY & FINANCING

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Bill Ritter, Jr., Governor • Joan Henneberry, Executive Director

August 4, 2009

DAL # 07-09-4 NF

Nursing Facility Discharge Reporting Requirements

Dear Administrator:

Nursing facilities are required to notify the county or other eligibility site of the discharge or death of a Medicaid client. According to 10 C.C.R. 2505-10, Section 8.482.34.A, the notification to the county shall be on the AP-5615 form which shall be sent to the county within five working days of the discharge or death.

Nursing facilities are also required to notify the statewide utilization review contractor (SURC), currently Ascend Management Innovations, and the single entry point agency (SEP) of the permanent discharge or death of a Medicaid client. The SURC and the SEP will update their computer systems. The SURC will coordinate the assignment of an end date to the PAR in the MMIS claims payment system. Nursing facilities will continue to be able to be paid for dates of service prior to the end date on the PAR.

The nursing facility shall not notify the SURC of discharges when the client is expected to return (medical or non-medical leave). Notifications to the SURC and the SEP shall be at least monthly, no later than five days after the end of the month. The nursing facility can notify the SURC and SEP using either the AP-5615 form or the Nursing Facility Medicaid Client Discharges form, which is attached.

The nursing facility is allowed to use the AP-5615 form, as long as it reports only the discharge, rather than a series of actions. For convenience, the nursing facility can fax it to the SURC and SEP at the same time that the nursing facility sends the AP-5615 to the eligibility site.

The Nursing Facility Medicaid Client Discharges form can be found on the Department's web site, [colorado.gov/hcpf](http://colorado.gov/hcpf): select Providers, Provider Services, Forms. It is also available on Ascend's web site, [www.ascendami.com](http://www.ascendami.com): select Managed Care, Long Term Care Solutions, user tools, Colorado User Tools, PAR Tools, PAR Discharge Log.

Please contact me at (303) 866-4758 or [janice.brenner@state.co.us](mailto:janice.brenner@state.co.us) with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Janice Brenner".

Janice Brenner  
Nursing Facilities Policy Analyst