



Division of Provider Services & Quality Assurance  
P.O. Box 8059, Slot S409, Little Rock, AR 72203-8059

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## MEMORANDUM

**TO:** Nursing Home Administrators, Nursing Facilities, ICFs/MR 16 Beds and Over, HDCs, ICFs/MR Under 16 Beds, Interested Parties, DHS County Offices

**FROM:** Martina Smith, Director, Division for Provider Services and Quality Assurance

**DATE:** May 28, 2021

**RE:** Advisory Memo – Reactivation of 703 Requirements Involving the Transfer of Residents Between Long Term Care Facilities

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Effective May 30, 2021, the Governor’s public health emergency declaration will expire; thus, any rules suspended during this time will be reinstated. The following agency rules, included in the Procedures for Determination of Medical Need for Nursing Home Services, will be reinstated as follows:

- Sections I.A.1 and I.B.1 F-151 concerning completion and review of form 703 for transfers between long-term care facilities.
  - DHS suspended section F-151 of the Medical Services Policy Manual which indicates that a transfer between facilities is not a change in condition nor an admission for convalescent care; thus, the transfer does not require a new 703 form.
- Section I.A.1 and I.B.1 of the Procedures for Determination of Medical Need for Nursing Home Services.
  - This indicates that a 703 form does not have to be completed for a transfer of residents between facilities, and that it is not required for OLTC to review a DHS-703 form for residents transferred between facilities.

With the emergency declaration expiring on May 30, 2021, facilities will again be required to complete a DHS-703 form for a transfer of residents and forward it to DHS in a timely manner.

Information related to the rules for medical need determinations can be found at: [Procedures for Determination of Medical Need for Nursing Home Services](#).