



STATE OF TENNESSEE  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
DIVISION OF INTELLECTUAL DISABILITIES SERVICES  
ANDREW JACKSON BUILDING  
500 DEADERICK STREET, 15<sup>TH</sup> FLOOR  
NASHVILLE, TENNESSEE 37243

**MEMORANDUM**

**MEMO - # 147**

**TO:** All DIDS Contracted Providers  
**FROM:** James R. Finch, Ed. D. *JRF*  
Deputy Commissioner  
**DATE:** September 29, 2010  
**SUBJECT:** Reporting Changes In Agency Information

\*\*\*\*\*

This memo supersedes the Memo dated February 15, 2007 regarding Agency Contact Information and Changes in Ownership. The purpose of this Memo is to clarify the process to follow when an agency has any of the following changes:

- address change;
- name change;
- legal structure change;
- ownership change; and
- Federal Employer Identification Number (FEIN) change

Changes in agency address, name, legal structure, ownership or FEIN must be reported to Division of Intellectual Disabilities Services (DIDS) before they occur. This is necessary to ensure the agency remains in compliance with all rules and regulations and is not at risk of licensure revocation, sanctions, recoupments, or delayed or non payment. The provider agreement established between TennCare, DIDS, and the provider agency is a legally binding contract and requires a new agreement or an amended agreement when there is any change in the original provider agreement. Other governmental entities that license and regulate provider agencies contracting with DIDS also require notification of certain changes.

**The following outlines the process for reporting a change in agency information and must happen prior to a change in name, address, ownership, legal structure or FEIN:**

- 1.) The provider agency notifies DIDS Provider Enrollment Coordinator in writing via e-mail prior to the change.
- 2.) The information should be e-mailed to [provider.changes@tn.gov](mailto:provider.changes@tn.gov) with "Change in Agency Information" in the subject line of the e-mail or can be faxed to DIDS Provider Enrollment Coordinator at 615-401-6800. The e-mail or fax should contain detailed information about the provider change being made.

- 3.) Once the agency change notification is received, the DIDS Provider Enrollment Coordinator will notify the provider with further instructions regarding whether the change requires a new or amended provider agreement.
- 4.) The DIDS Provider Enrollment Coordinator will communicate the information to appropriate DIDS Central Office staff to facilitate new agreements, amendments and provider reimbursements.

**Note:** If the agency information change requires a new or amended provider agreement, and the agency is licensed through Department of Mental Health and Developmental Disabilities (DMHDD) (i.e. Residential Habilitation, Supported Living, Personal Assistance or Day Services), the agency must also submit a new application and fee to DMHDD for a new license to be issued. If the agency information change requires a new or amended provider agreement, and the agency has a Professional Support Services license (i.e. Nursing, Occupational, Physical, or Speech Therapy Services), through Department of Health (DOH), the agency must submit a new application and fee to DOH for a new license to be issued.

If there are questions regarding this information, you may submit those to the e-mail address or fax number for Provider Enrollment given earlier in this memo.

Thank you for your continued cooperation.

JRF/cl

cc: Kathleen Clinton, Assistant Commissioner of Policy and Rule Development  
Debra Payne, Assistant Commissioner of Community and Facility Services  
Fred Hix, Assistant Commissioner of Administrative Services  
Pat Nichols, Director of Quality Assurance  
Theresa C. Sloan, General Counsel  
Central Office Directors  
Regional Directors