

# BULLETIN

**Bulletin Number:** MMP 23-11

**Distribution:** Nursing Facilities

**Issued:** March 1, 2023

**Subject:** Clarification on LOCDs during a change of ownership for nursing facilities

**Effective:** April 1, 2023

**Programs Affected:** Nursing Facilities

This policy clarifies the requirements for entering hard copy level of care determinations (LOCD) into CHAMPS following a change of ownership (CHOW) for a nursing facility.

A nursing facility provider who is going through a CHOW and obtaining a national provider identification (NPI) must conduct the hardcopy version of the LOCD and Freedom of Choice form. Once the provider is given access to CHAMPS under their new NPI, the provider must enter all of the information from the hard copy LOCD into the online version of the LOCD in CHAMPS under the new NPI. The hardcopy LOCDs must be entered in CHAMPS within 30 days of the new NPI's approval date with Provider Enrollment. The records meeting this requirement will have the start date modified to equal the record's conducted date.

Refer to the [MDHHS Medicaid Provider Manual](#) for more information on CHOWS or Nursing Facility LOCD.

## Manual Maintenance

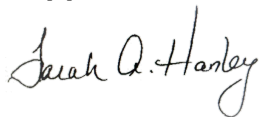
Retain this bulletin until the information is incorporated into the MDHHS Medicaid Provider Manual.

## Questions

Any questions regarding this bulletin should be directed to Provider Inquiry, Department of Health and Human Services, P.O. Box 30731, Lansing, Michigan 48909-8231, or e-mailed to [ProviderSupport@michigan.gov](mailto:ProviderSupport@michigan.gov). When you submit an e-mail, be sure to include your name, affiliation, NPI number, and phone number so you may be contacted if necessary. Typical Providers may phone toll-free 1-800-292-2550. Atypical Providers may phone toll-free 1-800-979-4662.

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Policy, Letters & Forms.

**Approved**

A handwritten signature in black ink that reads "Farah Q. Hanley". The signature is written in a cursive style with a large, looped "H" and a distinct "Q" for the middle initial.

Farah Hanley  
Chief Deputy Director for Health