

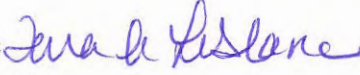


**State of Louisiana**  
Louisiana Department of Health  
Office of Aging and Adult Services

**MEMORANDUM**

**OAAS-P-19-012**

**TO:** Nursing Facility Administrators, Social Service Designees, Accounting Department

**FROM:** Tara A. LeBlanc   
Assistant Secretary

**DATE:** July 1, 2019

**SUBJECT:** Revised Continued Stay Request Form and Process

This memorandum is to introduce the revised Continued Stay Request (CSR) form and to remind providers of the timelines for submission of CSRs. There are some changes to the form itself in the information requested, but the biggest change is in the method of submission. We are asking that if possible, facilities should submit CSRs via **encrypted** email rather than through RightFax. This should eliminate the notices of incomplete CSRs related to transmission errors.

We continue to return a large number of CSRs for additional information. Common reasons for return are that the CSR form is not complete or that some or all of the required supporting documentation is missing. We have also been told by some providers that they are unaware that the CSR has been returned as incomplete. For that reason, we highly recommend that providers check their junk mail or spam filters and contact us at 337-262-1664 if they have not received one of the following by email within two business days:

- Notice of an incomplete packet, or
- An email or copy of an email indicating that the packet has been routed to the OAAS Regional Office, OBH or OCDD for review.

The timelines for submission of a CSR are:

- 10 calendar days prior to expiration for individuals approved for a hospital exemption
- No earlier than 30 days in advance of the expiration of the 142 and no later than 15 days in advance of the expiration of the 142

New CSR Form

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In accordance with CMS guidelines, payment for services may be affected if the above timelines are not met.

We will be holding webinars to discuss the CSR process on the dates and times below. If you would like to join one of the webinars, please send an email to [Linda.Sadden@la.gov](mailto:Linda.Sadden@la.gov) indicating your preferred date and time.

Date	Time	
Thursday, July 11, 2019	10:00 AM	2:00 PM
Tuesday, July 16, 2019	10:00 AM	2:00 PM
Thursday, July 18, 2019	10:00 AM	2:00 PM

The webinar will be recorded and placed on the OAAS website.

Thank you for your continued assistance to the residents of your facility.

TAL: ls