



# Deficiency Report and the Plan of Correction Instructions

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# Purpose

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## Introduction

In providing an electronically method of responding to the Deficiency Report with the Plan of Correction is to provide a secure method of submitting the Plan of Correction to KDOA for review and approval.

In addition, it has been mandated that all Survey Deficiency reports and Plan of Corrections will be posted on-line for public access.

KDOA will post the Deficiency Report with the Approved Plan of Correction to the Public via the On-line Adult Care Home Directory on the KDOA website ([www.agingkansas.org](http://www.agingkansas.org)).

# Accessing the Application

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## Introduction

The Facility Home Page is a KDOA web application that is a subset of the Kansas Online Tracking of Adult Care Homes (KOTA) Web Application. KDOA uses KOTA for Facility licensing, Facility change requests, e-mail blasts and survey scheduling.

Use Microsoft Internet Explorer or FireFox browser to access the KDOA web application site. All KDOA web Applications are secured and encrypted.

## How To

Follow the steps in the table below to access and signin to the Facility Home Page.


| Step | Action   | Result  |
|------|--|---|
| 1.   | Open the internet browser. Access the KDOA Provider Information Resource Web Site.<br><a href="http://www.aging.state.ks.us">www.aging.state.ks.us</a> | The KDOA Provider Web Site Home Page will be displayed. |
| 2.   | Click on the <b>Web Application button</b> in the Other Resource Links box or the <b>Web Application Logon</b> link under Web Applications Menu.       | The Web Application Signin page will display.           |

