



**Center for Clinical Standards and Quality /Survey & Certification Group**

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**Admin Info: 15-07-CMHC**

**DATE:** November 7, 2014

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** Process for Transfer of Community Mental Health Centers (CMHCs) in Queue  
for State Survey Agencies (SAs) Initial Survey

**Memorandum Summary**

**Process for Transfer and Initial Survey of New CMHCs:** As a result of the new regulations 42 CFR Part 485, Subpart J- Conditions of Participation: CMHCs, SAs will assume the survey and oversight of CMHCs effective October 29, 2014. The Centers for Medicare & Medicaid Services (CMS) Central Office (CO) has become aware that some CMS Regional Offices (ROs) have backlogs of previously uncertified CMHCs awaiting initial survey. CMS ROs will provide formal communication to their SAs making them aware of any backlogged CMHCs needing initial certification surveys.

**Background**

The CMS ROs were responsible for monitoring and surveying all CMHCs prior to October 29, 2014. On October 29, 2014, 12 months from the publication of the final rule 42 CFR Part 485, Subpart J- Conditions of Participation CMHCs, monitoring and survey responsibilities belong to the SAs. Due to resource limitations, initial CMHC certification surveys continue to be a tier 4 priority, and several ROs have developed waiting lists for these providers to receive initial certification surveys.

**Purpose**

In States where backlogs exist, the ROs must provide to each SA a documented list of CMHCs awaiting an initial survey. The list must include each CMHC's name, address and date of application. The SAs will use this information to determine the tier priority to be assigned per the most current CMS MPD. In most cases these CMHCs will still be considered a low priority unless the CMHC can provide a valid reason for a priority exception request, such as access to care needs for clients.

**Effective Date:** Immediately. Delivery of the ROs documented list to the SAs by November 31, 2014.

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management