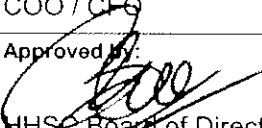
 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>"Touching Lives Everyday"</i></p> <p>Policies and Procedures</p>	<p>Department: Corporate Finance</p>	<p>Policy No.: FIN 0006</p>
	<p>Issued by: Kelley Roberson COO / CFO</p>	<p>Revision No.: 1</p>
<p>Subject: Critical Access Hospitals (CAH)</p>	<p>Approved by:  HHSC Board of Directors By: Raymond Ono Its: Secretary/Treasurer</p>	<p>Effective Date: November 13, 2008</p>
		<p>Supersedes Policy: December 6, 2000</p>
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- I. **PURPOSE:** To provide guidelines for the implementation and sustainment of a Hawaii Health Systems Corporation (HHSC) facility as a **Critical Access Hospital (CAH)**, under the auspices of HHSC and in compliance with the requirements of the State of Hawaii Implementation Plan for the **Medicare Rural Hospital Flexibility Program**. This policy is applicable to all HHSC CAH facilities.
- II. **POLICY:** All managerial, administrative, clinical, and technical staff of the HHSC facility will adhere to the CAH guidelines as prescribed in the following sections.
- III. Critical Access Hospital (CAH) Status: Regional System Boards are authorized to convert existing facilities to critical access hospital designation in accordance with requirements of the federal and state governments. Closure of a CAH or termination of CAH designation shall require joint agreement of the regional system board and the HHSC Corporate Board of Directors.
- IV. **(REQUIREMENTS):**
 - A. General:
 1. All CAH facilities will conform to all of the requirements of the State of Hawaii's Implementation Plan for the Medicare Rural Hospital Flexibility Program as approved by HCFA on May 23, 2000.
 2. All CAH facilities will maintain compliance with the Conditions of Participation for certification as a CAH as prescribed in Federal and State laws. (See footnote 1) ¹
 3. The immediate proponent and governing authority for implementation and sustainment of the CAH certification is HHSC.

¹ Footnote 1: 42 CFR Chapter IV Subpart F/sections 485; as well as compliance with Hawaii State Regulations relating to Broad Service Hospitals found in Hawaii Administrative Rules Title 11, Chapter 93.

B. CAH Requirements:

1. **Rural Health Network Support Agreements:**

- a. Establish and maintain a viable rural health network with at least one other "non-CAH" facility that can provide healthcare services and support beyond the capability of this facility.
- b. Rural health network agreements can be established with more than one facility. They should be reviewed and renewed annually. At a minimum, the rural health support network agreement(s) should include support coverage of the following areas, but only if this facility is unable to perform these functions:
 - i. Patient referral;
 - ii. Patient transfer;
 - iii. Patient transport (both emergency and non-emergency);
 - iv. Development and use of communications systems; or
 - v. Credentialing and Quality Assurance to include (Professional Review Organization) services.

2. **Community and Staff Education on CAH**

Each CAH will maintain an ongoing education and information program for the community (ies) they serve and for their staffs regarding the unique features and services of a CAH. We understand that active community and staff support of our CAH is an essential element of a successful CAH implementation and sustainment. Each CAH will make at least four opportunities a year available for the community and staff to learn more about the CAH or to provide their comments and suggestions related to the CAH. This will be done through one or more of the following:

- a. Town meetings;
- b. Mail out surveys;
- c. Local TV, newspaper articles and radio public service announcements;
- d. CAH brochures and flyers;
- e. CAH sponsored social events; or
- f. HHSC sponsored social or civic events.

3. **CAH Governance and Organizational Structure:**

- a. The governing body for each CAH is the Regional System Board of Directors.
- b. This governing body assumes full legal responsibility for determining, implementing and monitoring policies governing each CAH's total operation and for ensuring that those policies are administered so as to provide quality health care in a safe environment.
- c. Names and addresses of the individuals in the CAH governing body to include the medical director of the CAH and the person principally responsible for the operation of the CAH, will be provided by the CAH Administrator upon request.

4. Long Term Care Services in the CAH

Each CAH provides health care services to long term care patients in accordance with Federal and State laws. (See footnote 2)²

- V. PROPONENCY: The proponent for this Policy is the HHSC facility administrator with oversight provided by the regional facility CEO and HHSC.

² Footnote 2: Skilled level nursing care provided in CAH beds will comply with all the requirements of 42 CFR Chapter IV Part F relating to "swing beds". Any other long-term care services provided in the CAH facility will meet the additional requirements of 42 CFR Chapter IV section 483.10-483-55 as well as State of Hawaii regulations found in HAR Title 11 Chapter 93 relating to SNF/ICF Facilities.