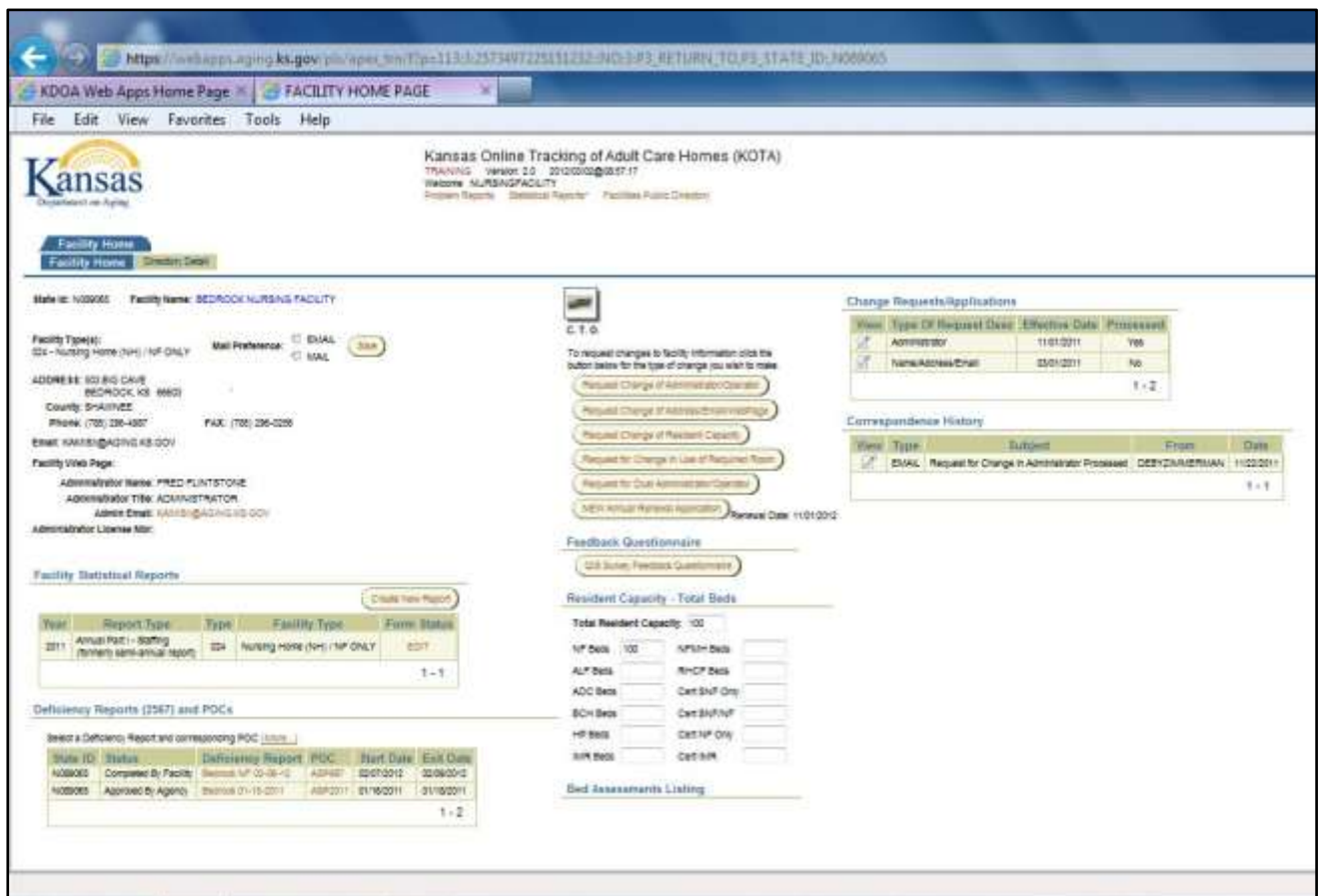


*Continued on next page*

# Accessing the Application

How To *Continued*

| Step   | Action  | Result   |
|--|---|--|
| 3.   | Type in the <b>Username</b> and <b>password</b> | <b>NOTE:</b> The username and initial password is issued by the KDOA HelpDesk when access is requested.<br><br>Passwords expire every 60 days. |
|  |   |  |
| 4.   | Click the <b>OK</b> button.                     | The Facility Home page will display. The page reflects the information registered with the KDOA LCE Licensing Division.                        |



**Facility Home**  
 State ID: N09965 Facility Name: BEDROCK NURSING FACILITY

**Facility Type(s):**  
 024 - Nursing Home (NH) / NP ONLY

**ADDRESS:** 502 BIG CAYE  
 BEDROCK, KS 66602  
 County: SHAWNEE  
 Phone: (785) 236-4307 FAX: (785) 236-0200  
 Email: KANSAS@AGING.KS.GOV

**Facility Web Page:**  
 Administrator Name: FRED PLINTSTONE  
 Administrator Title: ADMINISTRATOR  
 Admin Email: KANSAS@AGING.KS.GOV  
 Administrator License No:

**Facility Statistical Reports**  
 Click Here to Report

| Year | Report Type                                      | Type | Facility Type               | Form Status |
|------|--|------|-----------------------------|-------------|
| 2011 | Annual Post-Staffing (Form 6) semi-annual report | 024  | Nursing Home (NH) / NP ONLY | EDT         |

**Deficiency Reports (2567) and POCs**  
 Select a Deficiency Report and corresponding POC (Link)

| State ID | Status                | Deficiency Report   | POC     | Start Date | Exit Date  |
|----------|-----------------------|---------------------|---------|------------|------------|
| N09965   | Completed By Facility | Bedrock NH 05-28-12 | ADP02   | 02/07/2012 | 02/09/2012 |
| N09965   | Approved By Agency    | Bedrock 01-15-2011  | ADP2011 | 01/16/2011 | 01/19/2011 |

**Change Requests/Applications**

| View          | Type Of Request    | Created    | Effective Date | Processed |
|---------------|--------------------|------------|----------------|-----------|
| ADMINISTRATOR |                    | 11/01/2011 |                | YES       |
|               | Name/Address/Email | 03/01/2011 |                | NO        |

**Correspondence History**

| View  | Type | Subject                                       | From           | Date       |
|-------|------|---|----------------|------------|
| EMAIL |      | Request for Change in Administrator Processed | DEBYDANIELSMAN | 11/02/2011 |

**Feedback Questionnaire**  
 Click Here: Feedback Questionnaire

**Resident Capacity - Total Beds**

Total Resident Capacity: 100

NP Beds: 100 NP/SH Beds:

ALP Beds:  NH/CP Beds:

ADC Beds:  Cert SH/ NP Only:

SCN Beds:  Cert SH/ NP:

HP Beds:  Cert NP Only:

SNP Beds:  Cert SNP:

Bed Assessments Listing

# Facility Home

**Page Regions** The below table explains the difference regions within the page. Also listed is what type of data is displayed and the purpose or actions that can be taken within the region.

| Region                                      | Purpose   |
|---|---|
| Facility Information                        | <p>The demographics of the Facility on File:</p> <ul style="list-style-type: none"> <li>• Facility Type(s)</li> <li>• Mail Preference (E-Mail or Mail)</li> <li>• State ID</li> <li>• Facility Type(s)</li> <li>• Address</li> <li>• Phone/FAX</li> <li>• Facility E-mail</li> <li>• Facility Web Page</li> <li>• Administrator Name and Title</li> <li>• Administrator E-mail</li> <li>• Administrator License Number</li> </ul> <p>To update or change any of the above information, the appropriate change form will need to be completed and submitted.</p> |
| Facility Statistical Reports                | Create Facility Statistical Reports during the reporting timeframe only.  |
| Deficiencies Report (2567) and POCs         | Listing of any deficiencies received, and the ability to enter the Plan of Correction for those deficiencies. Will also display the final report.   |
| Create CTO Button                           | Accesses the Community Transition Opportunity (CTO) Application Available only if user has CTO Worksheet access.  |
| Request Change of Administrator / Operator  | Includes the availability to enter credit card payment information in a secured environment for payment of the required fees.   |
| Request Change of Address / Email / Webpage | No fee is charged   |
| Request Change of Resident Capacity         | <p>Includes:</p> <p>A file upload option for the Floor Plans.</p> <p>Includes the ability to enter credit card payment information in a secured environment for payment of the required fees.</p>   |
| Request for Change in Use of Required Room  | Includes a file upload option for the Floor Plans.  |
| Request for Dual Administrator/Operator     | Request for an Administrator/Operator to Supervise more than one Facility.  |
| Annual Renewal Application                  | The Annual License Renewal Application. Will display three (3) months prior to the License Renewal date.  |
| Feedback Questionnaire                      | An online Feedback form to KDOA regarding a recent survey experience. This is secure form with the results access only for the Commissioner and Director of the Survey and Certification Commission.  |
| Resident Capacity - Total Beds              | Indicates the number of beds currently licensed for the facility.   |
| Bed Assessments Listing                     | For Facilities that are required to submit Bed Assessment information and payments.   |
| Change Requests Submitted                   | A listing of the Change Requests submitted. The listing will indicate if KDOA has processed the change.   |
| Correspondence History                      | A quick listing of the electronic correspondence sent to the facility via e-mail blasts.  |

