

## Enter a Change of Ownership

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Change of Ownership (CHOW) for NF Only, Medicaid HHA, and ICF/IID providers can be entered in either ACO or ARO. For all other provider types, CHOWs must be entered by ROs.

### Enter a CHOW without Assignment

The CCN changes in a CHOW without assignment. The RO must terminate the provider to retire the existing provider agreement, then create a new provider with a new CCN, and treat it as a new applicant for a provider agreement.

#### 1 SA enters CHOW information

- Open **ACO**.
- Change My Selection to **ICF/IID**.
- Locate and expand **<A> CHOW Provider**, where A is your training letter.
- Right-click the most current certification and select **Certification Kit**.
- Select the **Tracking** tab.
- Click the **CHOW** sub tab.
- Click **Add CHOW Event** and enter the following:
  - Type of CHOW: **2 Without Assignment**
  - Request Received: **select a date in prior week**
  - Responsible Party: **assign yourself as RO and SA**
  - Click **OK**.
- Click the **Termination** subtab.
  - Click **Add Termination Event**.
  - Termination Type: **39 Non-Compliance – 90 Day Termination**
  - Termination Start Date: **yesterday's date**
  - Assign yourself as the RO and SA.
  - Click **OK**.
- Click **Done** to close the certification kit and close ACO.

#### 2 RO terminates current provider

- Open **ARO**.
- Change My Selection to **ICF/IID**.
- Locate and expand **<A> CHOW Provider**, where A is your training letter.
- Right-click the most current certification and select **Certification Kit**.

- Click the **Tracking** tab.
- Select the **Termination** sub tab.
  - Highlight the termination entry and click **Modify Termination Event**.
  - Enter Termination Action: **01 Merger, Closure**
  - Enter Termination Date: **yesterday's date**
  - Click **OK**.
- Click **Done** to close the kit.

The kit is automatically uploaded to national when complete.

- After a successful upload, the Facility Properties window will display a Current Operating Status of Closed for the provider, and the termination date will appear as the Closed On date.

### 3 To enter a CHOW without an assignment create new provider

**SA or RO** - Create a new provider to be assigned a new CCN.

If performed by the RO, you must obtain the new state provider ID, i.e., Facility ID, from the SA ASPEN coordinator.

- In **ARO**, click the Facility button on the toolbar and enter the following:
  - Facility ID: **<your training letter>123**
  - CMS Certification Number: **06G2XX**, where XX is your training number
  - Type: **111 ICF/IID**
  - Complete the rest of the fields using any name and address. For Zip Code, use **80501**.
- Click **OK** to close Facility Properties.
- Click **OK** to the message about the NPI.

### 4 Change Ownership of facility

- In the tree view, expand the facility that changed ownership (the terminated provider).
- Right click the most recent certification, and click **Certification Kit**.
- On the **Certification & Surveys** tab, in the **Special Fields** section, enter the **CCN** of the new provider in the Cross Ref Provider # (SF03) field.

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- Click **Done** to close the kit.

### 5 SA or RO

- Create a certification kit for the new provider and proceed as usual.