

Deficiency Report and the Plan of Correction Instructions

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Table of Contents

<u>TITLE</u>

<u>PAGE</u>

Purpose	3
Accessing the Application	3
Facility Home	5
Survey Deficiency and Plan of Correction	6
Plan of Correction Data Entry	8
Adding an Additional Deficiency Tag	10
Uploading Supporting Document(s)	11
Submit the Plan of Correction to KDOA	13

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 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).

Accessing the Application

IntroductionThe 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	The KDOA Provider Web Site Home Page
	KDOA Provider Information Resource	will be displayed.
	Web Site.	
	www.aging.state.ks.us	
2.	Click on the Web Application button in	The Web Application Signin page will
	the Other Resource Links box or the	display.
	Web Application Logon link under Web	
	Applications Menu.	

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Accessing the Application

How To Continued

Step	Action	Result
3.	Type in the Username and password	NOTE: The username and initial
		password is issued by the KDOA
		HelpDesk when access is requested.
		Passwords expire every 60 days.
	KANSAS	10.000
		and the second se
	NATIONAL PROPERTY AND A DESCRIPTION OF A	tář
	Alternative sectors and the sector of the se	nini in
		And a low
4.	Click the OK button.	The Facility Home page will display. The
		page reflects the information registered
		with the KDOA LCE Licensing Division.



Facility Home

Page RegionsThe 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	 The demographics of the Facility on File: Facility Type(s) Mail Preference (E-Mail or Mail) Facility E-mail Facility Web Page State ID Facility Type(s) Address Address Address Address number To update or change any of the above information, the appropriate change form will need to be completed and submitted. 	
Facility Statistical Reports Deficiencies Report (2567) and POCs	Create Facility Statistical Reports during the reporting timeframe only. 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	Includes: A file upload option for the Floor Plans. Includes the ability to enter credit card payment information in a secured environment for payment of the required fees.	
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 Appication. Will display three (3) months prior to the License Renewal date.	
Feedback Quesionnaire	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			Res	sult	
1.	Report is	rt is displayed on the Facility Home					
	Page und	er the "Deficiency	reports				
	(2567) an	d POCs" Region.					
	Start & Exit Date						
Facility	State ID	Report Statu	IS		of the	Survey	
	Deficienc	y Reports (2567) ar	nd POCs		,		
	Select a	Deficiency Report and co	orresponding POC (More)	$ \longrightarrow $		
	State I	D Status	Deficiency Repo	ort POC	Start Date	Exit Date	
	N08906	5 Work In Progress	Bedrock NF 02-06	-12 ASP987	02/07/2012	02/09/2012	
	N08906	5 Approved By Agency	Bedrock 01-15-20	11 ASP2011	01/16/2011	01/18/2011	
						1-2	
The foll	owing are	the different statu	link us definitions c	windo of the repor			
Sta	- k						
	atus		De	finition			
V	VIP W	ork in Progress – ,			enter the	Plan of	
	VIP W Co CBF Co	prrection. Impleted by Facili	Allows the Fac ty – Status ind	ility to data			d
С	VIP W Cc CBF Cc th BA Ap	prrection.	Allows the Fac ty – Status ind on to KDOA.	ility to data icates that	the Facility	/ has submitte	d
С	VIP W Cc BF Cc th BA Ap Pl	prrection. Impleted by Facili Plan of Correction Proved by Agence	Allows the Fac ty – Status ind on to KDOA. y – Status indio	ility to data icates that cates that K Blank Plan	the Facility DOA has a of Correc	/ has submitte	ng the
A	VIP W Cc BF Cc th BA Ap Pl Click on th	prrection. Impleted by Facili e Plan of Correction proved by Agence an of Correction. The link under the F	Allows the Fac ty – Status ind on to KDOA. y – Status indic POC column.	ility to data icates that cates that K Blank Plan	the Facility DOA has a of Correc	/ has submitte pproved the tion form listir	ng the
A	VIP W Cc BF Cc th BA Ap Pl Click on th	prrection. Impleted by Facili Plan of Correction proved by Agence an of Correction.	Allows the Fac ty – Status ind on to KDOA. y – Status indic POC column.	ility to data icates that cates that K Blank Plan deficiency window. The acrobs	the Facility DOA has a of Correct tags will d at reader f	y has submitte opproved the tion form listir lisplay in a sep	ng the barate
2.	VIP W Cc BF Cc BA Ap Pl Click on th Click on th	prrection. Impleted by Facili e Plan of Correction proved by Agence an of Correction. The link under the F	Allows the Fac ty – Status ind on to KDOA. y – Status indic POC column.	ility to data icates that cates that K Blank Plan deficiency window. The acrobs	of Correct tags will d t reader f 7 Deficien	y has submitte pproved the tion form listin lisplay in a sep format (pdf) ve cy Report will	ng the barate

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Survey Deficiency and Plan of Correction