# Survey Deficiency and Plan of Correction

## Introduction

In order for the Deficiency Report to display on the Facility Home Page for data entry, KDOA will need to complete the following:

- Enter the Deficiency tag(s) into the web application.
- Upload an acrobat reader format version of the Deficiency report. This is the same report e-mailed to the Administrator at the time of the survey.

## How To

Follow the steps in the table below to enter a Plan of Correction.

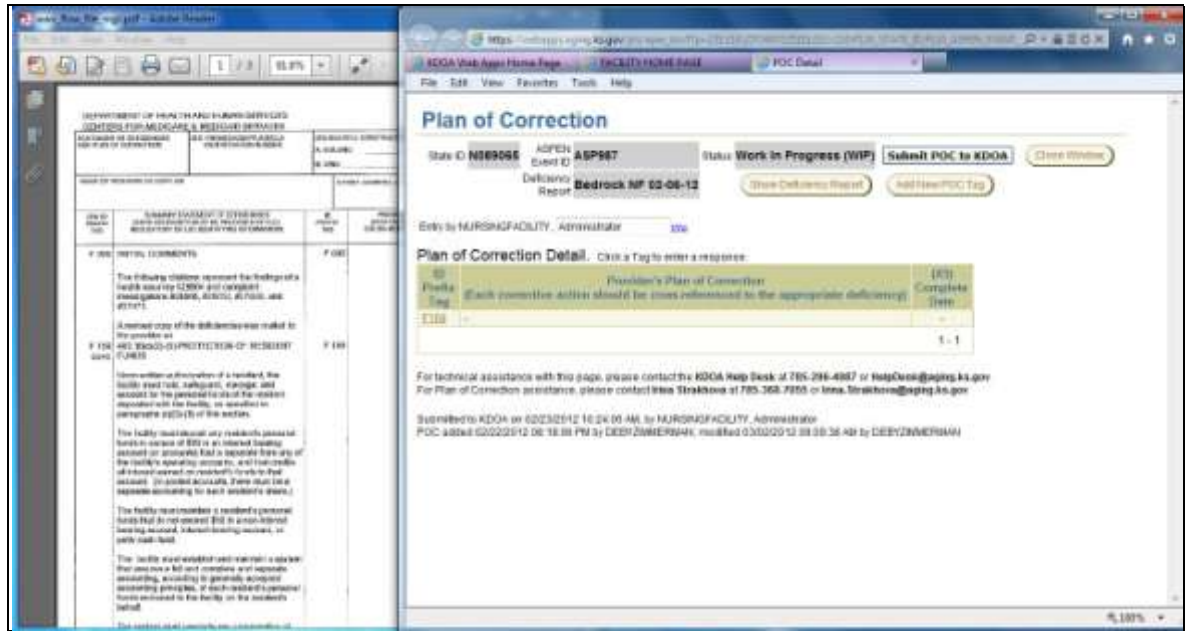
| Step  | Action   | Result   |        |            |     |  |     |  |     |  |
|---|--|--|--------|------------|-----|--|-----|--|-----|--|
| 1.  | Report is displayed on the Facility Home Page under the “Deficiency reports (2567) and POCs” Region.     |  |        |            |     |  |     |  |     |  |
| <div style="text-align: center;"> </div> <p>The following are the different status definitions of the reports.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>WIP</td> <td>Work in Progress – Allows the Facility to data enter the Plan of Correction.</td> </tr> <tr> <td>CBF</td> <td>Completed by Facility – Status indicates that the Facility has submitted the Plan of Correction to KDOA.</td> </tr> <tr> <td>ABA</td> <td>Approved by Agency – Status indicates that KDOA has approved the Plan of Correction.</td> </tr> </tbody> </table> |  |  | Status | Definition | WIP | Work in Progress – Allows the Facility to data enter the Plan of Correction. | CBF | Completed by Facility – Status indicates that the Facility has submitted the Plan of Correction to KDOA. | ABA | Approved by Agency – Status indicates that KDOA has approved the Plan of Correction. |
| Status  | Definition   |  |        |            |     |  |     |  |     |  |
| WIP   | Work in Progress – Allows the Facility to data enter the Plan of Correction.                             |  |        |            |     |  |     |  |     |  |
| CBF   | Completed by Facility – Status indicates that the Facility has submitted the Plan of Correction to KDOA. |  |        |            |     |  |     |  |     |  |
| ABA   | Approved by Agency – Status indicates that KDOA has approved the Plan of Correction.                     |  |        |            |     |  |     |  |     |  |
| 2.  | Click on the link under the POC column.  | Blank Plan of Correction form listing the deficiency tags will display in a separate window.             |        |            |     |  |     |  |     |  |
| 3.  | Click on the form link under the Deficiency Report column.   | The acrobat reader format (pdf) version of the 2567 Deficiency Report will display in a separate window. |        |            |     |  |     |  |     |  |

