

EXHIBIT 290
(Rev. 30, 12-15-07)

MODEL LETTER TO HOME HEALTH AGENCIES (HHAs)
ASSIGNING BRANCH IDENTIFICATION NUMBERS

(Date)

HHA Administrator Name

HHA Name

Address

City, State, ZIP Code

Dear (HHA Administrator Name):

The Centers for Medicare & Medicaid Services (CMS) is assigning identification numbers to every existing branch of a parent home health agency (HHA) and subunit. The identification system is being implemented nationally and will uniquely identify every branch of every HHA certified to participate in the Medicare home health program. It will also link the parent or subunit to the branch.

This identification number is to be used on Outcome and Assessment Information Set (OASIS) item M0016 (Branch ID) when an assessment is done on a patient by qualified staff of a branch location. By submitting the branch identification number on OASIS assessments, we will have the capability of developing outcome reports that will help HHAs differentiate and monitor the quality of care delivered by their agencies down to the HHA branch level.

Each branch will be numbered with the same Federally assigned CMS certification Number (CCN) as the parent or subunit, with two modifications. There will be a “Q” between the state code and four-digit provider designation, plus three more digits for a 10-character branch identifier. Branch identification numbers will be used only once. In the event that an HHA branch closes, its unique branch identification number is terminated and not re-used to identify another branch of that HHA or subunit.

On the next page, please review the information we have on file for your parent or subunit HHA and take note of your assigned branch identification numbers.

If you have any questions or concerns, or wish to submit additional information, please contact (name and address)

Sincerely yours

Associate Regional Administrator
(or its equivalent)

THE NAME, ADDRESS AND CMS CERTIFICATION NUMBER (CCN) FOR YOUR PARENT OR SUBUNIT HHA IS:

NAME: _____

ADDRESS: _____

CCN: _____

The following are your branch locations and Federally-assigned branch identification number(s) associated with the above parent or subunit HHA:

Branch Name and Address

Branch Identification Number

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____
