


 Newsletter

October 29, 2020

No

83

## Licensed and Certified Facilities

Aloha,

*CTA is distributing this information which is approved by the Office of Health Care Assurance.* It is being distributed to all CCFFHs, CMAs and ADCCs.

Aloha CCFFH, CMAs, and ADCC Operators:

### DOH Invoices

The Department of Health, Office of Health Care Assurance (DOH, OHCA) mails out invoices to all Community Care Foster Family Homes (CCFFHs), Adult Day Care Centers (ADCCs), and all Case Management Agencies (CMAs) for all licensing and certification initial application and recertification fees.

Please note the following:

The DOH mails invoices 90 days before current expiration dates for certification and licensure.

If any CCFFH has received an invoice in the last month or so from the DOH and it is not time for your recertification then you can

disregard that invoice, as it was sent in error.

**DOH INVOICES  
and  
CARES Act Provider Relief Fund**



**ABOUT COMMUNITY TIES OF  
AMERICA, INC.**

Community Ties of America, Inc. provides licensure and certification on behalf of the State of Hawaii, Office of Health Care Assurance

Our website address to find forms, information and helpful tools including COVID-19 resources:

<http://www.comties.com>

<http://www.comties.com/ccffh-forms>

OHCA website for posted surveys

<http://health.hawaii.gov/ohca/inspection-reports/>

There is no need to contact the DOH nor CTA.

If you are due for recertification and have not received your DOH invoice at least 60 days prior to your expiration date, please contact the DOH at (808) 692-7400 or you can send them a fax, Attention to Nathaniel, at (808) 692-7414 and identify yourself as an CCFFH, CMA or ADCC and that you need your invoice.

Please do not wait until the month or week you expire. Remember it can take a few weeks to process payments by DOH and then the certificate/license by CTA. You must pay your invoice for your recertification fee before CTA can issue your CCFFH Certificate to you. If you do not pay in time, your CCFFH will be issued a closure letter that will require the immediate transfer of any clients.

This is your business, consequently, it is your responsibility to notify the DOH if you require an invoice. Do not request one prior to 60 days before your expiration though as one may already be on the way to you. Do not make payment until you receive an invoice. You **must** include a copy of the invoice **with** your payment to the DOH or they will not know where to apply the money.

### **Invoicing and Payment**

In order to finalize the certification process for a new CCFFH or to obtain a recertification for an active CCFFH, you must pay your application or renewal fee to the Department of Health (DOH). The DOH does not accept personal checks or cash for payment. You must submit payment using a money order, corporate check or other bank of financial institution check.

Invoices for certificate renewals are issued by the Department of Health (DOH). Caregivers should submit payment at least one month prior to your CCFH expiration date in order to receive your certificate for renewal on time. DOH can take between 1-3 weeks to process your payment. CTA then needs to verify your payment has been received and needs one week to process your certificate.

DO NOT WAIT until the last minute to submit payment. Failure to submit your payment timely may result in the closure of your CCFH. Amber Byrd from CTA can assist you with questions regarding this process and can be reached at [a.byrd@comties.com](mailto:a.byrd@comties.com) or (808) 518-7763.

### **CARES Act**

If you are not yet aware there is a CARES Act Provider Relief Fund. It is financial support for expenses and lost revenue attributable to the coronavirus outbreak. The money can help offset PPE and cleaning supply costs. This is the third round and the deadline is next week on November 6<sup>th</sup>. We wanted to pass this information along to you as a potential financial resource for all CCFH, CMAs and ADCCs who serve Medicaid clients.

There is a webcast on November 2<sup>nd</sup> for potential applicants to review the application and ask questions. Please click on the links below for more information.

<https://cares.linkhealth.com/#/>

<https://www.hhs.gov/coronavirus/cares-act-provider-relief-fund/index.html>



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