

Department of Community Health
Fair Rental Value System
Initial Start Up and Fair Rental Value (FRV) Reimbursement Form
Instructions

This form should be completed during the initial start up of the Fair Rental Value System (FRVS) and in each instance where a facility adds beds or completes renovation/construction projects which exceed \$500 per licensed bed at the time the project is completed.

Submitting the Form:

This form **must be submitted** to the Department of Community Health, within **30 days after** the Bed Addition or Renovation/Construction Project is complete.

After completing the forms, save the file and submit an electronic copy to FRVS@dch.ga.gov **and** mail one hard copy along with **all** supporting documentation to:

Darryl C. Threat, Program Manager
Department of Community Health
Nursing Home Reimbursement Services
2 Peachtree Street, N.W.
39th Floor
Atlanta, Ga. 30303

General Policy Clarifications for all FRV Project Types

1. There are two distinct project types. They are Bed Additions and Renovations/Construction projects. Only one type of project can be claimed for a reporting period.
2. All Renovation/Construction projects completed after July 1, 2009 must be filed with the Office of Health Planning as a New Construction Project under the authority of O.C.G.A. § 290-5-8.

Instructions for Completing the Report

The report is made up of four parts:

Part I: Provider Information

Part II: Facility Information

Part III: Bed Additions

Part IV: Renovation/Construction Project

Part I – Provider Information

In this section, provider information is entered such as Nursing Facility Name, Provider Number, Address, City, State, ZIP Administrator Name, Phone and Fax Number. The owner/officer and preparer will also certify the reported information is true and accurate with their signatures.

Part II – Facility Information

In this section, current information is entered regarding the facility, such as, year of initial construction, number of licensed beds for nursing facility and non-nursing facility and square footage for nursing facility and non-nursing facility.

Supporting documentation must be submitted with the form to verify information recorded in this section. Acceptable documentation includes, but is not limited to, Nursing Home License, Certificate of Occupancy, Approved County/City Records, Blueprints, and Approved Certificate of Need (CON) documentation.

Part III – Bed Additions

In this section, information is entered to record bed additions that have been completed.

Supporting documentation must be submitted with the form to verify information recorded in this section. Acceptable documentation includes, but is not limited to, Nursing Home License and Approved Certificate of Need (CON) documentation.

Part IV – Renovation/Construction Project

In this section, information is entered for any renovation/construction project completed over a 12 month period that meets the definition found in Section 1000 of the Nursing Home Reimbursement Manual, which states:

A Renovation Construction Project shall mean a capital expenditure (as defined in Section (N)(4)(a)) that exceeds \$500 per existing licensed bed and has been filed with the Office of Health Planning as a New Construction Project under the authority of O.C.G.A. § 290-5-8

(a) Allowable capital expenditures include the costs of buildings, machinery, fixtures, and fixed equipment constituting any New Construction Project as referenced above. The exception to this requirement is for certain moveable equipment that are determined to be energy savings or environmentally beneficial. These items may include telemedicine terminals, solar panels, tankless water heaters, and low flow toilets. Capital expenditures are asset acquisitions that meet the criteria of § 108.1 of the Provider Reimbursement Manual (CMS-15-1) or are betterments or improvements which meet the criteria of § 108.2 of the Provider Reimbursement Manual (CMS-15-1) or which materially (a) expand the capacity, (b) reduce the operating and maintenance costs, (c) significantly improve safety, or (d) promote energy conservation.”

Supporting documentation must be submitted with the form to verify information recorded in this section. Acceptable documentation includes, but is not limited to, Fixed Asset Schedules*, Invoices, Appraisals, Construction Contracts, and Approved Certificate of Need (CON) documentation.

* Note: Fixed Asset Schedules will serve as sufficient documentation for projects completed **prior to** 1995.