



Department of Health and Human Services  
Elder Services - Central Office  
32 Blossom Lane  
11 State House Station  
Augusta, Maine 04333-0011  
Tel. (207) 287-9200; Fax (207) 287-9229  
Toll Free (800) 262-2232; TTY (800) 606-0215

**TO:** Interested Parties  
**FROM:** Elizabeth Gattine, Manager, Long Term Care Programs  
**DATE:** July 16, 2012  
**SUBJECT:** **NF Transfer Portal UPDATE and NF Extended Classification Requests**

---

This is an update on provider use of the Nursing Facility (NF) Transfer Portal and information on requesting extended classifications.

**Background:** In July 2007, the Department began authorizing 5-year extended NF eligibility classification periods. In July 2010, the extended classification period changed from 5 years to an extended classification with no end date. Assessments with a 5 year classification end date are now beginning to expire. **Providers must notify the Office of Elder Services (OES) when the 5 year classification period expires to request conversion of the 5 year classification period to an “extended” classification without an end date.**

**Changes and Reminders:**

- Providers must request an extended NF classification through the OES NF Portal at the expiration of the 5 year classification.
- The web based NF transfer form has now been updated as set forth below to allow facilities to request NF extended eligibility.



- Check your email for confirmation that the Department has received your request.

- **Check your email for the additional confirmation when the request has been processed and appropriate action has been taken by the Department.** This email will indicate if your request has been rejected or accepted and what has been entered into the system.
- **Providers can still fax their requests to OES however providers do not receive automatic email confirmation on faxed entries.**
- Each facility is reminded of its obligations under the Continued Stay Review provisions of Section 67.05-4. **The authorization of an extended classification in no way alleviates the responsibility of the facility to notify a resident who no longer meets medical eligibility.** The facility must make a referral to the Assessing Services Agency for assessment of the resident. The Department will be monitoring compliance with the Continuing Stay Review provisions.
- These changes in no way eliminate a provider's responsibility to know its payment source and to request timely assessments required by policy, including but not limited to new admissions and conversions from Medicare or private pay to MaineCare.
- Generally, eligibility will be authorized with an extended classification period. A shorter classification may be authorized as an exception to this practice only when the RN assessor believes that a person will no longer be eligible for nursing facility services within 90 days. This must be supported by documented clinical judgment. It is the responsibility of the provider to track these shorter classification periods and request a timely reassessment to avoid gaps in payment.

If you have any questions, please contact Elizabeth Gattine at 287-9200.