*Continued on next page*

# Survey Deficiency and Plan of Correction



How To *Continued*

| Step | Action                               | Result   |
|------|--------------------------------------|--|
| 4.   | Resize the two windows side by side. | <b>TIP:</b> If the Deficiency Report is positioned on the left side of the screen, the POC window can be positioned partially over the report. |



# Plan of Correction Data Entry

**How To** Follow the steps in the table below to data enter the Plan of Correction.

| Step  | Action   | Result   |
|---|--|--|
| 1.  | The Plan of Correction window is open.   |  |
|   |  |  |
| 2.  | Click on the tag to answer.  | Plan of Correction for Tag ##### window is displayed.                        |
|  |  |  |
| 3.  | Enter the response. There is a limit of 3985 characters for the field. If more space is needed, add a new tag (instructions on next page). | <b>TIP:</b> Use a word processing software then copy / paste into the field. |

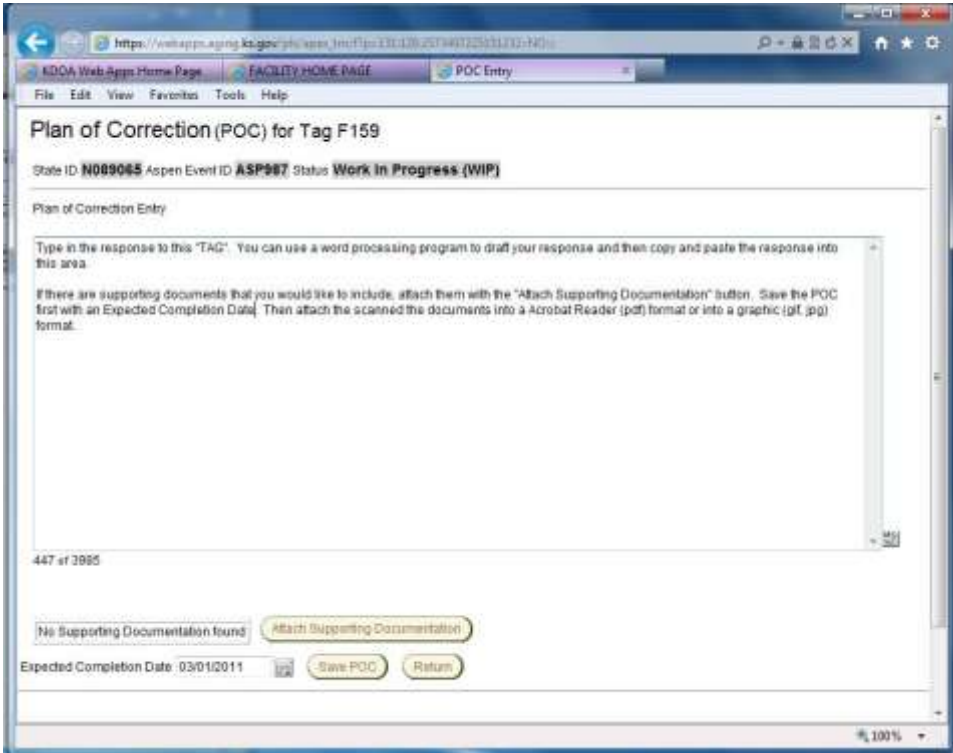
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# Plan of Correction Data Entry

