

**AGENCY NOTIFICATION OF CHANGE OF
MANAGEMENT/ADMINISTRATION**

Shore Memorial Hospital Shore LifeCare Shore Health Care at Home MMC
 Shore Rehab Lingle/Goldstein Surgical Assoc. Orthopedic Assoc.

Effective: 11/20/01

Revised: 4/02, 2/05

President/CEO

Compliance Officer

PURPOSE:

To define areas that require a notification of a certifying or licensing agency when there is a change in operations that requires an agency notification. To define the process for notifying those agencies when there is a change in operations that requires a notification. Changes may include change in name, change in management, change in administration, or change in ownership.

POLICY:

It shall be the responsibility of the manager of an area within Shore Health Services, Inc. to make initial notification of an licensing or certifying agency (State Licensure, JCAHO, etc.) when there is a change that has been defined by regulations or standards to require a notification. **The Compliance Officer will be notified of the change and written notification to the agency will be coordinated between the manager and/or senior management and then compliance officer.**

GUIDELINES:

1. The manager of an unit or organization shall verbally notify the appropriate licensing agency when there is a change in operations.
2. The manager shall then notify the Compliance Department of the change in operations.
3. **Official written notification of the regulatory agency shall be coordinated between the manager/Senior Administration and the Compliance Officer.**

Agencies Requiring Notification:

1. Shore Memorial Hospital – Mental Health Unit

The office of Licensure shall be notified of any of the following changes in order to determine the continued compliance with all applicable regulations and/or the need for modification of license:

- Change Management/Administration
- Change in geographic location,
- Change in milieu or setting where service is performed,
- Change in services provided,
- Change in staff qualifications,
- Change in organizational structure,
- Change in population being served, and
- Change in bed capacity

Changes will be sent in writing to:

Office of Licensure
 Department of Mental Health, Mental Retardation
 and Substance Abuse Services
 P.O. Box 1797
 Richmond, VA. 23214

Send an additional copy of notification to:

SEVTC
 2100 Stepping Stone Square
 Chesapeake, VA. 23320
 757-424-8364

2. Shore Life Care @ Parksley

The Virginia Department of Health will be notified of any changes during the year which would affect the accuracy of the information contained within the Application for License Renewal: Nursing Homes. The changes must be reported in writing to the Virginia Department of Health.

A request to modify a license must be submitted in writing 30 working days in advance of any proposed changes, to the Director of the Center for Quality Health Care Services and Consumer Protection. The license shall be returned to the center following a correction or reissuance when there has been a change in:

- Address
- Operator (if the operator is a corporation, association, trust, municipality county or governmental agency, changes in the following:
 President/Chairman, Vice president/Chairman, Secretary, and Treasurer
- Name
- Bed Capacity

Any changes in the following information contained within the application for license shall be reported in writing to the Virginia Department of Health:

- Administrator

- Director of Nursing Service
- In-Service Training Director
- Social Service Director
- Activities Director
- Food Service Supervisor
- Medical Director/Advisory Physician
- Dietary Consultant Pharmacy Consultant
- Pharmacy Consultant
- Physical Therapy Consultant
- Dental Consultant

Any of the above changes shall be sent to:

Virginia Department of Health
 Center for Quality Health Care Services and Consumer Protection
 3600 Centre-Suite 216
 3600 W. Broad Street
 Richmond, Virginia 23230

3. Anne Wilkes Holland Nursing Facility - reporting of changes in operations for a nursing facility unit located in and operated by a hospital shall be licensed under Rules and Regulations for the licensure of Hospitals. See reporting as outlined for Shore Memorial Hospital.
4. Shore Memorial Hospital – The Virginia Department of Health shall be notified in writing at least within 30 working days in advance of a proposed change in location or ownership of the facility. A license shall not be transferred from one owner to another or from one location to another. The license issued by the commissioner shall be returned to the office for correction or reissuance when any of the following changes occur during the licensing year:
 - Revocation
 - Change of location
 - Change of ownership
 - Change of name
 - Change of bed capacity
 - Voluntary closure

Any changes during the year that would affect the accuracy of the information in the License Renewal application shall be reported promptly to the Virginia Department of Health:

- Name(s) and address(es) of the officers of the governing body
 President/Chairman

Vice President/Chairman
Secretary
Treasurer

- Change in Administrator

Any changes shall be sent to the following address:

Virginia Department of Health
Center for Quality Health Care Services and Consumer Protection
3600 W. Broad Street, Suite 216
Richmond, VA. 23230-4920

5. Joint Commission on Accreditation of Health Care Organizations
(All notifications to JCAHO shall be managed by the JCAHO coordinator.)

The hospital shall report any changes in the information provided in the application for survey and any changes made between surveys related to: ownership or control, location, capacity or categories of services offered.

Notification in writing within 30 days after such changes affecting application in:

- Change in ownership
- Location
- Significant increase or decrease in volume of services
- Addition of new type of health service or site of care
- The acquisition of a new component
- Deletion of an existing health service or site of care
- Deletion of an existing component

6. These changes shall be reported in writing to the following:

Office of the Executive V.P. for Accreditation Operations JCAHO
One Renaissance Boulevard
Oakbrook Terrace, IL 60181