How To Continued



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.	
	Image: Additional Page Image: Additional Page Image: Additional Page Image: Additional Page Image: Image: Image: Additional Page Image: Additional Page Image: Additional Page Image: Additional Page Image: Image: Image: Additional Page Image: Additional Page Image: Additional Page Image: Additional Page Image: Imag	PROFE (WPP) Submit POC to EDGA Committee (WPP) (VIII The POC To: (VIII The POC To: (VIII The POC To:) PTOT (VIII The POC To:)) PTOT (VIII The POC To:)) PTOT (VIII The POC To:)))))))))))))
2.	Click on the tag to answer.	Plan of Correction for Tag #### window is displayed.
	Conf 2000 International France Region International France Region Plan of Correction (POC) for Tag F159 Inter to Missione France Di Abrost International (MORE in Progress (MMP) France (Correction Entry Conf 2000 Ne flagpooling Documentation function France Correction Entry Ne flagpooling Documentation function Expected Compation Date	
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).	<u>TIP</u> : Use a word processing software then copy / paste into the field.

Continued on next page

Plan of Correction Data Entry

How To Continued

Step	Action	Result
4.	Enter an Expected Completion Date which is required.	
	Impo//www.epp-ages_kit-goords_amount in the statute sta	ur response and then copy and paste the response into
5.	Click on "Save POC" 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 " Return " 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 di	splay.		
2					
F	lan of Correction				
	ASPEN Event ID ASP987 Status Work In Pr Deficiency Report Bedrock NF 02-06-12 Show Defi	ciency Report Add New POC Tag	Close Window		
2.	Type the tag number. If it is a continuation, indicate it by noting "con" after the tag number.				
<u>F15</u>	Type in the response to this "TAG". You can use a word proc a POC Tag g F159 con Add this Tag Cancel 'Add a Tag'	essing program to draft your response an	. 03/01/2011 1 - 1		
	echnical assistance with this page, please contact the KDOA Help Ian of Correction assistance, please contact tring Strakhova at 7				
3.	Click on the "Add this Tag" button.	Tag will be added to the Pl Correction Detail table.	an of		
	try by NURSINGFACILITY, Administrator title an of Correction Detail. Click a Tag to enter a response.				
	ID Provider's Plan of Co Prefix (Each corrective action should be cross-referen	ced 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 - -				
			1-2		

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	Actior	า	Result	
1.	To display the file upload the "Attach Supporting I button.	-	The region and file upload fields will display.	
2.	Click on the Browse but	ton	Choose File to Upload dialog box displays.	
3.	Browse to the saved document to be attached. Documents must be saved first.		ent to be For best results attach only the following	
	Document Type		Action	
			p pdf before attaching **	
			p pdf before attaching **	
		ttach with no addition	-	
	-	ttach JPG or GIF type \X) files	e graphics – do not attach TIF (Electronic	
4.	On the Choose File to Up click on Open button	pload dialog box,	File is selected and entered into the Upload File field.	
5.	Enter a Name in the File Name field.		Use an identifying name of the file.	
6.	Click on the Upload or D	Delete File button	Completes the upload. Table of the attached file(s) is displayed.	
	To Attach / Upload File: Steps to Upload a File: Browse- to the file location by clicking on the Browse- "botton Type a unique name in the "File Name" field for easy identification. Click the "Upload or Delete File" button. Do not upload "doct" or "xisi" files. (Save "doct"ride" files an PDPs their upload the PDP file File size limited to fine! File size limited to fine! File Name: Attached / Uploaded Files Application DR155_120_ASPEN_TAG to F158 items Background check mood	Upload or Delete File	to be button. Parial Useason doi:10.10 62.2.39 AM Close the 'Altach Supporting Documentation' dialogue)	

Continue on next page

Uploading Supporting Document(s)

How to Continued

Step	Action	Result
7.	To delete a file, click on the check box	File is deleted from the form.
	under the delete column. Click the	
	Post/Delete File button.	NOTE: Only the user that uploaded the
		file will be able to delete the file.
8.	To view a file, click on the file name link.	The file will open in a separate window.
9.	Repeat until all required documents are	The Upload Region will close leaving only
	attached to the form.	the Supporting Documentation table
		displaying.
	When complete, click on the "Close the	
	Attach Supporting Documentation	
	dialogue" button.	
	Type in the reapontse to this "TAG", You can use a world processing program to draft you this area. If there are supporting documents that you would like to induct, affact them with the "At frot with an Expedied Completion Date. Then attach the scanned the documents into a A format.	ech Supporting Documentation' suffor, Save the FOC
	A47 or 3985 Supporting Decementation Decignics Check Dynamics (Insection) on Strim, by Number Party Party Comment	- Si
	Expected Compation Date EMITIGETT 🔡 (Base POC) (Reson)	
	For technical assistance with this page, please confact the KDCA Help Desk at 765-264-990 For Plan of Correction assistance, please contact integ Straktore of 765-366-7005 or integ.	12 or HelpDeak@aping.ks.pov.

