



**Form for Reporting SNF Bed Licenses by Class of Room  
Due Friday, September 23, 2022**



The purpose of this Form is to collect additional information necessary for DHS to determine the fair market value (property) component of each Arkansas skilled nursing facility’s Medicaid per diem rate effective January 1, 2023. This applies to all dually Medicaid/Medicare and Medicaid-only certified facilities (referred to here as “SNFs”).

**Please follow the attached Instructions and send your completed and signed Form and the architect’s documentation by Friday, September 23, 2022, to [SNFRoomClass@arhealthcare.com](mailto:SNFRoomClass@arhealthcare.com).**

AHCA is assisting DHS in collecting this information and providing technical assistance to SNFs. The Forms and architect documentation sent to AHCA will be given to DHS.

<b>Full Name of Facility</b>	
<b>Vendor Number</b>	
<b>Facility Street Address</b>	
<b>Contact Person’s Name</b>	
<b>Contact Person’s Phone</b>	
<b>Contact Person’s Email</b>	

**Step 1: Total Number of Licensed Beds**

Using the attached table from the Health Services Permit Agency (HSPA), enter the number of licenses for your SNF as of June 30, 2022. In the HSPA table, find your SNF’s name and enter the number shown in the third column titled “Licensed Beds.” Do not include licenses, if any, shown in any other column of the HSPA table.

<b>Total Number of Licensed Beds:</b>	
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**Step 2: Number of the SNF’s Bed Licenses Attributable to Class A**

With the assistance of your architect, carefully determine the number of Class A rooms in your facility. Each Class A room accounts for one (1) bed license.

A Class A room is always a single occupancy (private) room. Therefore, each Class A room must be allocated exactly one (1) of the facility’s bed licenses.

From the total number of licenses shown in Step 1, please enter the number of Class A rooms in your facility and the number of bed licenses attributable to those Class A rooms:

<b>Number of Class A <u>rooms</u> in your SNF:</b>	
<b>Number of <u>licenses</u> attributed to Class A rooms (i.e., number of Class A rooms in SNF x 1):</b>	

**Step 3: Number of the SNF’s Bed Licenses Attributable to Class B**

With the assistance of your architect, carefully determine the number of Class B rooms in your facility. Then assign two (2) of your available licenses to each Class B room.

A Class B room is always a double occupancy (semi-private) room. Therefore, each Class B room must be allocated exactly two (2) of the facility’s bed licenses.

If you do not have enough available bed licenses to allocate two (2) licenses to a Class B room, then that room must be counted as a Class A room in Step 2 and assigned the one (1) remaining available bed license.

From the total number of licenses shown in Step 1, please enter the number of Class B rooms in your facility and the number of bed licenses attributable to those Class B rooms:

<b>Number of Class B <u>rooms</u> in your SNF:</b>	
<b>Number of <u>licenses</u> attributed to Class B rooms (i.e., number of Class B rooms in SNF x 2):</b>	



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**Step 4: Number of the SNF’s Bed Licenses Attributable to Class C**

Following the description of Class C in the instructions, enter the number of your SNF’s bed licenses attributable to Class C.

<b>Number of Licenses Attributed to Class C</b>	
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To prevent over or undercounting, Step 4 should equal the sum of the Total Number of Bed Licenses shown in Step 1 minus [Licenses attributed to Class A in Step 2 + Licenses attributed to Class B in Step 3]. Any license not attributable to a Class A or Class B room is always Class C.

**Step 5: Summary and Check Figures**

Step 5 is a summary and check-figure step to help ensure that the total number of bed licenses attributed to Classes A, B, and C equals your SNF’s total bed licenses as of June 30, 2022:

<b>Line A</b>	<b>Licenses Attributed to Class A (number of <u>licenses</u> from Step 2)</b>	
<b>Line B</b>	<b>Licenses Attributed to Class B (number of <u>licenses</u> from Step 3)</b>	
<b>Line C</b>	<b>Licenses Attributed to Class C (number of <u>licenses</u> from Step 4)</b>	
<b>Line D</b>	<b><i>Subtotal (Sum of Lines A, B, and C in this table)</i></b>	
<b>Line E</b>	<b>Total Licenses as of June 30, 2022 (number from Step 1)</b>	

**Line D and Line E should equal:**

- If Line D exceeds Line E, it means you attributed to Classes A, B, and C more bed licenses than you have, and you need to correct your counts.
- If Line E exceeds Line D, you are not attributing all your SNF’s bed licenses among Classes A, B, and C.

**Every unattributed bed license will be automatically deemed Class C for the rate year.**

**Required Signatures on Next Page >**



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**Certification by SNF Administrator:**

I certify to the best of my knowledge and belief the provided information in this Form is true and accurate.

\_\_\_\_\_  
Signature of SNF Administrator

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date Signed

**Certification By Licensed Architect:**

Concerning the skilled nursing facility (SNF) named above, I certify that I have performed the Licensed Architect Tasks described in the Instructions accompanying this Form. Further, I certify that the number of SNF bed licenses attributed to Class A rooms and Class B rooms on this Form (as reported in Steps 2 and 3, respectively) accurately reflects the number of Class A and Class B resident rooms, including attached bathrooms, in the SNF.

\_\_\_\_\_  
Signature of Architect

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Arkansas Board of Architects License Number

\_\_\_\_\_  
Date Signed

**Please Email Your Completed and Signed Form and Architect's Documentation  
By Friday, September 23, 2022 to [SNFRoomClass@arhealthcare.com](mailto:SNFRoomClass@arhealthcare.com).**