How To

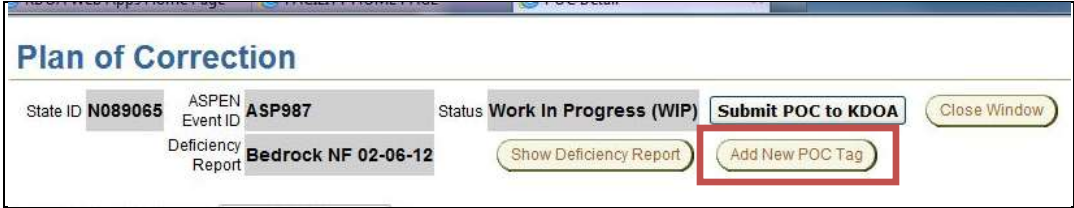
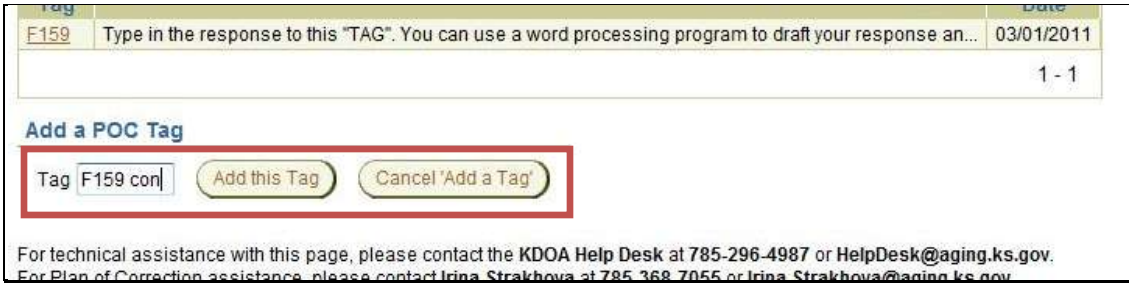
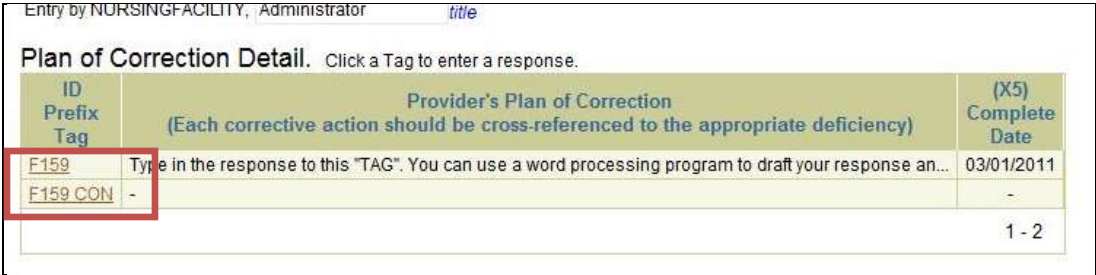
*Continued*

| Step  | Action  | Result   |
|---|---|--|
| 4.  | Enter an <b>Expected Completion Date</b> which is required. |  |
|  |   |  |
| 5.  | Click on <b>“Save POC”</b> button.                          | After the save, you can close the window and come back to change the information until the POC is Submitted to KDOA. |
| 6.  | Click on <b>“Return”</b> button.                            | Returns to the Plan of Correction window.  |

# Adding an Additional Deficiency Tag

**Introduction** If additional space needed to complete the Plan of Correction for a tag, an additional tag can be added.

**How To** Follow the steps in the table below to add an additional tag.

| Step   | Action   | Result  |               |  |                    |      |  |            |          |   |   |
|--|--|---|---------------|--|--------------------|------|--|------------|----------|---|---|
| 1.   | On the Plan of Correction Window, click on the "Add New POC Tag" button.   | Add POC Tag region will display.                          |               |  |                    |      |  |            |          |   |   |
|  <p>The screenshot shows the 'Plan of Correction' window with fields for State ID (N089065), ASPEN Event ID (ASP987), Status (Work In Progress (WIP)), and Deficiency Report (Bedrock NF 02-06-12). The 'Add New POC Tag' button is highlighted with a red box.</p>  |  |   |               |  |                    |      |  |            |          |   |   |
| 2.   | Type the tag number. If it is a continuation, indicate it by noting "con" after the tag number.                    |   |               |  |                    |      |  |            |          |   |   |
|  <p>The screenshot shows the 'Add a POC Tag' dialog box. The 'Tag' field contains 'F159 con'. The 'Add this Tag' button is highlighted with a red box. Below the dialog, there is a note: 'For technical assistance with this page, please contact the KDOA Help Desk at 785-296-4987 or HelpDesk@aging.ks.gov. For Plan of Correction assistance, please contact Irina Strakhova at 785-368-7055 or Irina.Strakhova@aging.ks.gov.'</p>   |  |   |               |  |                    |      |  |            |          |   |   |
| 3.   | Click on the "Add this Tag" button.  | Tag will be added to the Plan of Correction Detail table. |               |  |                    |      |  |            |          |   |   |
|  <p>The screenshot shows the 'Plan of Correction Detail' table. The table has columns for ID Prefix Tag, Provider's Plan of Correction (Each corrective action should be cross-referenced to the appropriate deficiency), and (X5) Complete Date. The row for 'F159 CON' is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>ID Prefix Tag</th> <th>Provider's Plan of Correction<br/>(Each corrective action should be cross-referenced to the appropriate deficiency)</th> <th>(X5) Complete Date</th> </tr> </thead> <tbody> <tr> <td>F159</td> <td>Type in the response to this "TAG". You can use a word processing program to draft your response an...</td> <td>03/01/2011</td> </tr> <tr> <td>F159 CON</td> <td>-</td> <td>-</td> </tr> </tbody> </table> |  |   | ID Prefix Tag | Provider's Plan of Correction<br>(Each corrective action should be cross-referenced to the appropriate deficiency) | (X5) Complete Date | F159 | Type in the response to this "TAG". You can use a word processing program to draft your response an... | 03/01/2011 | F159 CON | - | - |
| ID Prefix Tag  | Provider's Plan of Correction<br>(Each corrective action should be cross-referenced to the appropriate deficiency) | (X5) Complete Date  |               |  |                    |      |  |            |          |   |   |
| F159   | Type in the response to this "TAG". You can use a word processing program to draft your response an...             | 03/01/2011  |               |  |                    |      |  |            |          |   |   |
| F159 CON   | -  | -   |               |  |                    |      |  |            |          |   |   |