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	Status will change to CBF – Completed		
	the Title of the person submitting the	by Facility. The POC will display on a		
	form. Click on the "Submit POC to	KDOA Worklist.		
	KDOA" button.			
	BOSS With Jack Invest Plan Plan of Correction Such D NOBBORS ADPON ASPBER Definition Definition	All for Handle And All for the KDOA All for Handle Point to draft your measurese all. DS-1967 or Handleberk@egrag.ho.gov		
2.	Budow Read Str 2000 12: 10: 24: 00: 49. by DE EXCENDENDER CONSISTENT Advancementation POC: weater 05/22/00 12: 88: 18: 00: PM by DE EXCENDENDER AND modified 03/92/00 12: 88: 09: 18: eet by DECENTIONE PREAM			
	 for further editing. Status will change to ABA – 			
	Approved by Agency			
	CON this issue three laws Plan of Correction taus C N088068 ASP987 Balance Defining Bedrook NF 82-06-12 Provided By 7 Defining Bedrook NF 82-06-12 Provided By 7 Defining Provide Parts Tage if the religions is the Tai? This tail was a every probability of correct Provide Tage if the religions is the Tai? This tail was a every probability of correct Provide Tage if the religions is the Tai? This tail was a every probability of the service Provide Tage if the religions is the Tai? This tail was a every probability of the service Provide Tail with the religions is the Tai? This tail was a every probability attach the service of there are registring documents that the service of the service approximation to the Tail response Provide Tail with the table of tail response Provide Tail was a service with the table of tail response Provide Tail was a service of the service Provide Tail was a service of the table of tail response Provide tail tail tail tail tail tail tail tail	All configuration of the second secon		
	For Pran of Consisten assistance, piesse contect and stream at 795-768 7056 on Submitted to KDCA (in 02020202 00 34 11 AB), to 742401467403477, Aproximation POC wate-020220012 08 18 DK FM by DESY2346EF66447, multiple 030020112 08 34	nna. Skokhovn@kging.kn.pov		



Deficiency Report and the Plan of Correction Quick Reference

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 (<u>www.agingkansas.org</u>).

Survey Deficiency and Plan of Correction

Step		Action	Result
1.	Report is displayed on the Facility Home Page		
	unde	r the "Deficiency reports (2567) and POCs"	
	Regio	n.	
The follo	owing a	are the different status definitions of the rep	ports.
Sta	tus	De	efinition
W	ΊP	Work in Progress – Allows the Facility to d	ata enter the Plan of Correction.
CE	3F	Completed by Facility – Status indicates th	at the Facility has submitted the Plan of
		Correction to KDOA.	
AE	BA	Approved by Agency – Status indicates that	t 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		The acrobat reader format (pdf) version of the
	Repo	rt column.	2567 Deficiency Report will display in a separate
			window.
4.	Resize	e the two windows side by side.	TIP: 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

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).	<u>TIP</u> : Use a word processing software then copy / paste into the field.
4.	Enter an Expected Completion Date which is required.	
5.	Click on " Save POC " 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 " Return " 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 POC Tag region will display.
	"Add New POC Tag" button.	
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.

Uploading Supporting Document(s)

Step	A	ction	Result
1.	To display the file uplo	ad region, click on the	The region and file upload fields will display.
	"Attach Supporting Do	cumentation" button.	
2.	Click on the Browse button		Choose File to Upload dialog box displays.
3.	Browse to the saved document to be attached.		For best results attach only the following type
	Documents must be saved first.		of documents:
	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		steps needed
	Graphics	Attach JPG or GIF type gra	aphics – do not attach TIF (Electronic FAX) files
4.	 installing and using freeware products. On the Choose File to Upload dialog box, click on Open button 		File is selected and entered into the Upload File field.
5.	Enter a Name in the Fi	le Name field.	Use an identifying name of the file.
6.	Click on the Upload or Delete File button		Completes the upload. Table of the attached
			file(s) is displayed.
7.	To delete a file, click on the check box under		File is deleted from the form.
		ck the Post/Delete File	
	button.		<u>NOTE</u> : Only the user that uploaded the file will
			be able to delete the file.
8.	To view a file, click on the file name link.		The file will open in a separate window.
9.	Repeat until all required documents are		The Upload Region will close leaving only the
	attached to the form. When complete, click on the " Close the Attach		Supporting Documentation table displaying.
	• •		
	Supporting Document	ation dialogue" button.	

Submit the Plan of Correction to KDOA

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	Status will change to CBF – Completed
	the Title of the person submitting the	by Facility. The POC will display on a
	form. Click on the "Submit POC to	KDOA Worklist.
	KDOA" button.	
2.	Once approved by KDOA, the following	The Deficiency Report and the Approved
	will occur:	Plan of Correction will be posted to the
	All links and buttons are disabled	Public On-line NF Directory.
	for further editing.	
	 Status will change to ABA – 	
	Approved by Agency	