



COMMISSIONER
Jon Weizenbaum

June 1, 2015

To: Licensed Medicaid-Certified Nursing Facilities (NFs)

Subject: **Provider Letter 15-06** – New Process for Submitting Medicaid Occupancy Reports
(Replaces Provider Letter 11-24)

Effective: June 1, 2015

This letter informs operators of licensed Medicaid-certified NFs of a change in the process for submitting Medicaid occupancy reports to the Texas Department of Aging and Disability Services (DADS). It replaces Provider Letter 11-24, dated August 11, 2011, which allows submissions by fax, mail or through the Internet.

Effective August 1, 2015, all Medicaid occupancy reports must be submitted through a specially designed Web portal. DADS will not accept a report submitted by any other method after that date. Until that date, as part of the transition period, DADS will accept reports via [Form 3645](#), Monthly Medicaid Occupancy Report, or the new portal. You may access the portal at: <https://hhsportal.hhs.state.tx.us/MedOccupancy/public/FacilityMain.faces>

In accordance with the Texas Administrative Code (TAC), Title 40, Part 1, Chapter 19, §[19.2322](#)(1)(1), licensed Medicaid-certified NFs must submit occupancy reports to DADS each month. DADS must receive each completed report no later than the fifth day of the month following the reporting period. Per 40 TAC §[19.2322](#)(1)(D), “failure or refusal to submit accurate occupancy reports in a timely manner may result in the nursing facility’s vendor payment being held in abeyance until the report is submitted.”

DADS will send a courtesy email to the licensed Medicaid-certified NF on the first day of each month. If DADS does not receive the report by the fifth calendar day, DADS will notify the facility that it is being placed on vendor hold list until DADS receives the required report.

DADS recommends that licensed Medicaid-certified NFs review the new instructions on how to submit a Medicaid occupancy report before using the system for the first time. DADS also recommends reviewing the instructions when there is a change in staff who prepare the report or a change in the administrator. The instructions can be found at: www.dads.state.tx.us/providers/reports/occupancy/index.html

If you have any questions about this new procedure, please contact the NF Licensure and Certification section at (512) 438-2630, option #4, or email at MedOccupancy@dads.state.tx.us.

Provider Letter No. 15-06

June 1, 2015

Page 2

Sincerely,

[signature on file]

Mary T. Henderson
Assistant Commissioner
Regulatory Services

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