# Uploading Supporting Document(s)

**Introduction** At times it may be necessary to upload documents that support the Plan of Correction.

**How to** Follow the steps below to attach a file.

| Step  | Action  | Result  |               |        |      |  |       |  |               |  |          |  |
|---|---|---|---------------|--------|------|--|-------|--|---------------|--|----------|--|
| 1.  | To display the file upload region, click on the "Attach Supporting Documentation" button. | The region and file upload fields will display.                   |               |        |      |  |       |  |               |  |          |  |
| 2.  | Click on the <b>Browse</b> button   | Choose File to Upload dialog box displays.                        |               |        |      |  |       |  |               |  |          |  |
| 3.  | Browse to the saved document to be attached. Documents must be saved first.               | For best results attach only the following type of documents:     |               |        |      |  |       |  |               |  |          |  |
| <table border="1"> <thead> <tr> <th>Document Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Word</td> <td>Convert documents to pdf before attaching **</td> </tr> <tr> <td>Excel</td> <td>Convert documents to pdf before attaching **</td> </tr> <tr> <td>PDF (Acrobat)</td> <td>Attach with no additional steps needed</td> </tr> <tr> <td>Graphics</td> <td>Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files</td> </tr> </tbody> </table> <p>** Office 2007 and 2010 has a save as option to save files to a pdf format. There are freeware products available to convert files to a pdf format. However, caution should be used when installing and using freeware products.</p> |   |   | Document Type | Action | Word | Convert documents to pdf before attaching ** | Excel | Convert documents to pdf before attaching ** | PDF (Acrobat) | Attach with no additional steps needed | Graphics | Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files |
| Document Type   | Action  |   |               |        |      |  |       |  |               |  |          |  |
| Word  | Convert documents to pdf before attaching **  |   |               |        |      |  |       |  |               |  |          |  |
| Excel   | Convert documents to pdf before attaching **  |   |               |        |      |  |       |  |               |  |          |  |
| PDF (Acrobat)   | Attach with no additional steps needed  |   |               |        |      |  |       |  |               |  |          |  |
| Graphics  | Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files                |   |               |        |      |  |       |  |               |  |          |  |
| 4.  | On the Choose File to Upload dialog box, click on <b>Open</b> button                      | File is selected and entered into the Upload File field.          |               |        |      |  |       |  |               |  |          |  |
| 5.  | Enter a <b>Name</b> in the File Name field.   | Use an identifying name of the file.                              |               |        |      |  |       |  |               |  |          |  |
| 6.  | Click on the <b>Upload or Delete File</b> button  | Completes the upload. Table of the attached file(s) is displayed. |               |        |      |  |       |  |               |  |          |  |



Continue on next page

# Uploading Supporting Document(s)

How to *Continued*

| Step | Action   | Result   |
|------|--|--|
| 7.   | To delete a file, click on the <b>check box</b> under the delete column. Click the <b>Post/Delete File</b> button.   | File is deleted from the form.<br><br><b>NOTE:</b> Only the user that uploaded the file will be able to delete the file. |
| 8.   | To view a file, click on the <b>file name</b> link.  | The file will open in a separate window.   |
| 9.   | Repeat until all required documents are attached to the form.<br><br>When complete, click on the <b>“Close the Attach Supporting Documentation dialogue”</b> button. | The Upload Region will close leaving only the Supporting Documentation table displaying.                                 |



# Submit the Plan of Correction to KDOA

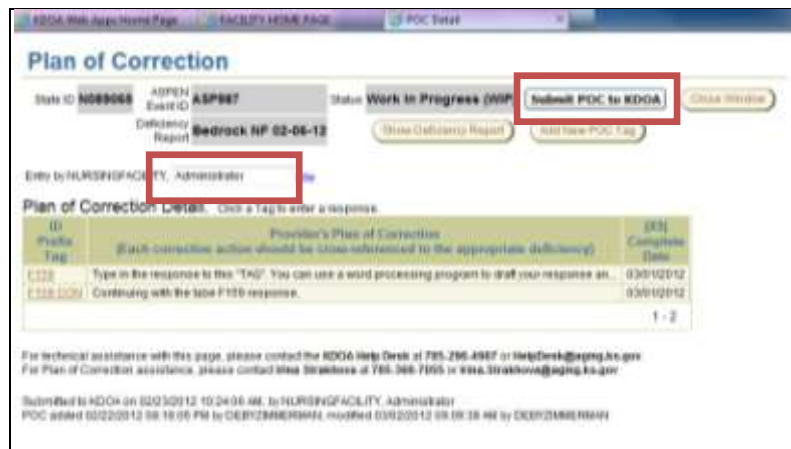
## Introduction

When the Plan of Correction is complete, it must be submitted to KDOA for review and approval. If additional information is needed by KDOA, the Plan of Correct can be placed back into Work In progress status for data entry. An e-mail notice will be sent to the Administrator stating what information is needed.

## How To

Follow the steps in the table below to submit the completed Plan of Correction to KDOA.

| Step | Action   | Result  |
|------|--|---|
| 1.   | On the Plan of Correction window, enter the <b>Title</b> of the person submitting the form. Click on the “ <b>Submit POC to KDOA</b> ” button. | Status will change to CBF – Completed by Facility. The POC will display on a KDOA Worklist. |



|    |  |  |
|----|--|--|
| 2. | Once approved by KDOA, the following will occur: <ul style="list-style-type: none"> <li>All links and buttons are disabled for further editing.</li> <li>Status will change to ABA – Approved by Agency</li> </ul> | The Deficiency Report and the Approved Plan of Correction will be posted to the Public On-line NF Directory. |
|----|--|--|





## Deficiency Report and the Plan of Correction Quick Reference

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### Purpose

**Introduction** In providing an electronically method of responding to the Deficiency Report with the Plan of Correction is to provide a secure method of submitting the Plan of Correction to KDOA for review and approval.

In addition, it has been mandated by CMS that all Survey Deficiency reports and Plan of Corrections will be posted on-line for public access.

KDOA will post the Deficiency Report with the Approved Plan of Correction to the Public via the On-line Adult Care Home Directory on the KDOA website ( [www.agingkansas.org](http://www.agingkansas.org) ).

### Survey Deficiency and Plan of Correction

| Step   | Action   | Result   |        |            |     |  |     |  |     |  |
|--|--|--|--------|------------|-----|--|-----|--|-----|--|
| 1.   | Report is displayed on the Facility Home Page under the “Deficiency reports (2567) and POCs” Region.     |  |        |            |     |  |     |  |     |  |
| <p>The following are the different status definitions of the reports.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Status</th> <th style="text-align: center;">Definition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">WIP</td> <td>Work in Progress – Allows the Facility to data enter the Plan of Correction.</td> </tr> <tr> <td style="text-align: center;">CBF</td> <td>Completed by Facility – Status indicates that the Facility has submitted the Plan of Correction to KDOA.</td> </tr> <tr> <td style="text-align: center;">ABA</td> <td>Approved by Agency – Status indicates that KDOA has approved the Plan of Correction.</td> </tr> </tbody> </table> |  |  | Status | Definition | WIP | Work in Progress – Allows the Facility to data enter the Plan of Correction. | CBF | Completed by Facility – Status indicates that the Facility has submitted the Plan of Correction to KDOA. | ABA | Approved by Agency – Status indicates that KDOA has approved the Plan of Correction. |
| Status   | Definition   |  |        |            |     |  |     |  |     |  |
| WIP  | Work in Progress – Allows the Facility to data enter the Plan of Correction.                             |  |        |            |     |  |     |  |     |  |
| CBF  | Completed by Facility – Status indicates that the Facility has submitted the Plan of Correction to KDOA. |  |        |            |     |  |     |  |     |  |
| ABA  | Approved by Agency – Status indicates that KDOA has approved the Plan of Correction.                     |  |        |            |     |  |     |  |     |  |
| 2.   | Click on the link under the POC column.  | Blank Plan of Correction form listing the deficiency tags will display in a separate window.   |        |            |     |  |     |  |     |  |
| 3.   | Click on the form link under the Deficiency Report column.   | The acrobat reader format (pdf) version of the 2567 Deficiency Report will display in a separate window.                                       |        |            |     |  |     |  |     |  |
| 4.   | Resize the two windows side by side.   | <b>TIP:</b> If the Deficiency Report is positioned on the left side of the screen, the POC window can be positioned partially over the report. |        |            |     |  |     |  |     |  |

## Deficiency Report and the Plan of Correction Quick Reference

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### Plan of Correction Data Entry

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| Step | Action   | Result   |
|------|--|--|
| 1.   | The Plan of Correction window is open.   |  |
| 2.   | Click on the tag to answer.  | Plan of Correction for Tag ##### window is displayed.  |
| 3.   | Enter the response. There is a limit of 3985 characters for the field. If more space is needed, add a new tag (instructions on next page). | <b>TIP:</b> Use a word processing software then copy / paste into the field.   |
| 4.   | Enter an <b>Expected Completion Date</b> which is required.  |  |
| 5.   | Click on " <b>Save POC</b> " button.   | After the save, you can close the window and come back to change the information until the POC is Submitted to KDOA. |
| 6.   | Click on " <b>Return</b> " button.   | Returns to the Plan of Correction window.  |

### Adding an Additional Deficiency Tag

---

| Step | Action  | Result  |
|------|---|---|
| 1.   | On the Plan of Correction Window, click on the "Add New POC Tag" button.                        | Add POC Tag region will display.                          |
| 2.   | Type the tag number. If it is a continuation, indicate it by noting "con" after the tag number. |   |
| 3.   | Click on the "Add this Tag" button.   | Tag will be added to the Plan of Correction Detail table. |

## Deficiency Report and the Plan of Correction Quick Reference

### Uploading Supporting Document(s)

| Step  | Action  | Result   |               |        |      |  |       |  |               |  |          |  |
|---|---|--|---------------|--------|------|--|-------|--|---------------|--|----------|--|
| 1.  | To display the file upload region, click on the "Attach Supporting Documentation" button.   | The region and file upload fields will display.  |               |        |      |  |       |  |               |  |          |  |
| 2.  | Click on the <b>Browse</b> button   | Choose File to Upload dialog box displays.   |               |        |      |  |       |  |               |  |          |  |
| 3.  | Browse to the saved document to be attached. Documents must be saved first.   | For best results attach only the following type of documents:  |               |        |      |  |       |  |               |  |          |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Document Type</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td>Word</td> <td>Convert documents to pdf before attaching **</td> </tr> <tr> <td>Excel</td> <td>Convert documents to pdf before attaching **</td> </tr> <tr> <td>PDF (Acrobat)</td> <td>Attach with no additional steps needed</td> </tr> <tr> <td>Graphics</td> <td>Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files</td> </tr> </tbody> </table> <p>** Office 2007 and 2010 has a save as option to save files to a pdf format. There are freeware products available to convert files to a pdf format. However, caution should be used when installing and using freeware products.</p> |   |  | Document Type | Action | Word | Convert documents to pdf before attaching ** | Excel | Convert documents to pdf before attaching ** | PDF (Acrobat) | Attach with no additional steps needed | Graphics | Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files |
| Document Type   | Action  |  |               |        |      |  |       |  |               |  |          |  |
| Word  | Convert documents to pdf before attaching **  |  |               |        |      |  |       |  |               |  |          |  |
| Excel   | Convert documents to pdf before attaching **  |  |               |        |      |  |       |  |               |  |          |  |
| PDF (Acrobat)   | Attach with no additional steps needed  |  |               |        |      |  |       |  |               |  |          |  |
| Graphics  | Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files  |  |               |        |      |  |       |  |               |  |          |  |
| 4.  | On the Choose File to Upload dialog box, click on <b>Open</b> button  | File is selected and entered into the Upload File field.   |               |        |      |  |       |  |               |  |          |  |
| 5.  | Enter a <b>Name</b> in the File Name field.   | Use an identifying name of the file.   |               |        |      |  |       |  |               |  |          |  |
| 6.  | Click on the <b>Upload or Delete File</b> button  | Completes the upload. Table of the attached file(s) is displayed.  |               |        |      |  |       |  |               |  |          |  |
| 7.  | To delete a file, click on the <b>check box</b> under the delete column. Click the <b>Post/Delete File</b> button.  | File is deleted from the form.<br><br><b>NOTE:</b> Only the user that uploaded the file will be able to delete the file. |               |        |      |  |       |  |               |  |          |  |
| 8.  | To view a file, click on the <b>file name</b> link.   | The file will open in a separate window.   |               |        |      |  |       |  |               |  |          |  |
| 9.  | Repeat until all required documents are attached to the form. When complete, click on the " <b>Close the Attach Supporting Documentation dialogue</b> " button. | The Upload Region will close leaving only the Supporting Documentation table displaying.                                 |               |        |      |  |       |  |               |  |          |  |



## Deficiency Report and the Plan of Correction Quick Reference

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### Submit the Plan of Correction to KDOA

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**How To**

Follow the steps in the table below to submit the completed Plan of Correction to KDOA.

| Step | Action  | Result   |
|------|---|--|
| 1.   | On the Plan of Correction window, enter the <b>Title</b> of the person submitting the form. Click on the “ <b>Submit POC to KDOA</b> ” button.  | Status will change to CBF – Completed by Facility. The POC will display on a KDOA Worklist.                  |
| 2.   | Once approved by KDOA, the following will occur: <ul style="list-style-type: none"><li>• All links and buttons are disabled for further editing.</li><li>• Status will change to ABA – Approved by Agency</li></ul> | The Deficiency Report and the Approved Plan of Correction will be posted to the Public On-line NF Directory. |